Atworth Parish Council

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Minutes of the Annual General Meeting of the Parish Council held on Wednesday 18th May 2016 at 7pm in Atworth Institute Village Hall

Present:

Cllrs. Effie Gale-Sides (Chair), Maureen Weston, Alan Lee, Arnold Snowball, Ros Cooper, Richard Clark, Alan Bagnell and Clerk to the Parish Council, Phil McMullen.

Ref. **Agenda items**

42/16 **1. Welcome and apologies for absence**

Phil welcomed those present to the Annual General Meeting and briefly introduced himself as the new Parish Clerk.

Phil reported that apologies had been received from Charles Boyle due to ill health. The apologies were accepted. Alan Bagnall reported that William Bird had also offered his apologies. Alan reported that there was nothing that Cllr. Bird wished to have raised at the meeting.

Effie Gale-Sides said that technically, Cllr. Bird should no longer be on the Parish Council, as the standing orders say three consecutive absences are the maximum, and he's been absent for five months [William Bird's last attendance was December 2015]

It was agreed to check the wording of the standing orders to ensure they aren't ambiguous, and to point out that we now meet monthly and to offer Cllr. Bird the opportunity to decide whether he wishes to continue.

43/16 **2. Election of Chairman**

Phil asked for nominations for election of Chairman.

Maureen Weston nominated Effie Gale-Sides, and underlined her nomination by explaining that Effie has worked tremendously hard on behalf of the Council and the village in the past year. Ros Cooper seconded the proposal and all were in favour.

Arnold suggested that we formally thank Gary Gale-Sides for all his tremendous support during this time that the Clerk appointment has been vacant. This was noted and agreed to.

Effie thanked everyone for their support and said that as this is their last year as a

Council, let's work really hard in the coming months to deliver what we've promised.

44/16 **3. Election of Vice-Chairman**

Maureen Weston was proposed by Alan Bagnall and seconded by Alan Lee. All were in favour that she be appointed as vice-chair for the coming year.

45/16 **4. Declarations of Acceptance of Office**

Declaration of Office - Effie Gale-Sides
Declaration of Office - Maureen Weston

46/16 **5. Declarations of Interest**

Declaration of interest: EGS and RC are trustees of the Atworth Village Hall Charity.

47/16 **6. Representative nominations**

To allocate Councillors to the following:

Village Hall – Maureen Weston

Community Safety – Effie Gale-Sides and the Clerk

Footpaths – Arnold Snowball. Effie has written to David Webb asking for him to report to the Parish Council.

Health & Wellbeing – Maureen Weston and the Clerk

Area Board – Effie Gale-Sides and the Clerk.

CATG – Alan Lee

Youth Club – Ros Cooper

Community Resilience – aka Emergency Planning. Effie Gale-Sides and the Clerk

Personnel & Finance – Effie Gale-Sides, Alan Lee and Richard Clark

48/16 **7. Minutes for approval :** 23rd March 2016

Arnold proposed and Richard seconded. All were content that they were a true record. The minutes were approved as a true record and signed by the Chair.

Closure of meeting for public participation

The meeting was closed in order that members of the public could raise issues of concern

Public question time

There were no members of the public present this evening.

Reconvene meeting

The meeting was reconvened

49/16 **8. Reports**

Effie Gale-Sides reported that the Dementia Friends Event was led by Karen Spence who is a Dementia Friends Champion working as a Public Health Specialist in Wiltshire Council. This took place on the 7th May in our Village Hall for about an hour, and twenty two villagers attended. It was excellent and very thought provoking. Its aim was to turn understanding into action so that we can start to create a more dementia friendly community.

One in fourteen people over 65 has dementia at any one time. Think about this when you are next in a supermarket queue, or a cinema, or at a rugby match, or in a pub, or anywhere with groups of people about you. So, this session was for everyone - not just people who have family living with that condition, or their carers, or those wanting to know more about dementia. It was about how best to react and respond with empathy and understanding. That is why we should all be a Dementia Friend. Following a commitment to positive action, we were given a little blue badge Actions can be small everyday things like having a little more patience when you are out and about, being a little more helpful, or telling friends about how valuable an information session like this is. There may well be another one in our village in early Autumn - please come along and help make us a Dementia Friendly Atworth.

It was agreed that a second Dementia Friends session could be set up in the Autumn.

Effie went on to report on behalf of the Over 55's group, who had very much enjoyed celebrating the Queen's 90th birthday and thanked the Parish Council for their grant of £100.

"Atworth's older villagers enjoyed the Queen's 90th birthday and St George's day with a celebration held on the 23rd. The Hall was festooned with red, white and blue bunting and magnificent flower arrangements.

The Stonar School Chamber Choir started the event with an excellent varied programme of beautiful choral singing and solo performances. Master of Ceremonies was lively Melksham Town Crier Peter Dauncey, who was accompanied by his official Escort, Joan.

Everyone delighted in a hearty meal, heard poetry, played games, toasted the

Queen's good health, sang, and waved flags in truly traditional style. Rev Shona Hoad and Rodney Price gave a reflective address. It was a very happy, friendly and memorable occasion.

I had a band of seven terrific helpers, including Maureen Weston and Richard Clark, who were simply marvellous".

50/16 **9. Finance:**

1. Approval of Payment Schedule to date and authorisation of cheques.

Cheques were presented for reimbursement as follows:

001056 AON UK Ltd Council Insurance - £1,640.04
001057 Refund of expenses for Annual Parish Assembly - £44.43
001058 Refund for expenses for Queen's 90th Birthday celebrations - £116.53
001059 Wiltshire Association of Local Councils membership - £432.91
001060 Book of condolence for Rodney Price reimbursement - £50.00
001061 Atworth Village Hall insurance - £1962.13
001062 Flood Container - £1872.00
001063 Clerk's Salary and Office Allowance May 2016 - £175.56
001064 Tax due to HMRC - £43.89
001065 Petty Cash - £13.51
001066 New Clock-tower Key - £30.00
001067 Final payment owed to HMRC for 2015-16 - £12.43

It was proposed by Richard Clark and seconded by Alan Lee that all of the cheques were paid as per the schedule. This was agreed by all present. The cheques were duly signed and the schedule initialled.

2. Approval to accept Budget Monitoring Statement to end of financial year March 2016

Effie asked that the pedestrian crossing and the noticeboard and the flood container element get moved to the ring-fenced fund. All were in agreement.

Effie noted that the gate money and the parking money came in during May.

Maureen proposed and Arnold seconded and all were content that the action was taken.

Action on clerk to write to Council Tax and Wessex Water to inform them he is the new Clerk and to arrange for an annual direct debit rather than monthly.

51/16 **10. Planning:**

1. To consider Planning application ref 16/03865/LBC Churchfields the Village School – proposed detached cedar lodge, library and group room

2. To consider planning application ref. 16/03865/LBC Churchfields the Village School – removal of existing single glazed windows and replacement of half glass door.

All were in favour that we support the applications, that we consider the work essential and that we strongly endorse them. Action on clerk to write to Wiltshire Council and confirm. *Post minute note: Action completed 19/5/16*

52/16 **11. Matters arising:**

a) Pedestrian crossing. *Public consultation has ended with no further news.*

b) Parish Plan actions. To resolve further action when the new clerk is established in role. John Polehill is the lead. Action on the clerk to make himself aware of what's required.

c) Flood Container purchase. Phil has already spoken to the people on site, and will shortly be dealing with the suppliers direct. Action on Phil to progress the order.

d) SSE grant for flood container items. Further action to be taken once the container is in place.

e) Clock tower gravelled area improvements and need for quotes. Phil is starting to progress this.

f) MetroCount. These will have to be made as an application to the Area Board. Alan Lee also mentioned the Speed Indicator Device (the SID) that is shared with Melksham Town and Melksham Without - the latter taking the lead in requesting funding for batteries via CATG, and subsequent acquisition. There is a link to the MetroCounts in that the SID can only be deployed in proximity to current MetroCounts (i.e. less than 2 years on).

Maureen expressed concern at the number of very large lorries that are coming through the village. Effie said we can only monitor the situation. The Facebook site has been very useful in promoting awareness.

g) Internal Audit. Effie said we had asked for an early internal audit. HMRC however only got back to our internal auditor last week, so it is now time for our internal audit. Effie has to sign that everything is in place and then everything goes to the auditor. We have to display documents for 30 working days.

h) Hedges encroaching onto Parish Council land. We now have two quotes, but we cannot get the work done until September.

i) School traffic sign. Effie said that along Bradford Road on the left, there is a tree obscuring a road narrows and a school sign. County Hall has been asked to cut back the branches as it's in a conservation area. Alan Lee mentioned that it had been raised at the new ATAG group as well. There was a feeling that a further sign along Bradford Road might be beneficial.

j) Alan Bagnall asked that someone is present when the tree outside Wilson's house is cut, as when the tree outside Wilson's house was cut, Wiltshire Council had basically cut it in two rather than trim it. Effie said it's a conservation area and any work has to be posted publicly 6 weeks in advance, so she had assumed it was the emergency services. She has the name of a helpful person at Wiltshire Council in utility services so will ask her.

k) Atworth Emergency Plan. We will all be involved at a later date.

l) Cherry tree on Village Green. Effie can find no record that it's our tree – only the little one next to it is ours. She has contacted Wiltshire Council to ask them to look at that tree as well as the one referred to above.

m) ID Cards. Photos have now been taken.

n) Gate to Recreation Field. William Bird was not present to give an update. There's people who are willing to help. Effie suggests we have a separate agenda item at a later date to discuss this.

o) Site allocation. John Polehill had raised the subject of the formal consultation on the Pre-submission Draft Plan. Effie explained this will be taking place from October to December 2016. This includes public consultation. This specifically relates to two particular fields.

p) Dropped kerbs at Mead Park and Chapel Rise. These have been reinstated as an issue in progress. We have money set aside in our precept next year on the basis that the Area Board will support the issue.

53/16 **12. Agenda items**

a) **To consider excluding the public and press for Agenda Item 14 due to the confidential nature.**

Exclusion of the Press and Public Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. It is desirable that the item be treated as confidential as it related to a former employee of the Council.

b) **Village Hall car parking.**

Effie stated that she would like councillors to think further about parking in the village hall. There seem to be a number of people parking there who shouldn't be. It's such a small area and we need to be ensuring there is sufficient parking for users of the village hall.

Richard Clark reported that he is deploying signage to that effect.

c) **Queen's 90th Birthday celebration for children**

Effie said that the older people had had a lovely day. She would like the committee to donate another £100 for the school-age children to have a celebration.

Ros Cooper proposed that £100 be set aside for a celebration. Arnold Snowball seconded this proposal and all were in favour that this should happen.

54/16 **13. Correspondence:**
Request to move bus stop from Post Office Lane to Snapdragons.

Alan Lee agreed with the need to move the bus stop; however he isn't convinced there is room outside Snapdragons. Effie said there was a review of bus-shelters several years ago and that had proven that the visibility for drivers going around any bus was poor, and that there was no room for a shelter at the proposed new location; and further more that no funds had been set aside. It's also a First Bus Fare Stage which means it's a designated location which would be difficult to have moved.

Arnold Snowball said that the privet hedge should be clipped more regularly.

We will write to the correspondent and inform him that we appreciate the time he has taken to contact us but that we are unable to do anything at this time.

Effie also noted that the Queen had responded thanking Atworth Parish Council for their kindness in sending her a card on the occasion of her 90th birthday.

55/16 **14.** See confidential Appendix 1 to these minutes.

56/16 **15. Any Other Business**

Phil reported that the grass cutting schedule for the year had been received.

Link to schedule

PMN: Phil contacted Andy Woodman the contractor to ensure a very good cut on 14th or 15th of July as the village is holding a fete on the Recreation Ground on 16th July.

Alan Bagnall asked about the sweeping of the road gutters by Godwins Close and Nursery Close. The water is not clearing properly. He asked that we establish when Wiltshire Council come out with their gulley sweeper.

Effie said that a volunteer former Sea Cadet named Phil Anderson has volunteered to be the Flag Man. She will be meeting with him by 19th May.

Effie mentioned that the Clerk's initial hours would be fairly high due to the amount of training required. The Clerk would also be attending a Clerk's training course, which will need to be paid for. The meeting was in agreement with this.

Richard mentioned that there has been a problem with dustbins left in the middle of the road during the night. The meeting agreed that there was an on-going problem with this at the moment and expressed concern at how dangerous it was. The Police had been made aware of the situation.

57/16 **15. To Confirm the Date of the Next Meeting**

The next Parish Council meeting is to take place on Wednesday 15th June 2016 at 7pm in the Village Hall.

Meeting closed at 21:20

Signed……. **Date …….**