Atworth Parish Council

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Minutes of a Meeting of the Parish Council held on Wednesday 15th June 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 Phil McMullen (Clerk).

Ref. **Agenda items**

58/16 **1. Welcome**

Effie welcomed those present to the Meeting.

59/16 **2. Apologies for absence**

Phil reported that apologies had been received from Charles Boyle due to ill health. Terry Chivers has also given his apologies.

Phil had contacted Cllr. William Bird as directed last meeting and explained that six months was the maximum absence and confirmed with him that he had been absent since December 2015. Cllr. Bird's 6 months actually finishes tomorrow (16th June). He was away on a business trip this evening. Effie also spoke to Cllr. Bird, who reassured her that he would have attended meetings during the past 6 months had the dates not been changed. An assurance was received that Cllr. Bird would definitely be attending the July meeting.

It was proposed and seconded that an ultimatum should be given that Cllr Bird should make every effort as far as possible to commit to attending the remaining meetings in this term. A majority was in favour of this proposal.

An action was placed on the Clerk to inform Cllr. Bird separately of this decision. *PMN: Action completed 17/06/16*

William Bird's apologies for this meeting were therefore formally accepted on this occasion as an approved absence due to work commitments.

60/16 3. **Minutes**

The minutes of the Parish Council meeting held on 18th May 2016 were considered. MW proposed, RC seconded and all were in favour that they should be signed and dated as a true record. The Chair duly annotated them.

61/16 **4. Declarations of Interest**

EGS, AS and RC are trustees of the Atworth Village Hall Committee.

5. Closure of meeting for public participation

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

6. Public question time

There were no members of the public present this evening.

7. Reconvene meeting

The meeting was reconvened

62/16 **8. Reports**

ATAG - Alan Lee reported the only developments had been discussions regarding a future meeting of ATAG, which had yet to take place.

Speedwatch – Alan Lee reported there had been four sessions since the last council meeting. The amount of traffic is up, speeding is up, they aren't getting out as often as they'd like. One volunteer is awaiting confirmation that her training can take place on July. There was a Speedwatch Team Leaders' meeting last Saturday. There are 143 schemes in Wiltshire and Swindon. 750+ volunteers across the county.

Police report – Effie explained that the Police will no longer be able to attend Parish Council meetings as they no longer have the resource to do so. There had however been a report submitted which would be sent to councillors. It read as follows:

"The last month has seen a few more incidents than usual for Atworth and they are as follows:

13/05/2016 Three 18 year old youths were arrested for possession with intent to supply cannabis when they were found in Atworth Business Park late evening. They had a small bag containing 11 wraps of what was thought to be cannabis and more was found during a section 18 search of the home addresses of the suspects. This is an ongoing investigation.

14/05/2016 Theft of a wallet from an address in Bath Road by means unknown.

18/05/2016 There was an attempted break in to an address in Greenland Close but the suspects were scared off.

20/05/2016 There was a report of a suspicious incident of a male taking photographs' of the houses in Godwin Close using his mobile phone. He arrived by bicycle.

28/05/2016 An elderly lady received a scam message via her phone when someone contacted he saying that she owed money to the HRMI and if she did not clear it then she would be in trouble. They told her she could be in trouble with the police and even arrested.

It is not just the elderly that get caught out by the telephone scammers, a lady of 47 from Melksham fell prey to their scare tactics recently and lost £400 as a result.

Also please reiterate about doing business on the doorstep. There are many Rogue Traders who prey on the elderly to get them to hand over astronomical amounts of money for small jobs.

Update on the new Policing strategy, Melksham will be going over to the new project on the 3rd of October 2016. Individual postings are yet to be confirmed."

An action was placed on the Clerk to put the police report onto Facebook. *PMN: Action completed 17/06/16*

63/16 9**. Finance**

a. Approval of Payment Schedule to date and authorisation of cheques
b. Approval to accept Budget Monitoring Statement to end of May 2016
c. Internal Audit
d. Annual Report – Annual Governance Statement for approval.
e. Annual Report – Accounting Statements for approval.
f. Publication of accounts. To confirm the period of publication.

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

Cheques were presented for reimbursement as follows:
001069 Atworth WI caretaking January – June 2016 - £288.00
001070 Lee Nevill tree surgeon £120.00
001071 HMRC £75.45

Direct Debits were approved as follows:
Refund of Clerk's miscellaneous expenses £17.49
Clerk's wages (including back-pay) for May 2016: £301.79

Arnold Snowball proposed and Alan Bagnell seconded that the Payment Schedule was a true record and that payments were made as per the schedule. This was agreed by all present. The cheques were duly signed and the schedule initialled.

b) Budget monitoring.
Arnold Snowball proposed and Alan Bagnell seconded that the Budget Monitoring statement was a true record. All were in favour.

c) Internal Audit. Effie reported that this has been completed and signed as satisfactory for the Annual Report.

d) Our annual report for the year ended 31st March. The annual governance statement: it was proposed by Maureen and seconded by Ros that Effie signed it for the year. The document was signed by Effie.

Action on the Clerk to sign and date the document and record the minute reference *PMN: Action completed 16/06/16*

e) The accounting statement. This was also signed and approved as a true record.

Action on the Clerk to sign and date and minute it in his role as RFO. Attached to that needed to be the Grant Thornton Letter and the Reconciliation Statement. *PMN: Action completed 16/06/16*

9f. Effie stated that we have to agree to publicise the accounts on a notice board and on our website. Included must be two specific weeks, and they need to be informed which two weeks. The 1st to the 14th July plus 20 other working days were agreed.

Action on the Clerk to publish the Annual Return, the Notice of Period of Exercising of Public Rights and the Declaration of the Status of the Published Accounts on the Clocktower noticeboard and on the website on the 20th June (for 30 working days), with a link included on the village Facebook page.

The adoption of this was Proposed by Alan Lee, Seconded Alan Bagnell and all present were in favour.

9g. VAT return. Effie observed that we need to be more vigilant about claiming back VAT in future. The VAT return to the end of May 2016 was to be completed and returned.

Action placed on Clerk to complete the VAT return and send it off as soon as possible.
PMN: action completed 16/06/16

64/16 **10. Planning Applications**

There were no reported applications to consider at this meeting.

65/16 **11. Matters arising:**

Flood Container. Effie reported we now have this in place. We now have to decide what to put into it. To be decided at a special Community Resilience meeting at a later date. Phil and Alan Lee were thanked for their achievement in erecting it on a particularly hot day.

Clock tower area improvements and need for notice boards in that area.

Effie explained that we need a better notice board. Maybe there should be a Parish Council notice board AND a village notice board.

Ros proposed that we add an additional second notice board next to the Clocktower, specifically for Parish Council matters. This was seconded by Alan Bagnell. All were in agreement.

Action on the clerk to get a quote for notice boards and works

School traffic sign. Andy Cadwallader had suggested that we ask the Parish Steward to cut back the tree which is obscuring it.

Action on the clerk to return the required form *PMN: Action completed 18/06/16*

Cherry tree on Village Green. There is now no low-hanging branch and there are no branches touching the overhead wires. Action completed.

ID Cards. Effie said we now have photos on the website – we now need to decide how to create the badges.

Gate to Recreation Field. William Bird has given a commitment to fix this, and Effie has seen the gates and the equipment. She will ask him for a timescale.

Alan Lee asked that on the subject of gates, the gates to the Rec often seem to be left open. The top gate is assumed to be the grass cutting contractor leaving them open. He's been contacted and reminded several times.

Village Highways matters. Effie expressed concern that we have dropped kerbs, crossing lights, yellow road markings at Bradford Road and Mead Park all outstanding. She asked, what do Wiltshire Council require from us in order to move this forward? It was agreed to raise the issues at the next CATG and to ask Terry Chivers to check progress.

66/16 **12. Agenda items**

Play equipment. Effie said that we should be considering a donation towards safety surfacing. Richard said we're awaiting quotes for the potential costs. Moved to the next agenda pending a figure.

Defibrillator. Effie explained that agreement was needed to buy battery and pads from ring-fenced funds. Ros Proposed and Richard seconded and everyone was in agreement.

The meeting agreed to this.

Action placed on the Clerk to order the necessary equipment - the pads required are for a Cardiac Science G3 Powerheart (adult pads).

Narrow pavements.

Alan Lee explained that Mark Stansby from the Council had suggested that perhaps the issue of narrow pavements was something that could potentially have been addressed by CATG.

Ros raised the point that the pavements are too narrow in places for a pushchair and there is nowhere to cross to a wider pavement.

Alan Bagnell mentioned that in his opinion the worst place was next to the bus stop – there's only a foot or so of space between you and a heavy lorry.

Effie explained that we have set our precept for this year, so if we had to make a contribution we wouldn't be able to at present. ATAG would need to submit a formal proposal if this was to be progressed.

Flood container items. To consider necessary items for inclusion. This would happen at a later date when there is a specific Community Resilience Emergency Planning meeting.

Recreation Ground grass cutting. Effie said that it had been proposed that additional cuts should be arranged. A good cylinder mow before the fete and another one or two during the summer holidays. This was agreed to.

Richard proposed and Arnold seconded and all were in favour.

Clerk to obtain quotes and arrange for an additional cut week commencing 11th July and no later than the 14th.

Village Fête 16th July. Effie said that they still need help on the day. Everyone was encouraged to lend a hand.

An action was placed on the Clerk to look at the fine print of our insurance and look to see if we needed an add-on for the event itself. *PMN: action completed 16/06/16, there is no requirement to purchase additional insurance*

Dates of future meetings. Effie asked how people feel about having a meeting in August. Three proposed a break, the others don't mind, so it was agreed that we should take a break in August. It was agreed to go ahead with a meeting on 21st December however.

Confirmed dates of future meetings:

20th July
21st September
19th October
16th November
21st December
18th January 2017
15th February
15th March
19th April

67/16 **13. Correspondence:**

There was no formal correspondence submitted this meeting.

68/16 **14. Any Other Business**

Complaints had been made about boats being parked across the pavement near the bus stop.

Alan Bagnell reported that at Chapel Rise and on the opposite side of the road, we need the gulleys cleaned.

An action was placed on the Clerk to include this on the works request to Parish Steward. *PMN action completed 18/06/16*

Apologies were received from Maureen Weston for the meeting on the 20th July.

David Webb has offered to give us feedback when he notices a problem with a footpath.

There has been a complaint about cars parking on the road adjacent to Lion Place and the Bear Garage.

We need a Neighbourhood Watch coordinator for Atworth.

We need a volunteer to raise and lower flags in the village.

An action was placed on the Clerk to advertise for a flag raiser *PMN action completed 18/06/16*

We need a further Dementia Friends talk early in October preferably on a Saturday afternoon.

An action was placed on the Clerk to arrange a second Dementia Friends talk.

Alan said that previously we had organised defibrillator training. St Johns undertake it. There might be some interest later in the year in arranging another session, again early in October.

An action was placed on the Clerk to arrange a second defibrillator training session.

69/16 **15. To Confirm the Date of the Next Meeting**

The next meeting of the Parish Council takes place on **20th July 2016** at 7pm in the Dining Room at Great Chalfield Manor. Councillors and members of the public are welcome to arrive early to enjoy the grounds.

Meeting closed at 21:15

Signed…… **Date …….**