Atworth Parish Council

Minutes of a CONFERENCE Meeting of Atworth Parish Council held between Tuesday 24th March and Friday 27th March 2020

www.atworth.org

Invited:

Cllrs. Effie Gale-Sides (EGS) (Chairman), Richard Clark (RC) (vice-chair) and Cllrs. Heather Chaplin (HC), Andrew Gooding (AG), K. Hartley (KH), Arnold Snowball (AS)

Clerk: Philip McMullen

Ref. **Agenda items**

128/20 1. **Introduction**

The Clerk explained that Further to the Prime Minister's announcement at 8.30pm on Monday 23rd March regarding the COVID-19 pandemic, gatherings of more than two people from different households are not to be held. Wiltshire Association of Local Councils confirms that this ruling also applies to Local Councils. Local Councils should not meet in person. Play areas should be closed, and community buildings (in our case, the Village Hall and the Youth Club) should be closed. The purpose of this email involving all councillors was in order to keep a record of decisions made during this unprecedented period.

All routine, non-urgent business was suspended with immediate effect.

A Coronavirus Community Pack has been produced by Wiltshire Council and posted on the front page of our website. The Clerk will ensure this is kept up to date.

129/20 2. **Proposal by the Chair of the Council, Cllr. Effie Gale Sides**

2.1 I am proposing that as we are in exceptional circumstances, our meetings should be postponed for the time being.

2.2 I propose that delegated powers are given to the Clerk in consultation with the Chairman and Vice Chairman, for routine items.

2.3 I propose that any urgent items are emailed, with a deadline for response, to our councillors.

2.4 I also propose that Atworth Parish Council joins with the Melksham Councils in their actions concerning the corona virus.

Seconded by RC, approved by AG and there were no objections

RESOLVED that Proposals 2.1 to 2.4 are implemented with immediate effect.

130/20 **3. Planning Applications**

3.1 Application Ref: 20/01247/FUL

Application for Full Planning

Proposal:- Garage extension

At: 6 Prospect Fields, Atworth, SN12 8RS

Councillors considered the application via email. It was resolved by a majority to submit a response of OBJECT for the following reasons:

Councillors noted that on exiting the proposed garage, the driver's view is severely restricted, and the vehicle could be well onto the pavement before the driver could see pedestrians or cars approaching.

Councillors also observed that when the original planning application was approved for this house a garage was included. The position of the garage was such that the door to the garage faced the house. This meant that you drove towards the house when leaving the garage and turn onto the private road. Councillors expressed concern that there must be NO infringement onto the pavement.

3.2 Application Ref: 20/01287/FUL

Application for **Full Planning**

Proposal:- Proposed external store & single storey rear extension

At: Spring Cottage, 189 Purlpit, Atworth, SN12 8HJ

Councillors considered the application via email. It was resolved to submit a response of NO OBJECTION

3.3 Application Ref: 20/02014/FUL
Application for Full Planning
Proposal:- rear single storey extension and garage conversion
At: 23 Mead Park, Atworth, SN12 8JS

Councillors considered the application via email. It was resolved to submit a response of NO OBJECTION

131/20 **4. Finance**

4.1 Approval of Payment Schedule and authorisation of cheques

Approvals for the meeting taking place in			March 2020				
Date	**Payee Name**	**DD/Chq No**	**Net £**	**VAT £**	**Gross £**	**Payment Details**	**Approved By**
	Melksham Without PC	DD	416.36	-	416.36	SID (agreed Feb. mtg)	
	Footpaths Warden	DD	90.81	-	90.81	Invoice for f/path works	
	IdVerde	DD	310.28	62.06	372.34	Grounds Maintenance Works March	
	Philip McMullen	DD	486.02	-	486.02	Salary and Office Allowance	
	HMRC	DD	121.51	-	121.51	HMRC income tax for wages	

RC proposed, AG seconded and all were in favour.

The Clerk noted that the Footpaths Warden had submitted receipts to the value of £77.46 to date. Rather than pay £90.81 immediately, the difference would be paid later when receipts were received for the work (sharpening of loppers)

4.2 Approval to accept Budget Monitoring Statement to end of February 2020

Atworth Parish Budget Monitoring 2019/20
March 2020

	Annual Budget	Spend to date	Balance Remaining	CODE
Expenditure	£	£	£	
CLERKS SALARY	5,600	5,183	417	**4000**
CLERK'S OFFICE EXPENSES	560	518	42	**4005**
WI VILLAGE CLEAN & TIDY	580	644	(64)	**4010**
GENERAL ADMIN	250	256	(6)	**4020**
INSURANCE	4,300	2,119	2,181	**4030**
WALC	500	454	46	**4050**
SLCC	50	43	7	**4052**
BENCHES	2,300	1,841	459	**4065**
SID DEPLOYMENT	400	13	387	**4070**
VILLAGE MAINTENANCE	1,690	665	1,025	**4100**
AUDIT FEES	300	275	25	**4157**
VILLAGE HALL RATES	130	135	(5)	**4200**
REC RATES	170	171	(1)	**4201**
VILLAGE HALL	4,500	4,815	(315)	**4203**
WATER RATES	160	143	17	**4205**
GRASS CUTTING	4,500	4,248	252	**4215**
ARMISTICE WREATH (S.137*)	20	17	3	**4250**
YOUTH CLUB RENT	30	25	5	**4261**
PRESENTATIONS	100	65	35	**4265**
HIGHWAYS WORK	2,500	-	2,500	**4300**
COMMUNITY RESILIENCE EQUIPMENT	200	-	200	**4320**
NOTICE BOARDS	1,500	1,489	11	**4335**
VILLAGE ENHANCEMENTS	1,250	105	1,145	**4336**
CLOCK TOWER SITE IMPROVEMENTS eg	250	4,094	(3,844)	**4337**
VAT ON PAYMENTS		2,516	(2,516)	**515**
HMRC overpayment refund		1,241	(1,241)	**120**
Total Expenditure	**31,840**	**31,075**	**765**	
Income	£	£	£	
PRECEPT	28,521	28,521	-	**1176**
B/F from existing balances	3,319		3,319	**1180**
Rates b/f from last year		306	(306)	**1050**
Interest			-	**1190**
HMRC		-		**120**
VAT refund		7,975	(7,975)	**115**
refund from Noticeboards Online	-	90		
Total Income	**31,840**	**36,712**	**(4,962)**	
Net Expenditure	**-**	**(5,637)**	**5,727**	

Balance Brought Forward	***20,216***
Current Balance (Cashbook)	**25,853**
Current Balance (Deposit A/c)	**-**
-Current Balance (Bank)	**25,852**
=Unpresented cheques	*- £1*

Acceptance of the Budget Monitoring Statement was Proposed by RC and seconded by AG and approved by all.

132/20 **5. Clerk's report**

5.1 Crime update. The Clerk reported that he had received notification of one community impactive crime during March, as follows:

Crime – Criminal Damage
17/03/2020 02:54
BATH ROAD, ATWORTH, MELKSHAM, (ED12) At 0250 hours 3 male offenders were disturbed by a resident smashing the rear windscreen and stealing the spare tyre of a parked and unattended vehicle. The 3 males made off in a Red Mazda 3.

5.2 Village Hall The Clerk noted that RC reported that no groups are using the village hall as of the beginning of last week. The recreation ground has been closed, the gates padlocked, notices erected and the play equipment taped off.

5.3 Footpaths update The Clerk reported that the Footpaths Warden has now checked all of Atworth's footpaths. There are a couple of stile repairs which he will forward to the West Wilts Ramblers repair team, who may undertake post Covid19. Receipts were awaited so that payment could be made.

5.4 Hedges overgrowing the public footpath. The Clerk reported that he had as requested contacted householders in writing regarding the Hedge overhanging the public footway at Bradford Road, Atworth

5.5 Benches and noticeboard update. Quote received to remove and replace the benches at the Clocktower for £100 each and the notice boards will be £90 each. Clerk will check that the quote holds good until after the removal of Covid-19 restrictions.

5.6 Annual Parish Assembly. The Clerk reported that this had been postponed until the lifting of Covid-19 restrictions in line with Government advice.

5.7 Broken road surface outside the White Hart following gas mains repairs. The Clerk and EGS had met with a representative of the Utilities Company prior to the pandemic restrictions being put in place. Contractors had agreed they were at fault and that the works would be repaired.

5.8 Pothole outside the Bear Garage. The Clerk noted that this had been reported to Wiltshire Council (issue reference number 5378707 dated 23/03 refers). Response from Highways 27/03: "I have been monitoring, each and every month, the depressed reinstatement that you have highlighted in your photo. Whilst the HRA tarmac construction has cracked, the underlying construction appears pretty sound and there has been no deterioration in condition over recent months. At barely 40mm off existing road levels and with a shallow gradient, it would be difficult to get any overlaid material to remain in situ though we will give it a go. I note that the adjacent footway has, perhaps understandably, worn along the entry and exit points for the garage and I have asked the gang to infill these kerbline seams whilst on site."

5.9 Joining Melksham Emergency Councils group (EGS agenda item 2.4). Clerk reported that he had confirmed with Cllr. Alford and the Clerk to Melksham Without Parish Council that Atworth would like to be involved on 17th March.

5.10 End of Year audit. The Clerk reported that there was little or no clarity so far over the procedures to be followed this year. The External Auditors had been in touch to explain that they would be issuing instructions in due course. It was becoming increasingly obvious that no Meeting of the Parish Council could take place in May, neither could an internal auditor be appointed at this time. The best advice was to follow the normal end of financial year procedures, close down the accounts and prepare for an audit to take place at a later date. The Clerk had meanwhile agreed with the Internal Auditor to be on "standby" for the time being.

5.11 Verges Clerk advised that Wiltshire Council Highways department has made an excellent job of clearing the verges on the eastern side of Atworth. The result is safe access to the drainage ditches, enabling easier monitoring by the Parish.

133/20 **6. Agenda items**

All to be carried forward to after Covid-19 restrictions are lifted.

6.1 Flags

6.2 Adoption of revised Code of Conduct

6.3 New bin at junction of Bath Road and Purlpit. EGS requested that the Clerk investigate the replacement of the litter bin.

6.4 Bath Road eastern bus shelter ivy cut-back, roof repairs and new window

134/20 **7. Correspondence**

7.1 Wiltshire Council Estates have written to confirm that there are no longer chickens or fencing on the council land at Mt Pleasant. The area should now revert back to its former use of being open space.

7.2 Wiltshire Council Ethical Governance Office have written to confirm their ruling that no further action should be taken about the complaint from an Atworth resident against two Atworth Parish Councillors, stating *"It is clear that the actions of the Subject Members, as alleged, would not amount to a breach of the Code of Conduct. In discussion with the Deputy Monitoring Officer it has therefore confirmed that this matter should not be referred for formal assessment and that no further action be taken on it."*

135/20 **8. Any Other Business**

The Clerk noted with regret that Arnold Snowball intended to stand down from Atworth Parish Council after this "meeting". AS wrote, "As I had intended to step down in May I suppose this means I will not be able to attend any further Council Meetings. I hope that over the past number of years, I have done my best to represent the Parishioners of Atworth. So please accept my resignation from the Parish Council. I will be, hopefully, carrying on with my plans to start a Film Club, whenever that may be."

AS was warmly thanked by the Clerk for all his hard work on behalf of parishioners, and for his excellent attendance record.

136/20 **9. Date of the Next Meeting of Atworth Parish Council**

To be advised. The Clerk will meanwhile maintain a documentary record of actions.

Signed……. **Date …….**