Atworth Parish Council
23 Kingfisher Drive, Bowerhill, MelkshamT Wiltshire SN12 6FH Tel
Chairman: Councillor David Winnie Clerk Mrs Juliette Finch

Draft Minutes for the Meeting of Atworth Parish Council on :
Tuesday 27th September 2022

40/22Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted. **Cllr Palmer's Apology for Absence was accepted.**

41/22 Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors. **None received**

42/22 To receive declarations of interests Local Authorities

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). **None received**

43/22 Exclusion of the Press and Public Standing Order #1c

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
It was deemed necessary to exclude the public from item 53/22(e)

44/22 To receive and sign the minutes of the meeting held on 20th July 2022 (Previously circulated) LGA 1972 Sch 12 para 41(1) Proposed Cllr Telling, Seconded Cllr Roberts Duly signed

45/22 Chairman's announcements

Chairman Winnie announced that Cllr Gooding had submitted his resignation. The Chairman extended the thanks of the Council for all his help and assistance. Cllr Gooding has confirmed that he will continue to assist with the SID with John Day now assisting rather than Steve Walkden.

Arnold Snowball has approached the Council as a prospective Councillor. **Action To be added to October Agenda for discussion.**

46/22. Co-option

As above

47/22 Appointment of a Vice Chair LGA 1972 15 para Cllr Roberts was proposed by Cllr Winnie, Seconded by Cllr Telling. Cllr Roberts duly appointed Vice Chair

47/22. Reports from Partner Organisations

a.Report from Wiltshire Councillors
Bristol Soap - Residents have questioned the work on the bund in the field, and the possibility of pollution in the streams. Council officers from Ecology and Environmental Health have visited, and Natalie Rivens of planning enforcement is investigating.

Wiltshire Council have removed restrictions for the times that bus passes may be used. These may now be used at any time of the day.

b.Village Hall Committee – Report from Richard Clark
The village hall has been quiet over the past two month as most user groups had their summer break. However, a new group started in the hall two weeks ago and we are still receiving enquiries to hire the hall.

We are still removing ivy from the trees in the southern copse, which if left, would eventually rot the tree trucks and destroy the trees. This work is expected to carry on during 2023 until the work is completed.

We are expecting the annual ROSPA inspection of the children's play equipment at some time during the next month. Although the majority of the equipment is in good order, the inspection will provide the hall, information of any equipment that needs attention.

Although this issue is nothing to do with the village hall, for about two months during the summer, I'm sure the grass in the recreation ground would not have been cut due to the hot weather. I believe that part of the contract, the grass cutter was supposed to use weed killer around the play equipment, the benches and the tennis court. This reduces the need to use the strimmer around the wooden legs which weakens the wood and will eventually lead to the replacement of this equipment. I have not seen any evidence that weed killer have been used.

At the bottom of one of the benches, the retaining concrete is breaking up and therefore creates movement of the bench. Action **PC to contact ID Verde about use of weedkiller. PC to contact Village Handyman for assistance in reinforcing concrete under bench.**

c. Youth Club – Report from Cllr Palmer
i. Parish Clerk confirms that minute 135/21 d recorded Councillors resolution to grant £2,500 to the Youth Club with the precept to be increased accordingly

48/22 Jubilee Trees Update from Arnold Snowball Mr Snowball presented a map of the village identifying four areas for proposed planting :

A. Opposite The Bear Proposal of up to 20 trees. This area is overgrown and will require the services of a contractor to clear prior to planting, including clearing of a boundary wall.
B. Chapel Rise into Nursery Close Large tree to be pruned back and up to 10 trees to be planted.
C. Area behind Clock Tower up to 5 trees to be planted.
D. Village Green 1-2 trees proposed.

Cllr Roberts expressed concern about the number of trees quoted. Cllr Winnie agreed. The suggestion was made that specialist opinion was sought. Cllr Winnie also stressed how vital it was to establish whose wall was concerned in Area A.
A parishioner mentioned that Area B would also require a conversation with householders adjacent and opposite proposed site B. **Action Seek specialist assistance from Lowdens Nursery – Mr Snowball agreed to deal with this. Order to be placed in October/November. PC to write to households affected once sites determined.**

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49/22 Footpath, Footway and Highways issues – Cllr Telling We have been advised by the Highways Department that the results of the traffic assessment along the Bradford Road, outside Churchfields School, supports our application for a 20-mph speed limit. The Parish Council have agreed to fund 50% of the cost of this work and the request that Highways fund the other 50% will be considered at the next LHFIG (used to be CATG) meeting in October. We have no information yet as to the likely timescale for the work to be carried out, assuming the funding application is successful.
The Parish Council have also agreed to fund the cost of the installation of sockets & poles at three locations along the Bath Road to enable us to change the position of the Speed Indicator Device. When this work is done, we will consider whether to purchase a second SID. However, this will depend on us being able to find volunteers to periodically move the device(s) around and recharge the batteries as necessary.
We were hoping to obtain support from the solar farm contractors to fund an independent traffic survey to ascertain the speed and volume of traffic through the village, but it seems this is not likely to happen in the foreseeable future. In the meantime, we are requesting a metro count by Highways Department to provide interim data.

50/22 Planning Applications
PL/2022/06806
Listed building consent (Alt/Ext)
Internal refurbishment of modern partitions, alterations and thermal improvements to the existing roof structure and the malt house flooring. Construction of a new single storey structure in-place of the existing conservatory.
Atworth House, Bradford Road, Atworth, SN12 8HY

PL/2021/11061
Householder planning permission
Two Storey Side Extension
53 BATH ROAD, ATWORTH, MELKSHAM, SN12 8JY
Mrs Evie Williams

Action – These are prior applications with modifications made. Council has no comment to be made.

51/22 Matters Arising

- **i.** Death of Her Majesty Queen Elizabeth II – This required a great deal of action by the council and made it aware of items that should always be to hand.Cllr Winnie expressed his thanks to Rodney and Christine Price for their assistance. **Action Book of Condolence to be sent to Swindon Wiltshire Council Archive.. Cllr Roberts to ascertain if St Michael's Church would like theirs sent at the same time. Ensure there is always a picture of the Monarch, a black ribbon, a black frame and tablecloth to hand. PC**
- **ii.** Neighbourhood Plan – Parish Clerk has contacted Place Studio who have previously assisted Semington, Seend and Melksham Without Councils. Clerk has requested an overview of costs and work undertaken on behalf of APC. **In progress PC to report back at October meeting**
- iii. Flood Warden Training – Parish Clerk has established that there is NO requirement for Councillors to be Flood Wardens. **Clerk to attend Purlpit training session for further information at the invitation of Teresa Strange, Melksham Without Parish Clerk**.
- **iv.** Ordering of Wreath for Remembrance Day. Council to inform Clerk whether they would like her to contact Rod and Christine Price, as in previous years, to arrange this.Cllrs

concurred.There have also been concerns raised about the pin in the Memorial which anchors the wreath in place. This was deemed a task for the Village Handyman **Clerk to contact The Price's re wreath. Clerk to contact John Day re anchor pin on War memorial.**

v. The Village Magazine – Cllr Roberts had approached the previous Editor of The Village Magazine but she was reluctant to resume the role. Cllr Roberts proposed approaching Shaw and Whitey to see whether Atworth could participate with their already existing publication. Council unanimously approved **Action Cllr Roberts to approach Editors of Shaw and Whitley publication.**

vi. Councillors are asked to consider an application for Grant assistance from St John's Ambulance for Community transport. Would Councillors like the Clerk to invite the applicant, Louise Jones to present to the Council at the October meeting? – not fully discussed**. To be added to October Agenda. Action PC**

52/22 Clerk's Report

a. Update on training, general correspondence

b. Investigation of Designed for purpose Parish Council website – Hugo Fox Bronze service free but Silver at £19.99 includes real time tracking of planning applications. **Council Approved the Clerk beginning this process.**

c. Second Precept Payment - Council is asked to note the Clerk is awaiting confirmation that the second precept payment is to be received from Wiltshire Council this month.

d. Clerk has been offered a trial specialist Accounting Program which collates monthly reports and uses data to automatically calculate and populate AGAR report. Are Councillors resolved to trial the system? Resolved and Approved

e. Purchase of Offline Storage – suggestion is that we use Office 365 at a cost of £5.99 a month or £60 annually to protect Parish data from loss of laptop, unavailability of Clerk. **Resolved and Approved – Action PC**

53/22 Finance

a. Payments LGA 1972 s150 (5)

i. Invoices

ID Verde September Payment £372.33
John Day Repairs to Mead Park Bench £136.00
J A and H Snowball Reimbursement of Materials Costs £33.55
Clerk's September Wages £584.12
HMRC £145.80
John Day Fitting of brass plaque to Mead Park bench £15
Repayment of Monies to Atworth Village Hall Committee £5309.89

ii. Receipts

None received

iii. Retrospectively

ID Verde July Payment £372.33

Unanimously approved - Action PC

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b. Council is asked to approve the Clerks recommendation that it remains opted into the central procurement and appointment scheme for its External Audit. **Council unanimously accepted the Clerk's recommendation that it remain opted into the central procurement and appointment scheme for it's external audit. No further action required.**

c. Update on Lloyds Bank Situation – the Clerk reported that Lloyds have still not progressed the Mandate situation despite receiving all of the requested information. Clerk is sending urgent emails on a bi-weekly basis requesting updates. Cllr Winnie asked Councillors for their opinion on the facilities offered by Unity bank once the matter is resolved with Lloyds and move the APC account to them instead**. Action All**

d. Councillors are asked to approve the previous Clerk, Georgina Berry, making payments on it's behalf for invoices between May – August already approved by the Council **Unanimously carried**

Councillor Telling left the meeting. The meeting no longer being quorate only discussion was possible. Items unable to be approved to be carried forward to October meeting. LGA 1972 Schedule 12

Discusson only :

e. Village Hall Governance Document.

f. Parishioner Complaint via Facebook about parking outside The Old Post Office.

54/22 Budget Preparations Council to agree its objectives for next year

Council is asked to discuss its objectives for next year and inform the Clerk of any future projects

55/22 Parish Steward

Council is asked to discuss a list for the next Parish Steward visit.
(The Parish Steward can only complete works listed below)

- Hand clearing and cutting of growth from drainage grips and drain gully covers.
- Hand clearing of blocked drainage gullies, culverts, pipes and pit3
- Clearing storm debris from the roads and footways
- Clearing collision debris, clinical waste etc.
- Pedestrian barriers repairs, preparation, and painting
- Cleaning, re-installation and straightening of small road signs, street nameplates and bollards.
- Installation of small road signs, verge marker posts and supplied street nameplates
- Removal of limited graffiti from road signs, bollards, and street nameplates
- Hand cutting of grass and vegetation in visibility areas
- Hand treatment of weeds in rural areas
- Removal of Ragwort and other noxious weeds
- Clearance of encroaching growth and soils from footways
- Repair of minor surface defects in roads and on footways

Parish Steward to be asked to clear the public areas around the Clocktower and kerbs. Also to deal with clearing drainage gulleys. **Action PC to contact Wiltshire Council.**

56/22 Village Maintenance

i. Mead Park Bench – plaque attached. **No further action**

ii. John Day to be asked to ensure that there is an anchor pin in place on the War Memorial to avoid a recurrence of last year's wreath being blown across the road.

iii. Council to decide on the removal of the whips to enable the Parish Steward to mow the grass easily. **Ongoing - October**

iv. Asbestos Removal from the bus stop and whether John Day would be able to install a replacement roof.**To be delegated to the Clerk LGA 1972 Section 101**

v. John Day has advised that the costs of renovating the bench currently stored in the APC Container would far exceed the costs of purchasing a new one. His suggestion is to purchase a new bench. He awaits the Council's decision. The bench at Nursery Close/Chapel Rise also requires slats replacing. **Clerk to confer with John Day and research costs for October meeting**

vi. The purchase of a fit for purpose Flag Pole.**Clerk to research costs for October meeting**

57/22 Review of Risk Register and Aims Objectives. To ratify discussions at Work Day 10th August

Date of Next Meeting Wednesday 19th October at 6.30pm Atworth Village Hall

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