Minutes of the ordinary Council Meeting of Atworth Parish Council held on Wednesday 21st June 2023 at 7:00pm in the village hall.

Present: Cllr Roberts (Chair), Cllr Palmer (vice-chair), Cllr Davies, Cllr Telling and Cllr Addis
In attendance: Martin Kyte – Parish Clerk, Trevor Carbin - Wiltshire councillor, 2 members of the public

Public Participation:

In line with the councils Standing Orders Public speaking time is restricted to 15 minutes.

Council was asked by a parishioner about the lack of grass cutting at the junction of Coronation Road and what would be done to address. Council Chair stated that action was in hand and village caretaker could cut in lieu of discussions with Wiltshire Council.

42/23 Apologies and Vacancies:
Apologies were accepted from Cllr Green and Comms & Project Officer King

43/23 Declarations of Pecuniary and Non-Pecuniary Interests:
None declared

44/23 Dispensations:
No requests received

45/23 Exclusion of the Press and Public:
There were no matters which would require exclusion.

46/23 Election of Council Chair:
Declaration of acceptance from Cllr Roberts was signed and witnessed.

47/23 Previous Meeting Minutes:
The minutes of the May 19th 2023 Ordinary Council meeting were formally approved by the council and were signed by the vice chair as a correct record.

48/23 Co-Option Proposal:
Council voted unanimously to accept the application from Philip Addis to join as a councillor and the declaration of acceptance was signed and witnessed. Philip Addis then joined the meeting as a co-opted councillor at this juncture.

49/23 Dates and times of ordinary meetings:
Council agreed to move council meetings to the third Tuesday of every month subject to the clerk establishing a confirmed start time as meetings on this day can only commence at 7.15pm at the earliest. The new arrangement would be trialled for three months and be reviewed in October.

50/23 Wiltshire Councillor Update:
Cllr Carbin mentioned the following;
(a) Chalfield Solar Farm development was going to Planning Committee but not before September 23.

(b) He also alerted the Council to the Staverton Road Closure between July and December and that Atworth was on the recognised diversion route for HGVs.
(c) Annual Traffic Survey is due end of July.

Council Chair thanked Cllr Carbin for his efforts on the 'No Fly Tipping' signage which is now in place. Cllr Carbin stated that CCTV placement could be looked into if the signage was being ignored. **Action:** Clerk to obtain schedule of bin emptying for Parish.

FINANCE

51/23 **Annual Accounts:**
The accounts for the year ended 31st March 2023 were approved by a majority and signed by Council Chair but Cllrs Addis and Davies abstained as working papers had not been circulated.

52/23 **Annual Governance and Accountability Report:**
Section 1 of the AGAR was approved by a majority and signed by Council Chair but Cllrs Addis and Davies abstained as working papers had not been circulated.

53/23 **Annual Governance and Accountability Report**
Section 2 of the AGAR was approved by a majority and signed by Council Chair but Cllrs Addis and Davies abstained as working papers had not been circulated.

54/23 **Internal Audit:**
Council noted the actions recommended by the auditor.

55/23 **Banking**
a. **Invoices** – The following invoices totalling £3,943.97 Inc VAT were agreed for payment.

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Parish Clerk Pay	May Pay	£349.12	-	£349.12
		June Pay(estimate)	£459.00	-	£459.00
		Overtime	£145.44	-	£145.44
	Comms & Project Officer	May Pay	£100.38	-	£100.38
		June Pay(estimate)	£248.00		£248.00
	HMRC	May Income Tax	£112.20		£112.20
		June Income Tax (estimate)	£368.00		£368.00
	PAID ALREADY:				
	Commercial Property Finance Consultancy Ltd	May Payroll Services	£53.25	£10.65	£63.90
	Community First	Village Hall Insurance	£2097.93	-	£2097.93

b. **Bank balances:**

The following bank balances as at 31st May were noted.

Lloyds	£0.00
Unity	£37,572.66

PLANNING

56/23 **New Applications:**

The following applications were considered:

Application Ref PL/2023/03802 - Householder Application
Address: 16E Bath Road, Atworth, Melksham, SN12 8JJ
Proposal: Dormer roof and rear extension of existing dwelling with replacement garage in garden.
Applicant Name: Mr Paul Derby **Case Officer:** Steven Vellance
Respond By 16-06-2023
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AbbUM

Decision: No Objection

Application Ref PL/2023/03185 - Householder Application
Address: 88 BRADFORD ROAD, ATWORTH, MELKSHAM, SN12 8HZ
Proposal: Construction of dormer window at the rear of the building.
Applicant Name: Celia Hemken **Case Officer:** Selina (Nina) Parker-Miles
Respond By 22-06-2023
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AaDlA

Decision: No Objection

57/23 **Planning Decisions:**

Council noted the decisions made by Wiltshire Council as below and there were no objections:

Application Ref **PL/2023/02685 -** Householder Application
Address: The Dial House, 102 Church Street, Atworth, Melksham, SN12 8JA
Proposal: Infill oak-framed and glazed extension with tiled pitched roof. Removal of some internal/external walls to create more open space. Together with new bi-fold doors in an enlarged opening.
Applicant Name: Mrs. Gill Ponsford Case Officer: David Cox
Decision Date: 15-05-2023 Decision: Approve with Conditions
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AZ2KV

Application Ref PL/2023/02804 - Proposed Works to Trees in a Conservation Area
Address: Bradford Road, Atworth, SN12 8HY
Proposal: G1 - Section fell x 11 Lombardy Poplar trees to allow for future planting scheme
Applicant Name: Mrs Daniel Potter Case Officer: David Wyatt
Decision Date: 17-05-2023 Decision: Split
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AZJDO

VILLAGE MAINTENANCE

58/23 **Village caretaker Report:**

Cllr Davies updated the council on work carried out by the caretaker for the village gates, repairs to the Recreation Ground benches and the need for grass cutting and strimming in certain areas.

Action: Parish Clerk to obtain quotes for a Petrol Strimmer.

59/23 Parish Steward:

(a) Council noted jobs completed by steward this month.

(b) Council had no specific future jobs that fall into Stewards remit but a decision was made to notify the parish community via the Newsletter of the presence and remit of the Steward.

60/23 Grass Cutting:

(a) Council noted revised contract terms for grass cutting of Recreation Ground. Placement of a new contract is still on hold as an expected quote for services had been delayed. Council Chair suggested going out to tender to invite more interested parties.
Action: Parish Clerk to check Finance regulations as to process and compliance.

(b) Cllr Telling raised the issue of sub-standard cutting at Godwins close which is thought to be unregistered for Council cutting.
Action: Parish Clerk to ask Cllr Carbin for a map of the areas Wiltshire council maintain within Atworth Parish.

61/23 Clock Service:

Council approved the annual servicing of the Clock at a not to exceed cost of £210 subject to a formal quote being received.

62/23 Flagpole:

Parish Clerk updated the council on progress with replacing and installing a new flagpole. House of Flags are due to come back with options for installing and a quote within the week.

63/23 Planters:

Parish Clerk updated the council with viability of emptying, re-filling and planting of existing Planters and that the favoured provider advised that it would be best to re-plant at the start of the autumn as summer plants were now short in supply and would not last long. Council agreed to re-plant in the Autumn and to book a date with Superior Plants for early autumn. In the interim Council Chair offered to do summer replanting for some of the Planters and this was endorsed by the Council.

COMMUNICATIONS & PROJECTS

64/23 NALC Events/Training:

Council approved training for Comms & Project Officer for three events at a cost not to exceed £200.

65/23 Comms & Project Officers Progress Report:

(a) Stakeholder Meetings

Council noted significant progress made by Comms & Project Officer in engaging and meeting with all Parish stakeholder Groups. Council also noted that the next Parish Boundary Walk is happening on 26th August.

(b) Sponsorship

Council noted there are no specific sponsorship updates at present

66/23 **School/Young Persons Engagement Plan:**
Council agreed the scope for the Plan.

HIGHWAYS

67/23 **Monthly report**:
Cllr Telling updated the Council on the Traffic Survey results and that more granular information is needed to be able to understand the data and then make some informed decisions. Council agreed to request a meeting with the Highways Engineer to discuss this once more data had been provided.

YOUTH CLUB

68/23 **Monthly report:**
There was nothing to report but Cllr Palmer and Parish Clerk are to mee to discuss way forward on the Lease.

ADMINISTRATIVE

69/23 **23/24 Budget:**
Council considered the budgetary changes suggested but will make a final decision in due course, noting that the Budget for Highways related activity needs to be increased.

70/23 **Churchfields School Swimming Pool:**
Council agreed to honour donation of £200 as a contribution towards the Swimming Pool.

71/23 **Village Bier:**
Council agreed that the Village Bier be loaned and moved from storage to Atworth Museum at the earliest opportunity.
Action: Parish Clerk to draft loan agreement.

72/23 **Freedom of Village White Hart:**
Council agreed to hold extraordinary meeting to propose and endorse Freedom of the Village to the pub managers following 16 years of community support to the Village.

73/23 **Items for future meetings:**
There were no items for next month's agenda.

74/23 **Date of Next Scheduled Meeting**
18 July 2023 at 7.30pm Atworth Village Hall

Meeting closed at 9.02pm