Minutes of the ordinary Council Meeting of Atworth Parish Council held on Tuesday 19th September 2023 at 7:30pm in the village hall.

Present: Cllr Roberts (Chair), Cllr Davies, Cllr Telling, Cllr Green and Cllr Addis
In attendance: Martin Kyte – Parish Clerk, Tracey King -Comms & Project Manager, Trevor Carbin – Wiltshire Councillor, 1 member of the public

Public Participation:

In line with the councils Standing Orders Public speaking time is restricted to 15 minutes. There was no public participation.

113/23 Apologies and Vacancies:

Chair confirmed that Cllr Palmer had resigned and the Council now had 4 Councillor vacancies. The Council thanked Cllr Palmer for her significant contribution noting in particular her involvement in planning matters. It was noted that the Vice Chair position was now vacant and Councillors would be invited to nominate themselves at the next meeting.

114/23 Declarations of Pecuniary and Non-Pecuniary Interests:

Cllr Addis declared his non-pecuniary interest in his personal objection to the Whistlemead Solar Farm and this will be recorded on the Wiltshire Council records.

115/23 Dispensations:

No requests received

116/23 Exclusion of the Press and Public:

There were no matters which would require exclusion.

117/23 Previous Meeting Minutes:

The minutes of the July 18th 2023 Ordinary Council meeting were formally approved by the council and were signed by the Chair as a correct record.

The minutes of the extraordinary meeting held on July 18th 2023 to consider the award of Freedom of the Parish were formally approved by the Council and signed by the Chair as a correct record.

118/23 Reports from Partner Organisations:

a. Wiltshire Councillor Update:

Cllr Carbin sought confirmation of accuracy of the areas required to be maintained by Wiltshire Council. Council agreed two areas (the first at the clocktower, the second by Atworth Lane junction) that should be added to the Wiltshire Council provided maintenance schedule. Cllr Carbin had already requested that the Clocktower area be added back.

Action: Cllr Carbin to add Atworth Lane Junction grassed area to WC grass cutting schedule and the list of areas that Wiltshire Council maintains.

b. Village Hall Committee:

Council noted the written report highlighting key issues arising during the summer months. There were no actions arising.

c. Youth Club:

Council noted a request for a decision on remedial work for rotten timbers discovered when Youth club was flooded.

Action: Clerk to request revised quote for work and the way forward will be discussed at October Council meeting in the context of the Lease and Tenancy agreement with the landowner and tenants

d. Wiltshire Police:

Council noted the written report asking that future reports be provided with additional context in order to understand the relative position of crime reports in the parish in relation to other areas of Wiltshire.

119/23 Footpath, Footways and Highways Issues:

a. Update:

Council noted the written report of Cllr Telling. In presenting a summary, Cllr Telling informed the meeting that there was a deadline of 13th October for the commencement of the contract/works for the new 20mph signage on Bradford Road and this would be monitored and publicised

b. Purchase of Additional SID:

Resolved: Council approved the purchase of specific model of Speed Indicator Device, with functionality to allow data to be shared with the police based on Quote supplied from ElanCity UK at a not to exceed cost of £3,116.

c. Speed Awareness Posters:

Resolved:

1. Council approved the Terms of Reference for the launch of the poster competition.
2. Council approved an allocation of £50 in total for Prize Money and that any individual prize would not exceed £25.

d. Formation of Traffic & Highways Committee:

Resolved:

Council approved the formation of a new Committee to review Traffic and Highways matters (with terms of reference as defined in Standing Orders). Membership was agreed to be up to three Councillors with the Parish Clerk and Comms & Proj Manager in attendance. Limited financial delegation of £50 will be given to cover any incidentals/expenses.

Action: Traffic and Highways Committee to be approved as part of the Council governance framework. Terms of Reference to be appended to Standing Orders. Membership to include up to three Councillors and advisors as required.

Cllrs Roberts, Telling and Davies were nominated and approved to join the Committee

120/23 Whistlemead Solar Farm Update:

It was noted that the meeting in May had resolved to lodge objections on behalf of the Council. Cllr Palmer had undertaken this and the written objection was noted. Cllr Addis noted that formal objection had been logged by Parish Clerk on the WC website but this was not recorded as an Atworth Parish Council objection per se, and this was to be rectified.

It was also noted that traffic issues had not been addressed in the objection and that the discussion and representation of such issues should be delegated to the new Traffic & Highways Committee for supplementary submission.

Action: Parish Clerk to re-submit written objection under the Atworth Parish Council access to the on-line WC Planning website. Any further issues should be reported to Parish Clerk to add to existing comments via the Traffic and Highways Committee

PLANNING

121/23 **New Applications:**
There were no new applications requiring consideration.

122/23 **Planning Decisions:**
There were no new Planning Decisions made by Wiltshire Council.

VILLAGE MAINTENANCE

123/23 **Maintenance of Jubilee Copse:**
Council was asked to consider action to resolve maintenance of the Jubilee Copse area of the Parish which had become unkept and required work to ensure the trees would survive.
In discussion it was agreed that a review of the work required and associated costs was required. It was noted that a landscaper in the Parish would be approached to quote for the work to give an indication of the breadth of task – **Action Cllr Addis**.

Neston Park Estate would be approached to ascertain if they would consider assisting. – **Action Cllr Addis**.

Council agreed that maintenance of the Copse should be treated as a one-off task initially and would advertise for a contractor to carry out work once the scope was agreed as above.

The proposal to procure a person to provide a short-term contract of work for ad hoc pieces of work was declined.

124/23 **Parish Steward:**

(a) Council noted that there were no jobs completed by steward in September as he was on leave.
(b) There were no new jobs identified at the meeting but Parish Clerk would distribute the task sheet as usual prior to the next visit on 3rd October. Councillors were asked to consider work that was required, and it was suggested that parishioners were invited to contribute via social media – Action Comms & Project Officer

125/23 **Clocktower – Remembrance Commemoration:**
Cllr Green updated the meeting with the Plans for the Poppy Cascade for Remembrance and the assistance that Light Fantastic were willing to provide in affixing and lighting the display. It was noted that the Women's Institute were leading this project and Parish Council were acting as facilitators. Council agreed that it wished to publicise the event and efforts of all involved and would look to plan a small event for the unveiling and lighting of the display –
Action: Comms & Project Manager to liaise with Women's Institute
Resolved: Council approved a not to exceed budget of £120+VAT for the display lighting.

126/23 **Replacement Bench:**
Council considered the purchase of a bench to replace one which had been damaged during a car accident in the parish. The possibility of sponsorship will be looked into by the Comms & Project Manager – **Action Comms & Project Manager**.

Resolved: Council approved the purchase of a suitably styled bench made from Recycled Plastic. This is to replace a broken one and is to be situated next to the bus shelter on the A365 near the mini roundabout at a not to exceed cost of £500.

COMMUNICATIONS & PROJECTS

127/23 **Comms & Project Officers Progress Report:**

Council noted written report which set out a range of activities to work with stakeholders and groups within the parish in relation to improving relationships, working on joint projects and identifying ways the Parish Council could be proactive in the Parish Comms & Project Officer wanted to express her public thanks to Robert Floyd at Great Chalfied Manor for his hospitality.

128/23 **APC Logo:**

Council considered a report which sought approval of a mechanism to review and implement a new logo.

Resolved: Council will go out to consultation to the Parish with two designs, one from the Comms Officer design, the other the design used for the Atworth Updates Newsletter. The Parish Community will be asked to decide which logo best reflects the Parish Council and its aspirations moving forward. Action – Comms & Project Manager

129/23 **APC Website Design:**

Council considered a report seeking approval of designs associated with the plans to introduce a more functional website for the parish community. Council reviewed five designs and selected favoured home page/front end design.

Resolved:

a. That the Council will procure the selected design (Style A) for the website build as per the previous project specification. Council approved Implementation of selected design at previously quoted cost.

FINANCE

130/23 **Banking**

a. **Invoices** – The following invoices totalling £2,018.37 Inc VAT were considered for payment

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Staff Pay/Tax/NI	Sept Pay	£1,121.83	-	£1,121.83
LGA 1972 s.112(2)	Locum Clerk	July Invoice	£100.00	-	£100.00
LGA 1972 s.111	Highland Payroll Services	Aug23-Jan 24 Payroll Services	£113.50	£22.70	£136.20
LGA 1894 s.8 (1)(i)	ID Verde	Rec Grass Cutting Sep	£310.28	£62.06	£372.34
LGA 1972 s.137	WI	Village Caretaking to 30th June	£288.00	-	£288.00

Resolved: The Council approved the payment of the invoices

b. To note the bank balances as at 31st August 2023:

Council was invited to review and note the bank balances of the two accounts held by the Council. Cllr Green sought clarification in relation to the budget and the income and expenditure position and it was confirmed that an update would be shared in between meetings.

Resolved: The Council noted the balances

Lloyds	£0.00
Unity	£28,170.76

ADMINISTRATIVE

131/23 Operation Awake:

The Council considered a report setting out details of a joint initiative between Wilts Police and Soroptimist International of Salisbury seeking to work to protect women in public service from abuse via social media or email. Recognising this kind of abuse is more prevalent than ever before, the Council agreed to join the scheme which provides a structure for women councillors or those who volunteer in the public service to report such violence.

It was noted that a social media awareness campaign would be promoted to ensure parishioners and others were aware of this important campaign. Action: Comms & Project Officer

132/23 Scheduled Communications/Prep for Council meetings:

Council noted a report setting our proposals for new ways of working. In discussion, Council voiced its support for the new ways of working with regard to communications from Parish Clerk and requirement for written reports for new agenda items agreeing its implementation forthwith.

133/23 APC Policy Updates:

Council reviewed a number of policies which had been updated to reflect best practice and legislative changes.

Resolved: Council approved the following Policy changes to be implemented immediately

a. Weed Control Policy – new policy.
b. Grant Awarding Policy – update
c. Co-Option Policy – update
d. Freedom of Parish Policy – update
e. Council Standing Orders - update

134/23 Items for future meetings:

Council identified the following items for the October agenda;

a. Budget Update
b. Financial Compliance and Audit recommendations
c. Appointment of Vice-Chair
d. Co-option of prospective new Councillors

135/23 Correspondence:

Council noted correspondence received by the Council. It was agreed that a better way of sharing this information with the public would be considered: Action – Parish Clerk.

Meeting Closed 9.11pm

Signed Chair: ……..

Date: ……