Minutes of the ordinary Council Meeting of Atworth Parish Council held on Tuesday 21st November 2023 at 7:30pm in the village hall.

Present: Cllr Roberts (Chair), Cllr Davies, Cllr Telling, Cllr Hough and Cllr Addis
In attendance: Martin Kyte – Parish Clerk, Trevor Carbin – Wiltshire Councillor, Tracey King – Comms & Projects Officer, seven members of the public

Public Participation:

In line with the councils Standing Orders Public speaking time is restricted to 15 minutes*. Two members of the public raised questions; the first asked if the patch of grass next to Coronation Road would be cut as part of the Wiltshire council contract and Cllr Carbin responded to say that the area in question has been added to the schedule but may now not be cut until the spring. Parish Clerk will establish when the first cut is due for next year.*
The second member of the public, representing the Atworth Village Hall & Recreation Ground asked if the Parish Council would contribute funding for the proposed Car Park lights and works to the tennis courts. Council Chair responded and advised that a Grant application would need to be completed for each instance and submitted to the Parish Council.

168/23 Apologies and Vacancies:
Apologies were accepted from Cllr Green. The Chair confirmed that there are three vacant APC seats and was hoping to address this via co-option resolution at agenda item 175/23.

169/23 Declarations of Pecuniary and Non-Pecuniary Interests:
None declared.

170/23 Dispensations:
No requests received.

171/23 Exclusion of the Press and Public:
There were no matters which would require exclusion

172/23 Election of Council Vice-Chair
No Councillors wished to put themselves forward for this role at this time. This agenda item will be raised again at a future council meeting.

173/23 Previous meeting minutes:
The minutes of the October 17th 2023 Ordinary Council meeting were formally approved by the council and were signed by the Chair as a correct record.

174/23 Actions Outstanding from Last Ordinary Council Meeting on 17th October:
Parish Clerk confirmed the actions that still required full resolution and provided an update on the progress of the Website Design with Comms & Project officer providing an update on the creation of an on-line form for use to record tasks for the Parish Steward. Other ongoing tasks in relation to the Jubilee Copse and the Parish Budget would be covered as part of the agenda.

175/23 **Co-Option Proposal:**

Council voted unanimously to accept the application from Heather Chaplin to join as a councillor and the declaration of acceptance was signed and witnessed. Heather Chaplin then joined the meeting as a co-opted councillor at this juncture.

176/23 **Reports from Partner Organisations:**

a. **Wiltshire Councillor Update:**
Cllr Carbin reminded the councillors that comments/responses for the Wiltshire Plan review consultation must be submitted by Friday 24th Nov.

b. **Village Hall Committee:**
Council noted written report submitted by the AVH.

c. **Youth Club:**
Council noted written report submitted by 4Youth.

d. **Wiltshire Police:**
Council noted that there was no further update and the Rural Report previously circulated was the latest formal position.

177/23 **Footpath, Footways and Highways Issues:**

a. Council noted the written report from Cllr Telling.

b. Cllr Telling then provided a more detailed update on the set-up and deployment of the two existing SIDs and informed the meeting that although there were three approved locations to deploy the SIDs the following needs to occur before we are fully up and running with two concurrent new style data retrieval devices;
   i) Locations at Mead Park and the Eastern end of the village required new poles and a NAL socket for power at the Eastern end was needed before we can affix the new style SID which has a solar panel.
   ii) A Professional/Contractor needs to be employed to carry out the initial set up and assembly of the new SID. Cllr Telling was following leads with both ID Verde and Trowbridge Town Council to procure appropriate assistance.

   Resolved: In order to procure the necessary items from WCC Highways Dept a budget of £500 was approved by the Council.

   Action: Cllr Telling to contact ID Verde and Trowbridge Town Council to obtain quotes for initial set up and assembly of new device.

PLANNING

178/23 **New Applications:**

There were no new applications to be considered at the meeting.

179/23 **Planning Decisions:**

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

Application Ref PL/2023/08080 - Proposed Works to Trees in a Conservation Area
Address: 110 BRADFORD ROAD, ATWORTH, MELKSHAM, SN12 8HY
Proposal: T1 - Whitebeam. Fell and replace tree. Heavy historic pruning has lead to trees decline, Annual early leaf drop and sparse crown. Family member also high allergic to white beam pollen. tree to be replaced with Scotts pine.
Applicant Name: Mrs Victoria Visser **Case Officer:** Beverley Griffin
Decision Date: 01-11-2023 **Decision:** No Objection Application
Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BD1jb

VILLAGE MAINTENANCE

180/23 **Maintenance of Jubilee Copse:**

a. Cllr Addis updated the meeting with the options for tree purchase such as residents providing whips or the council formally purchasing these at a cost between £2.50 and £5 per whip. Cllr Hough then offered an alternative solution in that he had been contacted by the Woodland Trust whereby it was possible to make an application for Trees at nil cost.
Resolved: Council agreed to apply to the Woodland Trust for up to 30 saplings.
Action: Cllr Hough to make formal application to Woodland Trust.

Cllr Addis then addressed further maintenance and the need for some further clearance of brambles on the Atworth Lane corner of the copse.
Resolved: Council approved a not to exceed spend of £300 to clear brambles.
Action: Cllr Addis to obtain firm quote and arrange bramble clearance.

b. **Signage:** Five options for types of signage were given by Parish Clerk and Council agreed to proceed with obtaining a quote for a simple plaque design signpost and to recommend appropriate wording at the December meeting.

181/23 **Parish Steward:**

(a) Council noted jobs completed by Steward on his visit on 31st October. Clerk informed meeting that Steward only visited for one day as all Stewards were redirected to conduct work in preparation for Storm Debi.
(b) No new tasks were identified and Parish Clerk would circulate job form prior to the next visit.

182/23 **Clocktower Lighting:**

a. **Planning Response:** Council noted draft response to Planning Enforcement and agreed to submit.
Action: Clerk to submit response as soon as possible.
b. **Planning Consent:** Council approved submission of listing planning consent to enable lighting of Clocktower and delegate authority to clerk to submit on its behalf.
Action: Clerk to liaise with local planning expert and submit Listed Building Consent.

183/23 **Christmas Celebration:**

Council discussed a number of options, ranging from providing a foodbank to alleviating loneliness at Christmas for supporting the local parishioners at Christmas. Cllr Hough pointed out that St Michaels Church already provided a foodbank facility that was collected weekly and therefore Council agreed to signpost this on social media to improve awareness. Given the proximity to Christmas it was decided that it would be very difficult to arrange any specific events but the Council would signpost any existing local arrangements
Action: Comms & Project Officer to signpost local events and support on social media.

184/23 **Village Caretaker Role:**

The current caretaker has now stepped down and Council agreed that a replacement caretaker was needed. Council discussed whether the role should be filled by either a contractor or as an employee of the Parish Council.
Resolved: Council agreed to commence with an open recruitment for a contractor and if not successful then look to recruit for the role as an employee.
Action: Clerk to draft form of words for recruitment action.

COMMUNICATIONS & PROJECTS

185/23 **Comms & Project Officers Progress Report:**

Council noted written report which updated the council on a range of activities. There were two items that required approval as follows;

(a) **Speed Awareness Poster Competition** – There was only one entry and council approved the announcement of that entry as the winner

(b) **APC Logo –** Council approved the adoption of the new APC Logo (option B), designed by Josie Green as per results of the Parish consultation.

FINANCE

186/23 **Banking**

a. **Invoices** – The following invoices totalling: **£1,914.17 Inc VAT** were considered for payment

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Staff Pay/Tax/NI	Nov Pay	£1,121.83	-	£1,121.83
LGA 1894s.8(1)(i)	ID Verde	Rec Grass Cutting Nov	£310.28	£62.06	£372.34
LGA 1972 s.142	Superior Plants	Planters	£350.00	£70.00	£420.00

Resolved: The Council approved the payment of the above invoices.

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

Council was invited to review and note the bank balances of the two accounts held by the Council. Parish Clerk informed the Council that the Lloyds account would now be closed.

Resolved: The council noted the bank balances

Lloyds	£0.00
Unity	£37,995.80

187/23 **Budget for Precept FY 24/25:**

Parish Clerk walked through the first draft of the Budget for FY 24/25. Council was asked to further consider holding entries for Highways, Village Maintenance & Enhancements and SID Deployment.

. **Action:** Clerk to arrange a Finance Committee meeting to formally address the Budget in detail and produce second draft in readiness for that meeting.

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ADMINISTRATIVE

188/23 **Items for future meetings**

Council identified the following items for the December agenda;

(a) Outcome of Finance Committee Precept Meeting
(b) Newsletter
(c) Forward Agenda List
(d) Church Signage
(e) Copse signage and wording

189/23 **Correspondence -** Council noted correspondence forwarded to councillors by the clerk in the weekly Friday Night Updates on 20 & 27 Oct, 3, 10 & 17 Nov.

190/23 **Date of Next Scheduled Meeting**
Tuesday 19th December 2023 at 7.30pm Atworth Village Hall

Meeting Closed 8.50pm

Signed Chair: ……..

Date: ……