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

Present: Cllr Roberts (Chair), Cllr Davies, Cllr Green, Cllr Hough, Cllr Addis and Cllr Chaplin
In attendance: Martin Kyte – Parish Clerk, Trevor Carbin – Wiltshire Councillor, Tracey King – Comms & Projects Officer, three 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.

197/23 Apologies and Vacancies:
Apologies were accepted from Cllr Telling.

198/23 Declarations of Pecuniary and Non-Pecuniary Interests:
None declared.

199/23 Dispensations:
No requests received.

200/23 Exclusion of the Press and Public:
There were no matters which would require exclusion

201/23 Election of Council Vice-Chair
Cllr Roberts proposed that Cllr Green be elected as the new Vice Chair. Unanimous agreement followed and Cllr Green duly accepted the role.

202/23 Previous meeting minutes:
The minutes of the November 21st 2023 Ordinary Council meeting and the December 5th Extraordinary meeting were formally approved by the council and were signed by the Chair as a correct record.

203/23 Actions Outstanding from Last Ordinary Council Meeting on 21st November:
Parish Clerk confirmed that three actions still required full resolution as follows;

a. **Cllr Addis to obtain firm quote and arrange bramble clearance –** Cllr Addis updated the meeting that Rose Ledbury was unable to assist and he was seeking an alternative source to clear the brambles. Cllr Hough noted that ID Verde through the WC contract had cleared some brambles near the Atworth Lane junction and therefore we would need to assess whether there was a need at this current time.
b. **Cllr Telling to contact ID Verde and Trowbridge Town Council to obtain quotes for initial set up and assembly of new SID –** Cllr Telling's report noted how she had made several attempts to gain

a quote from ID Verde but the POC was not forthcoming with suitable information. Clerk was attempting to follow up this request also.

c. **Clerk to draft form of words for recruitment action for village caretaker contractor role**- Clerk had not yet formed the Terms of Reference for the role and would use this as the basis for the recruitment action.

204/23 Reports from Partner Organisations:

a. Wiltshire Councillor Update:
Cllr Carbin stated that he would be seeking further clarification of the retrospective planning permission application submitted for Unit 3 at Atworth Business Park.

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.

205/23 Footpath, Footways and Highways Issues:
Council noted the written report from Cllr Telling.

PLANNING

206/23 New Applications:
The following application was considered.

Application Ref PL/2023/10236 - Full Planning Permission
Address: Unit 3, Atworth Business Centre, Atworth, Wilts, SN12 8SB
Proposal: Installation of a new vehicle spray booth within the main workshop/warehouse building with external extract flues.
Applicant Name: Rygor Holdings **Case Officer:** Gen Collins
Respond By: 04-01-2024
Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CF6ed

Decision: Council voted unanimously to object to the application on the following grounds;

a. Extract Flues had already been constructed without any consultation.
b. Application gives no detail of the type of fumes being extracted hence the environmental impact is not known.

Action: Clerk to submit formal objection on WC Planning Website.

207/23 Planning Decisions:
There were no new planning decisions made by Wiltshire Council this month

208/23 Whistle Mead Solar Farm:
Resolved: Council approved further formal objection based on additional Highways submission information.
Action: Cllr Addis to provide form of words to clerk for formal response.

VILLAGE MAINTENANCE

209/23 **Signage for Jubilee Copse:**

a. **Resolved**: Council approved option presented by Clerk for a simple commemorative plaque design at a not to exceed cost of £100.
b. **Resolved**: Council agreed form of words suggested by Comms & Project Officer.

Action: Clerk to purchase sign with agreed form of words engraved.

210/23 **Church Signage:**

Cllr Hough updated the meeting with his findings for the purchase of one white reflective directional sign for St Michael's Church from Bradford Road. Cost of sign was £54.48 and was within the expected not to exceed amount of £60.

Resolved: Council approved purchase of suggested sign.

Action: Clerk to obtain supplier details from Cllr Hough and purchase sign.

211/23 **Lay-By Littering:**

Cllr Roberts raised the issue of the ongoing litter problem in the lay-by entering the village from the Melksham direction. Whilst Fly-tipping did not seem to be an issue at present, the repeated overflowing of the litter bin and lack of capacity and regular emptying was causing an issue.

Action: Cllr Roberts to contact WC and seek advice on the next steps to help resolve this issue.

212/23 **Parish Steward:**

Clerk informed meeting that Steward was on leave at the end of November and therefore no jobs were completed and that there are no more scheduled visits in the forward plan currently.

Action: Clerk to obtain and share updated Parish Steward Schedule when available.

COMMUNICATIONS & PROJECTS

213/23 **Comms & Project Officers Progress Report:**

Council noted the written report which covered a range of activities. Tracey King updated the Council on the progress with updating the Home Page on the new website and how she was exploring parishioner subscription, security and logo amendments. There were four items that required approval as follows;

a. **Christmas Message:**
   Resolved: Council agreed to record a Christmas Message immediately after the close of the meeting to publish on Facebook.
b. **Speed Awareness Poster Winner:**
   Resolved: Cllr Roberts agreed to purchase and present the £25 voucher for the competition winner.
c. **Councillor Photographs:**
   Council agreed to Comms & Projects Officer offering suitable dates over the coming two to three weeks for headshot photographs to be taken.
d. **Newsletter:**
   Resolved: Council approved the not to exceed budget of £330 for the March issue of the newsletter and that efforts will be made to reduce costs through more sustainable materials that would be agreed and discussed at an Editorial Board.

FINANCE

214/23 **Banking**

a. **Invoices** – The following invoices totalling: **£1,977.34 Inc VAT** were considered for payment

Authority	Payee	Description	Net	VAT	Gross
LGA 1972 s.112(2)	Staff Pay/Tax/NI	Dec Pay	£1,195.00	-	£1,195.00
LGA 1972 s.111	Highland Payroll Services	Pay award Run	£25.00	£5.00	£30.00
LGA 1894s.8(1)(i)	ID Verde	Rec Grass Cutting	£310.28	£62.06	£372.34
LGA 1972 s.142	Corsham Print	Atworth Updates Newsletter	£380.00	-	£380.00

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

b. **To note the bank balances as at 30th November 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	£32,849.34

215/23 **Budget for Precept FY 24/25:**

Resolved:

a. Council approved recommendations put forward from the Finance Meeting to set a Budget for 24/25 that represents a 6% increase on the level set for FY 23/24. Clerk stated that this would be a rise of circa eight pence per week for a typical Band D household.
b. Council approved that the approved budget be communicated to parish groups and stakeholders in the interests of transparency.

. **Action:** Clerk to publish budget on website and social media when precept submission is made in mid-January.

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ADMINISTRATIVE

216/23 **Forward Agenda List:**

Council noted the draft forward agenda list and were encouraged by Council Chair to input to this on an ongoing basis. Clerk agreed to circulate and remind before each council meeting.

217/23 **Items for future meetings**

Council identified the following items for the January 2024 agenda;

(a) Additional SID Purchase
(b) Website Design

218/23 **Correspondence -** Council noted correspondence forwarded to councillors by the clerk in the weekly Friday Night Updates on 24 Nov, 1, 8 and 15th Dec

219/23 **Date of Next Scheduled Meeting**
Tuesday 16th January 2024 at 7.30pm Atworth Village Hall

Meeting Closed 8.20pm

Signed Chair: ……..

Date: ……