



**Winsley Parish Council**

**CONFIRMED Minutes of the meeting held on 5 June 2018**

8.00pm, Winsley Village Hall

---

**Parish Councillors Present:** Ed Gilby (Chair), John Barnes, Ian Berry, David Elstone, Zoe Elstone, Johnny Kidney, Linda Ladner, Richard Warren, Robin Davies

**Apologies:** Jane Baddeley, Paul Fitzpatrick

**In attendance:** Selina Jobson (Parish Clerk)

**Members of the Public:** Three

---

14. **Declarations of Interest**

None.

15. **Minutes of Meeting**

The minutes of the meeting held on 1 May 2018 were signed as a true record.

16. **Public Participation**

All members of the public attending were present to report on the Winsley Hill Canal Bridge area and it was agreed that comments would be taken under this item.

17. **Winsley Hill Canal Bridge Area**

Councillors discussed revised plans for modifications to the road and pedestrian path by the canal bridge area. Wiltshire Highways had revised the plans in light of Parish Council comments submitted after the March meeting. Members of Winsley Hill Traffic Action Group (WHTAG) stated that they supported the revised plans, subject to two proposed two amendments:

- 1) painting two 'walking person' symbols on the roadway between the stone wall and double thickness carriageway lines to identify this as a footway rather than an area for parking;
- 2) Defining the boundary between the parking bay and the footway alongside the hedge to the gateway by an inset containment kerb, rather than build-up the new footway with a 125mm kerb upstand. It was felt that a 125mm upstand would be mounted easily by vehicles. Using a containment kerb would remove the need to build-up the footway. The full height kerb build out at the junction with Timothy Rise Farm should be retained but with the footway running 'behind' it level with the road surface.

The guide price for the works was £20,000. The Community Area Transport Group (CATG) had a limited budget and would only be able to contribute a small amount at most. A number of ideas to help afford the modifications were discussed. The project was seen to be of benefit to residents of Limpley Stoke and it was agreed that a request for a pro-rata contribution be put to Limpley Stoke Parish Council once costs were finalised. It might be possible to break down the works into smaller elements, prioritising some for completion first. Whether any elements constituted necessary road maintenance would also be considered. It was agreed that the Clerk would submit comments to Wiltshire Council's Highways Engineer about the revised plan for road modifications as set out above and request consideration of the works at the next CATG meeting on 25 June 2018.

Clerk

Councillors received an update from Winsley Hill Traffic Action Group on the Bridge@175 project:

- Quotes were being sought for the soil survey;
- The Canal and Rivers Trust had been contacted about the waiving of engineering costs but a joining fee would need to be paid first;
- Discussions would be held with Wiltshire Council's Conservation Officer about the aesthetic impact of a footbridge on the Grade II listed roadbridge;

- Wiltshire Council's Bridges and Embankments Technical Officer had reported that he would be unlikely to oppose anything that was structurally sound and reasonable;
- WHTAG were in the process of seeking charitable status;
- Fundraising events had started and more were planned, and a leaflet about the campaign had been produced;
- The importance of publicising the project to all parts of the Winsley area was noted.

18. **Planning**

- 18/04025/FUL Sunnymede 166 Bradford Rd, BA15 2HW: Two storey side extension, & single storey side garage extension.

No comment.

- 18/04059/FUL 283 Green Lane, BA15 2HH: Demolition of first floor extension, construction of new extension over ground and first floor levels. Covered side parking & landscaping. Other alterations including a new door to the front elevation.

Concerns were raised about:

- the aesthetic impact of replacing part of the stone wall and the existing iron gate with a covered parking area, noting that the property was within a Conservation Area;
- the possible impact of works on a mature beech tree (with a TPO) and councillors wanted to see measures taken to ensure the health of the tree was maintained.
- poor visibility when accessing the proposed off road car parking space, although it was noted that the speed limit was 20mph at this point.

On a majority vote, Winsley Parish Council agreed to object to this application for the reasons set out above.

- 18/03998/FUL Bradford Rugby Football Club, BA15 2HR: Installation of six 15m high galvanized steel columns with floodlighting to serve pitch 2 and adjacent training area.

The benefits to the Rugby Club of being able to use another pitch more extensively were noted. The application contained a detailed Design and Access Statement but councillors were concerned about the impact of the lights in a prominent site within the green belt. Councillors wanted a curfew imposed (note: the application included a statement that the lights would not be used later than 10.00pm and between 1 September to 31 March only). The Design and Access Statement referred to the Institute of Lighting Engineers Guidance Notes for Reduction of Obtrusive Lighting (GN01:2011) and suggested that the lights should meet requirements of lighting environmental zone E2: Rural - Low District Brightness (village or relatively dark outer suburban locations). It was suggested that the design should instead meet the requirements of E1: Natural - Intrinsically Dark (National Parks, Areas of Outstanding Natural Beauty etc). The guidance also stated that 'where an area to be lit lies on the boundary of two zones the obtrusive light limitation values used should be those applicable to the more rigorous zone' supporting the proposal that the lighting should meet the requirements of E1 rather than E2.

The Club Development Programme outlined plans for possible 'pooling' of this facility with other clubs and holding evening matches. Although the Rugby Club stated that traffic usage should not change, councillors wanted the parking and traffic implications of any additional activity at the Club to be taken into account. Parking overspill from the Club's car park on to the B3108 during evening events was seen as a particular potential problem.

Winsley Parish Council agreed to submit 'No objection' to the application but wanted concerns about the length of time the lighting would operate for and the potential parking and traffic implications of possible increased use of the site, outlined above, to be considered by Planning Officers.

- 18/04636/FUL 62 Murhill, BA2 7FG Material amendments to planning permission 16/06727/FUL comprising alteration of dormer style, re-orientation of new rear/north extension, rear terracing and remodelled area adjacent to front door.

No comment, but a request that the condition set in the 2016 application relating to protection of endangered species (bats and birds), applies to this application.

19. **Clerk's Report on Matters Arising**

The Clerk reported on progress with actions arising from the last meeting:

Minute 05: A dog waste bin would be ordered shortly.

Minute 08: The Clerk had yet to investigate the possible employment of a village caretaker. Clerk

Minute 09: The Chair's discussions with the proposer of a memorial bench were ongoing. The Chair would also contact those involved in running the Murhill Nature Reserve to discuss whether it would be useful to establish a general policy about memorials in the area.

Minute 12.4: A request for a bus 'cage' to be painted on the Limpley Stoke Road by the Dorothy House junction had been submitted to Wiltshire Council's Traffic Engineer for consideration at the CATG meeting on 25 June 2018.

Minute 12.4: The location of any new 'no dog fouling' signs needed to be confirmed with Wiltshire Council's Dog Warden. A request for 'no dogs allowed' signs for the football field was made.

Minute 12.6: Cllr Berry was compiling a summary of youth services in Winsley.

20. **Police Report**

A report by PCSO Andrew MacLachlan had been circulated with general information, but no specific crime figures for the local area were available.

21. **Unitary Authority Councillor Report**

Cllr Kidney reported on a number of items, including:

- That there was interest at the Bradford on Avon Area Board on 23 May 2018 in establishing a Community Land Trust for the town and potentially the surrounding villages as well;
- The Area Board had launched its Youth Strategy following the devolvement of the budget for youth services from Wiltshire Council to the town council;
- The next Area Board would take place on 11 July 2018 in Westwood and any local groups looking to fund a particular project were encouraged to contact Cllr Kidney or the Community Engagement Officer about putting forward a request;
- The next CATG meeting would take place on 25 June 2018.

22. **Finance: Annual Return and Internal Audit 2017/18**

Councillors considered the Annual Governance and Accountability Return 2017/18 and the end of year accounts. Cllr Davies reported on the figures. He noted that the Parish Council's total fixed assets had been recalculated this year and that work would continue in 2018/19 to ensure that this figure reflected the value of the Council's assets.

The Internal Auditor had completed and signed the relevant section of the Annual Return, raising no concerns. The Internal Auditor would submit a more detailed report to the Parish Council in due course.

Councillors considered all the statements regarding internal controls in Section One of the Annual Return and agreed with the statements and approved this section.

Councillors considered the figures given in Section Two of the Annual Return (Accounting Statements) and approved this section.

Councillors noted that the dates for the Public to Exercise Their Rights would be from Monday 18 June to Friday 30 July 2018. Councillors agreed that the Clerk would make Sections One and Two of the Annual Return available on the Parish Council web page and on the main village noticeboard during this time. Clerk

23. **Finance: Budget 2018/19**

Councillors received an updated budget for 2018/19. Annual running costs had been revised where necessary and proposed figures for spending on Highways and Transport and Maintenance projects had been included. Spending was likely to exceed income this year but this was considered appropriate with some Highways and Transport projects that had been budgeted for in previous years now coming to fruition. The Parish Council still held an appropriate level of general reserves.

24. **Annual Parish Meeting Summary**

Councillors considered a summary of questions raised and comments made at the Annual Parish Meeting. It was noted that:

- Concerns had been raised about the safety of pedestrians, cyclists and horseriders in the lanes around Hartley Farm, Haugh, Ashley etc. in light of some vehicles driving at excessive speed or without due care. Cllr Kidney reported that Wiltshire Council were putting up new signs in Haugh & Ashley lanes stating they were unsuitable for HGVs. It was noted that councillors took account of the potential impact on traffic in the lanes when considering any proposed planning applications in these areas.
- In relation to issues raised with road safety on the B3108, modifications to the junction with Hartley Farm / Dane Rise were planned. The Parish Council and Cllr Kidney were also continuing to campaign for a reduction of 10mph in the speed limit along the B3108.
- Winsley Hill Traffic Action Group (WHTAG) were leading the campaign to design, build and raise funds for a footpath over the canal bridge at the bottom of the B3108 and any questions about this should be directed to WHTAG.
- Degradation of verges by vehicles was a continuing issue. Repairs to some verges had been made but had subsequently been run over by vehicles again.
- The Parish Council were looking into the feasibility of employing a Village Caretaker.

25. **Local Highways Town and Parish Council Meeting Report**

A report on the Local Highways Town and Parish Council Meeting on 3 May 2018, attended by Cllrs Barnes, Z Elstone and Warren, was received.

26. **Insurance Policy**

The Parish Council had agreed, by email circulation, an insurance policy through Came and Company for 1 June 2018 – 31 May 2019. The Clerk had received several quotes and this policy was deemed the most appropriate for the needs of the Parish Council. A three-year long term agreement had been entered into to reduce the cost of the policy.

It was agreed that during the next year the Clerk should review the figures within the asset register to ensure appropriate levels of cover. It was also agreed that the Clerk should organise a formal check of the playground equipment and organise a system for regular, informal checking of the equipment.

Clerk

27. **Finance**

27.1 The following payments had been made by internet banking since the last meeting:

- £186.00 First Call Skip Hire for the skip for second 'Clean Up' day

27.2 Payment by internet banking was approved for the following:

- £330.00 Terry Gapper for stone wall repairs
- £504.27 Came and Company for Parish Council insurance
- £578.00 James Lock for grass cutting (May)
- £607.60 Administration (May)
- £31.20 idverde for emptying dog waste bins (May)

28. **Advisory Group Reports**

**28.1 Maintenance Advisory Group:**

- Problems with overhanging vegetation impeding the accessibility of pavements were noted. It was agreed that where there were specific instances of overhanging vegetation the Clerk would write to property owners asking them to address the problem.
- Councillors agreed to a quote of £285 from James Lock to clear and remove undergrowth from around the edges of the park area.
- Repairs to the bus shelter opposite the Seven Stars were due to be undertaken.
- Repairs to the stone walls by the Village Hall had been completed.
- Signs had been put on the stone walls by the Village Garden asking people to keep off the walls.
- Volunteers were thanked for their work clearing undergrowth in various areas such as Vinegar Path, the end of Fieldins and the footpath by the Cricket Club and Cllrs D and Z Elstone were thanked for their ongoing work with overseeing maintenance projects.

28.2 Highways and Transport: Cllr Kidney reported that Wiltshire Council's Highways Engineer did not support the Parish Council's request to make the narrow lane between Church Farm and Hartley Farm lanes one-way on to the B3108.

A resident of Ashley Lane had asked if kerbs could be installed to fill in a gap of approximately 30m to make the verges easier to maintain. Wiltshire Highways had given an indicative cost of £30/metre. Councillors agreed that a full quote for the works should be obtained. Given the highways projects already proposed for this year it was noted that these works might be considered in the next financial year.

Highways  
Adv  
Group

Noting the verge degradation caused by vehicles mounting the verges along Limpley Stoke Road, from the junction with Dorothy House to the B3108, councillors considered whether installing kerbs would be a possible solution. Due to the length of the area involved, costs might be in the region of £4500 and this wasn't viewed as a good value solution. The Highways Advisory Group would talk to Wiltshire Highways about other possible solutions.

Highways  
Adv  
Group

Cllr Fitzpatrick had submitted an update on footpaths. General concerns about potentially dangerous driving through the lanes had been raised at the Annual Parish Meeting, and a specific incident in the lane by Winsley Cricket Club had been reported. It was agreed that the Clerk would contact the Cricket Club to ask if those using the Club could be reminded about appropriate driving in narrow lanes. A general footpaths article in the Weaver could cover issues to do with appropriate use of footpaths and lanes. It was suggested that the Secretary of the West Wiltshire Ramblers Club could be asked contribute to this article.

Clerk

It was agreed that Cllrs Warren and Kidney would speak to residents about how to restrict traffic using the lane between the war memorial and the Winsley Manor gate.

Cllrs  
Kidney /  
Warren

28.3 Valley Parishes Alliances (VPA): The AGM for the VPA was taking place on 20 June 2018, all councillors were welcome to attend and further details would be circulated.

28.4 Media and Communications: In line with the new General Data Protection Regulations (GDPR) residents on the Winsley Community email list had been asked to confirm they still wished to receive such emails. The Clerk would continue to monitor GDPR implications for the Parish Council.

28.5 Governance: Four policies, (Complaints, Vexatious Complaints, Bullying and Grievance and Disciplinary) would be reviewed at the next meeting; any proposed amendments should be submitted in advance of the meeting.

29. **Date of next meeting**

Tuesday 3 July 2018, 8.00pm, Winsley Village Hall

Meeting ended 10.00pm.