



Winsley Parish Council

Minutes of the meeting held on 4 July 2017

8.00pm, Village Hall, Winsley

Parish Councillors Present: Ed Gilby (Chair), John Barnes (Vice Chair), Ian Berry, Robin Davies, David Elstone, Zoe Elstone, Johnny Kidney, Linda Ladner, Philip Poulson

Apologies: Jane Baddeley, Richard Warren

Members of the Public: None

27. **Minutes of Meeting**

The minutes of the meeting held on 6 June 2017 were signed as a true record.

28. **Matters Arising**

None.

29. **Declarations of Interest**

None.

30. **Police Report**

A report by PCSO Andrew MacLachlan had been circulated, with no incidents reported in Winsley.

31. **Unitary Authority Councillor Report**

Cllr Kidney reported that, as part of the Wiltshire Housing Site Allocations Plan, minor changes to the boundaries of Winsley were proposed to reflect existing settlement. No new housing was proposed within the village. As the boundary changes were minor, no comments were put forward by the Parish Council.

The Area Board meeting had taken place on 14 June 2017, attended by Cllrs Kidney and Warren. The importance of a Parish Councillor attending these meetings was acknowledged. Future meetings would be held on 12 July 2017 (Holt) and on 13 September 2017 (Westwood).

Cllr Kidney reported that Wiltshire's community grants budget was £29,300 and was ring fenced into themes. Match funding would be expected for all grant bids. The availability of community grants would be publicised to groups in Winsley.

Cllr
Kidney

Cllrs Barnes and Warren had attended the Community Area Transport Group (CAT-G) meeting on 19 June 2017 (*report considered under minute 35*). The next meeting would be on 4 September 2017 at 4pm.

Cllr Kidney reported on the recruitment of a Living Well Coordinator based at Bradford on Avon Health Centre, and on a project run by the Coordinator to support people who received health or social care to continue living in their own homes. Cllr Berry reported that Wiltshire Council could provide data on the number of Winsley residents receiving health and social care, and that this information might help inform the Parish Council when making responses or taking actions. Cllr Berry agreed to contact Wiltshire Council to obtain this information.

Cllr
Berry

Cllr Berry reported that Wiltshire Council was undertaking an Adult Health and Social Care User Voice Consultation and that it would be helpful to publicise the consultation to Winsley residents.

Cllr
Berry

Cllr Kidney reported that, in his Unitary Authority role, he would be meeting the CEO of Selwood Housing and would explore how best the Parish Council might work with this organisation.

The Police & Crime Commissioner had launched a new Community Action Fund with £40,000 available this year. One funding theme was for projects to reduce rural crime in communities. The closing date was 11 August 2017.

The Seniors Forum had highlighted an above average rate of falls amongst older people in Winsley. This might be related to the more rural terrain but the condition of pavements might contribute to this issue.

Cllr Berry reported on the Warm and Safe programme provided by Wiltshire Council and that he would publicise the scheme in Winsley.

Cllr
Berry

32. **Public Participation**

None.

33. **Forest Garden Proposal**

A proposal for a forest garden initiative in Winsley, put forward by Mr Paul Pivcevic, was considered. Councillors felt that the Parish Council was not able to help with this proposed project.

34. **Planning**

34.1 17/04955/FUL 8 Dane Close: No comment by unanimous vote.

34.2 17/04914/PNCOU Potticks Mead, Haugh, BA15 2JD: As a 'Notification for Prior Approval for a Proposed Change of Use' (PNCOU), there was no requirement for the Parish Council to be consulted and this application had not been included on the agenda. Following discussion, and noting that the application was open for general consultation, councillors agreed by unanimous vote to submit the following comment "The Parish Council has strong objections to this proposed change from an agricultural building to a dwelling, with concerns about this development within green belt land and the potential impact of any increase in traffic given the narrow lanes in this area. Councillors expressed general concern about the potential misuse of legislation to allow dwellings within green belt land which would not otherwise be permitted."

Clerk

34.3 Planning applications received before the next meeting: It was agreed that any planning application with a consultation period ending before the next Parish Council meeting on 5 September 2017 would be considered by councillors by email circulation.

35. **Community Area Transport Group (CAT-G) Report, 19 June 2017 meeting**

A written report was received from Cllrs Barnes and Warren who attend the CAT-G meeting on 19 June 2017. It was noted that:

- Wiltshire Council would pay for improved signage and markings on the roundabout of the B3108 with the Bradford Road;

- Discussions about improvements to the Dane Rise / Hartley Farm junction on B3108 and the Winsley Hill canal area were on-going, with a further meeting taking place between Wiltshire's Traffic Engineering Manager and Cllrs Barnes and Kidney;
- Wiltshire Council would add a non-slip road dressing to the surface of Winsley Hill;
- Speed limits on the B3108 were deemed to be correct. However, Wiltshire Council would consider a proposal to reduce the 40 & 50mph speed limits by 10mph from Downs View to the bottom of Winsley Hill;
- Councillors supported the long-term aim of installing a pedestrian bridge next to the canal bridge (175) at the bottom of Winsley Hill. Short term solutions, such as painting white lines on the road to clearly identify pedestrian havens, would continue to be considered.

It was agreed that:

- The Maintenance Advisory Group would prepare a schedule of the condition of the main pavements (alongside highways) in Winsley by the end of August, highlighting issues with tree roots, other damage etc., as part of a coordinated campaign to seek funding from the Area Board. This would be presented to the September CAT-G meeting. Cllr Berry suggested that blocked drains should be noted as part of this survey;
- Winsley Parish Council would fund 50% of the cost of painting bus 'cages', to indicate bus stopping points, on the B3108 by the Ashley Lane junction (total cost approximately £1360);
- Winsley Parish Council would fund 100% of the cost of installing hard standing and drop kerbs at the bus stops on Tynning Road (by the Bradford Road junction) (total cost approximately £1390).

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Advisory
Group

The Clerk to confirm to the Traffic Engineering Manager that these works should go ahead.

Clerk

36. **Policies**

The Parish Council reviewed the Complaints and the Vexatious Complaints procedures and the Bullying and Harassment policy. All three documents were unanimously approved. The Parish Council considered a proposed Grievance and Disciplinary policy. This had been scrutinised by the HR advisory group. The policy was unanimously approved. All documents would be available on the Parish Council webpages and would be subject to annual review

Clerk

Councillors unanimously approved the withdrawal of the Public Participation policy as this had been superseded by the Standing Orders (Standing Order 3).

37. **Auditors**

The Smaller Authorities Audit Appointments had appointed PKF Littlejohn LLP as external auditor for 2017-2022 for parishes in Wiltshire. The appointment of an internal auditor would continue to be considered.

38. **Finance**

38.1 Cheques: Councillors approved cheques for the following:

- £578 James Lock for grass cutting (June)
- £578 James Lock for grass cutting (July)
- £557.62 Clerk wages

38.2 Citizens Advice Wiltshire donation request: The Parish Council had agreed previously that it would not fund items or requests outside of the parish and therefore this request did not fit with the funding priorities of the Parish Council.

39. **WW1 Commemorative Tree Planting**

Councillors supported the proposal to plant trees in Wiltshire to commemorate the end of the first World War. However, councillors did not consider there to be suitable spaces for significant tree planting in Winsley.

40. **Advisory Groups Terms of Reference**

The Parish Council unanimously approved proposed terms of reference for the Human Resources, the Highways and Transport and the Maintenance Advisory Groups.

41. **Advisory Group Reports**

41.1 Human Resources: Confirmed that the Clerk had passed her three-month probation. The Parish Council unanimously agreed the payment of expenses to the Clerk, backdated to May 2017.

41.2 Highways: Councillors agreed that a village snow and flood plan should be considered at the next meeting. Possible issues with the salt bin in Turleigh and snow equipment held by Mr Richard Bowles were raised and would be investigated by the Clerk.

Clerk

41.3 Valley Parishes Alliances (VPA): Cllr Berry would attend a VPA meeting tomorrow, 5 July 2017. The next meeting was in September.

41.4 Planning: Terms of reference would be produced once other members of the planning group had attended training by Wiltshire Council.

41.5 Village Hall: There was a programme of continual improvements in place. A booking form for the hall was now available on Winsley Community website.

41.6 Maintenance: Selwood Housing had accepted a quote to remove the large tree on their land. The path to the park would be closed whilst this work was undertaken.

A dog waste bin had been installed opposite the shop and as a result Central Stores had re-installed the general litter bin outside the shop.

There were problems with both gates to the playground and the Clerk was asked to contact Playscene for advice.

Clerk

Issues relating to overgrown paths were noted, including Vinegar path, Spider alley and alongside the B3108. Cllr Z Elstone was meeting the Parish Steward to clarify what jobs he could undertake. Some overgrown paths had been reported to Wiltshire Council.

The redundant bus stop opposite Cottles Lane needed repair as it was still used as a general shelter. Repairs to the bus shelter opposite the Seven Stars were also needed. These had been considered previously and informal discussions indicated that the cost of repairs was likely to be significant.

Quotes for removing or reducing the potentially dangerous tree in Murhill nature reserve were discussed. The Parish Council unanimously agreed to pay £280 to

remove the affected branches. Mr R Drower was thanked for his work in helping with the tree and the affected path.

Quotes had been received for repair of the stone pillars and the iron gates leading onto the Village Garden. The Parish Council unanimously agreed to pay £480 to repair the pillars and £300 to repair the gates.

James Lock had submitted a quote to repair the stone wall alongside the Village Garden. He could not carry out the work until October and in the meantime temporary plastic fencing would be erected alongside the wall.

Volunteers would be sought to help with light maintenance tasks, such as clearing undergrowth.

Clerk

41.7 Advisory Group Budgets: The Clerk was asked to produce a budget update for the next Parish Council meeting. Advisory groups were asked to consider their funding requirements for next year, so that these could be taken into account when the precept was considered.

Advisory
Groups

42. **Any Other Business**

42.1 Assets register: Agreed that the Governance advisory group should prepare an updated asset register, to be brought to the next meeting.

Govern.
Advisory
Group

42.2 Noticeboards: Parish Council meeting agendas and minutes were currently made available on the Parish Council web pages Winsley and on the noticeboard outside Winsley Health Centre. It was suggested that these documents should also be posted on the noticeboards in Conkwell and Turleigh.

43. **Date of next meeting**

Tuesday 5 September 2017, 8.00pm, Winsley Village Hall

Meeting ended 10.00pm.