



**Winsley Parish Council**

**CONFIRMED Minutes of the meeting held on 7 November 2017**

8.00pm, St Nicholas Church Hall, Winsley

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**Parish Councillors Present:** Ed Gilby (Chair), Jane Baddeley, John Barnes, Ian Berry, Robin Davies (arrived at 8.50pm), David Elstone, Zoe Elstone, Linda Ladner, Richard Warren

**Apologies:** Johnny Kidney

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

**Members of the Public:** Six

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73. **Declarations of Interest**

None.

74. **Winsley CoE Primary School**

The Head of Winsley CoE Primary School and the Chair of Governors gave a presentation about the School. Pupil numbers had grown from about 115 to 170 pupils over the past five years, with an increase from four to six classes. Growth was attributed to an increasing number of young families moving into the village and to the School's 'Outstanding' Ofsted rating. About 75% of children at the School lived in Winsley.

Whilst the School had been built to cater for 175 children, classrooms were now crowded and the configuration of the School presented some limitations to teaching. There were plans to expand the School by either adding a single classroom or by replacing the current single mobile classroom with a double mobile. Wiltshire Council would not fund expansion of the School and therefore the School has embarked upon 'A Class of Their Own' project to raise funds for an additional classroom. Acknowledging the role of the School in the local community, an open residents meeting would be held on Monday 13 November 2017 where details of the 'A Class of Their Own Project' would be presented.

In relation to concerns about traffic and parking, the Head teacher reported that she was committed to the School's travel plan and highlighted the importance of road safety. Initiatives such as a walking bus, crossing points and drop-off points had been considered. Whilst the total number of children at the School was increasing, the percentage of children at the School who lived in Winsley was also increasing, so the growth in numbers should not result in increased traffic.

The Chair thanked the Head of Winsley CoE Primary School and the Chair of Governors for their time in talking to the Parish Council.

75. **Minutes of Meeting**

The minutes of the meeting held on 3 October 2017 were signed as a true record.

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

Minute 69: A letter had been sent to BT Openreach, copied to Ofcom and Michelle Donelan (MP), outlining service outages affecting telephone and broadband services in Winsley. Openreach were investigating the issues raised and a full response was awaited.

Minute 71.2: HMRC had confirmed that no VAT reclaim had been submitted and the Clerk was now working on submitting a claim for the previous three years.

Clerk

Minute 46: Cllr Berry had met with a Wiltshire Council representative about snow and flood plans. Whilst it was too late to make changes to Wiltshire Council's gritting plans this year, community routes could be identified for possible inclusion in future gritting plans. Additional gritting salt could be provided although appropriate storage would be required. Grit bins in the area needed maintenance.

Minute 49: Cllr Berry was seeking a meeting with a Wiltshire Planning Policy lead to examine options for invoking Article 4 in relation to change of use or development of agricultural

Cllr  
Berry

buildings into holiday homes across the Winsley area. Recommendations would be brought to the next Parish Council meeting.

**Minute 54:** Cllr Berry provided an update the Canal footbridge scoping project. Meetings had been held with the Rivers & Canal Trust and meetings with other stakeholders were being sought. A representative from Winsley Hill Traffic Action Group was involved in the scoping project. The intention was to bring a report to the February 2018 Parish Council meeting.

77. **Police Report**

PCSO Andrew MacLachlan had submitted a written report. The report included information on how to stay safe online. There were no crimes of note to report in the area.

78. **Unitary Authority Councillor Report**

Cllr Kidney had submitted a written report. The following consultations run by Wiltshire Council were ongoing:

- Ten-year strategy for management of waste and recycling (ends 14 November);
- Review of car parking charges (ends 23 November);
- Pharmaceutical needs assessment (ends 1 December).

The 'Clean Up Wiltshire Campaign' had been launched by Wiltshire Council.

Wiltshire Council is promoting the 'Stay Well this Winter' campaign, to help the most vulnerable people prepare for winter. Information is available at: <https://www.nhs.uk/staywell>

A planning application for a helipad in Hinton Charterhouse had been submitted. This might have implications for the Limpley Stoke Valley in terms of helicopter movements. The consultation closes on 16 November 2017.

79. **Public Participation**

A resident expressed concerns over the expansion of Dorothy House and the recently approved car park extension. He stated that an increasing number of buildings on the site were being converted to offices and was concerned that growth of the site was having a negative impact on residents who lived near Dorothy House.

Another resident raised concerns about parking on the upper field owned by Dorothy House, suggesting the field had been used on 30 occasions, exceeding the permitted limit of 28 occasions per year. Dorothy House had stated that the field had been used on 28 occasions and that the limit applied separately to each of the fields. The resident questioned what bags of gravel in the top field these were to be used for and stated that residents had concerns about changes that were occurring in these two fields. The resident suggested it would be useful to have a 'bus cage' painted by the bus stop close to Dorothy House to deter people from parking opposite the bus stop and making the road impassable when buses has stopped. This proposal was discussed in the Highways report (see Minute 87.2).

The same resident expressed concern about the temporary halt in work on the Dane Rise crossing, noting that a gas pipe had been left exposed and temporary barriers around the site had now mostly collapsed.

Other members of the public wished to speak about planning or licence applications and it was agreed that comments would be taken under relevant agenda items.

80. **Planning**

17/09402/FUL South Woodlands, Winsley Hill, BA15 7JN: Single storey front & double storey rear extensions.

***Supported.***

17/09380/FUL Camp site, Church Farm, BA15 2JH: Upgrading of existing facilities, including replacing four converted sheds with one timber amenity structure and one timber toilet block and installing an open-sided timber framed roundhouse. The applicant provided further information about the proposal, confirming the intention to improve the facilities with a purpose-built amenity block and a second toilet block and by providing a new open-sided roundhouse for outdoor activities. Cllrs Baddeley and Ladner had visited the site. They had been assured that the construction of the proposed roundhouse was not intended to lead to a change in the scope or nature of activities undertaken at the campsite. Councillors felt that the location and the style of proposed improvements to facilities were acceptable.

***Supported.***

17/09351/FUL 10 Late Broads: First floor extension over garage & new single storey kitchen extension. Concerns were raised over the proposed wooden cladding on the extension. Revisions had been made to the wooden cladding following advice at the pre-application stage, but these were not deemed sufficient to address concerns. The Council raised no issues with any other aspect of the planning application. On a majority vote, Councillors objected to the planning application on the grounds of the proposed wooden cladding.

**Not supported, comments to be submitted.**

17/10155/FUL 32 Dane Rise, BA15 2NB: Front two storey extension & side first floor extension. The property would become a large house on the plot but it was felt that the proposal was in keeping with similar developments on Dane Rise.

**Supported.**

17/10241/FUL 25 Late Broads, BA15 2NW: Two storey rear extension.

**Supported.**

17/10321/FUL 83 Winsley Hill, BA2 7FA: Single storey & first floor extensions and construction of garden room. The application set out further work to the property. The new proposals would increase the roofline of the property but the change was not considered to be major or have a visual impact.

**Supported.**

17/10297/TCA Turleigh Down House, BA15 2HF: Cutting back of trees

**Supported.**

81. **Variation of Premises Licence Application**

Councillors considered an application to vary the premises licence of Hartley Farm. The applicant explained that Hartley Farm currently holds a licence until 6pm. To hold evening events or private functions they must apply for a Temporary Event Notice (TENS) licence. They can have 12 TENS licences a year and run out of licences. This licence application would permit Hartley Farm to sell alcohol for consumption on the premises until 11.30pm and to extend opening hours until 12 midnight. The applicant stated that here was no intention for a significant increase in events at Hartley Farm and all events would continue to be either ticketed events or private functions. There was no intention of actively marketing Hartley Farm for large events such as weddings. The applicant reported that Neston Farm shop, owned by Hartley Farm, held such a licence and no issues had arisen.

Councillors supported the application for a variation to the premises licence for Hartley Farm.

82. **Dorothy House Car Park Construction Works**

Cllrs Barnes and Gilby and the Parish Clerk had met with the Head of Estates and Facilities from Dorothy House. Discussion had focused on how Dorothy House would engage with residents during the forthcoming car park construction works. Dorothy House was holding an open meeting at 6.30pm on Thursday 16 November to outline plans for the construction works and the management of parking during that time. A blog was being set up to update residents on the construction work and any implications in terms of accessibility and traffic. Parking issues had also been discussed, including parking on the two fields owned by Dorothy House.

There was no formal arrangement in place for liaison between Dorothy House and the Parish Council. It was agreed that the Council should consider whether a more formal arrangement was required.

83. **Precept**

The precept calculator would be available shortly. It was agreed that the Finance Advisory Group should prepare some proposals for the level of the precept for 2018/19, taking into account running costs, budget proposals and the need for earmarked and general reserves.

Finance  
Adv  
Group

84. **Policies**

The Governance Advisory Group had drafted the following policies for consideration:

84.1 Freedom of Information Publication Scheme – this scheme identified what information was held by the Parish Council and how information would be made available. Councillors approved this document.

84.2 Communications Policy – it was noted that the section on social media would be reviewed following the Clerk's attendance at a briefing about using social media. Councillors agreed that a finalised policy should be brought to the next meeting for consideration.

84.3 Risk Management Policy and Risk Register – two documents were considered, one setting out Parish Council's approach to risk management and the other identifying potential risks and ways of managing them. Councillors approved the documents subject to the removal of risks relating to burial grounds as this was not the responsibility of the Council.

Govern  
Adv  
Group

84.4 A Volunteer Policy would be brought to the next meeting of the Parish Council.

85. **Winsley Weaver Constitution**

The constitution for the Winsley Weaver had recently been approved. It included a statement that if the Weaver were dissolved, any surplus funds would be handed to the Parish Council with a recommendation for using the funds. There was no other relationship between the Winsley Weaver and the Parish Council.

86. **Finance**

86.1 The following payment had been approved by two signatories and paid by internet banking since the last meeting:

- £18.59 WALC – 'Local Councils Explained' book

86.2 Payment by internet banking was approved for the following:

- £289 James Lock for grass cutting (October)
- £747.03 Administration (October)
- £31.20 idverde for emptying dog waste bins (October)
- £487 James Lock for wall repairs
- £31.99 D Elstone for woodstain
- £240.00 Grant Thornton for external auditing

86.3 Payment by cheque was approved for the following:

- £78.00 Winsley Village Hall – hire of hall for meetings (May 17 – October 17)
- £480 Terry Gapper for stone pillar repairs

87. **Advisory Group Reports**

87.1 Human Resources: Cllrs Z Elstone & Baddeley volunteered to attend a Parish Council's training day run by Wiltshire Council.

87.2 Highways: A report had been circulated detailing that:

- Cllrs Barnes and Warren would attend the next Community Action Transport Group (CATGC) meeting on Monday 13 November;
- Proposals from Wiltshire Highways for improvements to the road junction at Hartley Farm/Dane Rise were not felt to be sufficient and would be referred back;
- The topographic survey of the canal bridge area on the B3108 had been undertaken;
- It had been suggested that a bus stop 'cage' should be painted by the bus stop near Dorothy House to deter cars from parking opposite the stop. There was discussion about the potential effectiveness of this and whether such markings were appropriate in the old village. Cllr Barnes agreed to check on the colour of bus cage markings;
- The new bus stop 'cage' markings by the lane to the rugby club had resulted in passengers being set down on the grass embankment rather than the hardstanding. This would be brought to the attention of Wiltshire Highways at the CATG meeting;
- Wales and West utilities were due to undertake work by the end of November on the gas pipe that was currently delaying works on the Dane Rise footpath.

Cllr  
Barnes

87.3 Valley Parishes Alliances (VPA): A report had been circulated detailing that:

- A link between the A36 and A46 was still being considered by B&NES, with several councils and organisations submitting proposals to the Department of Transport to improve transport connections between the M4 and the southern ports;

*Minutes confirmed at the meeting on 7 December 2017*

- A VPA/Highways England meeting had been postponed to 17 November 2017. Cllr Berry was unable to attend and asked if anyone else was available.

87.4 Maintenance: A report had been circulated detailing that:

- Repairs to the stone pillars and the stone wall by the Village Garden were complete;
- An additional section of stone wall needed repairing, at an estimated cost of £350. Some damage had been caused by a car using the Seven Stars car park hitting the wall and it was agreed that the Clerk should contact the Seven Stars about this;
- Removal of vegetation and fallen branches had been undertaken by volunteers;
- The Parish Steward had undertaken significant tasks during his two days in Winsley, but removal of foliage was a problem as the Parish Steward was not able to take away significant amounts of leaves. Cllr Z Elstone had contacted Wiltshire Council about this;
- Maintenance of the Peace Garden had moved from the Gardening Club to the Maintenance Advisory Group. A quote was being obtained for repairs to the paving;
- Advice was being sought on the maintenance of the planted area at the end of Fieldins.

87.5 Governance: Friday 24 November was the deadline for applications for people wishing to be considered for co-option onto the Parish Council.

88. **Date of next meeting**

Tuesday 5 December 2017, 8.00pm, St Nicholas Church Hall, Winsley.

Meeting ended 9.45pm.