

Ashton Keynes Parish Council

Minutes of the meeting held in Ashton Keynes Village Hall on Wednesday 19th May 2021

Present: Cllrs D Wingrove; R Blackaller; S Crawford; S Hill; N Inzani; B Low; C Sims; M Smith; D Ventham.

In attendance: Wilts Cllr Berry; Fiona Ryder – Clerk

The meeting commenced at 7:15pm

The Clerk read out a Covid-19 statement then witnessed each Councillor sign a Declaration of Acceptance. The Chairman welcomed everyone to the meeting, introduced the 2 new Councillors and gave instructions in case of fire.

21-22/013 Election of Chairman for the Council year 2021-2022

Cllr Wingrove was proposed by Cllr Crawford and seconded by Cllr Smith. Cllr Wingrove was unanimously elected Chairman for the year 2021-2022. Cllr Wingrove signed a Declaration of Acceptance.

21-22/014 Public Section

There were no members of public in attendance and no written representations had been received.

21-22/015 Apologies for absence

Apologies for absence were received from Cllr Moran.

21-22/016 Declarations of Interest

Cllr Hill declared an interest in item 29 of the agenda.

21-22/017 Standing Orders

The standing orders were approved and accepted. A councillor asked to see the PR policy as stated in the standing orders. A query was raised regarding the action the Parish Council can take against a Councillor who has breached the code of conduct. It was understood that only the Unitary Council can disqualify or suspend a Councillor. However, it was agreed that the clerk will investigate this further.

Action: Clerk

21-22/018 Election of Vice Chairman

Cllr Crawford was proposed by Cllr Wingrove and seconded by Cllr Smith. Cllr Crawford was unanimously elected Vice Chairman for 2021-2022.

21-22/019 Parish Council Vacancy

Following recent elections there is one vacancy remaining on the council. The council agreed to start the co-option process.

Action: Clerk

21-22/020 Appointment of Members to Committees and Working Groups

The Chairman gave a brief explanation of the committee structures.

The Planning Committee membership proposed by Cllr Inzani and seconded by Cllr Ventham was agreed as follows: Cllrs Smith; Crawford; Wingrove; Low; Hill & Moran.

The Internal Affairs Committee membership proposed by Cllr Crawford and seconded by Cllr Low was agreed as follows: Cllrs Wingrove and Sims.

The Grants and Finance Committee proposed by Cllr Hill and seconded by Cllr Smith was agreed as follows: Clerk; Cllrs Wingrove & Low.

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The Flood Risk Working Group proposed by Cllr Crawford and seconded by Cllr Hill was agreed as follows: Cllrs Inzani & Ventham and Wiltshire Cllr Berry. It was noted that this working group could be joined by interested members of public.

The Footpaths and Cycle Routes Working Group proposed by Cllr Wingrove and seconded by Cllr Crawford was agreed as follows: Cllrs Low; Sims and Ventham.

21-22/021 Appointment of Representatives to Outside Bodies

Representatives to outside bodies were agreed as follows:

Cotswold Lakes Trust – Cllr Low

Playing Fields Committee – Cllrs Crawford and Moran

Police – Cllr Wingrove

School Governors – Cllr Crawford

Village Hall Management Committee – Cllr Moran

Highways – Cllr Crawford

Ashton Keynes Charity – Cllr Inzani

Minerals – it was agreed that there was no need for this position.

Parochial Church Council – Cllrs Low and Sims

21-22/022 Appointment of Bank Signatories

It was agreed that Cllrs Crawford and Inzani would become bank signatories.

Action: Clerk

21-22/023 Minutes of the Council Meeting held on 14th April 2021

The minutes of the meeting held on 14th April 2021 were approved and signed.

21-22/024 Actions from Previous Meeting

20-21/161 The first draft of the updated Emergency Plan has been sent to the Chairman.

20-21/162 The noticeboard has been photographed and visually inspected for the asset register. The SID and Phone box are to be photographed and visually inspected. Office equipment to be PAT tested.

Action: Clerk, Cllrs Blackaller & Crawford

21-22/005 It was agreed to clear the Action Tracker and start afresh with the new council.

All members were asked to keep on top of clearing actions from the tracker.

21-22/006 Membership to WALC & NALC have been renewed.

21-22/009 There are now 3 people working on the restoration of the phone box. All glass has been removed and the paint is being removed.

21-22/010 Martin Rose had agreed that we could have Pedestrian crossing signage on the B4696, he has since left the position in Wiltshire Council. Cllr Crawford will contact Martin Rose's replacement.

Action: Cllr Crawford

21-22/025 Chairman's Report

The Chairman congratulated Councillor Berry on his re-election as Unitary Councillor and on his new post as Chairman of the Malmesbury Area Board.

The Parish Council held a successful Annual Parish Meeting on 5th May.

A Licensing application has been received too late to be included on the agenda for this meeting, it was agreed that it would be referred to the Planning Committee.

21-22/026 Annual Governance Statement

The Annual Governance Statement was distributed prior to the meeting. The council approved the statement and agreed that it could be signed.

Action: Cllr Wingrove & Clerk

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21-22/027 Financial Report

Income since the last meeting:

Wiltshire Council Precept £ 17,725.00
HMRC VAT Reclaim £ 1581.09

Expenditure since the last meeting:

Admin to Council £ 787.00
Zoom Video Comms £ 14.39
Cirencester Carpet Centre £1260.88
WALC/NALC Annual Subscription £ 573.18
O2 Mobile Phone £ 20.48

Closing balance: £31,844.87

The council approved the finance report and income and expenditure. The Council approved the Annual Governance and Accountability Return and agreed that it could be signed.

21-22/028 NS&I Certificate

The NS&I certificate has matured for its second 5-year term. The Council agreed to cash it in and put it in the savings account.

Action: Clerk

21-22/029 Wheatley's Farm Quarry Application

Cllr Hill had previously declared an interest in this agenda item, it was agreed that he may remain in the meeting room but was not to be involved in any discussion or decision making. The Parish Council strongly objected to the original application. It was proposed by the Chairman that the Parish Council re express their opposition to the application this was seconded by Cllr Smith. The Council voted unanimously in favour of the proposition (excluding Cllr Hill). A response would be formulated on behalf of the council and circulated.

It was noted that there are issues with Wiltshire Councils new planning website and Councillors and Parishioners are finding it difficult to submit comments. It was agreed that Cllr Low would write to Jason Day on behalf of the Parish Council.

Cllrs Wingrove; Smith & Low

21-22/030 Church Walk Footpath

The Church Walk footpath is the responsibility of the Local Authority to maintain, they have visited and reported back and have carried out patch repairs to the surface of the path. Stephen Leonard the Senior Rights of Way Warden for North Wiltshire does not class the path as dangerous and is happy with the repairs. Although the repairs are an improvement the path remains difficult to navigate by less able users. The path is well used by the community and was once tarmacked. It was agreed that whilst more needs to be done to make the path more accessible for all, Parish Council costs should be kept to a minimum. Cllr Low to discuss costs and options with contractors. Clerk to write to Stephen Leonard with thanks for works carried out so far.

Action: Clerk & Cllr Low

21-22/031 Repair of the High Road/The Derry Fingerpost

The fingerpost is a traditional feature of the village and a quotation has been received for the repair. It was asked if 3 quotations had been obtained for comparisons. It was noted that the Financial Regulations state that: 'Where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. However, due to the nature of some works, it may not be possible to obtain 3 quotations, and this is the case here. It was further noted that the quotation provided is from a trusted local craftsman. It was therefore agreed to set aside £520 for the works to repair the fingerpost and to let the contract for the work to the craftsman who had quoted for it.

Action: Clerk & Cllr Wingrove

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21-22/032 Committees, Working Groups and Representatives' Reports

a) Planning

Application: 21/02520/REM

Proposal: Reserved matters application, pursuant to application 16/02609/OUT for the provision of 75 dwellings and associated works including replacement of 27 existing dwellings and the conversion of existing listed buildings.

Address: Cotswold Community

Comments: Cllrs Wingrove & Smith to provide response.

Action: Cllrs Wingrove & Smith

Application: 21/02481/LBC

Proposal: Conversion of existing listed buildings as part of planning application 21/02520/REM

Address: Cotswold Community

Comments: Cllrs Wingrove & Smith to provide response.

Application: PL/2021/03231

Proposal: Erection of single storey residential dwelling – resubmission of 17/05460/FUL

Address: 3 Cove House Gardens

Comments: No Comment

Application: PL/2021/04273

Proposal: 30% Crown reduction to Field Maple (T1)

Address: 2 Sadlers Field

Comments: No objection

Application: PL/2021/04276

Proposal: Fell Holly (T1) and Ash (T2)

Address: 7 The Mead

Comments: No objection

b) **Flood Risk** – No report.

c) **Internal Affairs** – No report.

d) **Minerals Liaison** – No report.

e) **Village Hall** – No report.

f) **Playing Fields Committee** – AGM to be held on 19th July. Bradstone pavilion is looking good, new carpet has been installed.

g) **Cotswold Lake Trust** – CLT are currently working with local councils and police regarding anti-social behaviour in the area. Parish Council representative to get involved.

h) **School Governors** – No report.

i) **Police** – A report will be provided every 3 months detailing crimes in the area.

j) **Highways** – There are several ongoing Wiltshire Highways issues.

k) **Footpaths & Cycle Routes** – A report had been provided prior to the meeting. Senior Rights of Way Warden for North Wiltshire has walked with the Chair of the working group and is helping resolve issues with 2 footpaths. Bikes are using a footpath that is wrongly signed as a bridleway, signage is being provided to the working group. Permission has been given to remove a footpath sign in Gosditch that is no longer relevant.

l) **Ashton Keynes Charities** – No report

m) **Parochial Church Council** – No report

21-22/033 Matters for the next meeting

Councillors were reminded to contact the Clerk with any items to be put forward for the agenda at least 10 days before the next meeting.

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21-22/034 Date for the next meeting

The date for the next Parish Council meeting will be 23rd June 2021. The meeting will be held in the Village Hall. It was agreed to rearrange the June meeting in the hope that more restrictions will have been lifted.

The meeting concluded at 9.25pm