

# *Ashton Keynes Parish Council*

## **Minutes of the meeting held in Ashton Keynes Village Hall on Wednesday 18<sup>th</sup> May 2022**

Present: Cllrs D Wingrove (Chairman); M Carter; S Crawford; S Hill; P Moran; M Smith.

In attendance: Wilts Cllr Berry; Fiona Ryder – Clerk.

The meeting commenced at 7:15pm

The Chairman welcomed everyone to the meeting and gave instruction in the event of a fire alarm.

### **22-23/1 Election of Chairman for the council year 2022-2023**

Dave Wingrove was proposed as Chairman by Cllr Carter and seconded by Cllr Crawford. Cllr Wingrove agreed to stand as Chair, there were no other nominations. Cllr Wingrove was elected as Chair and signed the declaration of office.

### **22-23/2 Public Section**

There were no members of public in attendance.

### **22-23/3 Apologies for absence**

Apologies for absence were received from Cllrs Sims, Inzani, Ventham, Blackaller, Low.

### **22-23/4 Declarations of Interest**

There were no declarations of interest.

### **22-23/5 Standing Orders**

The Parish Council approved the Standing Orders.

### **22-23/6 Financial Regulations Review**

The Parish Council approved the Financial Regulations.

### **22-23/7 Election of Vice Chairman**

Cllr Crawford was proposed by Cllr Wingrove and seconded by Cllr Smith. There were no other nominations. Cllr Crawford was elected Vice Chairman for 2022-2023.

### **22-23/8 Appointment of Members to Committees and Working Groups**

Members were appointed to the Planning Committee, Playing Fields Committee, Internal Affairs Committee, Grants & Finance Committee, Flood Risk Working Group and Footpaths & Cycle Routes Working Group. Details of members are attached.

### **22-23/9 Appointment/Confirmation of Representatives to Outside Bodies**

Representatives to outside bodies were agreed as follows:

Cotswold Lakes Trust – Cllr Low

Police – Cllr Wingrove

School Governors – Cllr Crawford

Village Hall Management Committee – Cllr Moran

Highways – Cllr Crawford

Ashton Keynes Charity – Cllr Inzani

Parochial Church Council – Cllr Sims

Millennium Green Trust – Cllr Inzani

# Ashton Keynes Parish Council

## 22-23/10 Minutes of the Council Meeting held on 9<sup>th</sup> March 2022

The minutes of the meeting held on 9<sup>th</sup> March 2022 were approved and signed.

## 22-23/11 Actions from Previous Meeting

- 21-22/016 – Work on updating the Parish Emergency Plan is still ongoing.
- 21-22/151a – The Chairman attended the launch of the Cotswold Lakes Trust challenge fund appeal.
- 21-22/151 – A £75 grant has been applied for from the Area Board for the Queens Jubilee. There is no update on the tree and plaque.
- 21-22/152 – A draft lease has been produced for the Phone Box Art Gallery.
- 21-22/152a – Clerk has copied Cllr Berry into all correspondence with Wiltshire Council that is still awaiting a response.
- 21-22/157 – Finance Regulations were circulated for approval.
- 21-22/158 – The Best Kept Village competition entry has been submitted.
- 21-22/160 – There was no update on the Church Walk footpath.

## 22-23/12 Chairmans Report

The Annual Parish meeting held last week was attended by various representatives of village organisations.

As part of the Music Festival on Saturday 25<sup>th</sup> various organisations will attend AK Shows Off to show off what they do. It was agreed that the Parish Council would have a stand. The event will be held from 10am – 1pm at Bradstone.

## 22-23/13 Clerks Report

The report was circulated prior to the meeting.  
Annual subscription to WALC & NALC was approved.  
The Clerk has attended SLCC training on Committees and Working groups and has advised the council that Working Groups should only be used for short term projects. The Council noted the advice from the Clerk but also note that Wiltshire Council are using working groups in place of committees and were therefore happy to continue with the set up of working groups and committees as they are.

## 22-22/14 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.

## 22-23/15 Financial Report

The finance report was circulated prior to the meeting.

### Income since the last meeting:

Wiltshire Council Precept	£18,167.50
HMRC VAT Reclaim	£ 336.91

Closing balance: £34,288.96

### Expenditure since the last meeting:

Admin to Council	£ 645.04
Mobile Phone Contract	£ 13.40
Village Hall Hire	£ 27.00

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.

## 22-23/16 Playing Field Committee

A report was circulated prior to the meeting. The council resolved that the committee would be an Executive Committee, the constitution would be amended to become the Playing Fields Policy and that running the playing fields is management of land. The council also

# *Ashton Keynes Parish Council*

accepted 31<sup>st</sup> May 2022 as the official final handover of the committee and to increase the cleaners pay in line with minimum wage.

A draft policy has already been drawn up and will be shared with the committee. It was suggested that the Terms of Reference include a statement regarding the Open Space Maintenance contract being a Parish Council matter and not a committee matter.

## **22-23/17 New Play Equipment Proposal**

A report had been circulated prior to the meeting. There is £37,000 set aside for the new play equipment which leaves a short fall of around £8,000. Due to rising costs the committee would like to go ahead and order the equipment as soon as possible. The Parish Council agreed to allocate a further £8,000 to enable the completion of the new play equipment. The Clerk raised the VAT implications on any money that was donated to the project, any money used that had been donated would not be VAT reclaimable.

## **22-23/18 Village Hall Grant 21-22**

The Village Hall management committee did not use any of last years grant but do have projects that they are working on that they would like to use the money towards. The Council agreed to move £1500 of unspent grant into earmarked reserves to be used for future village hall projects.

## **22-23/19 Shop Loan**

The council have previously agreed to reduce the village shop loan on a case-by-case basis by converting it into grants. The outstanding loan amount is currently £4202. The Village Shop are looking to purchase a new chiller in order to save on rising electricity costs and have asked if the council would be willing to convert the remaining loan amount into a grant towards the purchase of the chiller. The Parish Council approved the request and will convert the remaining loan amount into a grant.

## **22-23/20 Highway Improvements Request**

**High Road:** A Highway Improvement Request form had been submitted requesting moving the 30mph sign 300yds up the road so that it was before the new housing development. It also asked for more signs, electric signs and a 20mph zone through the village. A Pathway to the village, lighting into the village, widening of the road and improved drainage by putting the ditch back in on the side of the housing.

The Parish Council objected to the housing development due to the issues raised in the request. When the application was approved by Wiltshire Council there was conditions to be met by the contractors, these do not seem to have been met, making this now an enforcement issue. Wiltshire Highways Engineer for Malmesbury is already dealing with the issues raised in the request, we will investigate further before providing a response.

**Action: Cllrs Wingrove, Crawford & Smith**

**Happy Land:** A Highway Improvement Request form has been submitted for an additional sign to be installed at the corner of Happy Land and The Mead to show that Happy Land continues round the corner. The Parish Council agreed to request an additional sign be installed by Wiltshire Council as there should be one at that location. If Wiltshire Council are unwilling to install a sign the Parish Council will investigate costs.

**Action: Clerk**

## **22-23/21 Operation London Bridge**

If guidance is not given for 'no floral tributes', the Parish Council agreed to recommend floral tributes be placed at the stone cross at Church Walk. Flowers are to be removed from cellophane wrappings and will need to be removed from the cross the day after the funeral. Cllr Crawford agreed to remove any floral tributes from the cross.

# *Ashton Keynes Parish Council*

## **22-23/22 Committee on Standards in Public Life**

The Parish Council have policies and procedures in place in line with Wiltshire Councils, it was deemed not appropriate to write to our MP regarding this matter.

## **22-23/23 Committees, Working Groups and Representatives' Reports**

- a) **Planning**  
Minutes and Agenda for planning meetings continue to be circulated to all.
- b) **Flood Risk** – Report circulated. The group have met with the landowner of fields adjacent to Swill Brook and have identified riparian responsibilities. The group have also met with the Environment Agency to view land at the rear of Oaklake House in relation to the raising of the ground level close to the Thames. The Environment Agency reported that the increase in land height was not significant in comparison to the adjacent field level and was unlikely to cause any additional flood risk, however, as the land is close to the Thames a Flood Risk Activity Permit should have been requested. The group also viewed the condition of the Swill Brook either side of High bridge and a stretch towards Waterhay with the Environment Agency. Several areas were identified where trees had grown in the river and silt banks had built up, whilst not thought to lead to a flood risk it was considered that clearance work would be beneficial to improving flow. It was advised that this work would require mechanical means and a FRAP.  
Wiltshire Council drainage team have been requested to investigate the condition of the road-side ditch on Rixon Gate towards Waterhay, the ditch is not Highways responsibility as it is on private land.
- c) **Internal Affairs** – No report.
- d) **Village Hall** – The Village Hall committee reported concern over the amount being spent on Oil, they are looking at changing the valves, thermostats, and clocks to gain remote access, this would allow the heating to be adjusted to suit bookings. The committee are also looking into making the hall more acceptable for conferences by making the projector and screen permanently accessible. An initial quote of £2154 has been received, however this is likely to increase due to a number of factors identified.
- e) **Playing Fields Committee** – Nothing to report.
- f) **Cotswold Lake Trust** – Temporary footpath closures are in place due to filming.
- g) **School Governors** – Nothing to report.
- h) **Police** – Nothing to report.
- i) **Highways** – Nothing to report.
- j) **Footpaths & Cycle Routes** – The footpaths group have recently met and minutes were circulated to all. Since the meeting the owners of the field by the school have withdrawn their consent for any work to be carried out on the land whilst they speak to their lawyer about plans to clear AKEY13. The clearance work has been approved by the Senior Rights of Way Warden for North Wiltshire. A meeting will be arranged by the group with the landowners and the Rights of Way Warden in June.  
An updated inventory will be produced for the September meeting after all paths have been recalled.
- k) **Ashton Keynes Charities** – Nothing to report.
- l) **Parochial Church Council** – Nothing to report.
- m) **Phone Box Project** – Nothing to report.
- n) **Speed Mitigation** – Nothing to report.
- o) **Millennium Green** – Nothing to report.

## **22-23/24 Matters for the next meeting**

Councillors were reminded to contact the Clerk with any items to be put forward for the agenda and to submit any reports for the Committees, Working Groups and Representatives section at least 8 days in advance of the next meeting.

# *Ashton Keynes Parish Council*

## **22-23/25 Date for the next meeting**

The next Parish Council meeting will be 15<sup>th</sup> June 2022 at Ashton Keynes Village Hall.

The meeting concluded at 9.15pm.

# *Ashton Keynes Parish Council*

<b>Committee Name:</b>	<b>Planning Committee</b>
	Mike Smith
	Sam Crawford
	Dave Wingrove
	Beverley Low
	Phil Moran
	Stephen Hill
<b>Committee Name:</b>	<b>Internal Affairs Committee</b>
	Dave Wingrove
	Claire Sims
<b>Committee Name:</b>	<b>Grants and Finance Committee</b>
	Clerk
	Dave Wingrove
	Beverley Low
<b>Working Group</b>	<b>Flood Risk</b>
	Natasha Inzani
	Chuck Berry
	Dominic Ventham
	Malcolm Carter
<b>Working Group</b>	<b>Footpaths and Cycle Routes</b>
	Beverley Low
	Claire Sims
	Dominic Ventham
	Diana Wain
	Mike Seymour
<b>Representatives to outside bodies</b>	
Cotswold Lakes Trust	Beverley Low
Playing Fields	Sam Crawford & Phil Moran
Police	Dave Wingrove
School Governors	Sam Crawford
Village Hall	Phil Moran
Highways	Sam Crawford
Ashton Keynes Charities	Natasha Inzani
Parochial Church Council	Claire Sims
Phone Box Project	Russell Blackaller
Millennium Green Trust	Natasha Inzani
<b>Internal Controls Check</b>	Natasha Inzani

# *Ashton Keynes Parish Council*

<b>Playing Fields Executive Committee</b>	Phil Moran
	Sam Crawford
	Stephen Hill
	Martin Young
	Helen Shakespeare
	Peter Battrick
	Kay Wingrove
	Mark Thomas
	Richard Sutton