

Ashton Keynes Parish Council

Present: Cllrs D Wingrove (Chairman), M Carter, M Cooper, B Ellison, S Jefferson, M Seymour, R Thomas and K Winstone. County Cllr C Berry

No members of the public were present.

Minutes of a meeting held in the Village Hall on Wednesday 10 July 2013

2013/75 Councillor Vacancy

The appointment of Ashley Seymour was proposed by Cllr R Thomas and seconded by Cllr M Cooper. The Council voted unanimously to ratify the appointment. Ashley Seymour was duly elected and signed the Declaration of Acceptance of Office and the document was handed to the Clerk.

2013/76 Apologies for absence

Apologies were received from Cllrs A Stefanovic and E Tidmarsh

2013/77 Declarations of Interest in items on the Agenda

There were no declarations of interest.

2013/78 To confirm the Minutes of the Council Meeting held on 12th June 2013

A correction to the Minutes of the Parish Council meeting held on 12th June 2013 was noted: item 2013/62 should be an action for Cllr B Ellison and the Clerk, not just the Clerk, as previously stated.

2013/79 Matters arising from the Minutes

The following Matters Arising were raised:

- ⤴ The Chairman attended an Area Board meeting on 3 July, from which he obtained a list of approved projects. Scrutiny of this list revealed no evidence of bias towards Towns rather than Villages by the Area Board.
- ⤴ Cllr S Jefferson reported that there had been no Playing Fields Committee meeting therefore no progress had been made to resolve the issue of unpaid rent owed by the Senior Football team. The Chairman asked Cllr S Jefferson, in his capacity as a member of the Playing Fields Committee, to call a meeting in order to discuss this matter and move towards a resolution.

Action: Cllr S Jefferson
- ⤴ Cllr B Ellison updated the Council on his recent discussions with the tenant of the field on the corner of Happy Land/Rixon Gate. The farmer assured Cllr B Ellison that the footpath across the field is to be cut shortly. Cllr B Ellison also discussed with him the perennial issue of complaints following muck spreading, which although not currently a problem may become so again when the seasons change. The farmer assured Cllr B Ellison that he is well aware of his legal obligations and although he does not anticipate a repeat of last year's problems the matter will be discussed at the appropriate time.

Action: Cllr B Ellison
- ⤴ The Clerk confirmed that there was no liability for VAT on the recent tractor sale.
- ⤴ Green Square have made no further progress on their proposal for development of the Mead. Cllr A Stefanovic has a watching brief and will inform the Council if this situation changes.

Action: Cllr A Stefanovic

- ⤴ The Clerk has requested a list of bins within the Parish and the schedule for waste collection from Tracy Ruse (Matt Perrott's successor) at Wiltshire Council. So far he has had no response. The Chairman asked the Clerk to contact Wiltshire Council again and remind them that this request is still outstanding.

Action: The Clerk
- ⤴ Cllr S Jefferson has now implemented a system for tracking S106 monies. The only outstanding issue is 10A The High Road where, although the overall contribution has been reduced, the open space contribution, which is controlled by the Parish Council, has not. Cllr S Jefferson will continue to monitor and maintain this database.

Action: Cllr S Jefferson
- ⤴ Cllr E Tidmarsh made repairs to the Parish notice board, but unfortunately the board had broken again sometime during the last weekend. The Chairman expressed the Council's gratitude to Cllr E Tidmarsh for his efforts and asked the Clerk to approach Cllr E Tidmarsh and request further repairs on his return from holiday.

Action: The Clerk & Cllr E Tidmarsh
- ⤴ The Clerk has now received all but one of the validated passports required for the cheque signatories process. There was some confusion about the missing passport which would be resolved outside the meeting.

Action: The Clerk
- ⤴ The Clerk has now submitted his telephone expenses
- ⤴ The pot holes in the Mead have been partially repaired, but several Parish Councillors expressed a view that the repairs are inadequate and sub-standard. Cllr S Jefferson asked if it were possible to engage private contractors and forward the bill to Wiltshire Council. The Chairman suggested that as both Tracy Ruse – the Northern Area co-ordinator – and Miranda Gilmore, Community Area Manager, Malmesbury, had offered to attend a Parish Council meeting, arrangements should be made to facilitate this at some stage in the future.

Action: The Clerk
- ⤴ Cllr M Carter has spoken to the individual identified as a possible project administrator for the Neighbourhood Plan, who is considering her response.

2013/80 Clerk's Report

- ⤴ The Clerk reported on the current financial position of the Parish Council, the figures have been rounded to the nearest pound. At the beginning of the financial year, namely 1st April, there was £27,303 in the Bank Account and in April we received half our annual Precept allocation of £16,825, giving us a total of £44,128. The Parish Council has also received a further £3,988 and spent £10,489 this financial year, therefore, as of the 30th June 2013, there was £35,305 in the Bank Account and the Savings Certificate. There is a further £6,000 that was loaned to the Village Shop that can reasonably be considered part of the Reserves of £41,305 plus, of course, the interest accruing in National Savings. On top of that there is the VAT to be added, which I shall claim before I go.
- ⤴ The Clerk read out a letter from the local MP, James Gray, which congratulated the Councillors on their recent election/re-election and wished them well in their future endeavours. He also expressed a wish to attend a Parish Council meeting. All Councillors were asked to come to the next meeting with ideas for subjects for discussion and format. The Clerk will ensure this is an agenda item for the September meeting.

Action: All Cllrs & The Clerk

- ⤴ The Clerk asked for a wish list of work for the Community Team to undertake this month, which will be passed on to the Wiltshire Highways Partnership. Several Councillors mentioned the road signs around the village which are obscured by overgrown vegetation. Also, the Wiltshire county sign is still missing
- ⤴ The Clerk confirmed that the Declaration of Pecuniary Interest forms should be signed by each Councillor and then the hard copy returned to the Clerk

Action: All Councillors

2013/81 Malmesbury Area Board

The Chairman will forward information gathered at the recent meeting to all Councillors.

Action: The Chairman

2013/82 Financial Transactions

a. Receipts

The Council noted that the following had been received:

⤴ Scottish and Southern Energy	£	4.00
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b. Payments Made

The Council noted that the following payments had been made:

⤴ AK Village Hall (June Room Rental)	£	17.00
⤴ AK Services (Open Space Maintenance, June)	£	1400.00
⤴ Cllr E Tidmarsh (Repair & move notice board)	£	140.00
⤴ Parish Online (Annual Fee)	£	24.30
⤴ Clerk's Salary (June)	£	705.30
⤴ Clerk's Expenses (June)	£	106.84
⤴ HMRC (Tax & NI)	£	210.69

Cllr M Seymour asked for clarification of the Open Space Maintenance contract; specifically the public liability insurance cover. The Clerk will circulate details of the contract which has only been in operation for a short time but, as with all contracts, will be reviewed in more detail at the six months point in September.

Action: The Clerk

2013/83 Village Website

The Parish Council had received a letter from Dave Sheppard suggesting updates be made to the Village Website as the format looks tired and some of the content is no longer current.

There was a lengthy discussion during which various suggestions were made:

- ⤴ Cllr B Ellison suggested an adverts page for local businesses, which in addition to providing a platform for local tradesmen could also subsidise the site maintenance costs
- ⤴ Cllr S Jefferson asked if it were possible to obtain statistics e.g. visits to the site, to gauge the level of interest
- ⤴ Cllr M Carter suggested merging the Parish Council and Village websites via the Community Matters platform
- ⤴ Cllr K Winstone expressed the opinion that there is a wider issue around communications and that a coordinated approach was called for
- ⤴ The Chairman proposed the resurrection of the Communications working group, which could meet with Dave Sheppard and work towards a solution. The working party is to consist of the Chairman, Cllrs K Winstone, M Carter and S Jefferson.

Action: The Chairman

2013/84 Issues Log

Although the Issues Log is not yet up and running, Cllrs S Jefferson and A Stefanovic have produced a template. The Council agreed that responsibility for this task will fall to the next Parish Clerk

2013/95 Holy Cross Notice Board

Friends of Holy Cross have approached the Parish Council seeking help to obtain planning permission for a notice board at the end of Church Walk. There ensued a long discussion about some of the problems faced previously with planning and parking issues in Church Walk. The Council felt that the Friends should be made aware that they are likely to face objections and that the Parish Council could not help them with the planning process as this would constitute a conflict of interest (the Parish Council being the body that would have to approve/disapprove)

Cllr S Jefferson suggested the Friends could use the notice board at the edge of the Village Hall car park or alternatively put up a notice board next to the Parish Council board (subject to Village Hall approval).

Action: The Clerk

2013/86 Neighbourhood Plan

Cllr M Carter has produced a project plan and set up a website. The first meeting of project co-ordinators and champions is to take place on 17 July 2013. The Clerk will arrange the venue.

Action: The Clerk

2013/87 Cotswold Community

The Chairman informed the Council that he had recently received an update on the progress of this proposed development from the developers, Amita. This did not contain any further information to that already provided. Amita will attend the September Parish Council meeting to which the Somerford Keynes Chairman has also been invited.

During the discussion about the arrangements for this meeting, the Council decided that from September all Parish Council meetings will commence at 7:15 instead of 7:45.

County Councillor C Berry has confirmed to the Clerk that the gravel mentioned in the above proposal belongs to Wiltshire Council.

2013/88 Wiltshire Housing

Cllr M Carter managed the distribution of forms and reported that all the volunteers contacted to make deliveries had been able to help.

2013/89 Clerk replacement update

Interviews are to take place on 11 July. From the applications received, 4 candidates are to be interviewed by the interview panel, consisting of: the Chairman; Cllr R Thomas; Cllr M Carter, with Jayne Hughes providing expert HR guidance.

2013/90 Committees, Working Groups and Parish Representatives

Footpaths

The Chairman reported that following an approach by Jill Bewley to discuss an idea to upgrade a footpath to a cycle route, the Footpaths Committee is to be reconvened. Cllr A Stefanovic is to become the Chairman and a regular cycle of meetings will commence

There were no other matters to report

2013/91 Village Defibrillator

The post-boxes on the wall of the Village Hall are to be moved to allow installation of the Defibrillator, which is due this weekend

2013/92 Refurbishment of the War Memorial

Cllr A Stefanovic was not present to update the meeting. Cllr S Jefferson raised the issue of the Millennium base in the High Road playing fields, which also needs attention. Both these items are to be discussed at the next meeting.

Action: The Clerk

2013/93 Any Other Business

Cllr B Ellison asked that the bin outside the Village Shop be included in the Clerks request to Wiltshire Council for information regarding emptying.

The landowner responsible for the removal of trees on the edge of the village will be asked to clear up the site as it appears some garden waste has been dumped.

Action: Cllr B Ellison

Cllr K Winstone asked that the Community Asset Register be added to the agenda for the next meeting. County Councillor C Berry offered to provide Cllr S Jefferson with documents outlining guidance on which assets were appropriate for inclusion

Action: The Clerk

Cllr M Seymour reported that the riverbank at the end of Church Walk is in a poor state of repair. This is the responsibility of the Environment Agency who will be contacted by the Clerk requesting action. Cllr S Jefferson is to photograph the damage and supply the Clerk with the images

Action: The Clerk & Cllr S Jefferson

Cllr M Seymour raised the problem of vehicles speeding on the B4696. The Chairman is to meet with Jane Lawrence , a Parishioner who lives alongside the road, to discuss.

Action: The Chairman

The Clerk presented his retirement speech, during which he thanked all 31 Councillors, past and present, for their support and cooperation over the nine and a half years that he had been the Parish Council Clerk.

The Chairman thanked the Clerk on behalf of himself and the Council, and wished him well in his retirement. The Council then presented the Clerk and his wife, Mill, with a framed photograph of the Village and a Card signed by all the Councillors, for which the Clerk thanked all the Councillors on behalf of his wife and himself.

The business of the meeting was concluded at 10:57 pm.

The next meeting of the Parish Council will be held on Wednesday 11th September 2013