**KENNET VALLEY PARISH COUNCIL 4 – 2020/21**

Minutes of the **PARISH COUNCIL MEETING** held virtually by Zoom on the 11th January 2021 at 7.00pm.

**Present:** Cllr S Nichols (Chair), Cllr J Drew, Cllr D Woolley, Cllr A Miller, Cllr J Turner, Cllr M Dissanayake, Cllr J Hallett, Cllr L Davies, Cllr C Rogers & Cllr A Baring.

**In attendance:** S Roberts (Clerk), Unitary Cllr J Davies & M Bates.

**PUBLIC PARTICIPATION –** There were no members of the public in attendance.

1. **APOLOGIES FOR ABSENCE**

None.

Cllr S Nichols advised the Parish Council of the resignation of Lavinia Staddon and thanked her for her valued support in Fyfield.

Cllr S Nichols offered her resignation effective from Monday 18th January 2021. All present thanked her for her commitment and support through a difficult couple of years. It was agreed an EGM should be called for Wednesday 20th January to elect a new Chair. **Action Clerk & Cllr S Nichols**

1. **CO-OPTION**

Martin Bates from West Overton was co-opted onto the Parish Council. *Cllr M Dissanayake proposed, Cllr D Woolley seconded.*

1. **DECLARATIONS OF INTEREST**

None.

1. **ITEMS TO BE TAKEN IN PRIVATE SESSION**

None.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 2nd November 2020 Parish Council meeting and 1st December 2020 Extraordinary General Meeting were approved and will be signed as a true record after the meeting. *Cllr C Rogers proposed, Cllr J Drew seconded.*

1. **UPDATED POLICY DOCUMENTS**

The following Council policy documents, now in the name of Kennet Valley Parish Council were approved:

Standing Orders, Finance Regulations, Code of Conduct, Document Retention Policy, Working Groups and Protocol for Remote Meetings.

*Cllr J Turner proposed, Cllr M Dissanayake seconded.*

More policy documents will be issued at the next meeting including a Media Policy. **Action Clerk**

1. **CLERK’S REPORT (SR)**

**Dog Bins**

The Forestry Commission has given their consent for a dog bin to be placed in the West Woods car park at Lockeridge. Although they have indicated they would be willing to pay for the bin they would prefer a very small bin to discourage litter from being placed in it. Idverde do not supply the very small bins and the question remains as to whether a small bin would become full too quickly and cause more problems than it solves. The Council discussed the issue and were inclined to agree a small bin would not be suitable. The Clerk suggested she ask Preshute Parish Council if they would consider paying for one larger bin and see if the Forestry Commission would agree to a trial this at one location in their Parish. **Action Clerk**

**Lockeridge Youth Club**

The Youth Club session in November did not take place due to current pandemic restrictions. The demand for the club is still high with over 15 children having attended on a regular basis.

The Working Group will need to meet to decide the best way forward but it is suggested the club does not consider resuming until after the February half-term. A new member of the group will need to be appointed following the resignation of Lavinia Staddon.

**Elections**

The Local Council Elections are due to be held on May 6th 2021 but may now be postponed. Someguidance has already been issued on the subject of canvassing and the Clerk will distribute more information as and when it becomes available. The Clerk has booked onto a short course with the SLCC about elections for the unlikely event we have more prospective councillors than places available.

**Governance**

No further progress has been made on this but it will be prioritised to action before the next meeting. The Clerk advised the Marlborough Town Clerk has resigned and a new Clerk would be in post from April 2021. The Clerk will liaise with other Clerks on this matter.

1. **COVID 19 & EMERGENCY RESPONSE (JT)**

Cllr Jill Turner confirmed the prescription service is continuing and support is available for those requiring food if needed either via our own COVID-19 fund or via the Church.

The Council recognises loneliness and mental health are of great concern during this current wave of the pandemic. The Church can offer support, also the Wiltshire Wellbeing Hub.

A list of telephone helplines is to be displayed around the villages, on the website and added into UKN. **Action Clerk**

It was agreed it was to soon to consider combining the Emergency Response Plan and the Pandemic Plan.

1. **WEBSITE (JT & Clerk)**

The Website Working Group met on Wednesday 6th January to discuss the quotations and proposals received for a new website.

The Group considered the possibility of a website designed to our own specifications, this option was costly, would take a considerable amount of time and would exceed our current budget. The second option was to use NetWise who specialise in Parish Council websites and use a template. This option would fall well within our current budget of £1,050 and would include dedicated email addresses.

The Website Working Group recommended the Parish Council agree to the NetWise Premium Package. This package will cost £599 and includes everything the Council requested apart from a member’s section; however, the company have agreed to provide this addition for free. The ongoing cost is £300 per annum with the option to upgrade later if we need more space. The Clerk has spoken with 2 other Parish Councils who are currently using NetWise as their provider and both are completely satisfied with the website and ongoing support.

The Council resolved to go ahead with the provision of a new website using NetWise. *Cllr A Miller proposed, Cllr M Dissanayake seconded.* **Action WWG**

Please see minutes of the Website Working Group meeting.

1. **TRAFFIC/ROAD SAFETY & POLICE (JT)**

A request has been received for the Parish Council to reconsider pursuing a request to Wiltshire Council for the adoption of Forge Lane from Knights Close to the south end which is technically a Right of Way and Bridleway but has been surfaced for many years. The short stretch is now in a dilapidated state with several potholes inches deep posing a potential danger to pedestrians, cyclists and horses. We have been informed that the number of residents’ cars has multiplied since the Parish Council considered the issue previously.

Wiltshire Council has been approached for guidance on the situation and would require agreement from all households that front onto the road to comply with the following aspects before they would consider adopting the road:

*1.      Proof of the ownership of the land on which the roads rest.*

*2.      The suitability of the roads for adoption in the light of minimum adoption standards.*

*3.      Be prepared to cover all costs and manage all works required to bring the roads up to standard.*

*4.      Agree to pay all costs associated with the Legal Agreement for adoption……’*

Unitary Cllr Jane Davies recommended writing to Aster in the first instance to request support in this approach given that they own a substantial number of houses fronting onto the road and have previously been responsible for carrying out repairs on the road. This should then be followed by a letter to the all the other households fronting onto the stretch of road. Cllr D Woolley agree to draft a letter. **Action D Woolley**

The potential of a joint purchase with East Kennett of Speed Indicator Devices has been discussed previously. We have recently been approached by Avebury Parish Council who are also considering purchasing several SIDs and have asked if we would consider a sharing option. The Parish Council agreed with this approach and will be happy to consider further once the associated cost and sharing agreement has been provided.

Numerous complaints have been received about the storage units at the former chicken sheds near the top of Church Lane. Concerns have been raised about noise, dangerous driving, speed of traffic and one of the units being used as a workshop rather than storage. It was agreed once the current Lockdown has finished to report the workshop usage to Wiltshire Council Enforcement for action. **Action Clerk**

1. **DEFIBRILLATORS (JT & MD)**

The defibrillator installation planned for the Fyfield Church porch is proceeding slowly due to a Faculty being required and permission from the Diocese in Salisbury. CPR and defibrillator training will not be able to take place at present.

1. **CENSUS**

The Census is due to start on Sunday March 21st, 2021. Information has been circulated and a tool kit is available. Having read through all the information provided it seems the main role of the Council in this is to publicise the Census, encourage parishioners to complete it and signpost to them how to get help. The Clerk agreed to print off posters for the noticeboards and the most recent information has been sent to the UKN for inclusion in the February edition. **Action Clerk**

1. **PLANNING (DW)**

A response has been received from Wiltshire Council following our complaint to them about their failure to display green planning notices and to notify immediate neighbours of planning applications. It was agreed it would be a waste of time corresponding on the issue further.

The Councils current policy of having designated planning representatives for each village needs to be revisited due there being a disproportionate number of applications for Lockeridge and a need to share the workload. It was agreed to put this on the agenda for the next Planning Meeting for further discussion and agreement. **Action Clerk**

Following a Freedom of Information request, a decision from the Information Commissioner and subsequent appeal relating to a planning application, the second hearing of the General Regulatory Committee is due to take place on Monday 18th January 2021 at 10am.

1. **PARISH ASSETS (AM)**

The Council resolved to accept a quotation for the replacement of the wooden road sign leading to Frog Lane in West Overton. *Cllr C Rogers proposed, Cllr M Dissanayake seconded.*

The Memorial Copse at the Kennet Valley Hall requires some attention and some of the trees have died. It was agreed to ask David Oliver if he would be happy to replace the dying trees and help maintain the area**. Action Clerk**

It was suggested the play equipment at Fyfield be painted all one colour in the Spring rather than the current multiple colours.

Some graffiti has appeared in the West Overton bus shelter. Unitary Cllr J Davies suggested asking the Parish Steward to remove it when he next visits the village.

1. **AWHS STEERING GROUP (SN)**

Cllr S Nichols provided a verbal update on the discussions taking place with the NT, Avebury PC and senior Wiltshire Council councillors around vehicular access to the Ridgeway section at Overton Hill.

Cllr J Drew agreed to take over from Cllr S Nichols as the Council representative for the AWHS Steering Group with Cllr D Woolley in reserve.

1. **PEACOCK FIELD (MD)**

Negotiations with the agent are now complete but formal confirmation on all points has yet to be received from Savills. It was agreed to put this on the agenda for the EGM on 20th January 2021.

1. **FINANCE (DW)**

The accounts for the year to January 2021:

Balance carried forward from last year: £11487.96

Total receipts for the year to January 2021: £21500.74

Total payments for year to January 2021: £12861.19

The available (cash book) balance on 11 January 2021: £20127.51

The Council approved the BACS payments on the payments schedule.

The Clerk has not yet purchased a dedicated PC mobile phone but will do so shortly.

1. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Swings on the Dene
2. Thank you to Lavinia
3. Instructions for Playgrounds
4. **KENNET VALLEY HALL**

Cllr C Rogers agreed to replace Cllr J Drew as the PC representative on the Kennet Valley Hall Committee.

1. **AGENDA ITEMS FOR THE NEXT MEETING**

The following items will be added to the agenda for the March meeting:

1. Local Council Elections – 6th May
2. Census
3. Annual Meeting & Annual Parish Meeting
4. Boundary Review/warding arrangements
5. Neighbourhood Watch
6. Over 60’s Group, Defibrillator Training & Climate Change – May

**The meeting closed at 8.25 pm. This is the last page of the minutes.**