**FYFIELD AND WEST OVERTON PARISH COUNCIL 2 – 2020/21**

Minutes of the **PARISH COUNCIL MEETING** held virtually by Zoom on the 14th September 2020 at 7.00pm.

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

**In attendance:** S Roberts (Clerk) and Unitary Cllr J Davies.

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

1. **APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr J Hallett.

Cllr Sarah Nichols announced the resignation of Geoff Emberlin and thanked him for his valuable contribution to the Council over the last few years.

1. **DECLARATIONS OF INTEREST**

Cllr Sarah Nichols declared an interest in Bonfires under item 31.

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

None.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the 29th July Parish Council meeting were approved and will be signed as a true record after the meeting.

1. **CLERK’S REPORT (SR)**

Bin at West Woods - a quotation has now been received from Idverde.

The Forestry Commission has given consent for the bin and has indicated they may be prepared to pay for the actual bin but not the installation or emptying. The quotation received was for a larger bin and the PC have requested a quotation for a smaller dog-specific bin. They would not like us to provide dog walking signs in the woods as they have just designed their own which will be displayed shortly.

It is proposed to move the current small litter bin at Knights Close play area to the Itchin in West Overton where there have always been significant issues with dog mess. The Council agreed this previously and has already allocated £400 in the current budget for this purpose. The new bin will cost £187 and the relocation of the existing one will either be £20 if an existing post can be utilised or £121.

NALC National Salary Awards - each year NALC review the salary scales and the current rate is usually increased slightly for each incremental point. The new rate is backdated to 1st April 2020 and this is reflected in the schedule of payments. Please note the Clerk’s next full incremental increase will not be due until 1st April 2021.

Repairs to Taylors Green Play Area, Fyfield - David Oliver has carried out repairs to the fence at the play area. The play equipment is still in need of repainting. Two quotations have been received and a third is awaited before a decision can be recommended by the Assets Group.

Swings on the Dene – the Clerk is in the process of obtaining quotations to replace them following failure of a recent safety inspection. To date she has received one quote for £8500 to replace the unit with 2 individual units. This will need to be discussed further by the Finance Group who will provide recommendations at the November meeting.

Lockeridge Youth Club - The Youth Club is due to resume at the end of September. Current guidelines dictate that the young people will need to be in groups of 5 with one adult.

Having discussed with Innov8 it is proposed to hold the September session outside with no access to the Hall at all. The youths will need to prebook (contact will be made with the school and a post put on Nextdoor) and the session will only be one hour. If more than 10 prebook on they will go in a second time slot straight afterwards. Contact details will be taken and held for 21 days as per the Track and Trace requirements.

It was agreed Innov8 should not be expected to be responsible for a full clean of the Kennet Valley Hall so it is proposed to ask for parental volunteers at the end of the September session to assist with this going forward. If no volunteers come forward the November session may have to be cancelled.

The Youth Club Working Group need to meet ASAP to discuss the future of the Youth Club and procedures going forward. **Action Youth Club Working Group**

Website – Little progress has been made due to an illness in the website designer’s family. He has offered to find another designer to support us going forward. There was a discussion around alternative suppliers for the website. **Action Clerk**

1. **DATA RETENTION POLICY (SR)**

The Council resolved to formally adopt the Data Retention Policy and the review process would be agreed. *Cllr J Drew proposed and Cllr M Dissanayake seconded.*

1. **COMMUNITY ENGAGEMENT (SN)**

Cllr S Nichols discussed with the Council ideas surrounding engaging with our local volunteers. One area was support in monitoring the CPR readiness.

Devolution – it was noted this was going to have an impact on the Council and discussions will need to take place once it becomes clearer exactly which services and decisions will be devolved down to our level.

Governance – The role of Governance traditionally carried out by the Clerk is now becoming impossible to manage with new legislation pouring in at an overwhelming rate. It was suggested a Councillor could assist the Clerk. Cllr J Davies suggested a discussion with Marlborough Town Council to see how they manage theirs and indicated the role could be a paid one with the increase forming an expansion of the current work of the Clerk. **Action Clerk**

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

Lockeridge traffic – a substantial increase in traffic due to the temporary closure of the road through East Kennett for essential bridge repairs gave rise for concern and a police presence was requested by the school at drop off times.

MP for Devizes Danny Kruger met with the West of Marlborough Traffic Group on 14th August to discuss the traffic speed issues on the A4 between Beckhampton and gave his support for safety measures and to extend the 50mph speed restriction from Fyfield to include West Overton, Beckhampton and Manton. This event was reported in the local media.

Residents on the Nextdoor social media site have been requesting mirrors to be placed in West Overton on the blind bends. This issue has been raised before and Wiltshire Council does not support their use. It was resolved to put in a request to Wiltshire Council for consideration of parking restrictions.

**Action Cllr J Turner**

It was suggested that West Overton residents establish a Community Speedwatch initiative following concerns about traffic speeds and safety.

1. **RIGHTS OF WAY (LD)**

Cllr Max Dissanayake briefly outlined the proposed options provided by ARK for the Withy Beds in West Overton. The Council will not be expected to fully fund the project going forward but a financial contribution would be helpful. At this point no decisions have been made but the Council agreed consideration should be given to this when preparing the budget for 2021/22.

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

The defibrillators will shortly be installed at all locations, although some further discussion is required prior the installation at Fyfield Church due to the size of the casing. Once the installations are complete daily checks on each of the units will be required, Cllr Jill Turner and Cllr Max Dissanayake agreed to source local volunteers to undertake this role. Cllr Jill Turner will be the appointed ‘guardian’ who will be the point of contact with SWAST. Although training in defibrillator use is not required it was agreed offering general training in both CPR and the use of defibrillators for the community was desirable. Cllr Jill Turner agreed to investigate further. **Action Cllr Jill Turner**

A local contractor has been appointed to install shelving in the West Overton bus shelter to facilitate the relocation of the books currently stored in the West Overton phone box.

1. **PLANNING (DW)**

The Dene – Sarsen stones have been placed in the south east corner of the Dene and in the layby to the north to deter parking.

A letter has been received from the owner of the land to the rear of the Dene objecting to the placement of the stones. The Council discussed this and it was resolved not to move the stones and to write a letter to the owner outlining the following points:

1. A reminder that the Council owns the land.
2. The Sarsen stones were placed there following numerous verbal complaints from local parishioners to prevent further damage from vehicles.
3. A request for further information regarding the equipment that requires access across the Dene.

Freedom of Information Request – this has progressed to the First Tier Tribunal for a hearing on the 14th October. The Clerk is required to provide redacted copies of 3 months of emails by the end of September for review by the tribunal, this will take many hours to complete and the cost of this will unfortunately have to come out of the Precept. **Action Clerk**

Planning Representative – a vacancy has arisen for West Overton. Cllr Max Dissanayake kindly agreed to carry out this role. *Cllr A Miller proposed & Cllr J Drew seconded.*

Cllr Jeremy Hallett has agreed to help with Lockeridge planning.

Planning White Paper – it was agreed to discuss this at the November meeting.

1. **PARISH ASSETS**

The swings on the Dene are currently closed and will require replacing. Quotations are being sought, but due to the spiralling costs of dealing with the Freedom of Information Request relating to the barn at River Mead House it is highly unlikely the Parish Council will have the funds to replace them in the foreseeable future.

Knights Close play area – Aster have not resumed grass cutting on this area and a contractor will need to be found as soon as possible. **Action Clerk**

The difficulties of getting a mower onto the Knights Close play are an issue and consideration to a disabled/access ramp will be discussed at the Finance Working Group meeting.

Cllr Andy Miller agreed to fill the current vacancy for Chair of the Parish Assets Working Group. *Cllr M Dissanayake proposed, Cllr A Baring seconded.*

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

Over the Bank Holiday the Ridgeway became host to between 30 and 40 vehicles camping on site. The situation is understandably of concern to many residents and a multi-agency approach is being taken to try and tackle this ongoing issue. The ownership of the Ridgeway is complex and rules around overnight camping are not easy to enforce. A lack of any adequate signage to deter would be campers hinders the situation further.

Despite a Temporary Traffic Order prohibiting vehicles from entering part of the Ridgeway there are still bikers using it illegally, this is not helped due to the gate being unlocked, but necessary to allow access for horses.

1. **TELECOMMUNICATIONS (AM)**

The Council has received another request to look at the possibility of better mobile phone coverage in the Parish. Cllr Sarah Nichols agreed to make some enquiries with providers. **Action Cllr Sarah Nichols**

1. **PEACOCK FIELD (MD)**

Negotiations with the agent are close to completion with most points now more or less agreed apart from the access. A response was received just before the meeting from the agent and the Peacock Field Working Group will discuss this and report back at the November meeting.

1. **FINANCE (DW)**

The accounts for the year to September 2020:

Balance carried forward from last year: £11487.96

Total receipts for the year to September 2020: £12000.65

Total payments for year to September 2020: £5041.42

The available (cash book) balance at 14 July 2020: £18447.19

The Finance Working Group have not met since the last full Council meeting, a meeting will be arranged to discuss the budget for 2021/22 prior to the next PC meeting in November. **Action RFO**

The RFO requested any expenditure requests to be emailed to her ASAP for them to be considered for inclusion in the next budget. **Action Whole PC**

The council approved the BACS payments on the payments schedule.

1. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Bonfires.
2. Advertise for West Overton Councillors.
3. Dog mess.
4. **AGENDA ITEMS FOR THE NEXT MEETING**

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

1. Risk Assessment
2. Asset Register
3. Swings on the Dene
4. Budget 2020/21
5. Planning White Paper
6. Council name change
7. Peacock Field

Please see attached reports for further information including a report about the Kennet Valley Hall.

The meeting closed at 8.55 pm.

This is the last page of the minutes.