**FYFIELD AND WEST OVERTON PARISH COUNCIL 3 – 2019/20**

Minutes of the **PARISH COUNCIL MEETING** held on the 23rd September 2019 at 7.00pm in the Kennet Valley Hall.

**Present:** Cllr S Nichols, Cllr N Fisk, Cllr R Green, Cllr G Emberlin, Cllr J Drew, Cllr D Woolley, Cllr A Miller, Cllr A Baring, Cllr L Staddon, Cllr J Turner, Cllr L Davies & Cllr M Dissanayake.

**Apologies:** Unitary Cllr J Davies & PCSO M Camilleri.

**In attendance:** S Roberts (Clerk) and 1 parishioner.

**Declarations of interest:** None

**Dispensations:** None

1. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the July meeting were approved and signed.
2. **MATTERS ARISING FROM THE MINUTES**
* Defibrillators – a supplier has now been sourced, the locations are being finalised. The bus shelter at Upper Fyfield and the business units or the church at Lower Fyfield are currently being considered. It was suggested the Fyfield filling station or the British Telecom station could be possible locations. It was agreed to put in a request for ideas for Fyfield in the The Upper Kennet News. The locations would need to have a power supply. **Action Defib Working Group**
* Website - this is due to go live this month. All councillors supported the idea of generic PC email addresses **Action J Turner & Clerk**
* Knights Close Play Area in West Overton – The installation of the new playground equipment is due to commence on Tuesday 24th September. An invoice has been raised to Wiltshire Council for the S106 funding. It was agreed an official opening should take place on Saturday 19th October at 2.30pm. David Hemery and Ted Cartlidge will be asked to do the honours. It was agreed to invite Marlborough News Online and also the Gazette & Herald to attend. **Action Clerk & N Fisk**
* Peacock field – the purchase of the field is progressing and a Working Group meeting has been arranged to discuss the details of the Sellers Pack. **Action M Dissanayake & Clerk**

All other matters arising are covered under the headings below.

1. **STANDING ORDERS (SN)**

The Standing Orders have been circulated to all Councillors and some suggested amendments received. It was noted there is currently nothing about GDPR and details about the filming and recording of meetings requires updating. It was agreed the Standing Orders be revised to reflect these changes and the Clerk will contact WALC to see if there are any further updates. Councillors who have not already done so are requested to provide any feedback to the Clerk as soon as possible. The revised version will be circulated and then adopted at the November Parish Council meeting. **Action Whole PC & Clerk**

1. **COMMUNITY GOVERNANCE REVIEW**

Cllr J Drew provided a brief outline of the Community Governance Review. This is an opportunity for Parish Councils to request a change of name, constitution and boundaries.

The Council considered the boundaries and it was agreed to ask East Kennett if they were happy to continue as a Parish Meeting or would consider joining with the Fyfield & West Overton Parish Council. **Action S Nichols**

Consideration was then given to the name, which currently does not include Lockeridge. It was agreed adding in Lockeridge would make the name too long and the idea of calling it ‘Kennet Valley Parish Council’ was put forward as this would tie in with the village hall and the school. It was agreed the suggestion should be put in the Upper Kennet News to seek views. **Action S Nichols**

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

**Lockeridge**

Community Speed Watch - Following a further metrocount carried out in July it has been confirmed that Lockeridge remains eligible to proceed with Community Speedwatch and a further preparatory meeting will be held on 3rd October prior to launching the local project and seeking volunteers. The July metrocounts were commissioned by the Highways Dept of Wiltshire Council as part of a county wide initiative to monitor 20mph zones.

Kennet Valley School has offered support for a Community Speedwatch initiative – further details to follow.

Considering will also be given to the potential purchase of a Speed Indicator Device or other similar devices.

**West Overton**

Sarsen House - The Parish Council has attempted previously to address the problems caused by car parking in the vicinity of Sarsen House both on pavements and at a blind bend junction, ( ref meetings in September and November 2018) Following concerns from local residents about a re -emergence of problems, further advice was sought from the local PCSO and meetings were being held with the Home Manager and the CEO of White Horse Care Trust and with local residents in order to explore options and agree the way forward. A follow up meeting will be held on 4th October 2019 to review progress.

**A4 – The Bell road safety issues**

Following the CATG meeting on 20th June 2019 and presentation of our request for the installation of traffic islands at the Bell turning on the A4, I met with the World Heritage Site Manager to explore their views on the proposal and alignment with the WHS design principles for crossings as outlined in the Avebury WHS Transport Strategy, 2015. The proposal was not welcomed and white lining options (double white lines, additional hatching etc) were favoured instead. However there was general support for the wider A4 initiative and the WHS is in the process of compiling an access and sustainable transport strategy for consultation on which the Parish Council will be invited to comment.

The Parish Council do not share the view of the WHS that there should be no traffic islands at the junction of the Bell. It was agreed a letter should be written to Claire Perry, support from the local press be obtained and a meeting requested with Wiltshire Councillor Bridget Wayman. **Action S Nichols & J Turner**

**Fyfield. A4 - parking restrictions**

The Parish Council’s request for the imposition of parking restrictions on the hill in both directions in the vicinity of the Fyfield filling station was supported by CATG and a request was submitted to the Traffic Orders Team in August 2019

**CATG requests**

The request for additional road signage at Bayardo Farm has now been prioritised by CATG with a proposal of white lining agreed.

**A4 - road safety**.

The Parish Council has continued to collaborate with the Avebury and Manton Parish Councils and Traffic Groups to pursue shared concerns about traffic safety issues along the A4. A joint meeting and site visit was held on 9th July with Diane Ware, Principal Technical Officer (Highways) Wiltshire Council to explore the potential to align the Council’s planned maintenance works for Silbury Hill; surfacing (2020/21) and Fyfield to Clatford; surfacing (2021/22) with the locally developed road safety proposals.

The Parish Council is invited to consider a request for additional horse rider signage on the A4 in both directions in the vicinity of North Farm to warn motorists of horses crossing the busy road to / from the fields on the south side. This proposal has been discussed with the representative from the World Heritage Site who recognised the requirement whilst noting the WHS preference for minimal signage. The Parish Council considered the request and although happy in principle for the request to be taken forward it was felt that North Farm as a primary user should be asked for a financial contribution. Action J Turner

**Other locations**; A345 junction with the road to Clatford

Concern was expressed to Wiltshire Council Highways department about a potential reduction in sight lines and severe obstruction to drivers’ vision caused by the apparent construction of a fence at the junction of the A345 and the road to Clatford.

The Highways department responded to confirm that they had contacted the property owners who in turn had repositioned the fence 2.5m further back on the boundary of their property and the edge of the public highway. We remain concerned about the reduction in visibility at this location although noting that the fence appeared to be a post and rail rather than a solid boarded construction.

**Reminders**

On the approach to autumn / winter Councillors are reminded;

of the invitation to notify the Council of blocked gullies which require emptying in addition to routine maintenance arrangements. Please notify Cllr J Turner of any gullies requiring attention in your villages for co ordination of a response to Wiltshire Council. All residents are encouraged to report potholes, dangerous trees etc via the ‘My Wiltshire’ app ( [http://www.wiltshire.gov.uk/mywiltshire-online-reporting](http://www.wiltshire.gov.uk/mywiltshire-online-reporting%22%20%5Ct%20%22_blank) )

1. **EMERGENCY RESPONSE (JT)**

1. Winter preparations

Wiltshire Council contacted Parish Councils to invite early requests for winter preparation supplies; grit, refilling of bins, gel sacs for flood defences etc. The Team duly checked local requirements followed by a request submitted within the timetable stipulated.

2. Routine road maintenance.

Wiltshire Council invited local parishes to check out and report blocked gullies to alleviate flooding risks. The gullies on the A4 by the Fyfield filling station are still regularly blocked. The gully by Manor Farm in West Overton seems much improved. It was noted the contractors do not always take away the silt they have removed and this can sometimes wash back down into the gullies again. Cllr J Turner agreed to report both these issues. **Action J Turner**

3. Emergency Team

The Team are due to meet in early October to review the Plan and to put in a bid for the 2020 round of funding to the SSE Community Resilience fund for a generator to be used at the Kennet Valley Hall, which is the designated emergency centre for the Parish.

1. **PARISH ASSETS (GE)**

The play park at Fyfield now seems to be fairly clear of rabbits and thank you to Cllr L Davies for finding a solution for deterring the birds from sitting on top of the swings. The multi-play equipment is in need of a fresh coat of paint.

The Dene – Cllr S Nichols agreed to carry out the monthly visual inspections on the play equipment and benches. Some of the play equipment is being damaged by the Wiltshire Council contractors strimming too close to the equipment. The Clerk agreed to contact the Council to request more care is taken. **Action Clerk**

Knights Close Play area – David Oliver has kindly agreed to trim back the Cherry tree free of charge as a Community Project. Suitable signage will need to be sourced and wording agreed.

Aster is still cutting the grass at Knights Close but once the refurbishment works are complete a contractor will need to be found.

The fenced off area of land on Peacock field is overgrown, it was agreed to leave this alone as it is currently providing a safe haven for Wildlife.

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

Footpath Fyfield11 has been partially cleared but unfortunately works now seem to have stopped and it is not possible to get all the way through.

1. **COMMUNICATIONS/PRESS (AB & SN)**

Cllr A Baring requested any information for the next UKN be submitted as soon as possible.

One press release has been sent out to the Gazette and Herald regarding the River Mead House barn planning application.

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

Please see Matters Arising.

1. **CONSERVATION (RG)**

No report.

1. **DEFIBRILLATORS (JT)**

Please see Matters Arising.

1. **YOUTH CLUB (RG)**

The last session was run by Josh (following the departure of Tyler from Innov8Sportz) on Thursday 19th September and was well attended. The Club are still looking for volunteers and offers to fundraise in order to ensure the long-term viability of the club. The next session is due to take place on Thursday 17th October.

1. **PEACOCK FIELD (MD)**

Please see Mattters Arising.

1. **FINANCE (DW)**
* The Finance Working Group will need to meet again at the end of October to discuss the Precept for 2020/21. **Action RFO & FWG**
* All Councillors were requested to consider any funding requests for the next financial year prior to the October Finance meeting. **Action Whole PC**
* The Traffic Group would like financial consideration to be given to the possibility of a mobile Speed Indicator Device.
* A substantial provision may need to be allowed for should the Clerk be required to supply information requested under the Freedom of Information Act and or supply information to the ICO.

The accounts for the year to September 2019:

 Balance carried forward from last year: £7823.00

 Total receipts for the year to September 2019: £13765.67

 Total payments for year to September 2019: £16389.72

 The available (cash book) balance at 7 Sept 2019: £5198.95

 Sign Cheques:

The following cheques and invoices were approved & signed:

1238 S Roberts – Clerk salary Aug 19 – Sept 19 £809.12

1239 S Roberts – Clerk expenses Aug 19 – Sept 19 £37.49

1240 Horsey Lightly – legal fees for Dene £600.00

1241 Kennet Valley Hall – playground insurance £41.91

1242 IdVerde Bin emptying Fyfield July & Aug £42.00

1243 W R Rammage – Fyfield grass cutting £200.00

1244 Innov8Sportz – September Youth Club £80.00

1. **PLANNING (DW)**
* Lockeridge Dene - the Parish Council now have the full Land Registry Title.
* The Planning Process – The Parish Council formally adopted the revised Planning Process document. (Cllr J Drew proposed & Cllr A Baring seconded).

1. **REPORTS FROM OTHER BODIES**

**Marlborough Area Board**

A summary of the September meeting has been circulated to all Councillors. The next meeting will take place on Tuesday 19th November at 7pm.Cllr Jill Turner is due to attend.

**Kennet Valley Hall (NF)**

 The Hall roof repairs are due to be complete by the end of October. Christmas Bingo is due to take place on 13th December. The Over 60’s are looking for funding for some speakers but it is not known how much funding they require, further details to be requested. **Action Clerk**

**Kennet Valley School**

New secure gates and fencing need to be installed to comply with new school regulations. It was agreed the school should be asked to provide details and also to ascertain whether planning permission is required. **Action J Turner**

**Avebury World Heritage Site Steering Group (SN & DW)**

Concerns have been expressed over the increasing number of Travellers on the Ridgeway and the length of time they are staying. It was noted visitors are being deterred from entering this section of the Ridgeway due to the presence of dogs on chains. It was agreed letters should be written to the Police and also to the Friends of the Ridgeway to see what can be done to alleviate the problem. **Action S Nichols**

1. **CORRESPONDENCE**

Freedom of Information request – An email has been received from the ICO regarding a complaint made to them following on from the Council declining to provide the information requested. It was agreed Wiltshire Council legal department should be asked for support and more advice sort from WALC. **Action S Nichols & Clerk**

1. **A.O.B.**

It was noted there is currently an issue with cars parking directly opposite the junction of the road in West Overton close to Manor Farm causing even further reduced visibility round an already blind bend and causing cars to take the bend too wide. Cllr M Dissanayake agreed to talk to the local residents concerned. **Action M Dissanayake**

New Councillor Training – This is due to take place on Monday 30th September at 7pm in the Kennet Valley Hall. We have combined the training with Avebury and Mildenhall Parish Councils, it is being delivered by Katie Fielding from WALC.

The meeting closed at 8.55 pm.

This is the last page of the minutes.

**PLEASE NOTE :** The next Parish Council meeting will be held on Monday 25th November 2019 at 7pm in the Kennet Valley Hall.