**FYFIELD AND WEST OVERTON PARISH COUNCIL 4 – 2018/19**

Minutes of the **PARISH COUNCIL MEETING** held on the 26th November 2018 at 7.00pm in the Kennet Valley Hall.

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

**Apologies:** PCSO Emily Sykes.

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

**Declarations of interest:** All Councillors present declared an interest in item 64, the setting of the Precept for 2019/20 and all signed a dispensation request form.

**Dispensations:** All Councillors present were a granted a dispensation by the Clerk for the duration of the meeting for item 64 – The setting of the Precept for 2019/20.

1. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the September meeting were approved and signed.
2. **MATTERS ARISING FROM THE MINUTES**

* Knights Close Play Area in West Overton - Several quotations have now been received, a meeting of the working group will be called soon to agree on the final design and appoint a contractor. It was agreed David Hemery should be asked to officially open the refurbished playground once works are complete. **Action Clerk**
* Defibrillators – there would need to be a total of four defibrillators to provide for the needs of the whole Parish and all would require an electricity supply. The Parish Council agreed to put just over 50% of the cost into the budget for 2019/20 with the rest being funded by a combination of a grant, donations and fundraising. **Action Clerk**
* Sarsen House - concerns about the dangers caused by car parking at this location have been expressed, the manager at Sarsen House has been approached for assistance and our previous PCSO has also been involved. The parking situation has been monitored and continues to cause concern with residents being unable to park outside their houses, drives being blocked and the refuse collection lorry being unable to get passed to empty the bins. It was agreed a letter should be written to PCSO Emily Sykes requesting further assistance and enforcement. **Action N Fisk**

All other matters arising are covered under the headings below.

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

Lockeridge - a single white gate has been installed on Back Lane at the eastern approach to the village. The additional funding required (£345) will be met by the Lockeridge Traffic Group.

Metrocounts are currently in place in three locations in Lockeridge. Following completion of the metrocounts, decisions will be taken on the future deployment of the Community Policing Team and the potential to pursue a Community Speed Watch programme.

Kennet Valley School has offered support for a Community Speedwatch initiative.

Our potential interest in the purchase of a Speed Indicator Device (or devices) has been registered with Wiltshire Council who requested details in respect of a potential bulk buy discount arrangement. Discussions took place surrounding the cost of installation, whether they are moveable and the need for an electricity supply. The Clerk agreed to speak to the Clerk of Mildenhall PC where they already have SIDS installed. **Action Clerk**

Following residents’ concerns about traffic speed the potential use of A.N.P.R. technology for speed enforcement has been investigated. An approach was made to Councillor Bridget Wayman; the Wiltshire Council Cabinet Member for Highways, Transport and Waste in order to seek support for the proposal and inclusion in Council policy prior to progressing to meet with the Police and Crime Commissioner for Wiltshire. Councillor Wayman supported the proposals for progression directly to the PCC with whom a meeting was duly held on 23rd October with Wiltshire Councillors Jane Davies and James Sheppard, Jayne Drew and Jill Turner.

Following discussion it appeared that the Wiltshire police are not currently supportive of the proposed approach favouring instead the application of ‘Education and Engineering and Enforcement’ methods and the recent improvement in technology support for Community Speedwatch was emphasised.

Following confirmation of the decision to approve the progression of the freight management request C38 Lockeridge to Alton Barnes on 8th March 2018 the Council progressed with surveys during the summer. An update has been requested and further details to follow.

In response to our recent CATG submissions, Steve Hind, Principal Engineer from Wiltshire Council Highways has carried out site visits to assess the requests at West Overton – Manor Farm junction for a Stop Sign and Church Hill for warning signs and the potential for a 20mph limit. He also reviewed our request for white lining at the bad bend at Bayardo Farm in Clatford and the request for parking restrictions on the A4 directly outside the Fyfield Filling Station. All these items will remain on the CATG list but as yet have not been prioritised.

Following increased concern about road safety on the A4 in the Parish area, the Parish Council is collaborating with the Avebury Parish Council and Traffic Group with the aim of pursuing these issues as part of a joint approach to traffic safety issues along the A4.

A request for consideration of the issues was submitted to C.A.T.G. for its meeting in September 2018 requesting Wiltshire Council to;

* consider the Fyfield - West Overton A4 traffic issues as part of the World Heritage Site Management Plan (Atkins study)
* commence a detailed site study as Phase 2 of the wider A4 traffic safety programme in the location of the World Heritage site.

CATG accepted the request albeit noting that the Atkins report does not cover the length of the A4.

David M Thomas, Traffic Engineering Manager, Highways Assets & Commissioning at Wiltshire Council explained that the A4 would not qualify for a speed limit review.

A joint meeting was held between the Chairs of the Fyfield & West Overton and Avebury PCs with the Chair of the East Kennet Parish meeting on 26th October 2018 with the aim of determining a collective approach and proposal to request funding as part of the ‘Legacy funds’ from the Department of Transport provided for the World Heritage Site.

The next meeting has been arranged for 10th December.

Representatives from the two Parish Councils attended a Highways England workshop on 4th October to attempt to ensure that traffic issues around Avebury were included in the wider World Heritage Site planning exercise and to investigate means of accessing the available Department of Transport ‘Legacy’ funds.

*Please see attached full report.*

1. **WW1 CENTENARY (LD & AB)**

On the 11th November 2018 a large number of villagers assembled at the Kennet Valley Hall to commemorate 100 years since WW1 Armstice of 11/11/1918. A short ceremony was held at the newly planted copse presided by our rector Maria Shepherdson with Gill Mackichan followed by our Chairman Nick Fisk and the Chairman of East Kennett Parish Meeting, Leslie Jenkinson. Everyone gathered round and a seat was provided for Sir Sydney Gifford who had travelled from Dorset to commemorate his three uncles. Maria completed the planting of an Oak sapling and dedicated the copse, Nick Fisk unveiled the plaque, Kristian Smith read out the names of the fallen and the Last Post was sounded by John Bartle. Maria said a prayer and the blessing and two children from the Kennet Valley School read poems composed at school. This was followed by tea and cakes provided by the Friends of Kennet Valley School, a chance to view artwork by the children and the research done on our war memorials. After the tea the children entertained everyone with a splendid performance of WW1 songs.

The Parish Council would like to thank all the members of the Working Group that planned the event – Mary Spender, Anstice Baring, Linda Davies, David Snape, Gill Mackichan and Emma Russell. They would also like to thank the Woodland Trust for providing the trees, Peter Griffiths Jones for permission to plant on his land, the Marlborough Area Board for funding the plaque, the Kennet Valley Hall, The Friends of Kennet Valley School, Rev Maria Shepherdson and everyone who attended to make it such a momentous occasion.

The plaque has been added to the Parish Council insurance policy and the Asset Register.

It was noted the saplings would require some attention in the spring.

1. **LOCKERIDGE YOUTH CLUB**

At the Marlborough Area Board meeting held on 6th November, attended by Cllr Jill Turner and Sophie Roberts, Fyfield and West Overton Parish Council were awarded £3820.00 for the Lockeridge Youth Club project.

  After a very successful pilot scheme earlier in the year lead by Innov8 Sportz in conjunction with JB Youth Services and supported by the Marlborough Area Board and the Local Youth Network, the Parish Council have agreed to facilitate the Lockeridge Youth Club for the next year. It is proposed for the Club to initially follow a similar format to the pilot scheme with the involvement of Innov8 Sportz once again and it will generally take place on the third Thursday of the month at the Kennet Valley Hall from 7pm - 9pm and be open to all children in school years 7 - 11. The funding was awarded on the basis that the Club will be required to be sustainable and self funding after the first year and to this end it is vital that we hear from any parents or local individuals who would be happy to volunteer.  All training and DBS checks would be provided and subject to sufficient volunteers they will be able to work on a rotational basis and therefore will not be required to attend every month.

We also want to hear from anyone in the community who would be interested in providing a workshop for the Youth Club, previous workshops have included drumming, graffiti art and cookery and we will of course be asking the youths at the first session what workshops and activities they would be interested to take part in.

Dates of the Youth Club will be announced shortly by social media, posters and leaflets.

A meeting of the working group will be arranged for early December. **Action Clerk**

1. **TELECOMMUNICATIONS (AM)**

To date there has been no enthusiasm from any of the network suppliers contacted to support a mast. Contact has yet to be made with “3” and the Upper Kennet Churches have been approached about the possibility of the use of the church spires. **Action A Miller**

1. **PARISH ASSETS (GE)**

The grass at Knights Close continues to be mown, possibly by Aster. The idea of a more consolidated approach to the cutting of all amenity areas, footpaths and some verges by a single contractor was discussed. It was agreed a list of areas should be compiled and details of any areas for consideration to be forwarded to the Clerk. **Action Whole PC and Clerk**

The Fyfield play area is currently closed due to deep rabbit holes. Quotations have now been sought for a rabbit proof fence. It was agreed a letter should be sent to the property adjoining the play park to seek assistance. **Action N Fisk**

West Overton litter-bin – the current bus shelter bin will shortly be replaced by a larger bin and the existing bin will be relocated to Lower Fyfield. It was agreed the bin at Lower Fyfield should be emptied every other week and it was noted there would be a charge from Wiltshire Council for emptying it.

Peacock Field purchase – a site visit with one of the trustees has taken place to discuss the issues of access.

The lights in the bus shelter and the phone box in West Overton are not working, Cllr R Green has ordered new bulbs. **Action R Green**

1. **PLANNING (DW)**

The Chairman formally closed the meeting to the public for this item.

Discussions took place surrounding the Land Registration application of the Dene in Lockeridge.

1. **CONSERVATION (RG)**

Nothing to report.

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

Footpath 18 – two fallen trees have been removed from the footpath and Stephen Leonard from Wiltshire Council is currently assessing the gate at the top of the bridleway, which is currently falling down.

1. **EMERGENCY RESPONSE (JT)**

Further to previous reports in 2018 the following actions have been progressed and the Community Emergency Team has continued the planning for the winter months.

1. Following the snowfalls and challenging winter conditions in 2017-8, Wiltshire Council issued early guidance for snow and flood plans, which were duly completed and submitted.
2. The Council also invited Parish Council requests for restocking of essential materials such as grit bins, sand bags and high viz tabards. The Team checked out current supplies and ordered additional sand bags, flood warning signs and grit for bins in the three villages. The supplies were collected and delivered on 9th November 2018
3. The Community Emergency Volunteer (JT) attended the Wiltshire Council Resilience Planning event for Community Emergency Volunteers and Flood Wardens on 14th November 2018. Key points;

* Suggest that PCs promote ‘Adopt a drain’ scheme – encourage local residents to clear leaves etc. from surface drains in times of heavy rainfall where safe to do so.
* Wiltshire Council will provide details for residents to register to receive flood alerts
* Parish Councils are advised formally to ‘appoint’ Emergency Team as Flood wardens /Community Volunteers to ensure insurance coverage as necessary.
* The Parish Council agreed to formally appoint the following members of the Community Emergency Team to ensure they are covered under the Parish Council Insurance whilst carrying out their role – Jill Turner, Brian Rayment, Mary Spender, Nick Stedman, Susanne Stedman and Kristian Smith.

The Emergency Team propose to use local media including ‘Next Door’, Upper Kennet News etc. for publicity

1. Regrettably the village representative for West Overton stood down from the Team and some progress has been made to seek a replacement.

1. The Team reviewed a Wiltshire Council Team simulation exercise in late September in order to test and update the local plans.

Future Plans - regular briefings and ‘tips’ for residents to be resumed for the winter period via ‘Upper Kennet News’.

1. **COMMUNICATIONS (AB)**

Any news needs to be submitted before the 20th of each month.

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

The website is due to go live very soon. A meeting is due to take place on 3rd December.

1. **REPORTS FROM OTHER BODIES**

**Marlborough Area**

The next meeting will take place on Tuesday 29th January at 7pm.

*Please see attached report.*

**Kennet Valley Hall (NF)**

Nothing to report.

**Kennet Valley School (SN)**

*Please see attached report.*

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

Cllr S Nicholsattended Avebury WHS steering committee on 18th October. Of interest:

1.Presentation by Richard Broadhead, Head of service Rights of Way, Wilts Council and Sarah Wright, Ridgeway National Trail

Richard outlined surface protection plans for the Ridgeway where they are working to find ways to reduce archaeological damage to the Ridgeway – there is already a TRO in place between 1st October to 1st April implemented in 2004. However, we are now experiencing wetter springs and winters with subsequent deterioration of the trail and damage to the archaeology over which it passes. In 2018 the TRO was extended for 4 weeks to mitigate this.

Consultation is now taking place to extend the TRO to a permanent year- round implementation. The process involves compiling evidence (they need help with photos etc. showing the deterioration) **Action Whole PC** into a report for the Cabinet member. Then full public consultation and a final report. The process can take up to 6 months. The Trail Riders Fellowship has a very strong lobby to keep the Ridgeway open to vehicles. Archaeologists argue that the Ridgeway goes straight through the WHS, which itself is extensively ploughed. The Ridgeway as an old drove, is the only place where the archaeology exists.

2. There was some debate around the Transport strategy and potential Avenue closure. They would appreciate proposals on the ‘Avenue’ from the Transport group. There was discussion around the Legacy funding of £900M – but no clear process on how to capture some of these funds.

3. Next Open Farm Sunday is 9th June 2019.

1. **FINANCE (NF & RFO)**

The accounts for the year to November 2018:

Balance carried forward from last year: £5919.62

Total receipts for the year to November 2018: £9958.81

Total payments for year to November 2018: £9794.08

The available (cash book) balance at 23 Nov 2018: £6084.35

Sign Cheques:

The following cheques and invoices were approved & signed:

S Roberts Clerk salary Oct/Nov 2018 1191 £781.73

S Roberts Clerk expenses Oct/Nov 2018 1192 £39.01

A Baring – Oak tree 1193 £100.00

M Spender – Tree planting 1194 £130.60

The Finance Group met on 19th November 2018.

The Risk Assessment document has been updated to include possible claim under GDPR.

The exemption certificate for the Annual Audit was submitted to PKF Littlejohn.

The Group carried out a mid year review and examined the accounts. It was noted that the Lockeridge Traffic Group have now been requested to pay the £1500 contribution towards the 20mph limit invoice from Wiltshire Council.

Reserves

The Group discussed the suggestion at the last finance group meeting of holding 20 – 30% in reserves and agreed this should be achievable.

Expenditure requests for 2019/20

It was agreed traffic should be made a priority and it was noted several applications have already been submitted to CATG which if approved will require a 25% contribution from the PC and there is also the possibility of further metro counts being required. £2,000 was considered to be an appropriate amount to cover for all eventualities.

Defibrillators – the community have reacted positively to a request for opinions on defibrillators and some offers of financial support have been received. It is hoped that the four units required to cover the whole parish are able to be part funded by the Marlborough Area Board and on this basis it is proposed to put in just over half the cost of the units to allow for installation costs and upkeep. The proposed figure is £5,600.

The Lockeridge Youth Club has been offered a grant of £3820 from the Marlborough Area Board and the Local Youth Network. Concerns had been expressed at the lack of financial support from the Parish Council. It was agreed to propose a figure of £800 towards the Youth Club.

Consider Draft Budget and propose Precept for 2019/20

The group considered the draft budget, which included the expenditure requests above. It was noted the insurance will increase due to the new equipment to be installed at Knights Close and an additional play inspection will be required from Wicksteed. All agreed the grass cutting for all areas should be put out to tender early in the New Year with consideration also being given to maintenance of footpaths and verges.

The group noted the additional expenditure required would have a significant impact on the Precept but felt our current Precept has always been significantly lower than other Parishes of a similar size and the expenditure was justified. The effect on the precept would be a rise of 49.63%, which would be an increase from £24.64 to £36.87 on a Band D property, which is an increase of £12.23.

As more and more services are going to be passed down to the Parish Council level it is likely that the Precept will need to be increased and there is also the possibility the Parish Council Precept may be capped at some point.

The Finance Group would like to propose to set the Precept for 2019/20 at £15,000.

The Clerk was asked to find out from other smaller PC’s if they had registered with the ICO. **Action Clerk**

* **Budget 2019/20** – The Parish Council reviewed the proposed draft budget and approved it unanimously.
* **Precept 2019/20 –** The Parish Council agreed unanimously to set the Precept for 2019/20 at £15,000. (AM proposed, RG seconded)

1. **CORRESPONDENCE**

* WALC – Employment service consultation – no further action.
* Formal email from Brian Rayment with notes regarding the decision to plant trees for the WW1 event at the Kennet Valley Hall and their upkeep.
* Details of procedure for renewing bus passes from Wiltshire Council.
* Information about a shared ownership home now available in Fyfield.

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

The Clerk was requested to organise some New Councillor Training for January 2019. **Action Clerk**

The meeting closed at 9.15pm This is the last page of the minutes.

**PLEASE NOTE**

The next Parish Council meeting will be held on Monday 28th January 2019 at 7pm in the Kennet Valley Hall.