**FYFIELD AND WEST OVERTON PARISH COUNCIL 1 – 2020/21**

Minutes of the **PARISH COUNCIL MEETING** held virtually by Zoom on the 29th July 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 A Baring & Cllr J Hallett.

**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 L Davies.

Cllr Geoff Emberlin was absent from the meeting.

1. **DECLARATIONS OF INTEREST**

None.

1. **MINUTES OF THE PREVIOUS MEETING**

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

1. **CLERK’S REPORT (SR)**

A letter has been received from Danny Kruger about the lack of mobile phone coverage in our area advising there is a plan to gain 4G coverage in 95% of areas by 2025 through the Shared Rural Network Programme.

The Youth Club will be returning in September.

A decision regarding the Parish Council name change is due in early September.

The website designer is unable to continue to provide the necessary support and training, he has offered to find a replacement.

An email has been sent to all councillors reminding them of their obligation to attend at least one meeting in a six-month period.

1. **COVID RESPONSE (SN)**

Following on from the easing of Lockdown the Covid Group has now reduced its meetings from weekly by Zoom to monthly. Cllr J Turner will continue to arrange prescription collections and the volunteers remain on standby in case of a second wave.

Grant Funding – SSE have awarded a generous grant of £2500 to assist with the Covid Response. A small portion of the funding has already been used to pay for the Zoom subscription to enable the group to hold regular virtual meetings, some will be used to reimburse volunteers for their fuel costs and the surplus will be used as and when required for those in need of assistance.

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

Lockeridge Speeding – a letter has been received from a local resident who expressed concerns over the speed of vehicles travelling through Lockeridge. A letter has been sent to the resident outlining the PC plans for Community Speed Watch once restrictions have been fully lifted and the possibility of a shared mobile speed indicator device.

CATG – The group has not met since the last meeting so no further progress has been made on the PC requests. However, North Farm has agreed to contribute to funding the signage request for horses crossing on the A4, which should be in the region of £500.

A further letter has been written to Danny Kruger highlighting the traffic speed issues on the A4 between Beckhampton and Manton and requesting his support for safety measures and to extend the 50mph speed restriction from Fyfield to include West Overton and Beckhampton.

*Please see full report attached.*

1. **EMERGENCY RESPONSE (JT)**

Covid 19 Emergency Response Plan – The Council resolved to formally adopt the Working Draft. *Cllr J Turner proposed and Cllr L Staddon seconded.*

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

The quotations obtained from the two electrical contractors for the installation of the defibrillators were discussed. It was agreed to award the contract to APT in Devizes. **Action Clerk**

It was noted the phone box in West Overton is currently being used as a book swap, it was agreed following a recent Risk Assessment and given that a defibrillator is shortly to be installed there to relocate the books to the bus shelter. Enclosed shelving will need to be installed, the Clerk agreed to investigate further and obtain quotations. **Action Clerk**

The parishioner in West Overton who currently looks after the Books in a Box will need to be contacted and advised of the proposed changes. **Action Cllr Max Dissanayake**

*Please see full report attached.*

1. **PLANNING (DW)**

The Dene – following on from a request for No Parking signs on the Dene it was agreed to pursue the idea of Sarsen stones to deter parking. The south east corner appears to be the most problematic. An offer of a few stones has been received from one resident of Lockeridge. It was agreed to ask a local Lockeridge resident if they can spare some and Cllr A Baring also offered a few if they can be moved. Cllr J Turner agreed to talk to the local resident. **Action Cllr J Turner**

Freedom of Information Request – this has progressed to the First Tier Tribunal for a hearing. The Council resolved to continue with the appeal against the decision made by the Information Commissioner. The Clerk agreed to request a costing for the hearing from the General Regulatory Committee. **Action Cllr D Woolley & Clerk**

*Please see full report attached.*

1. **PARISH ASSETS**

The repairs to the fencing at Taylors Green play area in Fyfield have not yet been carried out, a reminder has been sent to David Oliver.

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.

All the play areas have now been reopened following comprehensive Risk Assessments and signage has been put in place with instructions for safe use.

The Parish Council resolved to provide a dog waste bin at the Lockeridge end of West Woods in the car park and to pay for fortnightly emptying. Additional signage would also be provided.

Knights Close play area – thanks were expressed to all those who helped to clear the long grass and weeds to enable the play area to reopen. It is not known whether Aster will continue to cut the grass at this location. The Clerk agreed to look for a contractor to cut the grass in the interim until the purchase of Peacock Field has been finalised and all the Parish areas can be consolidated to one contractor. **Action Clerk**

The difficulties of getting a mower onto the Knights Close play area were noted and consideration to a disabled/access ramp will need to be considered.

1. **PEACOCK FIELD (MD)**

Negotiations with the agent are close to completion with most points now agreed. A response is awaited from the agent regarding the provision of vehicular access before finalising the purchase.

1. **FINANCE (DW)**

The accounts for the year to July 2020:

Balance carried forward from last year: £11487.96

Total receipts for the year to July 2020: £12000.41

Total payments for year to July 2020: £2746.56

The available (cash book) balance at 14 July 2020: £20741.81

The Finance Working Group have not met since the last full Council meeting, a meeting will be arranged prior to the next PC meeting in September. **Action RFO**

1. The annual internal audit report for 2019/20 was received.
2. The council completed and approved the Annual Governance Statement 2019/20.
3. The council approved the accounting Statements 2019/20.
4. The RFO announced the commencement date of the exercise of public rights as Monday 3rd August 2020.
5. The Parish Council is NOT exempt from External Audit for 2019/20 due to having a total gross income and total gross expenditure above £25K.
6. The council approved the Year-End Accounts for the year 2019/20.
7. The Council did not approve the budget for 2020/21, this will be approved at the next meeting in September once a finance meeting has taken place.
8. The council approved payments of retrospective cheques and current BACS payments:

Cheques:

The following cheques were approved:

Retrospective:

1274 Upper Kennet Churches -stationery £28.03

1275 G Embelin – safety fencing £50.87

1276 Community First Insurance 2020/21 £1028.70

1277 WALC – Subs 2020/21 £83.56

1278 Innov8sportz – Youth Club March £80.00

1279 W R Rammage – Fyfield Grass March/May £200.00

1280 S Roberts – Clerk expenses April/May

1281 S Roberts – Zoom subscription £143.88

1282 S Roberts – Clerk Salary April/May

1283 S Roberts – Clerk Salary April/May

Current BACS:

S Roberts – Clerk salary June/July

S Roberts – Clerk expenses June/July

Wicksteed – Safety Inspections £288.00

ARK – Membership 2020/21 £30.00

S Nichols – Krystal Hosting Invoice £105.58

Kennet Valley Hall – Play equipment insurance £42.20

Upper Kennet News – Inclusions £100.00

Upper Kennet Churches – Light & Heat room use £100.00

Graham Kitchen – Internal Audit £100.00

1. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Defibrillators update and call for volunteers.
2. Youth Club start date.
3. **AGENDA ITEMS FOR THE NEXT MEETING**

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

1. Risk Assessment
2. Asset Register
3. Swings on the Dene
4. Budget 2020/21
5. Freedom of Information Request
6. Lockeridge Youth Club
7. Withy Beds
8. Access ramp for Knights Close
9. Neighbourhood Plans

The next Parish Council meeting is due to take place on Monday 14th September in the Kennet Valley Hall. All councillors present agreed that provided the Covid situation did not escalate further in this area they were happy to meet in the Kennet Valley Hall, socially distanced and without tables. Max Dissanayake agreed to carry out a Risk Assessment. **Action Cllr M Dissanayake**

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

The meeting closed at 8.20 pm.

This is the last page of the minutes.