**KENNET VALLEY PARISH COUNCIL 5 – 2020/21**

Minutes of the **PARISH COUNCIL MEETING** held virtually by Zoom on the 8th March 2021 at 7.00pm.

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

**In attendance:** S Roberts (Clerk), Unitary Cllr J Davies, R Richards & V Hemery.

**PUBLIC PARTICIPATION –** There were no requests for participation.

1. **APOLOGIES FOR ABSENCE**

None.

1. **CO-OPTION**

Rachael Richards from Lockeridge was co-opted onto the Parish Council. *Cllr M Dissanayake proposed, Cllr J Turner 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 11th January 2021 Parish Council meeting was approved and will be signed as a true record after the meeting.

1. **CLERK’S REPORT (SR)**

**Archiving**

The Clerk inherited numerous old PC files and now with the GDPR regulations and time available she has gone through about a third of them (there are more at the Hall) and also prepared twelve years worth of minutes to go into permanent storage at the Wiltshire Council Archives. This work has taken a considerable amount of time, well over and above the Clerks normal hours and with the added work involved with the various ICO meetings and website meetings this could not be carried out within her normal working hours. She would like to request the archiving work (19 hours) be paid as additional hours. Any additional hours for archiving over and above normal working hours for March will be requested in May.

**Lockeridge Youth Club**

No further Youth Club sessions have taken place and we await further guidance before schuduling any more. It is hoped it may be possible to hold a session outdoors in the near future.

**Census**

The Census is due to start on Sunday March 21st 2021. Notices have been placed on all the Parish Council noticeboards and Cllr Jill Turner is regularly updating the website as and when new information is provided.

**Training**

The Clerk requested she undertakes the ILCA before the summer which is the introductory course for Clerks and the CILCA later in the year. The CILCA is the equivalent af an A level (it must be completed within 12 months) and on completion means the Council can apply to become a Quality Council. Preshute Parish Council will be asked to share the cost of these. There is currently sufficient funds in the budget to provide for this. The Council resolved to approve their share of the funding for both courses. ***Cllr A Baring proposed, Cllr C Rogers seconded.***

1. **ELECTIONS**

The Elections are due to take place on May 6th this year. The Clerk provided an update on the process and the key dates have been circulated to all councillors. The Parish Council is currently split into 2 Wards, Fyfield having 3 seats and West Overton (this includes Lockeridge) has 9 seats. All councillors were encouraged to complete the nomination forms and the Clerk offered to provide a hard copy for those required. It was noted the forms would need to be delivered to Trowbridge. Unitary Cllr Jane Davies advised we would need to make an appointment to deliver these, so it is advisable for one person to take them all.

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

The Website Working Group last met on March 3rd 2021. The outline of the website is now complete and ready to be populated. The training videos provided are not proving to be particularly helpful. The Clerk has booked herself and Cllr Jill Turner onto a specific WordPress training course provided by the SLCC and if this proves beneficial would like to send an additional member of the group on the same training in early April.

The Group had discussed the idea of a Parish Council Logo and invited the Council to look at possible options which had been designed by Cllr Max Dissanayake. There was some discussion as to whether having the church in the logo may cause confusion with the PCC. Although most were in favour of the design it was agreed to request an option to view without the church on before making the final decision. **Action Cllr M Dissanayake**.

The Group requested an additional member to join the Group to assist with populating the website.

Please see minutes of the Website Working Group meetings.

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

A holding response has been received from the letter written to Aster requesting their support in carrying out the works required to facilitate the adoption by Wiltshire Council of Forge Lane from Knights Close to the south end, this is currently a Bridleway and in a bad state of repair.

Avebury Parish Council have submitted a funding request to the Marlborough Area Board to be considered at the March meeting for Speed Indicator Devices which they have agreed to share with our Council. The full details of how this arrangement would work and any financial implications to our Council are still to be agreed.

Wiltshire Police Community Speedwatch have recently confirmed local speedwatch schemes may recommence from 29th March 2021. Once further guidance and all leaders have received their initial training the initiative can go ahead.

A meeting of the West of Marlborough Traffic Group has been arranged for 11th June to pursue their shared concerns about the road safety issues on the A4 between Beckhampton and Marlborough. The meeting will be attended by MP Danny Kruger, the Wiltshire Council Cabinet Member for Highways, and the National Trust General Manager of the World Heritage Site at Avebury.

Unitary Cllr Jane Davies suggested looking at the bigger picture and concentrating efforts on the impact on the World Heritage Site.

Councillors noted that the request to CATG for the installation of bollards at the foot of Ivy Lane was unlikely to be supported. Alternatively, it was suggested that a request for reinstatement of the existing white lines at the location be made to Wiltshire Council. It was also suggested that the school be reminded that the Finlay Foundation charity provided high viz. tabards for children.  **Action Cllr J Turner.**

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

The defibrillator installation planned for the Fyfield Church porch can now go ahead and the required insurance in place. Thanks were expressed to Cllr Max Dissanayake for completing the lengthy faculty request form which has subsequently been approved by the Archdeacon of Wiltshire. Cllr Max Dissanayake agreed to organise the alterations to the church porch bench and the installation of the defibrillator. **Action Cllr M Dissanayake.** Training will be arranged as soon as circumstances allow.

1. **ANNUAL MEETING & ANNUAL PARISH MEETING**

The Bill (Coronavirus Bill) which enables the Council to hold virtual meetings expires at midnight on May 6th 2021, after this the Council must meet face to face to comply with the law (Local Government Act 1972). There is currently much debate about the interpretation of this as the original law does not prohibit virtual meetings. NALC are lobbying the Government for the relevant clause in the Coronavirus Bill to be extended but in the meantime, by law the Council must hold an Annual Meeting in May in person. Taking into consideration the current ‘Stay at Home’ restrictions imposed by the Government and the safety of all, the Council resolved unanimously to hold the Annual Meeting virtually. It was agreed a decision as to how or whether to hold the Annual Parish Meeting in June should be made at the next meeting in May 2021.

1. **PLANNING (DW)**

An application from Thames Water has been received for the installation of a domestic water supply to the small area of scrubland at the back of the Dene. The application requests permission to access and dig a trench across part of the Dene. It was noted there is no dwelling on the area and no planning application submitted for one as far as the Council is aware. Attempts have been made to ascertain from Thames Water the reason for the installation, but they were unable to respond due to the owner of the land prohibiting them from furnishing the Council with any details. The Council resolved unanimously to refuse access to Thames Water for this installation.

The former chicken sheds at West Overton, now being used as a B8 storage facility continue to cause concerns. Reports have been received of workshop activities and cars being worked on at night and weekends which do not fall within the agreed B8 category. It was agreed contact should be made with the owner to express these concerns and a letter outlining the breach of planning permission to Wiltshire Council Enforcement. **Action Cllr J Drew, Cllr J Turner & Clerk**

1. **PARISH ASSETS (AM)**

The new swings have finally been installed on the Dene and are already being well utilised.

The Memorial Copse at the Kennet Valley Hall requires some attention and some of the trees have died. David Oliver who had kindly agreed previously to replace one of the trees is going to evaluate the area.

The play equipment at Fyfield will be painted in the next couple of months.

1. **PEACOCK FIELD (MD)**

The Council are at a loss to understand the current hold up on the purchase of the field as all points previously in dispute have now been agreed and we await final confirmation from Savills. In the meantime, the Council have been asked to provide a letter to Savills clarifying that they are the purchaser of the land. **Action Cllr D Woolley & Clerk**

1. **BEST KEPT VILLAGE COMPETITION**

The Council agreed to advertise the competition in the Upper Kennet News to see if there is any enthusiasm from parishioners to co-ordinate it. **Action Cllr A Baring**

1. **WARDING ARRANGEMENTS**

Kennet Valley Parish Council is currently split int two Wards, Fyfield with 3 seats and West Overton with 9 seats. The idea of splitting the West Overton Ward to allow for Lockeridge seats was discussed. Cllr Jane Davies advised if the Wards were split this could considerably increase the chance of an Election being triggered. The Council agreed a decision could be taken at the Annual Meeting in May.

1. **FINANCE (DW)**

The accounts for the year to March 2021:

Balance carried forward from last year: £11487.96

Total receipts for the year to March 2021: £23195.90

Total payments for year to March 2021: £18455.13

The available (cash book) balance on 8 March 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 once the mobile phone shops reopen.

Graham Kitchen has kindly agreed to carry out the Internal Audit again for 2020/21.

The Council approved the expenditure for the Clerk’s additional hours worked carrying out the archiving. ***Cllr J Turner proposed, Cllr L Davies seconded.***

1. **COMMUNICATIONS (AB)**

Items to be added to the next edition of UKN:

1. Best Kept Village Competition
2. Elections
3. Precept information
4. Thank you to Chris Flood for Frog Lane sign
5. New website
6. Heart Start Link
7. Dogs on leads during lambing & pick up after your dog.
8. **KENNET VALLEY SCHOOL (JT)**

All councillors were encouraged to sign up for the school playground consultation taking place virtually on 8th April.

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

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

1. Annual Parish Meeting
2. Governance Review & Warding arrangements
3. Donations

**The meeting closed at 8.45 pm. This is the last page of the minutes.**