MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 8TH DECEMBER 2014. THE MEETING TOOK PLACE AT PURTON VILLAGE HALL.

Present: Cllr Ray Thomas (Chairman of Council) in the chair, Cllrs Geoffrey Greenaway, Sue Matthews, David Woolford, Tony Price, Elizabeth Wilson, Bob Tinson, Vicky McKerrow, and Unitary Councillor Jacqui Lay.

Clerk Steve Wylie.

28 members of the Public.

Apologies for absence: Cllrs Kevin Law, Ron Harris and Helen Hicks.

Meeting commenced at 1900hrs

Note: Members were reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Public Question Time:

Members of the public are permitted to speak and ask questions during public question time. There is a limit of three minutes speaking time per person. Council is not required to give an immediate answer to a question or debate it at the meeting. Once public Question Time is over and the Council/Committee has started the main meeting members of the public are welcome to remain for the duration of the meeting but may not participate further. There are occasions however, when the public and press may be excluded from a meeting due to the nature of the business to be discussed.

The Chair suspended Standing Orders to allow the meeting to commence with a presentation and discussion on item 21.

21. Allotment Gardens, Pavenhill Development – Nick King, Group Director at Hills Homes and Peter Lawson from Turley gave a presentation regarding the proposed development. The purpose of the presentation was to seek the pre-application views of Purton Parish Council and Purton residents on the proposal to develop land at Pavenhill for 29 new homes, including 11 affordable homes. Nick reiterated that no planning application has yet been made. The presentation included why develop now, principal issues identified, constraints of the site, draft site layout plan, and access plan. Nick confirmed the intention at this stage is to submit a planning application in January 2015.

Questions were invited from the audience. The questions and concerns raised included: more pedestrians including school children will be in the vicinity but there is no footpath; Pavenhill already suffers traffic congestion without introducing more residents and more vehicles; the entrance to the proposed estate is narrow, is on a busy section of road, and visibility with the bends is poor meaning a high accident risk; air pollution from more traffic; noise from more residents by day and night; the site adds social housing but adds nothing else to the village – lack of shops, parking and narrow roads are bigger issues in Purton; aesthetics – Purton is a rural village – this is a larger, denser development than previous ones and will turn the area into a housing estate; the proximity of the entrance to this development to that of the entrance to
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Ringsbury is seen as a problem.

Cllr Geoff Greenaway advised residents that when a planning application is made they should voice their objections individually for maximum effect. If many people put their names together on a petition and submit it, that is only counted as one objection.

Nick King sought to allay people’s concerns about danger on the highway by saying that if Wiltshire Council Highways Department decide the proposed development would render the highway technically unsafe the planning application would be refused.

Cllr Ray Thomas concluded the discussion by saying Purton residents would be kept informed by the Parish Council about this development and in particular of the date of any Parish Council meeting to comment on any planning application submitted. He also thanked Purton residents for attending the meeting and giving their feedback and he thanked Nick King and Peter Lawson for their presentation and for doing their best to answer all the questions asked of them.

At 1948hrs the full Council meeting was resumed.

2 members of the public remained.

Declaration of Interests:
None

Dispensation Requests:
None

MINUTES & REPORTS

1. \textbf{Report from the Police} – The report from the Police was handed out at the meeting and read out by the Chair. Cllr Ray Thomas noted that Lee Kuklinski and Martin Alvis are both leaving for new postings in the New Year. Cllr Tony Price reported that there had been a burglary in Purton on Saturday 6\textsuperscript{th} December. \textbf{Noted.}

2. \textbf{Council Minutes of 10\textsuperscript{th} November 2014}

On a proposal from Cllr Tony Price, seconded by Cllr Bob Tinson and unanimously \textbf{CARRIED} the minutes were approved.

3. \textbf{Matters arising from the Parish Council Minutes of 10\textsuperscript{th} November 2014}:

- \textbf{Min 3 (10/11/14) Min 12 (13/10/14) – Cemetery Path update} – Cllr Geoff Greenaway reported that he had identified the slabs that would need to be moved to allow work to the footpath, but that he does not wish the Council to contact anybody until the New Year.
• Min 10 (10/11/14) High water bill at The Cenotaph Oct 2014 – Cllr Bob Tinson said there is no reason known for this unusually high water usage. The meter appears to be working correctly. COMPLETE.

• Min 15 (10/11/14) Operational Flood Working Group North meeting 19th November - Cllr Geoff Greenaway reported back key points from this meeting that he attended. Apparently Wiltshire Councillor Chuck Berry said he believed that Parish Councils should pay for flood alleviation work. COMPLETE.

• Min 17 (10/11/14) Wiltshire Council Car Parking Review Workshop 2nd December – The Clerk reported back key points from this meeting that he attended. The meeting was a consultation process involving Parish Council staff and Councillors in the Royal Wootton Bassett area to collect ideas and concerns to be fed into the Wiltshire Council Car Parking Strategy Review. COMPLETE.

4. Minutes of the Meeting for Purton War Memorial & Village Centre Charity Reg No. 305562 held on 27th October 2014 – to Council by way of report. Noted

5. Minutes of the Finance Meeting for Purton Institute & Village Hall Charity Reg No. 203202 held on 27th October 2014 – to Council by way of report. Noted

6. Minutes of the Finance, Staff & General Purposes Committee Meeting held on 3rd November 2014 – to Council by way of report. Noted

7. Minutes of the Finance, Staff & General Purposes Committee Meeting held on 17th November 2014

It was proposed by Cllr Bob Tinson, seconded by Cllr Ray Thomas and unanimously CARRIED that the minutes be approved.

8. Unitary Councillor’s Report – Cllr Jacqui Lay’s report was sent to Parish Councillors with the meeting agenda. Cllr Lay then provided The Clerk with an addendum to her report on 10th December (after the Parish Council meeting). Cllr Lay presented the main points in her report at the meeting, which were noted. The ongoing Witts Lane/Vasterne Close wet highway is in the Wiltshire Council highways resurfacing programme for 2015/16 for a permanent repair including drainage work.

Action: The Clerk will progress the issues of HGV signage and parking in the village through the Community Area Transport Group (CATG) forum.

Wiltshire Council’s Core Strategy is being reviewed.

Action: If any Councillors want Cllr Lay to present any questions on their behalf at Wiltshire’s full Council Meeting in the New Year please let Cllr Lay have your questions by 5th January at the latest.
FINANCE:

   Cllr Bob Tinson explained a few items of interest on the month’s expenditure and income sheets.

   It was **proposed** by Cllr Bob Tinson, **seconded** by Cllr Ray Thomas and unanimously **CARRIED** that the income and expenditure sheets be approved.

10. **Transfer of Money to meet expenditure** - No transfer is required this month from the Bank of Ireland. There were no large bills in this period. **Noted**

11. **Council Bank Reconciliation** -

<table>
<thead>
<tr>
<th>As at 30th November 2014</th>
<th>Current Account</th>
<th>Deposit Account*</th>
<th>Fixed Term Deposit</th>
<th>Total</th>
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<td>Balance per Bank Statement</td>
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<td>£105,692.51</td>
<td>£70,000.00</td>
<td>£217,292.65</td>
</tr>
<tr>
<td><strong>Less unpresented items</strong></td>
<td>£35.00</td>
<td>£ -</td>
<td></td>
<td>£35.00</td>
</tr>
<tr>
<td>Balance per Cash Book</td>
<td>£41,565.14</td>
<td>£105,692.51</td>
<td>£70,000.00</td>
<td>£217,257.65</td>
</tr>
</tbody>
</table>

• Excludes November interest – awaiting bank statement. **Noted**

12. **Internal Audit Report 2014-15 (Interim)** – feedback was provided relating to the Internal Audit inspection on 15th/16th October 2014. Cllr Bob Tinson said the Parish Council had received another very good audit report with staff being commended for the high standard of financial administration and record-keeping. The auditor made two recommendations/suggestions to improve still further:

   **R1** – to seek to agree with the bank a daily financial limit on the maximum to be paid through the internet. Cllr Tinson reported that the Parish Council’s Finance Officer has spoken to the bank about this but that they do not impose such restrictions.

   **R2** – Parish Council is recommended to prepare a schedule of employees authorised to use the debit, fuel and trade cards with individual financial limits stated. Cllr Tinson reported that the Finance Officer has looked at this and the Council rarely spends over £200. A schedule is being prepared for the auditor. Cllr Geoff Greenaway asked about the ability of Parish Councillors to continue to use the trade card for purchases under and over £200.

   **Action**: it was agreed to set an expenditure limit of £200 for employees and Parish Councillors, with ability to spend above this limit only with the approval of The Clerk.
13. **Parish Council photocopier quotations** – the Parish Council’s photocopier is now some way beyond the end of the last lease agreement so quotations have been obtained for a new copier from three companies. The cost of colour printing is much more comparable financially than in the past, and the increased demand for it with plans, maps and publicity documents makes it more of a necessity now.

After considering the options it was **proposed** by Cllr Tony Price, **seconded** by Cllr Ray Thomas and unanimously **CARRIED** to take out a new three-year lease with the existing supplier Thames Valley Copiers for a reconditioned colour photocopier, with the price over the three years being £3,175.

14. **2015/16 Budget Update** – Cllr Bob Tinson confirmed that following the recent series of Finance, Staff and General Purposes Committee (budget) meetings he is now refining the Parish Council’s budget for 2015/16. The guide General Fund balance figure that he is aiming to achieve is in the range of £50-£60K surplus. The Parish Council has to submit its budget to Wiltshire Council by 23rd January 2015 and Council will be asked to agree the final submission at the full Council meeting on 12th January 2015

**CORRESPONDENCE:**

15. **Royal British Legion** – a thank you letter was received for the Parish Council’s help with regard to this year’s Remembrance Service. **Noted**

16. **Purton Footpath No 2 Blakehill Nature Reserve** – a letter was received from Wiltshire Wildlife Trust on 10th November regarding this land. **Action:** to bring this item back to the January Council meeting for consideration and to decide upon a response to be made to the letter.

17. **New Primary School Ridgeway Farm** – the new school proposed to open in September 2016 is being consulted upon. An invitation to Parish Councillors to the workshop on 7th January 2015 was given to all Parish Councillors. **Noted**

18. **Rent payment to Charities** – a letter was received from the Assistant Clerk on behalf of The Trustees to the Purton Charities requesting Council considers payment of ground rent. **Action:** Assistant Clerk requested to seek legal clarification about this, and firstly to obtain a quotation for the cost of providing this legal opinion.

19. **St Mary’s Churchyard Yew Tree Pruning** – For information: the arboriculturalist Keith Mills has provided a costing for pruning the Yew tree to maintain its health. He has also applied for planning permission to carry out this work as the tree is within the Conservation Area. Cllr Geoff Greenaway said this should have been brought to a Committee meeting prior to instructing Keith Mills. **Action:** The Clerk to report back to Council on the process.
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20. **Locks Lane area current rats issue** – there is a localised issue with rats in this overgrown and agricultural area. Unitary Cllr Lay reported that she has spoken to the Pest Control and Environmental health teams about this area who are happy to investigate for a fee. It was concluded that on agricultural land rats will be present. This is a civil matter and not one that Purton Parish Council has the authority to resolve.

**MISCELLANEOUS ITEMS:**

21. **Allotment Gardens, Pavenhill development** – This item was covered at the start of the meeting.

22. **Kevin on patrol with the Police 7th November** – the report provided by Cllr Kevin Law of the evening he spent with the Police in Purton on 7th November 2014 was noted.

23. **PA System used on Remembrance Day** – Cllr Tony Price advised that the current owners of the PA system can no longer manage it and that the equipment is available to the Parish Council to purchase for future use at the annual Remembrance Service, and for other events in the sum of £200.

   After a short discussion it was proposed by Cllr Ray Thomas, seconded by Cllr Dave Woolford and unanimously CARRIED to purchase the PA system for £200. Councillor Tony Price was requested to arrange for the purchase.

24. **Tree impeding the flag at the Cenotaph** – Cllr Tony Price reported that a tree in the Cenotaph had grown too close to the flagpole and that there were two solutions: 1) remove the tree and replace it with a smaller one; 2) move the flagpole. The questions was raised that we might need to obtain planning permission as the Cenotaph is within the Conservation Area. Cllr Price was asked to investigate the matter and to obtain appropriate costings.

25. **Dog Awareness Campaign** – the Clerk gave an update on this project. He has recently met with the Assistant Clerk at Cricklade Town Council and one of their Councillors, Cllr Angela Jensen. The Purton & Cricklade Dog Awareness Campaign is planned for 7th - 14th February 2015 and will be a project jointly run by the two Councils and funded by the Royal Wootton Bassett and Cricklade Area Board. St Mary’s and Bradon Forest Schools are ‘on board’ with this to help target children with this educational project. The campaign will comprise a number of aspects including: information in schools about the dangers of ‘not picking up’, and the need for responsible dog ownership; information about the Dog Warden Service; a short story competition for adults and children to engage people with the subject; and free dog micro chipping in Cricklade on 7th February and Purton on 14th February 2015. Noted

26. **Royal Wootton Bassett & Cricklade Area: Older People’s Housing Task Group** – Unitary Cllr Jacqui Lay is involved with this, but it is felt Purton Parish Council should also have Councillor representation at the Task Group.

   **Action:** Cllr Tony Price volunteered to represent the Parish Council and to try to find someone from
Age Concern to also be involved.

27. **Area Board** – Cllr Ray Thomas gave a verbal update regarding this forum which he and Cllr Geoff Greenaway attend:
   - Lee Kuklinski and Martin Alvis of the police are both leaving our local force soon;
   - The Neighbourhood Plan Working Group recently produced a report containing errors – Cllr Thomas read out the errors;
   - Cllr Thomas will leave a copy of the 26th November Area Board agenda and related reports in the Parish Council office for Parish Councillors to view;
   - The Youth Network Management Committee have confirmed that Purton Youth Club will be handed back to Purton Parish Council soon;
   - Cllr Thomas has today received an e-mail from Cllr Kevin Law containing proposals for setting up a Youth Council in Purton (see Purton Council Meeting minute 18 of 10th November 2014). Cllrs Ray Thomas and Geoff Greenaway will assist Kevin run the meetings;
   - We need a Parish representative at the Youth Network (LYNS) to ensure we do things that local youth support.

28. **Neighbourhood Plan** – Cllr Ray Thomas gave an update. The next meeting is Wednesday 10th December. Geoff Tappern has resigned which just leaves Cllr Thomas to represent Purton. The Parish Council should nominate a second person to represent Purton – you do not have to be a Parish Councillor to sit on the Neighbourhood Planning Steering Group. These meetings are open to the public and take place at Purton Bowls Club at 6.30pm on a Wednesday.

**PLANNING:**

29. **New Planning Applications** -
   - N14/11198/TCA – St Mary’s Church, Church End, Purton. Work to trees in a Conservation Area. **Council raised no objection to this application.**
   - N14/11043/FUL – Derryfield Farm, The Common, Minety. Amendment to consent 13/06457/FUL including roof work, internal changes and garage. **Council raised no objection to this application.**

**ITEMS FOR INFORMATION:**

30. **Literature on the table for Councillors to read:**
   - Open Space Autumn 2014 bulletin.
   - War Memorials Trust bulletin November 2014.
   - Moonraker Newsletter November 2014.
   - Wiltshire Council Car Parking Strategy Review.
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31. **Parish Council News** – ideas were requested for inclusion in the January 2015 edition of Purton magazine.  

Meeting concluded at 21.10hrs