

Ashton Keynes Parish Council

Minutes of a meeting held in the Village Hall on Wednesday 9th January 2019

Present: Cllrs D Wingrove; M Carter; S Crawford; A Tindall; A Levens; M Smith; N Inzani.

In attendance: The Clerk; Wilts Cllr Berry.

The meeting commenced at 7:15pm

There were no public questions.

2019/001 Apologies for absence

Apologies for absence were received from Cllr Cooper & Cllr Ellison.

2019/002 Declarations of Interest

There were no declarations of interest.

2019/003 To confirm the Minutes of the Council Meeting held on 12th December 2018

The minutes of the Council Meeting 12th December 2018 had been circulated previously and were agreed and signed as a true record.

2019/004 Parish Council vacancies

The Chairman has received one expression of interest and will make contact.

Action: Cllr Wingrove

2019/005 Matters to Report not included on the agenda

- Cllr Wingrove has acquired costings for a plaque to be placed at the Oak Tree in the Churchyard to commemorate Armistice and will send round the information prior to the next meeting.

Action: Cllr Wingrove

- Cllr Wingrove received an email from a parishioner interested in using the phone box for an Art Gallery, the parishioner is liaising with a contact in Edinburgh who has worked on a similar project. The Parish Council will await further information before looking into any other ideas.

Action: Cllr Wingrove

- Cllr Wingrove is to look into the VETS system.

Action: Cllr Wingrove

- Cllr Crawford and the Clerk have been in contact regarding online banking, Clerk to provide a report for the next meeting.

Action: Clerk

- A new Website Contract has been signed and contingency provision has been provided.

- Cllr Wingrove is to contact the A419 Noise Action Group following discussion at last month's meeting.

Action: Cllr Wingrove

- Footpath 20 is to be discussed later at this meeting.

It was why asked why 'Matters to Report' and 'Chairman's Report' were not sent out prior to the meeting. The Chairman's Report is there as a way for the Chairman to bring up items that arise at short notice and the Matters to Report would be time consuming to collate.

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2019/006 Chairman's Report

The Chairman had attended the Malmesbury Area Board meeting where the main item was a talk from the South West Police Cyber Crime Unit. The Village Hall Committee had applied for a grant from the Area Board to replace the main hall floor and were successful in obtaining the £2500 requested. The Next Area Board Meeting will be held in Ashton Keynes on Tuesday 5th March at 7pm.

2019/007 Clerk's Report

The Clerk is nearing the end of her probationary period, the Chairman will carry out an appraisal. The need for a Staffing Committee was noted with Cllrs Wingrove and Tindall taking on the role.

Action: Cllr Wingrove

2019/008 Financial Report

Income since the last meeting:		Expenditure:	
Income	£0.00	Administration Costs	£505.35
		OSM Contract	£900.00
		Room hire (December)	£19.00

Closing balance: £54,174.13

The Parish Council noted the financial report.

The Clerk informed the council that on speaking with HMRC today to arrange for the refund of the credit on our account due to overpayment of PAYE whilst on an emergency tax code, she was informed of 4 overdue historical PAYE bills. HMRC suggested using part of the credit on our account to pay off the overdue bills. The council agreed to using part of the credit to clear the outstanding bills.

Action: Clerk

2019/009 Speed Indicator Device

The council had previously agreed in principle to purchase a Speed Indicator Device, however, due to implications with poles needing to be put in the ground and the management of the SID this has been postponed. Cllr Crawford has been in contact with the Clerk of two neighbouring parish councils who have an SID and has made contact with the company that they use. The device that is now being looked at comes in below the agreed budget and would be semi-permanent, the post would remain in the ground and the SID would be moveable, the SID is fitted with solar panels and the data is downloadable. Cllr Crawford has contacted Ashton Keynes Community Speed Watch for advice as to where they would suggest we position the SID and is waiting to hear back from them. Cllr Crawford proposed that we go ahead with this company, the SID stays in one location for 6 months and is then possibly moved to another location for 6 months. If found to be needed we could buy a second unit. Cllrs agreed with the proposal. Cllr Crawford to agree location with Wiltshire Council and arrange for installation as long as the cost is less than £2700, Cllr to provide updates to council.

Action: Cllr Crawford

2019/010 Parish Council Website

The renewal of the Website Support Contract includes the update of the website, Cllrs were asked for any suggestions. The primary purpose of the website is to inform the community what the Parish Council are doing, we need to be transparent and make sure we are fully compliant. The website is getting around 100 visits per month. The minutes, agendas, policies and emergency plan should all be on the website and should be enough to make us compliant. The next version of the website would include a login area, it was agreed that Councillors would not need to be able to log in to amend the website, this should be kept to the Administrator and Clerk only. There was concern over what information needed to be published regarding individual Councillors, Clerk to

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check the legal requirements. Cllr Carter to provide a report of what should be on the website for the next meeting.

Action: Clerk
Action: Cllr Carter

2019/011 Committees, Working Groups and Representatives' Report

- a) **Planning** - the minutes from the recent meeting had been circulated.
- b) **Environment group** – Footpath 20 behind Rixon Gate: the Parish Council have campaigned to get the footpath opened up, however, the owner has objected. If we want to represent ourselves we need to put in documentation. Chairman has contacted a past councillor who did not have any further information. Chairman asked for feedback on the objection, all Cllrs are to read the report and objection and give feedback. Wiltshire Cllr informed that the path was being referred to as an 'Old Path', a footpath remains a path until the council extinguish it as a path, the fact that it is impassable is irrelevant.

Action: All Cllrs

Chairman has been contacted regarding issues with 3 footpaths; footpaths 2 & 13 both need clearing and the stile of footpath 11/12 is broken. The land owner needs to be identified and the Clerk to contact them via letter as a first step. Chairman will check out the footpaths in question. A past councillor may have information regarding ownership of land. It was requested that the Clerk includes ownership details on the footpath map as and when the information is found.

Action: Clerk & Cllr Wingrove

Chairman has initiated a letter to the Environment Agency regarding vegetative growth in the river but is yet to receive a response.

- c) **Flood management** – The Parish Council will be discussing the Emergency Plan at next months meeting. Cllrs were reminded to report back on critical gullies to be added to the list.
Action: All Cllrs
- d) **Historic Conservation** -no report
- e) **Minerals Liaison** – no report
- f) **Village Hall** – The Village Hall Committee have received a grant of £2500 from the Area Board and are going to apply for other grants in order to replace the floor in the main hall. Some applications need to be put in by the Parish Council in order to be considered, there being no financial obligation for us to provide any money if we send in the forms. Cllrs agreed that, in these circumstances, submitting applications on behalf of the Village Hall was acceptable.
- g) **Playing Fields Committee** – no report
- h) **Cotswold Water Park** – no report
- i) **School Governors** – no report
- j) **Police** – no report
- k) **Highways** – The A429 will be closed shortly going through Crudwell. A short stretch of the B4040 will be closed for 2 days in February, details will be published on the website.

2019/012 Update on Neighbourhood Plan initiatives

To be discussed at the March meeting.

2019/013 Matters for the next meeting

Emergency Plan to be included on the agenda. Councillors were reminded to inform the clerk by 5th February should any additional items be required.

2019/014 Date for next meeting 13th February 2019

The meeting was concluded at 8.56pm