

# *Ashton Keynes Parish Council*

## **Minutes of a meeting held in the Village Hall on Wednesday 13<sup>th</sup> February 2019**

Present: Cllrs D Wingrove; M Carter; S Crawford; A Tindall; A Levens; M Smith; B Low.

In attendance: The Clerk, one member of the public.

The meeting commenced at 7:15pm

Prior to the meeting a member of the public enquired as to when the back filling at Rixon Gate was due to end. Chairman informed that Wiltshire Council had granted an extension for another 2 years.

### **2019/015 Apologies for absence**

Apologies for absence were received from Cllrs Cooper, Ellison, Inzani & Berry.

### **2019/016 Declarations of Interest**

There were no declarations of interest.

### **2019/017 To confirm the Minutes of the Council Meeting held on 9<sup>th</sup> January 2019**

The minutes of the Council Meeting 9<sup>th</sup> January 2019 had been circulated previously and were agreed and signed as a true record.

### **2019/018 Parish Council vacancies**

Mrs B Low had expressed an interest in joining the Parish Council, Cllr Wingrove proposed co-opting Mrs Low and Cllr Smith seconded, the council voted in favour unanimously. Mrs Low signed the Declaration of Acceptance form and was welcomed on to the Parish Council. One vacancy remains to be filled, to be kept as an agenda item.

### **2019/019 Actions from Previous Meeting**

- Cllr Wingrove has received further information regarding the Phone Box Art Gallery which he has shared with the Council and will continue to provide updates. **Action: Cllr Wingrove**
- Cllr Wingrove has looked into the VETS system and provided further information.
- Cllr Wingrove has contacted the A419 Noise Action Group following discussion at Decembers meeting.
- Clerk has looked into online banking and provided a report, to be discussed as an agenda item.

### **2019/020 Chairman's Report**

The Clerk has provided information regarding publishing Councillors details, it was agreed that contact details for the Clerk, Chairman and Chair of the Planning Committee are to be published, all other Councillors will have only their email address published.

We have been invited to take part in The Best Kept Village competition, concerns were raised regarding the environmental impact of vegetation being kept too neat and tidy, all members were happy to enter and the Chairman will complete the relevant forms.

**Action: Cllr Wingrove**

The Action Tracker set up by the Clerk was discussed, as long as it is kept up to date it will be of use to the council.

# Ashton Keynes Parish Council

Feedback from The Clerks Year Training contained information regarding membership to SLCC and setting up of Internal Controls, these are to be discussed later at this meeting, Chairman and Clerk will meet to discuss all other points raised and report back to the Council.

**Action: Cllr Wingrove & Clerk**

## 2019/021 Clerk's Report

The Council voted unanimously in favour of the Clerk reinstating annual membership to the Society of Local Council Clerks at a cost of £114.

The Parish Council noted the report.

## 2019/022 Financial Report

Income since the last meeting:		Expenditure:	
HMRC VAT Reclaim	£402.94	Administration Costs	£415.68
		Website Contract	£360.19
		Community Heartbeat Trust	£200.00
		Room hire (January)	£19.00

Closing balance: £52,652.84

The Parish Council noted the financial report.

## 2019/023 Online Banking

The Clerk had sent a report prior to the meeting. It was asked why we were not staying with the Cooperative Bank, only one signature would be required and it is important to have 2 Councillors as signatories. Having looked at the report the Council agreed to moving to Lloyds bank and keeping the same signatories as set up at present.

**Action: Clerk**

## 2019/024 Speed Indicator Device

The advice from Wiltshire Council is that an SID should be in place for a maximum of 4 weeks and then taken down, if it is seen to be a permanent structure it can be removed, therefore the SID needs to be mounted on a removable pole. It would make sense to put up 2 poles, the cost of which is around £1000 per pole, the price increase is due to traffic management and the pole. Cllr Crawford will apply to CATG and if not approved then the Council will need to discuss at a future meeting. Councillor to attend CATG meeting if required.

**Action: Cllr Crawford**

## 2019/025 Emergency Plan

The Emergency Plan 2015 was sent to all Councillors prior to the meeting. The main issue to the parish is the threat to property from flooding, the document was discussed and it was agreed to keep the structure of the 2015 Plan, update the contact numbers, remove irrelevant details and include an annual review. A separate list of vulnerable people should be sent to the Flood Resilience Officer. Clerk to continue to try to contact the CEV lead listed in the plan.

**Action: Clerk**

Councillors were asked to identify critical gullies so that they can be reported to Wiltshire Council who will make an effort to keep them clear. This is important for the prevention of flooding. The locations of 2 critical gullies were reported to the Clerk who will forward the information to Wiltshire Council.

**Action: Clerk**

## 2019/026 Parish Council Website

Guidance from the Government and ICO were provided prior to the meeting. The content of the website needs to be kept up to date, there was nothing on the list that is not already being

# *Ashton Keynes Parish Council*

produced. Website Support is structuring a new website to include all required information, the content was agreed from the checklist.

**Action: Cllr Carter**

## **2019/027 Internal Controls**

It was agreed that the Chair of the Grants and Finance working group will be the Internal Controller. The Checklist and time frames to be agreed between the Clerk and Internal Controller.

**Action: Clerk**

## **2019/028 Plaque for WW1 Commemorative Tree**

The Chairman had previously circulated recommendations for a Plaque, the council voted unanimously in favour of the recommended plaque.

**Action: Cllr Wingrove**

## **2019/029 Committees, Working Groups and Representatives' Report**

**a) Planning** - the minutes from the recent meeting had been circulated.

18/10373/FUL

Installation of Septic Tank

Land adjacent to The Barn, Derry Fields, The Derry: The applicant has revised the application regarding the Septic Tank, the tank will now be used as a cesspit, objections were made by the council on the original application, no further action to be taken.

17/12403/FUL

Erection of two bedroom holiday cottage.

Land at Kent End, Back Street: The original application was refused and has now gone to appeal, the councils original objections will be forwarded to the inspectorate, there is nothing to add, the original objection stands.

**b) Environment group** – Footpath 20 behind Rixon Gate: there has been no update from the Rights of Way Officer as yet.

Upon inspection Footpath 2 was found to be overgrown, Footpath 13 was found to be in good order and Footpath 15a had a broken stile, although the stile is next to a gate that seems to be permanently open it was decided to contact the owner to request repair as the gate could be closed at any time in the future. Clerk to contact footpath owners.

**Action: Clerk**

Chairman had initiated a letter to the Environment Agency regarding vegetative growth in the river and shared the response.

Cllr Levens has spoken with the gentleman who carried out a survey of the river, 3 areas have been identified as needing attention, it was advised that it is best to take action in the summer. Cllr Levens will organise volunteers to remove the weed in the summer and will make enquiries regarding waste disposal.

**Action: Cllr Levens**

**c) Flood management** – Already covered during this meeting, nothing further to report.

**d) Historic Conservation** – Wiltshire Council were offering a course on Historic Conservation. A previous Cllr is willing to speak to the Conservation Officer regarding a revised Conservation document. Cllr Levens will liaise.

**Action: Cllr Levens**

**e) Minerals Liaison** – no report

**f) Village Hall** – no report

# *Ashton Keynes Parish Council*

- g) Playing Fields Committee** – no report
- h) Cotswold Water Park** – Cllr Carter met with the CWP on Monday and showed the Council a plan of intention for restoration at Cleveland Lakes, a planning application will be put in in due course. CWP are trying to increase leisure use of the Water Park they have produced a map of cycle routes and are looking into improving the cycleways. The biggest issue is getting out of the village safely to connect with the rest of the cycleways, signage and a mid-road refuge are being looked at. Cllr Carter proposed a working group to get involved and meet with Matthew from CWP.

**Action: Cllr Levens & Cllr Ellison**

- i) School Governors** – no report
- j) Police** – no report
- k) Highways** – no report

## **2019/030 Matters for the next meeting**

Councillors were reminded to inform the clerk by 5<sup>th</sup> March of any matters for the agenda of the next meeting.

## **2019/031 Date for next meeting 13<sup>th</sup> March 2019**

The meeting was concluded at 9.56pm