

Ashton Keynes Parish Council

Minutes of a meeting held in the Village Hall on Wednesday 13th March 2019

Present: Cllrs D Wingrove; M Carter; M Cooper; A Tindall; A Levens; N Inzani; B Low

In attendance: The Clerk; Wilts Cllr Berry.

The meeting commenced at 7:15pm

There were no public questions.

2019/032 Apologies for absence

Apologies for absence were received from Cllrs Crawford, Ellison and Smith

2019/033 Declarations of Interest

There were no declarations of interest.

2019/034 To confirm the Minutes of the Council Meeting held on 13 February 2019

The minutes of the Council Meeting 13 February 2019 had been circulated previously and were agreed and signed as a true record.

2019/035 Parish Council vacancies

One vacancy still remains, it was agreed to keep the item on the agenda.

2019/036 Actions from Previous Meeting

- Chairman has received and shared an update regarding the phone box. There were questions regarding the power supply, Clerk to contact BT. **Action: Clerk**
- The operation of the Septic Tank installed at The Derry has been changed, it is now intended to be used as a Cesspit, the planning officer will be recommending conditions are implemented.
- Chairman read out a reply from a previous Councillor regarding the Revised Conservation Document, enquiries have been made and previous Cllr is happy to attend a seminar.
- There is no need for a Cycleways working group as this will not be an ongoing requirement, a meeting is being arranged with Matthew at Cotswold Water Parks and feedback will be needed from Councillors regarding access routes to the Cycleways from Ashton Keynes.

2019/037 Chairman's Report

- Chairman had received a report from the Councillor who had attended the Area Board Meeting on 5th March. There was an update from Highways regarding the budget spend for the next 5 years, Cllr has requested a copy of the document that showed which roads would be worked on in the next 5 years. Utilities who dig up the road have a duty to guarantee road works for 2 years, it was suggested that we make a note of when works are done and check them when they are approaching the end of the 2 year guarantee.
- We have not yet fixed a date for the Annual Parish Meeting, this meeting is for the Parish Council and other parties who receive money from the Parish Council to report back to parishioners. Clerk & Chairman to arrange date and publish in the Parish Newsletter. **Action: Clerk & Chairman**
- Whilst the Chairman was away, we received a Briefing note regarding housing site allocations, we are not being pushed for housing so there is no issue. The Consultation period is over and the plan should be published in autumn.
- The opening ceremony of Window Wanderland will take place on 22nd March at 5.30pm at the school, further details have been published in the Parish Newsletter.
- The Village Shop AGM is being held this Saturday.
- The Village Hall AGM will take place on Wednesday 20th March at 8pm.

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2019/038 Clerk's Report

- Cllr Carter has been updating the OS maps, he has been working on this for 2 weeks now and will need to uninstall and re-install the GIS on the Clerks laptop. A Cllr asked about the paid for GIS service that was being looked into, the Parish Council previously had a subscription but let it lapse, it will not be sufficient for what we would need GIS for. Cllr Carter will continue to work on the GIS system and will contact the Clerk to arrange to update the Clerks laptop. It is important that we build up information for future use.

Action: Cllr Carter

- Chairman and one other Councillor will visit Chippenham Archives and look for historical data.

Action: Chairman & Cllr Tindall

- Clerk had been contacted by parishioners regarding signs at Bradstone Playing Field and Saddlers Field, both of which are on non-Maintained Highway and therefore will not be dealt with by the Parish Steward.
- Footpath use and Dog Fouling had also been brought to the attention of the Clerk, a section will be included in the newsletter entry for next month reminding dog walkers to pick up after their dog. A Councillor will contact parishioner regarding walking the footpath behind The Derry.

Action: Cllr Inzani

- Clerk read out an update from Lloyds regarding moving to online banking. Clerk to look at opening a savings account for reserves and open the Treasurers account with Lloyds bank.

Action: Clerk

- Clerk to send out revised Emergency Plan prior to the next meeting. Link on website to be changed to 'Emergency Plan' instead of working group.

Action: Clerk

2019/039 Financial Report

Income since the last meeting:

Income £0.00

Expenditure:

Administration to Council £440.80

Payroll Admin £ 11.40

Room hire (February) £ 19.00

OSM Contract (February) £900.00

SLCC Membership £114.00

Mobile Phone Contract £ 19.20

Clerks Expenses £ 46.13

Closing balance: £50,238.83

It is approaching the end of the financial year and it looks like we will have a surplus to go into reserves.

The Parish Council noted the financial report.

2019/040 Review Neighbourhood Plan Initiatives

This item is to be dropped from the agenda as it is sufficiently covered in working groups.

2019/041 Tree Survey

- The Tree Survey Report has been received and distributed, the report looks good with a good map provided, however, The Lotts Play Area has not been covered and a Cllr suggested that the company who carried out the survey may have a more precise map or the coordinates for each tree. Clerk to enquire about coordinates.

Action: Clerk

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- Out of 209 Trees surveyed, 179 were deemed low priority, 7 Trees were medium Priority, 23 Trees High Priority, no trees were classed as urgent. Most of the High Priority Trees were due to Ivy needing to be removed. It was agreed to concentrate on the High Priority Trees and finding out who is responsible for each of them. Chairman and One other Councillor to walk round the village and look at the 23 High Priority Trees.

Action: Chairman & Cllr Cooper

- Millennium Green is not included on the report as it is not the responsibility of the Parish Council. The Parish Council has responsibility for Bradstone Playing Field which is delegated to the Playing Field Committee.
- The School had already undertaken their own tree survey and didn't want it done again at this time.
- A 'Trees' Working Group was suggested by the Chairman. Clerk to find out recommendation on best practise for how often to carry out a tree survey.

Action: Clerk

2019/042 Review Committee Structure

- The May Meeting will cover who is on which Committee/Working Group. Environment is a large subject which could be subdivided. Terms of Reference are needed for each group and a better structure for when groups meet is needed. Reducing the number of groups was suggested and running each one like the Planning Committee, keeping Environment the same but adding more councillors and having a Chairman, Flood Management, Historic Conservation and Playing Fields could all come under Environment. A Councillor is to put together a suggested structure for Committees/Groups prior to the next meeting.

Action: Cllr Low

2018/043 Committees, Working Groups and Representatives' Report

- a) **Planning** - the minutes from the recent meeting had been circulated.
- b) **Environment group** - Cllr Levens is looking into clearing reeds etc from the river bed, waste disposal is the biggest issue, summer was confirmed as the best time to carry out such works.
Cllr Levens is also investigating the best way to deal with waste from litter picking and is currently awaiting reply from Wiltshire Council.
- c) **Flood management** - no report
- d) **Historic Conservation** -no report
- e) **Minerals Liaison** - no report
- f) **Village Hall** - AGM is next Wednesday 20th March. There is a big push on fundraising and they have so far secured £11,500 in grants.
- g) **Playing Fields Committee** - AGM is to be held on 17th April.
- h) **Cotswold Water Park** - no report
- i) **School Governors** - no report
- j) **Police** - no report
- k) **Highways** - no report

2019/044 Matters for the next meeting

Councillors were reminded to inform the clerk by 2nd April should any additional items be required.

2018/045 Date for next meeting 10th April 2019

The meeting was concluded at 8.52pm