

**WOODBOROUGH
PARISH
COUNCIL**

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**Minutes of the Annual Meeting of the Parish Council held on THURSDAY the 26th of May 2022
at 7.45 pm in the Woodborough Parish Room**

Present: Parish Councillors Steve Napier (Chair), John Brewin, Josh Dear, Linda Winter, Johnny Paterson

Clerk Ruth Kinderman

Residents James Gosling, Adrian Lythgo, Brian Marnane, Tony Phillimore, Chris and Karen White

1. Apologies

Unitary Councillor Paul Oatway, Cllr Andy Towler

2. Election of Chairman for 2022/2023

Cllr Brewin proposed that Cllr Napier be elected as Chairman; seconded by Cllr Winter, all in favour. Cllr Napier thanked everyone for their continued support.

3. Election of Vice-Chairman for 2022/2023

Cllr Dear proposed that Cllr Brewin be elected as Vice-Chairman; seconded by Cllr Paterson, all in favour.

4. Pecuniary and Other Interests

Cllr Winter declared an interest in item 10, PL/2022/03559 - Merrylands.

5. Minutes of the meeting held on the 28th April 2022

Cllr Napier proposed that these be accepted as an accurate record, seconded by Cllr Dear; all in favour, and signed by Cllr Napier accordingly.

6. Matters Arising

'No Parking' signs outside the church - Cllr Dear will install all three signs on wooden stakes, rather than attempt to reattach them to the wall. The police will be contacted if further damage occurs.

Action:JD/SN

The Garden Centre had donated a selection of flowers for the planters on the build-out opposite school. These had been planted by Tessa Hickey and Milly Liu in time for the commencement of the Best Kept Village Competition on 14th May. Judging continues until 12th June.

It was noted that the new SID location at the beginning of the 20mph zone outside Brow Cottages had been very effective. After discussion, it was agreed not to purchase a SID independently of the joint group, due to cost (£2300) and the need for a Highways Licence to install SIDs at their locations. Regular relocation is necessary, as research has shown SIDs are only effective for two or three weeks, after which motorists become used to the warning.

7. Payments and Finance

Current Account (Lloyds, reconciled to date) £461.77

Deposit Account (Lloyds, including interest to date) £23,234.29, of which £4300.00 is categorised as free reserves.

Payments made since the last meeting in accordance with Appendix A (Table 1) of the Financial Regulations, and approved at this meeting:

15/05/2022 Bounce Squad Swindon - Bouncy Castle for PPP	£225.00+ VAT n/a	S137
19/05/2022 Wessex Print – Jubilee Flyer	£34.00+ VAT n/a	S137

Payments approved at this meeting:

27/05/2022 Clerk's Salary - May	£110.00+ VAT n/a	S111
27/05/2022 Woodborough Parish Room hire May	£24.00+ VAT n/a	S111
27/05/2022 Clerk – flyer distribution cost	£30.00+ VAT n/a	S137
27/05/2022 Cllr Brewin – printer ink PPPsigns	£22.30+ VAT £4.45	S137

Current and Reserve account statements and balances were emailed to all councillors prior to the meeting, and were available for perusal at the meeting.

The 'Receipts & Payments & Budget Performance' spreadsheet was emailed to all councillors prior to the meeting, and was available for perusal at the meeting.

The accounts for 20221/22 have been signed off by the internal auditor (Auditing Solutions) with no recommendations.

The Certificate of Exemption has been forwarded to the external auditor (PKF Littlejohn).

All documentation required by the 'Transparency Code' has been published on the website, including the Public Rights notice.

8. Receive Internal Auditor's Report

The report from Auditing Solutions had been circulated to all councillors; there were no recommendations. Cllr Napier proposed that the report be accepted, seconded by Cllr Dear; all in favour.

9. To consider SWAST defibrillator contract offer

SWAST prices for a four-year contract have been held at £1800 plus VAT, to include a defibrillator, cabinet, annual training session, and all consumables to be replaced free of charge when necessary. Extra defibrillators can be added for £1000 to the contract within twelve months of the commencement date.

Prices for the outright purchase of a defibrillator start at £995 (Community Heartbeat Trust), with optional extras available at additional cost. Cabinets start at £600; electrode pads (£100) and batteries (£200) would have to be replaced as necessary.

A new cabinet has been delivered by SWAST to the Parish Room, to replace the cabinet at the Garden Centre which was broken in the February storms; Cllr Napier has arranged for an electrician to install it. The contract for this defibrillator is held by Manningford Parish Council, with Woodborough having contributed 50% of the costs, and will expire on 24th July; if the contract has not been renewed by that date, SWAST will remove the cabinet and the defibrillator. As noted when the boundary change which transferred Free Trade to Woodborough was implemented in 2020/2021, Manningford will not be renewing the

contract for this defibrillator and will proceed with a single-unit contract for the defibrillator at Manningford Village Hall.

The defibrillator at the Social Club has never been held under contract and was purchased outright after fundraising by the Club Committee. It is past the acceptable shelf-life recognised by SWAST and will need new electrode pads and a new battery in the next twelve months.

Further to the last meeting, Clerk had ascertained that the Woodborough Garden Centre has in-house defibrillator provision.

Cllr Brewin proposed that a contract for £1800 should be agreed with SWAST for continuation of the Garden Centre/Parish Room defibrillator, with new provision at the Social Club to be added for £1000.

In response to a question from the floor, it was agreed that the Clerk should ask Manningford Parish Council whether they would like to share a contract again, to obtain savings for both parishes.

If Manningford decline to share, it was agreed that a contract with SWAST should be arranged.

It was agreed that businesses at Woodborough Yard should be invited to consider contributing to a defibrillator on the premises, which could be added as a third machine to the contract.

Action:RK

10. Planning Update

i) To consider new applications:

PL/2022/03486 – Foxley - Works to include the removal/felling of 9 white Cedar trees, and stump grinding

It was agreed there was no objection.

PL/2022/03559 – Merrylands - Erection of single-storey rear extension

Cllr Towler had visited neighbours, who had no objections to the proposals. It was agreed to submit no objection.

PL/2022/03786 - Bonnington House – fell ash tree

It was agreed there was no objection.

It was agreed that the overall standard of drawings and plans submitted to Wiltshire Council is poor and getting worse. Text is often impossible to read on plans viewed via the Portal. Clerk to report this to Susie Brew of PCAP, who has previously collated parish comments about the new planning portal.

Action:RK

PL/2022/04123 – The Nook – cut back overhanging sycamore branches to boundary; remove front stem from holly; remove stubs and cut back holly to boundary

This application had been received since publication of the agenda. All councillors to view proposals on-line before agreeing a response by email.

11. Areas of Responsibility

School – Cllr Napier asked whether a grand re-opening is being planned once the building works are finished. It was noted that a general open day had been held a few weeks ago. Cllr Paterson will make enquiries and ask about public access to the playing field out of school hours.

Action:JP

PRMC – all present admired the fresh paintwork, which made the Parish Room much lighter and seem bigger. Cllr Napier thanked Cllr Winter for all the hard work she has put into the redecoration, and all volunteers who have helped to tidy the garden and clear out the shed.

Cllr Winter said that new curtains have been ordered and the new wall lights need to be wired in. Cllr Napier said that the Area Board had granted £2000 towards the restoration work. Part of this will be spent on removing the ash tree from the garden; the shed roof also needs to be repaired

The potholes in the car park had been filled and the Diocese has also accepted responsibility for cutting back the trees overhanging the path alongside the car park, and which have now been inspected by a tree surgeon preparatory to works taking place.

Footpaths – Cllr Dear has strimmed the footpath WBOR19 between the central noticeboard and the Seven Stars; he will arrange for the path WOOD20 (previously MANN2) which runs behind the garden centre to be strimmed. He thanked Andrew Cooke for strimming all paths at the western end of the village. It was noted that responsibility for WBOR11 between the central noticeboard and the Parish Room is uncertain, but that the grass around the waste bin and the noticeboard should be cut back. **Action:JD**

Website – Cllr Dear checks the site periodically to ensure there is no unauthorised activity. He will arrange for a video and pictures of the beacon and fireworks to be uploaded.

CATG/LHFIG – Cllr Brewin reported that CATG will now arrange a full topographical survey for the first phase of the proposed extension to the footpath along the C261. The parish council will be required to contribute £400 towards the survey. A detailed costing of the project should be known by late summer which will enable Cllr Brewin to submit a bid to the Sustainable Highways Fund in early autumn. If successful, the work could commence in the second or third quarter of 2023/2024.

It was agreed that the railings by the stream are unsightly; replacing the railings could be included as part of the second phase of the footpath extension. Cllr Napier said that Highways is responsible for repainting them due to the risk of contaminating the stream.

In response to questions, Cllr Brewin said that the quote for removing the self-seeded tree to enable the first phase allowed the contractor to keep the wood. It was agreed to enquire about retaining some of the wood to make a village memento, such as a bench. **Action:JB**

12. Community Speedwatch update

Team Leader Caroline Allen had reported that the team held eight sessions in May (with three cancelled due to rain) and had reported 32 cars out of 380 - an average of just under 8.5%, up from 7.2% during April; this increase may be due to volunteers becoming more adept at using the Speed Indicator Device and recording the relevant information. The highest rate was 14.6% of cars at 9.00 am on a Monday; the lowest was 2.7% at 5.00pm on a Thursday. It seems the higher number of cars, the fewer speeders; volunteers suspect that cars accumulate, and are forced to slow down, behind any vehicle keeping to the limit. It is felt that the presence of the Team in high vis sends an important message out. More sessions are planned to take place in June & July.

13. Correspondence and Diary Dates

The Parish Council had emailed the Forestry Commission, expressing support for PCAP's response to the survey regarding proposals to close the Grand Avenue and to enlarge the car park at Savernake Forest, with the addition of cycle trails. The Forestry Commission has responded to PCAP; Clerk to circulate to all councillors. **Action:RK**

14. Date of the next Meeting

Thursday 14th July at 7.00pm in the Parish Room.

Meeting closed at 8.45pm