

**WOODBOROUGH
PARISH
COUNCIL**

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**Minutes of the Meeting of Woodborough Parish Council held on
Thursday 15th September 2022 at 7.00 pm in the Parish Room**

Present: Councillors Steve Napier, John Brewin and Linda Winter.

Unitary Councillor Paul Oatway

Clerk Ruth Kinderman

Residents Brian Marnane, Tony Phillimore and Darrin Oldman

1. Apologies

Councillors Josh Dear, Andy Towler and Johnny Paterson.

Caroline Allen, Community Speedwatch Team Leader

Post-meeting apologies were received from PC Ellie Porter.

2. Pecuniary and other Interests

None declared.

3. Minutes of the meeting held on 21st July 2022

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

4. Matters arising

No residents had expressed any interest in becoming a First Responder. Clerk to re-send details to Brian Marnane, who has completed the training previously. It was noted that the scheme requires a commitment to be available for a minimum number of hours each week. **Action:RK**

Cllr Napier reported that WOOD20 has been cleared by the Parish Steward, with the landowner's agreement.

The stiles between The Seven Stars and the railway have been reported; one of them has been repaired.

Clerk reported that the recently improved stiles either side of the green footbridge are wobbly and will pass this information directly to Network Rail. **Action:RK**

5. Co-option of Brian Marnane

Cllr Brewin proposed that Brian Marnane be co-opted on to the parish council. Seconded by Cllr Winter, all in favour. Cllr Napier invited Cllr Marnane to the table and noted with pleasure that the council is full once again.

6. Payment and Finance

Current Account (Lloyds, reconciled to date) £524.90

Deposit Account (Lloyds, Including interest to date) £18,236.23

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

26/07/22	Parish Room - annual support grant	£350.00	VATn/a	S133
29/07/22	Clerk's Salary - July	£110.00	n/a	S111
02/08/22	Charlton Baker - payroll services July	£11.67	+£2.33	S111
15/08/22	SWAST – supply/contract two defibrillators	£2800.00	+£560.00	S137
25/08/22	Clerk's Salary - August	£110.00	n/a	S111
30/08/22	GPC Electrical - install defib& kiosk lights	£200.00	n/a	S137

Payments approved at this meeting:

On receipt	Charlton Baker - payroll services August	£11.67	+£2.33	S137
16/09/22	Hall Hire - September	£16.75	n/a	S111

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

Notice is given that the expenditure on S137 (the amount authorised for 2022/2023 is £2275.56) has already been exceeded, and now stands at £4771.82. The reason for exceeding the authorised spend level is the payment to SWAST regarding the four-year contract for the provision of two defibrillators.

The internal auditor will be advised accordingly in April 2023.

7. External audit arrangements 2022/23-2026/27

Cllr Brewin explained that Smaller Authorities Audit Appointments Ltd (SAAA) will be appointing the external auditor for the next five-year contract, currently held by PKF Littlejohn. Parish councils may opt out of the SAAA contract and make their own

arrangements for external audit, provided they comply with all relevant legislation. It was agreed to remain opted-in; no further action required.

8. Planning Update

i) To note decisions by Wiltshire Planning Department

PL/2022/05040 and PL/2022/05368 LBC – Silverton Cottage - Structural tie (internal) to crack, stitching of crack, remedial retention works to bulging façade, French drain, chimney pot replacement, brick repairs.

This application has been approved by Wiltshire Council, subject to listed building conditions; further inspection is required once the internal fabric has been opened up and as far as possible, existing bricks must be re-used.

PL/2022/05611 – Woodborough Parish Council – fell ash tree

This had been approved by Wiltshire Council.

PL/2022/06514 – The Old Rectory - 2 x Norway Maple trees - reduce crowns by 3m - 4m and shape accordingly. Beech tree - reduce to 3m in height. Laurel tree – fell. Bay tree - reduce to previous cuts at about 2.5m

The parish council had submitted no objection and Wiltshire Council is due to make its decision on 30th September.

A new application had been received since publication of the agenda:

PL/2022/07067 – The Mill House – pollarding of two willows to 10m of old knuckles.

Clerk to distribute details by email.

Action:RK

9. Defibrillator update

Due to the prior existence of the blue cabinet at the Social Club, this parish council had moved up the waiting list and SWAST was able to fulfil the contract for the new defibrillator earlier than expected. A new machine has been placed in the blue cabinet, which will be replaced with the new SWAST cabinet as soon as possible. The new machine is registered as active on the SWAST database and is available for use.

A further business at Woodborough Yard has offered to contribute to a third defibrillator to be added to the SWAST contract. It was agreed to proceed on the condition that businesses will meet 75% of the cost.

It was agreed to ask SWAST to hold the first annual training session at the Parish Room on a Wednesday, to commence after the monthly coffee morning.

Action:RK

10. Community Speedwatch

Cllr Brewin presented an update on behalf of Caroline Allen, Team Leader. A recent report received from 'Citizens in Policing' at Wiltshire Police Headquarters had summarised the results of the team to date as:

Watches carried out – 26

First warning letters issued – 80

Vehicles passing – 1467

Second warning letters issued - 10

No. of 'speeders' - 99 (6.7%)

Third (final) warning letters issued – 1

Citizens in Policing had commented favourably on the high rate of activity by the team since mid-March and the parish council noted that the team of nine volunteers, led by Caroline Allen, is to be congratulated on the highly effective effort that has been put in to this project.

The current CSW site is on the C261 at West End, close to the Smithy Lane crossroads; the parish council is continuing to negotiate with the police for the validation of a second CSW site on the C38 (The Sands).

A recent request to the village for more volunteers resulted in one additional volunteer; several more volunteers will be needed in the near future, and it would be much appreciated if villagers would support this project further by encouraging people to join the team.

Speed watch signs have now been installed at four points in the village, and the 20mph roundels in the road have been re-painted.

11. School parking

A resident had suggested that the parish councils should conduct a survey of vehicles parked along the C261 to understand why parents are not using the Social Club car park; it was agreed that this should be the school's responsibility.

Cllr Brewin reported an increase in requests for parking permits at the Club.

Clerk had circulated the recent school newsletter to demonstrate current actions taken by the school to address parking matters.

Mr Phillimore reported 67 cars using the car park between 8.25 and 9.05 in the mornings at the end of the last academic year.

It was noted that regular patterns will become established next week when the new Reception intake start full-time.

It was noted that building works at Shepherd's Purse are distorting the situation along the C261, although the builders' parked vehicles are helpful in reducing traffic speed.

12. Areas of Responsibility

It was agreed to review current areas of responsibility at the next meeting.

13. Diary dates and Correspondence

The Area Board meeting due to be held on Monday 19th September has been postponed to Monday 10th October.

14. Any Other Business

Cllr Oatway reported that the Freight Strategy Review is to address increasing concerns about HGV's using the A345/A342, rather than the A350, which is the preferred route through Wiltshire although less efficient for vehicles using the main depots at Amesbury and Andover.

Cllr Oatway is asking the Environmental Select Committee to review litter-picking arrangements for the A345/A342 in relation to litter generated during verge cutting operations.

Cllr Oatway reported that the proposed new Wiltshire Code of Conduct will be presented to full council during October. Leaders of the Labour, Liberal Democrat and Independent groups have indicated their approval, with the Conservative Group yet to comment. Cllr Oatway said that the Standards Committee receives on average twenty-five complaints every month, the majority of which relate to parish and town councils. Wiltshire Council will be encouraging all town and parish councils to adopt the Wiltshire Code to ensure consistency across the county and aid officers in determining breaches of conduct. Cllr Oatway said that the C38 at The Sands is on the list for Highways repair tasks but this is not likely to take place until either next financial year, or the succeeding one. Cllr Oatway noted that the Wiltshire and Dorset Fire and Rescue Service, (WDFRS) has been invited to an official re-opening of the primary school; he hopes to attend in his capacity as Vice-Chairman of WDFRS.

In response to questions from the floor, Cllr Napier said that the parish council has no plans to replace the hessian screening along the field footpath. Cllr Napier said that he is confident that the content of the lease for the field footpath has been fully implemented, with the parish council having met all its legal obligations. He declined to share legal advice given to the parish council.

Cllr Napier will re-read the lease to ensure his statements are correct.

In response to questions about the hedge planting along the field footpath, Clerk confirmed that the hessian screen had been installed by the then landowner as a temporary privacy measure whilst the hedges grew. The arrangements in the lease for cutting the hedges relate to the parish council's duty under the lease to keep the footpath clear of obstruction. Clerk confirmed that she had advised the landowner that Wiltshire Council will cut the trees on the verge when they become a nuisance to the Highway; the landowner is under no obligation to cut their trees and cannot do so without a licence to work on the highway.

Clerk agreed to check the funding source for the purchase of the hedge plants, and the dates of when they were planted relative to the date of the original lease.

Action:RK

Cllr Brewin will contact Wootton Woodland to enquire when the remaining work quoted for will be completed. He noted that some further post and rail replacement is needed and will ask that all works are completed during the next school holidays. Both notices need remounting on new backing board; resident Michael Kinderman had advised that marine ply should be used and he will source as appropriate.

Action:JB/RK

Cllr Marnane noted difficulties experienced by delivery drivers in locating properties along the C261 and asked whether there is a process for naming un-named roads. Cllr Brewin said that this had been explored several years ago without agreement as to a suitable name being reached. Clerk noted that the C261 is named Woodborough Road from Pewsey and the Seven Wells crossroads. Clerk to make enquiries with Highways.

Action:RK

15. To confirm dates of Next Meetings

Thursday 3rd November

Thursday 15th December

Meetings to be held at 7.00pm in the Parish Room

The meeting closed with a minute's silence in respect of the recent passing of Her Late Majesty Queen Elizabeth II.

Meeting closed at 9.00pm