

**WOODBOROUGH
PARISH
COUNCIL**

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**Minutes of the Meeting of Woodborough Parish Council held on
Thursday 3rd November 2022 at 7.00 pm in the Parish Room**

Present: Councillors Steve Napier, John Brewin, Linda Winter, Andy Towler, and Johnny Paterson.

Unitary Councillor Paul Oatway

Clerk Ruth Kinderman

Residents John Raine, Caroline Allen, James Hickey, Adrian Lythgow, Chris and Karen White.

Scottish&Southern Electricity Network (SSEN) – Helen Robertson and Melanie Grace.

1. Apologies

Cllrs Josh Dear and Brian Marnane.

2. Pecuniary and other Interests

Cllr Napier (neighbour) and Cllr Towler (owner) said that they would not comment or vote on PL/2022/07827 - Little Manor, to be discussed under item 5.

3. Minutes of the meeting held on 15th September 2022

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

4. Minutes of the meeting (planning) held on 20th October 2022

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

5. Matters arising

Network Rail is due to repair the stiles either side of the green footbridge shortly.

SWAST has agreed to hold the defibrillator training on a Wednesday morning in conjunction with the Parish Room coffee morning. This will take place once the new SWAST trainer has been appointed.

In response to the question about the funding and planting of the hedge plants along the field footpath, Clerk advised that the headteacher of Woodborough School had donated sixty hedging whips, which had been planted within six months of signing of the original lease in August 2012. An Area Board grant was used to fund the installation of the footpath. A second Area Board grant had been

given in 2014 for further hedging but residents of Smithy Lane had requested that the grant money be spent on privacy netting instead, to which the Area board had agreed.

Mark Sheen of Wootton Woodland has confirmed that he is aware of the remaining work required to be done on refreshing the surface of the field footpath; he has been asked to look at the additional fencing repairs that are also required. As no further communication with him has been achieved, it was agreed to investigate alternative contractors and obtain some more quotes. **Action:RK**

Clerk had not yet had a response from Highways as to the procedure for naming un-named roads. **Action:RK**

6. SSEN – Preparing for Winter – Priority Service Register

Helen Robertson and Melanie Grace expressed their thanks for being invited to the meeting in response to their email request to all parish councils in their area of responsibility. They explained that their role is to look after vulnerable residents in the event of a power cut and that this is facilitated by the Priority Service Register, which is open to anybody over the age of 60, and to anybody with children under 5 years, as well as anybody with specific needs such as electricity-dependent medical treatment, stair lifts, or other vulnerabilities; when a power cut occurs, the registered names in the affected area are flagged up for immediate attention or contact as appropriate. Residents are asked to plug in old analogue 'phones for contact purposes, or preferably to obtain mobile 'phones and power banks. Full details of the scheme and how to register are in the leaflet, hard copies of which were distributed and will be made available at the next coffee morning in the Parish Room on 7th December. A PDF copy of the leaflet will be put on the parish website and shared on the Community WhatsApp. Glow sticks are provided as a safer alternative to candles; several were made available at the meeting for distribution to residents. SSEN recommends that every household, registered or not, keeps a small stock of glowsticks in readiness for power cuts.

The telephone number 105 was noted as the dedicated line for reporting and enquiring about power cuts; similarly, the Power Track App can be used to keep aware of the location and likely duration of power cuts.

Helen and Melanie also drew attention to the SSEN Resilience Fund, which opens in March every year to applications from town and parish councils for emergency supplies such as generators, glow sticks and sandbags.

Cllr Napier thanked Helen and Melanie for attending and providing a wealth of useful information.

7. Update from Wiltshire Council

Cllr Oatway reported that the revised Code of Conduct has now been presented to, and approved by, full council. All town and parish councils will be asked to

consider adopting it to standardise the complaints process and ensure all councillors at every level of local government are held to the same standards of behaviour.

Cllr Oatway said that there are currently 879 Ukrainians hosted by Wiltshire residents; their situation is reviewed after six months.

Cllr Oatway has asked Highways that the C38/Broad Street at The Sands, between the crossroads and the Honey Street bends, be given a screed in the same way that the road through Marden has been treated.

Cllr Oatway said that Wiltshire Council has budgeted several million pounds to help vulnerable residents with heating and other needs, although he noted that the long-range weather forecast did not point to a severe winter. Wiltshire Council is promoting 'warm spaces', inviting residents to make use of public buildings such as libraries and leisure centres.

Cllr Oatway noted that the Local Resilience Forum, which is chaired by the Chief Constable of Wiltshire Police and has plans in place to be implemented in the event of any major incident occurring, advises that parishes should be reviewing their emergency procedures and equipment. Clerk to send template Emergency Plan to Cllr Napier for review.

Action:RK/SN

8. Payment and Finance

Current Account (Lloyds, reconciled to date) £223.72

Deposit Account (Lloyds, Including interest to date) £17,737.00

Of which approximately £6800.00 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:

21/09/22 Charlton Baker - payroll service - August	£11.67 + VAT	£2.33	S111
28/09/22 Charlton Baker - payroll service – Sept	£11.67 + VAT	£2.33	S111
30/09/22 Clerk's salary - September	£110.00	n/a	S111
30/09/22 Parish Room/ additional AED electricity payment	£60.00	n/a	S111
24/10/22 Clerk - refund noticeboard maintenance costs	£100.00	n/a	S137
25/10/22 Charlton Baker - payroll services - Oct	£11.67 + VAT	£2.33	S137
24/10/22 Idverde - dog poo bin emptying contract	£52.00 + VAT	£10.50	S137
27/10/22 Clerk's salary – October	£110.00	n/a	S111
27/10/22 Clerk - refund purchase of 'No Parking' cones	£58.27+VAT	£11.66	HA1980 S96
01/11/22 GPC Electrical - AED cabinets & Kiosk lights	£140.00	n/a	S137
01/11/22 M Kinderman - repair field path notices	£90.00	n/a	S137

Payments approved at this meeting:

04/11/22 Hall Hire - October [£13] & November	est £26	n/a	S111
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The 'Receipts & Payments & Budget Performance' spreadsheet was emailed to all councillors prior to the meeting and was available for perusal at the meeting.

The Draft Budget for 2023/2024 and updated Forecast Reserves will be circulated in about three weeks' time. If anyone has any projects for consideration, they are requested to give details to Cllr Brewin, Responsible Finance Officer, as soon as possible.

9. Planning Update

i) To note decisions by Wiltshire Planning Department

PL/2022/07353 – Church Rooms (Parish Room) - Dismantle 2 Ash Trees to leave
6 - 8m pollards

This has been approved by Wiltshire Council since the last meeting.

PL/2022/07535 – Ruxley – Tree Preservation Order Consent - Reduce by 3.5m &
cut back on neighbouring side to clear building by 1.5m

Wiltshire Council is due to publish its decision on 18th November.

PL/2022/07536 - Ruxley - Fell Ornamental Conifer – Fell Holly

This has been approved by Wiltshire Council since the last meeting.

PL/2022/07186 – Amberley - Proposed vehicular access

This application had been withdrawn before Wiltshire Council had issued its decision to reject the proposal. Cllr Napier thanked Cllr Oatway for his liaison with the Planning Department in support of the parish council and residents in the matter.

ii) To consider new planning applications

PL/2022/07827 - Little Manor - T1 Willow- 4m crown reduction- tree too large for area and growing over driveway; T2, T3- Eucalyptus- Pollard to 6m; T4- Willow- Pollard to 6m.

It was agreed that there was no objection to these treeworks.

10. Community Speedwatch

Caroline Allen reported that the team has been very active during October with nine sessions during the final week; only one session had to be cancelled due to illness and would have been cancelled anyway due to rain. 26 vehicles had been reported out of 311 passing, just over 7%. It was a quiet week due to half term, but this allowed the team to operate at times usually not possible due to school drop-off. Duration of sessions was reduced to 45 minutes in anticipation of colder weather. One new fully trained member has joined the team and each member has their own badge and vest. The speed camera will be going in for re-

calibration shortly and Caroline is planning a lighter winter schedule to take account of the weather and reduced daylight hours.

Caroline had attended a CSW meeting run by Wiltshire Police on Tuesday; they are getting through the backlog but are still trying to recruit another Community Speed Enforcement Officer for this area (these posts have been filled for Swindon and North Wiltshire). In the meantime, Kayleigh Griffiths has joined the team; she comes with a mass of experience as a Police Officer, including time spent as part of the Royal Protection Team at Buckingham Palace. She is revising the letters that are sent out on the first, second and third occasions and Caroline will receive copies of these once they have been approved. Wiltshire Police emphasised that CSW is an educational exercise, not an enforceable one; they will continue to target speeding 'hot spots' and repeat offenders, resulting in fines, driver awareness courses and, in extreme cases, court appearances. Wiltshire Police plan to hold these CSW meetings every three months.

A question from the floor raised the continued lack of a CSW site on the C38/Broad Street, in the light of the recent police capture of a vehicle speeding at 70mph along The Sands; the police officer involved had suggested to the CSW volunteers on duty along the C261 at the time that they should consider operating along the Sands. Cllr Napier said that the aim is still to establish a site along the C38.

Cllr Oatway had attended a meeting with the Cabinet Member for Highways today and will attend the forthcoming Swindon and Wiltshire Traffic Management Meeting.

Cllr Napier thanked Caroline for all her hard work in leading the team. Cllr Brewin suggested that a nominal sum for any CSW expenses could be included in the 2023/2024 budget. *Action:JB*

11. Areas of Responsibility

School – the opening of the post-fire restoration will take place on 18th November.

Cllr Brewin will ask for a copy of the School Travel Plan as a supporting document for a forthcoming bid for funding the extension of the footpath along the C261.

LHFIG(CATG) – Cllr Brewin will attend the LHFIG meeting next week to receive updates from Highways about the proposed extension to the footpath along the C261.

John Raine said that he had been visited by a SSEN surveyor recently who had advised him that should the pole be moved, he would lose some of his hedge and fence and the cable to his house would have to be realigned; he expressed concern about the costs and disruption he would incur as a result. Cllr Napier reassured residents that the pole is not being moved and that Highways is

drawing up alternative solutions for the footpath due to the prohibitive cost of moving the pole. It was noted that Highways may require the hedge to be cut back.

In response to questions from the floor, Cllr Brewin confirmed that alternatives to pavement such as grasscrete had been considered but rejected as too expensive. Cllr Brewin confirmed that the wider problem of school parking and travel arrangements had been discussed regularly for many years and recorded in the parish council minutes which are available to read on the website and noticeboards. Cllr Napier agreed to notify residents in future once draft minutes have been uploaded to the website.

PRMC – Cllr Napier said that garden plans will proceed once the ash tree has been felled and that a new roof will be installed on the second shed.

Cllr Dear has obtained several items of kitchen equipment at no cost.

Cllr Winter said that the Pumpkin Trail held in conjunction with the Woodborough Social Club had raised approximately £250.00. The Christmas Raffle and Auction of Promises will take place at the next regular coffee morning to be held on 7th December. There will be an adult Christmas Party on 10th December and a children’s Movie Night with hot chocolate and cookies on 23rd December.

Footpaths – Cllr Dear had installed the second ‘No Parking’ sign outside the church but it has been removed again by persons unknown.

Clerk drew attention to the ongoing application by Canal and Rivers Trust (CRT) for Listed Building Consent to install bollards on Ladies Bridge, as noted at the recent PCAP meeting. If approved, there are potential ramifications for existing access arrangements across every bridge for landowners either side of the entire Kennet and Avon Canal. Cllr Oatway is currently negotiating with CRT and the landowners; the application may yet be called in to Planning Committee.

12. Diary dates and Correspondence

The next Area Board meeting will take place on Monday 28th November.

A resident had requested that a streetlight in Smithy Lane be returned to Part Night status; it has remained on all night ever since the bulb was replaced some time ago. Highways had advised Clerk that new LED bulbs are subject to timed dimming regimes rather than switched off and that Part Night status must be requested by parish councils rather than residents to ensure full consultation takes place. It was agreed to request shielding on behalf of the affected resident.

Action:RK

13. Any Other Business

None.

14. Dates of Next Meetings

The budget for 2023/2024 will be on the agenda for the next meeting to be held on Thursday 15th December 2022 at 7.00pm in the Parish Room.

Meeting closed at 9.00pm