

**WOODBOROUGH
PARISH
COUNCIL**

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**Minutes of the meeting of Woodborough Parish Council held on
Thursday 16th November 2023 at 7.00 pm in the Parish Room**

Present: Councillors John Brewin (Chairman), Chris White, Johnny Paterson and Brian Marnane (from 7.35pm)

Unitary Councillor Paul Oatway (from 7.15pm)

Clerk Ruth Kinderman

Residents Adrian Lythgo, Karen White, Gillian Hartley, Steve Warren, Chris Coles, Jane James and Chris Franklin.

1. Apologies

Cllrs Linda Winter and Andy Towler.

Caroline Allen, Community Speedwatch Team Leader.

2. Pecuniary and other Interests

None.

3. Minutes of the meeting held on 21st September 2023

Cllr Paterson proposed these be accepted as an accurate record; seconded by Cllr White and signed accordingly by Cllr Brewin.

4. Matters arising

Jonathan Powell of 'Bound by Veterans' is willing to recommence the previous arrangement for supplying electricity to a defibrillator positioned on the grass bank. SWAST has allocated a new cabinet and defibrillator to this parish and will arrange delivery on settlement of the invoice issued this week. Clerk to arrange installation of posts and cabinet. **Action:RK**

In the hope of sending a satisfactory reply to the French war graves committee, Clerk has instigated further enquiries about the Rev Harold Peel with the Wiltshire and Swindon History Centre at Chippenham.

Vacancy notices advertising Steve Napier's resignation expire today; his seat will be filled once further communication is received from Wiltshire Democratic Services.

5. Update from Wiltshire Council

Cllr Oatway reported that he has secured a meeting tomorrow with Samantha Howell, Director of Wiltshire Highways to discuss and view the poor state of the

roads in his division. Cllr Oatway said that the £14million Highways budget has been almost doubled this year with the addition of £2million carried forward from the previous year, £10million Rural Roads grant from central government, and a £3.6million Pothole grant from central government. Cllr Oatway, supported by other unitary councillors had persuaded Wiltshire Council to transfer an additional £1million to Highways from the reserves.

It was noted that works have taken place during the last eighteen months, notably resurfacing works to the A342 and A345. Cllr Brewin thanked Cllr Oatway for these results. Cllr Brewin noted that money spent on the minor C-roads would be appreciated, with reference to the broken edges of the C261 in particular, which are often more dangerous than pot holes.

A comment from the floor noted that a Highways budget of £30.6million is a relatively small component of the total Wiltshire Council budget.

Cllr Oatway reported that Wiltshire Council is in a strong financial position and not in danger of bankruptcy, as other local authorities are.

With reference to the previous prediction of a 3.99% precept increase for 2024/2025, Cllr Oatway said that this may be revised to as low as 2.99% due to the housebuilding and subsequent increased tax base across the county.

Cllr Oatway reported that Adam Batt, the parish steward for Woodborough, will be leaving his post shortly; the recruitment process is under way.

Cllr Oatway reported that Highways will respond to all questions submitted to the Pewsey Area Board in readiness for the Highways Matters event at the Area Board meeting on 27th November. Cllr Oatway advised that questions can relate to generic processes as well as location-specific enquiries, such as confirmation of the scheduled date for resurfacing the C38 at The Sands.

Cllr Oatway reported that the new Wiltshire Connect bus service for the Vale of Pewsey has carried more than five thousand passengers during its first two months. With links to Devizes, Marlborough, Hungerford and Netheravon, the service enables passengers to connect with other bus and train services. Cllr Oatway confirmed that the contract with the bus company provides for a door-to-door service.

6. Payment and Finance to include consideration of draft budget for 2024/2025

Current Account (Lloyds), reconciled to date £265.94

Deposit Account (Lloyds), including interest to date £24,415.09

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

25/09/2023	Charlton Baker - payroll services- September	£12.92	+VAT£2.58	S111
28/09/2023	Clerk's salary - September	£120.00	n/a	S111
28/09/2023	Parish Room - supply of electricity to AED - 22/23	£75.00	n/a	S137
30/10/2023	Clerk's Salary - October	£120.00	n/a	S111
25/10/2023	Charlton Baker - payroll services - October	£12.92	+VAT£2.58	S111
18/10/2023	CJ Thomas - for Parish Room	£90.00	n/a	S137

Payments approved at this meeting:

17/11/2023	Hall hire 16 th November	£16.00	n/a	S111
17/11/2023	SWAST defibrillator	£1000.00	+VAT£200.00	S137
17/11/2023	Clerk printer ink	£39.90	£7.66	S111

The Receipts and Payments and Budget Performance spreadsheet was emailed to all councillors prior to the meeting, and was available for perusal at the meeting. The sum of £259.95 has been spent on behalf of the Parish Room; the sum of £90.45 remains available until 31st March 2024.

The draft budget for 2024/2025 had been circulated to all councillors prior to the meeting and was presented to the council at the meeting.

Cllr Brewin explained that parish councils should not hold reserves of more than their annual precept, unless earmarked for specific projects. In response to questions from the floor as to how projects are decided, it was noted that parishioners should bring ideas for future projects to the parish council for consideration, as it is the responsibility of the parish council to make decisions rather than everything being decided by referendum. Comments from the floor referred specifically to the proposed extension to the footway along the C261 as far as the stream; the expenditure this will entail; and the possible encouragement this will give to school parents to park there, rather than in the Social Club. It was noted that this is the second phase of a project started almost ten years ago to improve safety for all pedestrians along that stretch of road.

Cllr White proposed a precept of £9750, as indicated by the budget, be approved; seconded by Cllr Paterson with no objections.

7. To consider Safeguarding Policy

Further to enquires with the parish council insurers about under-age volunteers working in the parish on duties such as litter-picking, for Duke of Edinburgh awards and similar schemes, Cllr Brewin had circulated a draft safeguarding policy to all councillors for consideration.

Cllr Paterson proposed that this be approved; seconded by Cllr Marnane with no objections. **Action:RK/JB**

8. Planning Update

i)To note progress of applications/decisions by Wiltshire Planning Department

PL/2023/04272 – Amberley - Erection of garage and change of use of land from paddock to residential.

Approved by Wiltshire Council subject to conditions including the requirement that the new structure remains ancillary to the main dwelling.

PL/2023/06627 - 1 Brow Cottages - Erection of small Garden Studio building as Home Office – **application restarted with new description** - Change of use of land

into domestic garden curtilage and erection of a detached outbuilding for use as a home office/additional accommodation

It had been agreed by email to object to the change of use and additional accommodation; it had been noted in the response that there is no housing need in the village and that any additional accommodation requirements could be met by works to the main dwelling.

PL/2023/07580 – Glebe House - T1- Lime- remove all major deadwood; T2-T4- Elm- Fell x3 dead Elm trees; T5- Yew- Significant prune to prevent overhang on neighbouring property; T6- Willow- Light Prune to prevent excessive growth over neighbouring property; T7- Ash- Fell Ash tree suffering from Ash Dieback; T8- Ash- Fell Ash tree suffering from Ash Dieback.

Approved by Wiltshire Council.

PL/2023/08166 - Hartwood House - Extension and alteration works including replacement of the former single storey extension at the rear with a new 2-storey rear extension and a single storey orangery which allows for the ground and first floor layouts to be replanned and modernised. The existing garage is to be replaced and repositioned further away from the house, and a new greenhouse is to be erected in the garden.

It had been agreed by email to submit no objection. Wiltshire council is due to publish its decision on 8th December. The applicant advised that there are no bats and that all required surveys and a mitigation plan had been submitted, complying with Wiltshire Council's requirement that half the loft be left open as a bat roof. Planning Officers have delayed a decision until the applicant has submitted photographs of the roof tile and bat box, and the internal measurements of the loft space.

PL/2023/08592 – Bramley – Fell Cherry Tree

Approved by Wiltshire Council.

ii) To consider new planning applications

PL/2023/08395 – Glebe House - T1 Goat Willow - Crown reduction up to 2.5 metres; T2 fell Ash tree.

It was agreed to object to the proposal as no reason had been given for felling the ash tree.

PL/2023/09215 – Underhill - Erection of 1 no. dwelling with associated access, parking, landscaping and private amenity space.

Councillors had inspected the plans prior to the meeting. In response to requests for clarification, the architects had confirmed that only one new dwelling is proposed, contrary to the two dwellings stated in the Planning Statement. Cllr Brewin noted that the alleged economic benefits to the village referred to in the

Planning Statement, subsequently defined by the architects as increased use of local facilities and services, are tenuous in the extreme.

Cllr White noted that the Planning Statement refers to the removal of outbuildings and sheds, which requires clarification as there appears to be only one greenhouse on site at present.

It was noted that the parish council had objected to application PL/2021/05296 for a new dwelling to the rear of St Mary's (now Mulberry House).

It was agreed that planning approval by Wiltshire Council for that application should not set a precedent for this application.

Surprise was expressed at the lack of an accompanying bat survey; comments from councillors and attendees confirmed the presence of bats in the locality and it was agreed that the application should not proceed until a bat survey has been completed.

Comments received prior to the meeting and from the floor at the meeting raised concerns about the height and direction of the proposed structure and consequent loss of privacy and amenity for close neighbouring properties, contrary to Core Policy 57; impact on the landscape and view from Church Road and Church Farm Lane contrary to Core Policy 51; increased traffic volumes, with construction damage to the road surface and increased risk to pedestrians accessing the bridleway, canal and Woodborough Hill, with no turning provision and therefore vehicles reversing onto Church Farm Lane from the proposed new driveway; and apparent discrepancies between submitted documents as to the location of the proposed dwelling. It was noted that pre-application advice had not been sought by the applicant.

It was agreed to object to the application and to request Cllr Oatway to call the application in for decision by the Planning Committee if necessary. Cllr Oatway said that he would discuss the application with the planning officer before requesting a call in and that any objections should be uploaded to the planning portal as usual. Clerk to draft a response for agreement by email. **Action: K/all**

Treeworks notices received since publication of the agenda:

PL/2023/09577 – 2 Brow Cottages – fell conifer on left-hand side of driveway to clear sightlines for exit by car or foot.

PL/2023/09800 – The Nook – cut back to boundary overhanging holly, ash and willow.

It was noted that the ash and willow (goat willow) were the subjects of treeworks PL/2023/08395 Glebe House, as recorded above.

PL/2023/09801 – Orchard House - T1 coppice hazel; T2&T3 – fell yew trees; T4 reduce hedge and remove dead elms; T5 cut back.

It was noted that no reason was given for felling the yew trees.

Clerk to circulate all treework notices and draft responses for agreement by email. **Action:RK/all**

9. Community Speedwatch

Caroline Allen had reported that October marked the 100th Speedwatch session for the Woodborough team, representing around 200 -250 manhours since the volunteers started, for which she and the parish council are very grateful. Woodborough remains one of the most active Speedwatch teams in Wiltshire. The latest figures for Woodborough from Wiltshire Police since the team launched in March 2022 are:

195 First letters; 28 Second letters; 8 third letters; 6 excessive speed letters; 101 watches; 5.4% average number of speeders

These figures are due to be presented at the Devizes Area Board meeting; Clerk to liaise with the police to ensure Woodborough is included in the Pewsey Area Board police presentations in future. **Action:RK**

Caroline said that the team will take a break during November and December and will plan further sessions for the end of January and early February, as the weather and daylight hours are not suitable over the winter months.

Cllr Brewin thanked Caroline for all her effort as team leader since March 2022.

10. Neighbourhood Watch

Cllr Brewin said that the position of Neighbourhood Watch coordinator had not been filled since the retirement of Nigel Beaven, who served in that capacity for twenty-five years. A Neighbourhood Watch (NHW) could operate similarly to the Community Speed Watch, in that it can be run by volunteers in association with the parish council.

His interest prompted by a recent string of farm burglaries, including along The Sands, resident Steve Warren had attended the Wiltshire NHW Association AGM on 7th October. Steve reported that WhatsApp could be useful as a 'watch' in its own right but that the main benefit of setting up a Woodborough NHW should be having a direct point of contact with the police. With AGM attendees reporting no call back from the police despite raising incidents several times, and the Chief Constable stating her belief that crime is a social problem exacerbated by the current financial situation, Steve pointed out that the benefits of direct contact with the police were not clear.

Discussion centred around the sufficiency or otherwise of existing networks in the village, and the preference for a separate NHW WhatsApp group so that the general village group alerts can be switched off if desired.

Noting that the role of coordinator need not be onerous, though could be as expansive as any volunteer wished it to be, it was agreed to advertise the role with a description and link to the NHW website. **Action:RK**

11. Areas of Responsibility

School – Cllr Paterson reported that with Cllr Brewin and the Clerk, he had met with Mrs Katie Scaplehorn, the new headteacher of Woodborough School, to discuss school traffic and parking, and several other matters of mutual interest. The informal meeting was productive and opens a new channel of communication

between the School and the Parish Council. The possibility of widening the drop-off and pick-up windows, to spread the traffic and free up parking spaces in the Social Club, had been discussed. Refreshing the white lines in the Club car park will be discussed at the next informal meeting to be held with Club committee members and the new Chairman of School Governors, Mark Banham. Mrs Scaplehorn is willing for the parish council to invite police officers into school to hold a road safety and speed awareness assembly.

Action:RK

Areas of Responsibility will be reviewed and allocated at the next meeting.

12. Diary dates and Correspondence

Pewsey Area Board – Highways Matters event – Monday 27th November at the Bouverie Hall. Questions to be submitted by the parish council will be agreed by email.

Action:JB/all

Wiltshire Local Plan consultation – closes 22nd November. Comments by former Pewsey councillor for planning, Peter Deck, had been circulated to all councillors. It was agreed to support his comments and to formally complain about the difficulty of accessing the document relevant to small villages. Comments from the floor referred to the lack of any policy for small villages; resident Adrian Lythgo had attended the Local Plan drop-in event in Marlborough and noted that without allocated housing, developers considered small villages to be easy prey for in-fill building projects. A draft response to the consultation will be agreed by email.

Action:JB/all

Wiltshire Police – in response to criticism for lack of communication with parish councils, quarterly reports will be issued by the police, the first of which is attached as an appendix to these minutes. There will be a Police Community Engagement session held in the Woodborough Parish Room on Wednesday 6th December.

(Post-Meeting Note: This session is likely to be postponed due to the non-availability of the Parish Room)

13. Any Other Business

Cllr White asked when the bin will be installed in Church Farm Lane. Clerk advised that Highways has approved the location and use of the post; the bin has been ordered from Idverde.

Clerk noted that Idverde had added a Manningford bin to Woodborough's emptying schedule; Woodborough will invoice Manningford for the emptying visits to date and ensure that Idverde opens a separate account for Manningford.

Action:RK

14. To set date of Next Meeting

Thursday 18th January 2024 at 7.00pm in the Parish Room.

Appendix to Meeting Minutes 16th November 2023

Woodborough Parish Report

Crimes and incidents

Wiltshire Police record crimes and incidents in accordance with the National Crime and incident recording standards. Not all incidents that one would consider a crime are necessarily classified as a crime for recording purposes.

NB- The below statistics do not account for incidents that police respond to but do not need any follow up (Road traffic incidents, minor incidents of Anti-social behaviour)

From: 1st July 2023- 30th Sept 2023

0 crimes and 0 incidents have been recorded in the Woodborough Parish area.

0 Dwelling burglaries have been reported

Having reviewed the crime data for the area – There are no apparent trends that are presented or a series of crimes that are linked.

Speed enforcement

There have been no speed checks conducted in Woodborough during this period however, there have been several checks made in Woodborough & Rushall.

Community consultations

Although we have not had a drop-in surgery in Woodborough, there have been 8 community engagements locally during this period.

In the next three months we will be in the following locations.

19th October 2023 at The Royal Oak, Wootton Rivers

23rd November 2023 The Royal Oak, Wootton Rivers

28th November 2023, Pewsey Market, Bouverie Hall

30th November 2023, The Royal Oak, Wootton Rivers

6th December 2023, Woodborough, Parish Rooms

The specific times of these surgeries will be advertised via community messaging. You and your residents can sign up for community messaging at www.wiltsmessaging.co.uk

PCSO 6093 Jonathan MILLS