

Winterbourne Stoke Parish Council

Meeting of the Winterbourne Stoke Parish Council held at the Stonehenge Visitor's Centre, Winterbourne Stoke on Thursday 2nd August 2018 at 7.00 pm

In Attendance: Parish Councillors: Dr A Shuttleworth, T Pywell, R Watts, A Zacks-McGoldrick
Apologies: Wiltshire Cllr D Henry
Parishioners: D Hillier*, J Hillier*, I West*, A West*, J Batchelor*,
A Carr, T Dengel
Clerk: J Carr

* also initially present at cancelled 17th July meeting

1	Opening Statement by the Chairman.
	<p>Did you know that Parish Councils were first created by the LGA of 1894?</p> <p>This created a clear divide with the Ecclesiastical Parish and took over all the secular duties of the Church's Vestry Committees, ending the feudal system of government that had prevailed since the Norman conquest. Vestry Committees had become a fairly corrupt system of local government manipulated, in many cases, by a corrosive mix of corrupt clergy and landed gentry. People still seem to get confused between the Administrative Civil Parish and the PC and the Ecclesiastical parish and the PCC - two very different entities with entirely separate roles and responsibilities.</p> <p>The LGA of 1894 was updated in 1972 in the new LGA Act and then again in the Localism Act of 2011.</p> <p>Parish Councils are the first tier of local government, the first tier of representative democracy. In other words, we are elected, or co-opted, to take decisions for you. We are not a direct democracy. We have Duties and Powers which are well documented and fairly limited. Needless to say, there is an awful lot of other legislation that imposes legal requirements on Parish Councils; much of it introduced since the turn of the millennium. A lot of it is aimed at making the business of local government easier and more transparent to you.</p> <p>A year or so ago, I managed to get the village website set up for a number of different reasons: to comply with requirements to have one, as a vehicle for increasing transparency. However, as we have tried to put content on to the site, it's become increasingly apparent that some legally mandated policies, codes of conduct and other key documents had never been adopted by the Parish Council and we have been introducing them gradually. Back in May for instance, we adopted Standing Orders for the first time - the basic rules and procedures by which a Parish Council operates. Whilst we already knew the situation was serious, it was only recently, and in part thanks to questions raised by parishioners, and here I must thank Mr David Hillier in particular, that we have realized the full extent of the issue we faced.</p> <p>It's going to take a considerable effort to put this right. Much more than should be expected of a group of people who all still have day jobs of one sort or another. It really shouldn't be this difficult and I think we've all considered just walking away from it. At this juncture, I'd like to thank Tom de Jonge who has, sadly, given up his role as a Parish Councillor precisely because of the difficulties he was finding balancing running a business, supporting Jen with a young family and trying to serve his community. I hope, in time, when things settle down, Tom will be prepared to stand again. He'd brought some useful skills and views to the Council in a short time, which we will all miss. I'd also like to thank Richard, Tony and Jim for their efforts to get things on track.</p>

So, as a Parish Council we have a few problems not of our making. I don't believe in a blame culture and pointing fingers isn't going to achieve anything positive now; we are where we are and things need to be sorted out quickly to bring the Parish Council into full compliance with all its statutory requirements.

I've spent a good part of the last few weeks in dialogue with the Wiltshire Association of Local Councils (WALC), seeking and taking their advice, and, together with the Clerk, drafting a raft of documents based on model templates provided to us.

Part of the reason for such a long and complex agenda this evening, is to allow us to take a motion to adopt these new policies, codes and procedures etc and allow us to operate.

Once we have that policy foundation, we can begin to address some other outstanding issues of direct interest to Parishioners. Furthermore, once these are adopted, they will be placed on the Parish Website so that every villager has access to them. In the slightly longer term, I hope that we can produce a Parish Plan that captures the aspirations of all villagers as to what the village should become. Not what I want it to become, not what any single one of you might want it to become, but what we, collectively, want it to become.

2 Co-Opting of New Councillor

The vacant councillor's position is to be filled by Tony Pywell. The three remaining elected councillors confirmed that they were in agreement. Tony Pywell stated his acceptance of office to the Clerk, as the Council's Proper Officer, and signed the declaration of acceptance of office form.

3 Adjournment for Parishioners' Questions.

Mr I West raised three questions:

- a) Is the Council going to amend the Orders raised in 2006? i.e Standing Orders, Financial Regulations, the Clerk's Contract of Employment and the Clerk's Job Description.
- b) Can I have a copy of the Parish Council's accounts for the financial year showing all income and expenditure?
- c) Was the work to the double swing repair in the play park carried out as per quote?

He was informed that answers would be forthcoming within 10 working days.

PNM – Mr I West was send a letter on 10th August 2018 with the following answers:

It is fortunate that at the meeting at which these questions were asked the Parish Council adopted its new Publication Scheme as this allows me to answer your questions as follows:

- a) *Yes. Standing Orders and Financial Regulations are available on the Parish Council website www.winterbournestokepc.org.uk. The Clerk's Contract of Employment and the Clerk's Job Description are in the process of being updated; it is of note that these should have been under regular revision but previous embodiments of the Parish Council had not taken the opportunity to do so.*
- b) *Yes. Copy attached.*
- c) *Yes. The surface under the double swing was replaced with a wet pour surface.*

Mr D Hillier wished to comment and first complimented the current seating arrangement and he also welcomed the intent at Agenda Item 7 for both Councillor and Clerk training adding it "was not before time".

4	To confirm the minutes from the Parish Council meeting held on 28th May 2018.	
	Acceptance of the minutes from the previous Parish Council meeting were proposed by Cllr R Watts, seconded Cllr A Zacks-McGoldrick and agreed and signed by the Chairman.	
5	To report, for information only, any matters arising from the minutes.	
	<p>The following actions were outstanding from the previous meeting:</p> <p>a. ((09/15-02) Contact has not been made with the Wiltshire Council “lighting man” (Stuart Brown); however, things may have moved on with Wiltshire Council now driving the issue. The action is now to establish where Wiltshire Council stands with respect to street lighting. Informal contact with Wiltshire Council has led to the understanding that Wiltshire Council will be leading towards measured light reductions across the county. Official notification has not been received, therefore, the Clerk will inform Wiltshire Council that Winterbourne Stoke Parish Council wishes to carry out a trial of a lights-off period between midnight and 5am. This action has been stalled for several months with no cooperation from Wiltshire Council; it was decided that the Clerk would write to Wiltshire Cllr Henry and ask if he can progress on our behalf</p> <p>b. (07/16-03) Cllr Dr Shuttleworth noted that many villages had “village gates” at their speed limit entry points and these both enhanced the presence of the speed limit sign and informed drivers that they were entering a possible area of conflict with other road users. The Clerk had established that Highways England (as the “owner” of the A303) would install “village gates”; however, they will not fund the installation. The Clerk would approach the Area Board for a grant to fund installation after it has been established whether or not planning permission is required.</p> <p>c. (05/18-02) The old bin in the play park must be removed; Cllr Zack-McGoldrick said that he would take it to the local recycling centre.</p> <p>d. (01/17 – 07) The Clerk will discuss the Parish’s Emergency Plan with Mr Rennie. Unfortunately, the Clerk has been unsuccessful in making contact with Mr Rennie. Cllr Zacks-McGoldrick has made contact with Mr Rennie who is “on-board” but very busy</p> <p>e. (05/17 – 03) Cllr West raised the [old] topic of the St Peter’s Close pedestrian gate closure issue. The January 2018 minutes wrongly stated that this has long been tolerated as the benefits have outweighed the perceived problem – wrong gate. Cllr De Jonge agreed that there was indeed a problem but it may only be rectified by moving the gate post which is not an easy task. It was agreed that the gate would be locked closed until such time the problem can be rectified. Further discussion and physical revealed that there has been a complete misunderstanding of the issue and it would be wise to wait until the imminent RoSPA inspection is carried out to ascertain exactly what the issue is. <u>Action Closed.</u></p> <p>f. (05/17 – 07) Cllr West suggested that, instead of village gates being erected at the 40 mph speed signs on the A303, flashing speed signs should be considered; as Shrewton has recently installed them, the Clerk contacted Shrewton Parish council for an indication of cost. Cllr Dr A Shuttleworth had been in discussion with the Chairman of Berwick St James Parish Meeting as</p>	<p><u>Action:</u> Clerk - on-going</p> <p><u>Action:</u> Clerk - on-going</p> <p><u>Action:</u> Cllr Zacks-McGoldrick – on-going</p> <p><u>Action:</u> Cllr Zacks-McGoldrick – on-going</p> <p><u>Action:</u> Cllr Dr Shuttleworth – on-going</p>

they had purchased a SID with 50% funding from the Area Board – it is proposed that Winterbourne Stoke Parish Council part fund (25%) the cost of the Berwick St James Parish Meeting and share the use. Further discussion with the Chairman of Berwick St James Parish Meeting revealed that this was not an option.

g. (11/17-01) The yellow lines have been installed at the Church Street/A303 junction; however, it has been noted that they are asymmetric which means that cars can still park opposite the entrance to The Hall making access difficult. The yellow lines have been extended; however, the quality is poor which areas already having been worn away. The Clerk will contact Wiltshire Council to get them rectified.

h. (11/17-03) The A303 traffic lights have been restored; however, nothing has happened with respect to worn road markings or the condition of the fibre ducting; Cllr Dr Shuttleworth investigated via his contact with Highways England who informed him that they intend to restore the road marking at a date to be determined. Highways England are also investigating the break-up of the foundation to the road surface on the A303 bridge. There is still a requirement for the old safety barrier and pedestrian crossing control box to be removed.

i. (01/18-01) The play park is in need of a “spring clean”. It was agreed that parishioners would be encouraged to take part but it was further agreed to defer this until the safety surface had been replaced and there was a suitable weather window. Cllr Dr Shuttleworth will put an advert on the website calling for volunteers. This was carried out by the Chairman personally. **Action Closed.**

j. (01/18-02) The dog mess problem has got worse – the Clerk will contact the Wiltshire Council dog warden for advice. The Chairman also made contact and met the Dog Warden in the village to discuss the issue. Signs were erected and ENFORCEMENT ACTION WILL BE FORTHCOMING IF NECESSARY.

k. (05/18-03) The grass has been cut; however, it has not been removed which is not in accordance with the contract. Additionally, clarification is required over the precise area being cut in the vicinity of the A303 telephone box and the periodicity of the cutting. The Clerk will contact the contractors. The contractors apologised and assured the Clerk that the service will improve; however, consideration must be taken as to whether or not the contract is renewed. **Action Closed.**

l. (05/18-04) Ex-Cllrs West’s email will have to be retired. It will not be deleted as it is a record of fact. **Action Closed.**

m. (05/18-05) The telephone box refurbishment is complete with effort from Ian West, Dave Hillier, Steve Fair and Barry France. Cllr A Zacks-McGoldrick will write a short article for the website.

n. (05/18-07) One of the conditions of having the defibrillator was training in the use of CPR would be made available to those parishioners who wanted it; he would put an article on the website to that effect.

Action:
Clerk – on going

Action: Cllr Dr Shuttleworth - on-going

Action:
Clerk – on going

Action:
Cllr Zacks-McGoldrick

Action: Cllr Dr Shuttleworth

	o. (05/18-08) A whole raft of signs has appeared at the southern end of the village in the river next to the wooden foot bridge due to persons-unknown bathing/playing in the river. There is confusion over the right-of-access to this area as there has in the past been a ford here. Cllr Dr A Shuttleworth will write to Wiltshire Council via the Clerk for advice on access rights as this has the potential to be very problematic and divisive.	Action: Cllr Dr Shuttleworth
6	Publications	
	Resolution to adopt a package of policy documents, including, but not exclusively, Publication Scheme, Complaints Procedure, Disciplinary Procedure, Grievance Procedure. Proposed by Cllr Dr A Shuttleworth, seconded by Cllr A Zacks-McGoldrick and agreed unanimously by the remaining cllrs. All publications will be available on the website. They will be reviewed annually on a rolling basis and all will be reviewed within the next three years. It was agreed that the sign-off month would be September,	
7	Training	
	Resolution to fund Councilor/Clerk training to be provided by WALC. Proposed by Cllr Dr A Shuttleworth, seconded by Cllr A Zacks-McGoldrick and agreed unanimously by the remaining cllrs. The Clerk would contact WALC for direction. Training should be in-place/completed before the end of the year.	Action: Clerk (07/18-01)
8	Planning Applications.	
	18/06210/FUL. Installation of package sewage treatment plant and soakaway. Stonehenge Campsite, Berwick road, Winterbourne Stoke, SP3 4TQ. Unfortunately, not all cllrs had been able to review the application so additional time was allowed with observations to be passed to the Clerk before midnight on Sunday (5 th August 2018) to permit a response before the 7 th August 2018 deadline. PMN – All cllrs supported the application.	
9	Services including Recreation Facilities.	
	Play Park. The play park vegetation is in a poor state with brambles and thistles - the Clerk will contact the contractors [again]. PMN – the Clerk contacted the contractor and the grass was cut the following day. The thistle problem was due mainly to the long period of dry weather followed by significant rain. Action Closed. IT inc Broadband and Website. Nothing to report. Defibrillator. The defibrillator is now fully installed and subject to monthly checks by the Clerk.	Action: Clerk - (07/18-02)

7	Highways & Byways.																							
	<p>General. Nothing to report</p> <p>Church Street. The Clerk informed the meeting that, following a favourable MetroCount, an application has been submitted to put a 20 mph speed limit on Church Street and the roads off of it. The MetroCount revealed the following statistics over a period of two week in May/June 2016:</p> <ul style="list-style-type: none"> • Number of vehicles counted – 2745 • Number exceeding posted speed limit – 3 • Maximum speed – 33.6 mph • Minimum speed – 5 mph • Mean speed – 14.8 mph • 85 % - 19.7 mph • 95% - 22.4 mph <p>Current A303. Nothing to report.</p> <p>A303 Scheme. There was a limited discussion the new consultation regarding the three proposals: Rollestone Crossroads, Green Bridge No 4 and the removal of the link between Byway 11 and Byway 12. It was agreed that the report would be in accordance with the previous response.</p> <p>PMN – the response was submitted on 8th August 2018 and is available on the Parish Council website.</p> <p>Parishioners are reminded that they should keep a close eye on the Parish Council website for updates –</p> <p style="text-align: center;">www.winterbournestokepc.org.uk</p>																							
8	Environment including Emergency Planning.																							
	Nothing to report.																							
9	World Heritage Site.																							
	Cllr Dr A Shuttleworth informed the meeting that July’s proposed meeting had been postponed until later in August and there were no outstanding planning applications.																							
10	Police.																							
	Nothing to report.																							
11	Finance.																							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Money in Account (at close of business 1 Jun 18):</td> <td style="width: 30%;"></td> <td style="width: 20%; text-align: right;">£16,926.11</td> </tr> <tr> <td>Less un-cleared cheques:</td> <td>Clerk</td> <td style="text-align: right;">£175.70</td> </tr> <tr> <td></td> <td>HMRC (PAYE)</td> <td style="text-align: right;">£116.80</td> </tr> <tr> <td></td> <td>Bawdens</td> <td style="text-align: right;">£105.44</td> </tr> <tr> <td></td> <td>Redlynch Leisure</td> <td style="text-align: right;">£3723.60</td> </tr> <tr> <td>Bills awaited:</td> <td>Defib installation</td> <td style="text-align: right;">£144.00</td> </tr> <tr> <td></td> <td>Yellow lines</td> <td style="text-align: right;">£500.00</td> </tr> </table>		Money in Account (at close of business 1 Jun 18):		£16,926.11	Less un-cleared cheques:	Clerk	£175.70		HMRC (PAYE)	£116.80		Bawdens	£105.44		Redlynch Leisure	£3723.60	Bills awaited:	Defib installation	£144.00		Yellow lines	£500.00	
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<p>12</p>	<p>Reports from Councillors.</p> <p>Nothing to report from cllrs.</p> <p>The following email had been received from the Winterbourne Stoke Events Committee:</p> <p style="padding-left: 40px;">Dear Chairman,</p> <p style="padding-left: 40px;">We are writing to the Parish Council in the hope it can help the current Winterbourne Stoke Events Committee with an issue not of its making. We have a problem with the renewal of the insurance policy because, although we have sufficient funds, we are unable to sign a cheque to cover the cost of approximately £260. The current committee took over the running of the Events Committee in June 2017; unfortunately, there was not a comprehensive handover and the Treasurer was not in receipt of any financial documentation until October 2017 and to compound the issue none of the new committee are cheque signatories – it requires a current cheque signatory to initiate new signatories. We have tried to make contact with the current Chairman for direction by both telephone and email with no success and, therefore, reluctantly we are asking the Parish Council if they can help.</p> <p style="padding-left: 40px;">Regards</p> <p style="padding-left: 40px;">Angie Carr (Treasurer)</p> <p style="padding-left: 40px;">Ryan Davis (Secretary)</p> <p>Investigations had shown that the [lapsed] insurance was only for third party liability and did not cover the contents of the shipping container located in Meadow View. The Chairman proposed that the Events Committee be given an interest-free loan¹ up to £1000 to permit the purchase of insurance subject to specific conditions:</p> <ul style="list-style-type: none"> • The loan is for the period of one calendar year. • A full equipment inventory is to be drawn up. • The accounts are to be audited by an independent body. • A Special General Meeting is to be called where a new committee is to be elected. <p>It was agreed that the Clerk would arrange insurance cover, on behalf of the Events Committee, through Community First once an equipment value is known.</p> <p>Following discussion, the proposal was seconded by Cllr R Watts and agreed by the remaining cllrs.</p> <p><small>¹ iaw LGA 72 Sect 145</small></p>	<p>Action: Clerk - (07/18-03)</p>
<p>13</p>	<p>Correspondence received since the last meeting.</p> <p>Nothing to report.</p>	

14	Items to be discussed at the next meeting	
	The next Parish Council meeting will be on Monday 17 th September 2018 at the Stonehenge Visitor's Centre starting at 7:00pm; The meeting closed at 8:10 pm.	Action: All cllrs.

J H Carr
Clerk of the Council

17th September 2018

Dr A Shuttleworth
Chairman of the Council

17th September 2018