

Easterton Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY, 21st MAY, 2018 AT 7.30 PM IN EASTERTON VILLAGE HALL.

PRESENT: Mr. C. Saunders (Chairman), Mr. B. Myerscough (Vice-Chairman), Mr. R. Bulson, , Ms. J. Boyt, Mr. A. Fuller, Mrs. V. Turner, Mr. N. Stovold, Cllr. P. Whitehead and Mrs. S. Deegan (Clerk).

APOLOGIES: There were none.

ELECTION OF OFFICERS

Nomination for Chairman: Mr. C. Saunders - Proposed by Mrs. V. Turner
Seconded by Mr. R. Bulson

Nomination for Vice-Chairman: Mr. B. Myerscough - Proposed by Mrs. V. Turner
Seconded by Ms. J. Boyt

DECLARATIONS OF INTEREST

The Chairman and Councillor Bulson declared an interest with regard to the Village Hall when required to discuss financial matters. There were no other declarations of interest. However, Wiltshire Council had asked the Clerk to remind all Councillors of their obligations and to keep their register of interests up to date and to ensure that they had been duly completed.

1. MINUTES

The minutes of the meeting held on 19th March, 2018, which had previously been circulated by email, were taken as read and approved as a true and accurate record. These were then duly signed by the Chairman.

2. MATTERS ARISING

2.1 Stream/Drains and Village Flooding

a) Kings Rd and High Street Outfalls (on church land) – The Kings Road outfall awaits contractors commencing work on Strawberry Fields, (Phase 2) – as agreed with planners. Pressure to commence B3098 outfall reconstruct awaits photograph of discharge at full bore to prove claim that undue damage is being caused to the surrounding land.

b) White Street Ditch (culverting thereof) – Establishing ownership of different parts remains a problem to organising the reconstruct – ongoing.

c) Telemetry Equipment – Stream quite active in April, two ‘yellow’ warnings issued, but no undue activity for the last few weeks. Also the invoice to the Parish Clerk for another £40 block of credits to cover future SMS flood warning messages had now been paid.

d) **Village Stream** – Where natural erosion of the stream’s banks occurs this will continue to be monitored. Councillor Bulson had nothing to report apart from stating that the stream was currently flowing well and no problems had been encountered.

Overflow culvert at the foot of Oak Lane – this had been reported to WC Highways and David Arnup appeared to be the WC contact – ongoing.

GPS plotting of all drainage systems on the FWG’s agenda.

2.2 Planning

2.2.1 Strawberry Fields Housing Development (formerly the Jam Factory Site) 17/06884/VAR Registered 02.08.17

Once again the Chairman reported that there was still no date available for the start of Phase 2 as many new planning conditions had to be met before work commenced. With regard to outstanding matters in respect of Phase 1 these were as follows:-

The old retaining wall: The Chairman reported that following on from the last meeting there had been a number of reports from residents regarding the crack in the retaining wall in Kings Road. These concerns had once again been referred to Green Square Group whose civil engineers had responded with an assurance that they were monitoring the situation. It was noted that the ultimate removal of the top section of part of this wall would take place when phase 2 of the housing development was commenced but at this time no start date had been given. It was agreed to carefully monitor the position.

Lack of lighting at the top of the steps: As reported at the last meeting despite representations regarding the illumination safety issue Wiltshire Council had stated that it was not empowered to insist on immediate action being taken to remedy this. However, the Chairman said that in his view further representations should be made in an effort to avert a serious accident occurring as a result of the absence of satisfactory lighting.

Raised Manhole Cover: It was noted that the position remained in that this would not be dealt with until the start of phase 2 so still outstanding.

Site maintenance including weed growth/landscaping: The Chairman reported that the unkempt area around the steps had been referred to the grounds maintenance team for urgent attention in the spirit of the conditions agreed under Wiltshire’s planning approval.

2.2.2 Concern over 49 Oak Lane as a “Residential Childrens Home”, Easterton. App. No. 16/04102/CLP. Registered 19.5.16

It was noted that there was ongoing dialogue between Parish Councillors and Esland regarding Meadowview and the status of this property.

2.2.3 Crookwood Motoparc Events. App. No. 17/10190/FUL. Registered 31.01.18

Following the meeting with the Eastern Area Planning Committee on 22nd March it was resolved to make an immediate Article 4 Direction on land at Crookwood Farm, Potterne. This Direction was made on 10th April, 2018. Advice had been received that the notice period had ended and now the Eastern Area Planning Committee would be considering representations and determining whether or not to confirm the Direction at its next meeting to be held on 14th June, 2018. Councillor Whitehead advised the meeting that he would not be in attendance but would remind members of the committee of his thoughts. This was noted.

2.2.4 A & H Pharmacies Ltd

The Clerk reported that the possibility of a second pharmacy to open in West Lavington was still an issue and would be processed once the appeal period for the Rurality Review determination had passed or the outcome of any appeal process that is implemented is completed.

2.2.5 High Lawn, 12 White Street, Easterton. App. No. 18/03541/FUL. Registered 23/04/18.

Councillors raised no objections to the demolition of the existing single storey extension and the construction of a two storey side extension at the above site. This had been conveyed to Wiltshire Council.

2.2.6 The Old Chapel, High Street, Easterton. App. No. 18/03014/FUL. Registered 09.05.18

There were no objections raised regarding the above application for a single storey outbuilding to be attached to the rear of the house. WC would be advised accordingly.

2.2.7 Ridgeway House, 20 White Street, Easterton. App. No. 18/04735/TCA

This application for tree works at the above property was accepted by the meeting.

2.3 Village Hall Play Area/Village Hall Improvements

The meeting was again reminded that progress of outstanding works to the Village Hall was very much dependent on the receipt of further funding and to this end the Chairman reported that he had made representations to Wiltshire Council regarding possible CIL (community infrastructure levy) which would accrue from the development of the site in Vicarage Lane, Easterton (17/06367/FUL), formerly known as Vicarage Lane Nurseries. Furthermore, he had enquired as to whether or not additional 106 monies (or CIL) would be forthcoming as a result of obtaining planning permission for the four extra houses on the Strawberry Fields site (16/07016/FUL).

With regard to the 17/06367/FUL application WC had replied that they were waiting for the CIL Liability and Commencement Notice to be returned back from the Applicant and until this happened confirmation would not be forthcoming either in respect of the CIL amount or payment dates. With regard to 16/07016/FUL WC confirmed that no Commencement Notice had been returned yet. On receipt of the Commencement Notice a Demand Notice would be issued to the applicant confirming when payments were due.

Councillor Bulson reminded the meeting that the two benches sited in the play area field and the other at the top of Oak Lane really required replacing and Councillor Boyt offered to investigate the cost of installing two new benches which would need to carry the original plaques. This was agreed.

With regard to the monthly check of the play area in respect of the ongoing risk assessment required Councillor Bulson reported that there were no problems.

Councillors were once again advised by the Chairman that he still intended to approach Gary Seal regarding the procurement of a screen and projector for the benefit of both the Parish Council and the Village Hall at the cost of approximately £1,500. However, although he now possessed the necessary application forms to progress the matter through the Devizes Area Board the latter required match funding and he felt that this project should be put into abeyance until the more essential/fundamental building works had been completed.

2.4. Traffic and Road Conditions

2.4.1 Footpaths and Byways

Footpath 17 and 18: The Clerk reported that she had advised Paul Millard that the Council's view was that footpath 18 should be left in its current state for the time being and with regard to footpath 17 action should be taken to ensure that this route should become accessible, safe

and free of obstruction. No further information had been received from Paul Millard regarding his undertaking to contact Mr. Palmer to arrange for the legal line of East 17 to be made available and although the Clerk had chased for an update it was noted that the former was on annual leave until after the meeting.

Byway 20: Nothing further to report until Paul Millard's return. This was noted.

Footpath 6: Although the Chairman had spoken to Jim Spencer (landowner) regarding the southern part of this footpath which he had agreed to cut back, however it was not known if action had been taken. With regard to the northerly section, as previously reported the Clerk said that she had asked Paul Millard to contact the landowner, Dr. Cayford, to take responsibility for cutting back his part of the footpath. This was still ongoing but the Clerk would pursue with Paul Millard.

Footpaths MLAV38 and EAST8: Councillor Boyt offered to have a word with William Smith when he was back in circulation regarding his intentions to fence off the footpath which ran across his land. This was noted.

Public Rights of Way: The Clerk reported that the updated pamphlets which had now been produced at a cost of £70 (paid to AlphaPrint) had been distributed with the Echoes to each household. The Chairman would include a note in the Echoes to the effect that if anyone found that the route of a particular footpath was unclear to speak to Councillor Stovold who had a supply of waymarking signs which could help to clarify the route. This was noted.

2.4.2. Parish Steward, Highways (Potholes/Road Surfaces) Pavements/Hedges

The Clerk reminded the meeting that owing to previous weather conditions the Parish Stewards' normal duties within their parishes had been suspended as they had been instructed to patrol looking for defects such as potholes (and repair accordingly). Their return to parishes was imminent and Councillor Turner would advise when she received a date for this.

Councillor Myerscough put in a request that on his return the Parish Steward be asked to supply a replacement post for the "Kings Road to Easterton Sands" but that it be in black rather than silver. Councillor Turner would pursue and the Chairman would update his on-line report to Highways.

The white line renewal at the Easterton Sands/Kings Road junction was still outstanding and also where Vicarage Lane met with Kings Road. The Chairman repeated that in the email he had received from Richard Dobson (WC Highways) he had been given the assurance that when they were back in 2018 they would continue with the tasks not completed in 2017 and he would ensure that Easterton was a top job in the Devizes area and would keep us up to date with how the works were progressing. Councillor Whitehead said that this would be happening soon but could not give a date and it was established that the Chairman would meet with Richard Dobson on 31st May when he was due in Easterton.

It was further noted that following the latest report from the Area Board detailing scheduled works through the CatG system the requested white line in Easterton (made from a resident for one to be placed directly outside her garage opposite Oak Lane) had not been listed. This had now been agreed and the Chairman would be including this in his approach to Richard Dobson on 31st May when he came to the Village.

2.4.3 Parish Gardener

The last update was back in January 2018 but given it was the winter months it was a quiet time of year.

The cutting programme has commenced with gusto and Mark Goddard was working to the

new 2018 contract that had been agreed. Councillor Turner advised that she had provided him with a new template to record the dates the relevant areas have been cut.

Thus far, in March, Mark made the first cut of the season for the Village and cemetery fields respectively which was carried forward from the 2017 programme.

For 2018 he has made a further three cuts (two in April, one in May). He plans to make the first of the footpath cuts at the end of this month.

The meeting then agreed that the first quarter instalment of the Gardener's annual salary be paid accordingly and to this end the Clerk agreed to provide Councillor Turner with a cheque.

2.5 Cemetery – Maintenance

Since the last meeting it was noted that Richard Hartley, who had been commissioned by the Chairman to deal with the moles in the cemetery, had managed to catch two and an invoice for his work for £40 had been paid.

With regard to the collection of waste from the cemetery, Wiltshire Council had terminated its contract and handed over the continuum to Hills with no increase in current charges. A direct debit mandate had now been put in place and the first payment of £10.54 had been made and would occur fortnightly throughout the year. This was noted.

2.6 Police Liaison including Neighbourhood Watch

It was understood that the current neighbourhood watch scheme was to be updated with a scheduled date of 7th July for the AGM at Police HQ although no funding would be forthcoming from Wiltshire Police.

The Clerk reported that she had circulated the April Community Policing report and it was noted that a new inspector for Devizes, Marlborough and Pewsey had been in post since 19th March. It was felt that enquiries should be made regarding whether there was a web link or other means which could be promulgated in the Echoes for residents to access relevant news or whether this contravened the Data Protection regulations shortly to be adopted. The Clerk agreed to make some enquiries.

2.7 Area Boards

There was nothing to report.

2.8 Future Parish Council Meetings

The following Parish Council dates were then confirmed as Monday, 25th June and Monday, 16th July, 2018.

2.9 Wiltshire Core Strategy/Neighbourhood Plan

The Clerk advised that she had circulated the latest set of minutes of the Steering Group dated 8th March but no comments were forthcoming. It was noted that an extra 6 weeks had been allocated for people to respond to the regulation 14 consultation as there was a slight omission in one of the documents.

2.10 Village Website

The Clerk advised that it just remained for a decision on the “lead roles” before a revised list

could be posted on the website. Agreed PC minutes were continually being updated and the audited accounts, when ready, would be given to AlphaPrint to replace last year's.

2.11 Devizes Area Emergency Planning Workshop

Councillor Bulson again confirmed that there had been no progress regarding the possibility of providing emergency radios for all those participating. A 5watt radio cost £13 but to buy 10 would bring the price down to £10 for each unit; in addition it would be necessary to apply for a licence which, in turn, would cost £75. This suggestion had still to be examined at the next FWG meeting. Noted.

Further to the information provided by the Chairman at the January meeting regarding receipt of £3558.64 grant from SSE the Village Hall had purchased a generator (£2650) and still had available £500 (after cost of electrical switch gear installation) to put towards obtaining and installing a steel cage for housing this item. The intention was to place it outside the Village Hall in a secure position. A request had been submitted to Wiltshire Council for appropriate support material, stationery, maps and a filing cabinet. To formalise the position and to (hopefully) qualify for further financial support Ron Crook had been asked to contact Wiltshire Council for the Hall to gain such recognition as an "Emergency Rest Centre". This was noted.

With regard to the Emergency Volunteer (EV) package this still had to be properly costed before a proposal could be considered. Furthermore, it would be necessary to finalise a list of emergency volunteers and it was hoped that Ron Crook would be able to complete this task within the near future when it would be necessary to take into account the General Data Protection Regulations (GDPR) which come into force on 25th May, 2018.

Councillor Turner said that she would advise the Chairman regarding the topping up of grit/salt bins so that he in turn could inform Wiltshire Council accordingly.

2.12 Village Enhancements

Waymarking: A supply of waymarkers was still available for any further signage that might be considered necessary.

Millennium Planters: It was noted that the cost of fitting/replacing two of the five millennium planters together with the purchase of enough log roll for all five had come to £160.40 and had been paid to the Honest Services Company who had agreed to store the remaining material free of charge for a year. It was agreed to retain this minute in the event that the other planters deteriorated in the foreseeable future.

Following a request from the Womens' Institute at the last meeting it had been agreed that the upkeep of one of the planters in the High Street should be transferred to them for future maintenance and in this regard it was agreed that Councillor Myerscough speak to Sue Allen to make arrangements for this to be done.

2.13 Internal Audit/Annual Return for 2017/18

Prior to the meeting the income and expenditure accounts for the year ended 2017/18 which had been drawn up by the appointed internal auditor, Lynn Austin, had been circulated to Councillors. These were duly accepted and the meeting then considered the Annual Return for the year ended 31st March, 2018. All sections were then duly completed and signed off by the Chairman and Parish Clerk/Responsible Finance Officer. The following motions were then unanimously agreed:

1. *That the annual governance statement for 2017/18 for Easterton Parish is hereby approved by the Parish Council.*
2. *That the accounting statement for 2017/18 for Easterton Parish is hereby approved by the Parish Council.*
3. *The annual internal audit report for 2017/18 for Easterton Parish is hereby approved by the Parish Council.*

The Clerk said that it would now be necessary to display the Annual Return on the notice board to facilitate the exercise of public rights. This was noted and agreed.

The meeting was also advised that the internal auditor would be submitting his invoice for £150 for work undertaken which would need to be considered/agreed at the next meeting.

2.14. Risk Assessment

The meeting noted that the Chairman and Vice-Chairman were still in the process of developing new protocols in order to formulate an appropriate risk assessment strategy for the Parish Council.

2.15 Commemorative Tree Planting – Site Identification

With regard to the possible planting of a 10' oak specimen to be sited outside the Manor on the grass verge (to replace the millennium planter), it was noted that Councillor Turner was still trying to establish/obtain a Section 96 approval from the relevant WC tree officer (Richard Murphy) if this is what was required. It was also noted that there was an impending meeting on site with Richard Dobson towards the end of the month.

2.16 Lavington & District WW1 Commemoration Group – Toposcope Project

The meeting learned that the Clerk had written to Lyn Dyson stating that the Parish Council had agreed in principle to make a £500 donation subject to seeing/approving the final design.

In response the latter said that she had passed on our comments to their treasurer who was dealing with the design of the toposcope and would be in touch as soon as some drawings became available. Still ongoing.

2.17 Defibrillator

Despite there being no public spirited residents offering to make a donation to the continuation of this facility it was agreed, after some discussion, to renew the contract with the South Western Ambulance Service at a cost £1800 + VAT. This would cover the next four years and the decision included in the Echoes. In addition, as soon as Councillor Myerscough was able to ascertain forward dates for free practical demonstrations (i.e. training sessions) these would also be advertised in the Echoes. This was noted.

2.18 The Great British Spring Clean

Due to an oversight the rescheduled date of 20th May had not been promulgated in the Echoes and therefore it was felt that it should be scrapped for 2018. **Discharge** agreed.

2.19 Wessex Water – High Street Closure

The meeting noted that the High Street had been closed between 9 – 13th April for works to be undertaken by Wessex Water in connection with “manhole renovation sealing work”. This had now been completed and **discharge** agreed.

2.20 Carerstrust – Carer Support Wiltshire

A donation of £30 had been made to this organisation in support of Wiltshire’s “Community Connections Appeal” and a ‘thank you’ letter had been received. **Discharge** agreed.

2.21 40mph Limit on the B3098

On the request of Councillor Stovold this item had been reinstated as he was dissatisfied with the decision made by Wiltshire Council to allow a 40mph limit between the two villages instead of a consistent 30mph from exiting Market Lavington and on through Easterton.

In the discussion that followed Councillor Whitehead put forward his view in support of the decision taken by the CATG which was only partially accepted by the meeting and as a result it was agreed that the Chairman ask Wiltshire Council Highways to monitor the volume and speed of traffic in this area to establish whether the existing speed limit signage is appropriate and in the most effective position. This would involve the installation of a Metro Count and the Chairman would be looking to Councillor Stovold to supply reasons for pursuing this course of action.

2.22 VAT Return

The Clerk advised the meeting that she had submitted a claim for VAT for the sum of £1796.54 and that this had now been received. This was noted.

3. CORRESPONDENCE

3.1 WALC Subscription

It was agreed to renew Easterton’s annual subscription to WALC which amounted to £231.35 due by 31st May, 2018.

3.2 Insurance with Aviva Ltd

The meeting noted that the insurance brokers had now changed to BHIB Ltd and the annual premium had been reduced from £486.14 to £425.66 with added enhancements at no extra charge of

1. Clerk Absence cover
2. Tree Felling & Lopping cover
3. Fly Tipping cover.

There were no objections and it was agreed to renew by 1st June, 2018.

3.3 Temporary Closure of Crookwood Lane (Part) Urchfont

It was noted that this Order will come into operation on 18th June, 2018 and it is anticipated that the closure will be required until 20th June. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible although delays are likely due to the nature of the works.

4. BILLS FOR PAYMENT

It was agreed to draw cheques for the following: Petty Cash: £60; Hydro-Logic Services: £48;

R.J. Hartley Environmental: £40; S. Deegan (April Sal): £419.54; Office Expenses: £33.33; WALC Subscription: £231.35; BHIB Ltd: £425.66; Mark Goddard (1st ¼ Sal): £820.50; S. Deegan (May Sal): £436.32; Office Expenses: £33.33.

5. ANY OTHER BUSINESS

5.1 General Data Protection Regulation (GDPR)

With regard to the General Data Protection Regulation, effective on 25th May, 2018, compliance for which may require Easterton to appoint a Data Protection Officer it was agreed that Councillor Andy Fuller should assume this role with support from the Clerk and Chairman.

5.2 Lead Roles

The Clerk had circulated the outdated list of Councillors’ roles and asked for proposals regarding the way forward. Following some discussion it was agreed that Councillor Boyt take on responsibility for potholes etc. (replacing Keith Jenssen) and that she also link up with Councillor Turner in liaising with the Parish Steward and Parish Gardener. There was also the need for a Data Protection Officer which Councillor Fuller had agreed to take on. The revised list would be put on the notice board and on the Village website.

5.3 Clerk Pay Scales

Following the recent receipt of the NALC salary scales for 2018 the meeting agreed to the Clerk’s increase of £8.39 per month which converted to an annual increase of £100.68. The new rate is intended to take effect from 1st April, 2018.

There being no further business the meeting closed at 9.20p.m.

CHAIRMAN: _____

DATE: _____