

# ENFORD PARISH COUNCIL

**Draft Minutes of the meeting of 29<sup>th</sup> April 2015**

**Held in the Parish Hall.**

**To be verified at the next meeting to be held on Wed. 24<sup>th</sup> June**

|          |  |                  |
|----------|--|------------------|
| Present: | Cllr Richard Roberts                   | Chairman         |
|          | Cllr Nigel Murray                      | Vice Chairman    |
|          | Cllr Patricia Holdway, Cllr Jane Young | Councillors      |
|          | Cllr Michael Fay, Cllr David Harbottle | Councillors      |
|          | Cllr Keron Taylor, Cllr D'Arcy-Irvine  | Councillors      |
|          | Mrs Elizabeth Harrison                 | Clerk            |
|          | Officer Tim Bunt                       | Wiltshire Police |

The meeting was opened at 7.30pm by Cllr Roberts, Chairman

## **15/324 Apologies**

- Received from Cllr Bruce Waight, Cllr Richard Petitt, Cllr Gareth Holden, Tony Broadbent – MOD Liaison and Wiltshire Cllr Charles Howard

## **15/325 Public Questions**

- No members of the public were present.

## **15/326 Verification of the Minutes**

- The Minutes of the meeting held on 10<sup>th</sup> March were proposed as a true record by Cllr Fay and seconded by Cllr Holdway.

## **15/327 Declarations of Interest**

- There were no declarations of interest.

## **15/328 Matters Arising**

### i. Cllr required to take on the Public Rights of Way within Enford

Cllr Roberts suggested Cllr Taylor take this on. She has agreed to take a look at the files given to her and report her decision at the next meeting.

### ii. Dog Fouling Signs

Cllr Holdway has not had any success with this. Officer Tim Bunt suggested involving children to make the signs for the village and he offered to have them laminated. *Cllr Young said she would organise this through the Youth Club.*

### iii. Community Garden and Clear up Day

Johnathan Walsh has offered to cut the grass even though he is unwell at present. Cllr Roberts will arrange a 'session' suggesting it is for only one hour. Cllr Murray suggested drawing up a rota and the *Clerk was asked to do this and circulate it amongst the Cllrs. It is to be on a Monday night every other week.* Cllr Fay said the Playpark

grass was alright at the moment however the bins needed emptying. Cllr Harbottle reported that Wiltshire Council (WC) have cut a one metre strip of grass along the corner of the Community Garden and down Enford Hill. This is because WC are legally responsible for one metre of land from the road's edge. It was agreed that the Parish Council would handle the maintenance this year but when it is time to sort out the Precept for 2016/17 (November 2015) there would be an allowance for this cost to be contracted out.

#### iv. Draft Minutes

It was agreed that in future there would be a *time scale placed on the Cllrs* for considering the accuracy of the Draft Minutes before they can be placed on the Notice Boards. As well as being watermarked as 'DRAFT' which they are currently, they will also clearly state "*Draft Minutes. To be verified at the next meeting to be held on...*" It was also requested that any action points should be shown in Italics so they stand out more easily.

#### v. Enford Fallen by Wayne Price

Mr Price is a local, currently serving soldier whose hobby is finding out about the individuals whose names appear as 'Fallen' on the Lychgate – not just here in Enford but other surrounding parishes as well. He sent a sample to the Clerk who made it available for all. He does not want payment for it and is still working to finish the Enford information. He is willing to hand the finished documents over to the Parish Council to do what they will with them. Suggestions for a small booklet or pamphlet have been made, principally to try and raise money for the Church. *Cllr Roberts is forwarding this to John Poole-Warren of the Parochial Church Council.* The initial sample and following emails between Mr Price, the Clerk and the Chairman have been handed to Cllr Taylor as her husband is working on a similar document. *The Clerk was asked to approach Tanya Becker about uploading this to the Enford website in due course.*

#### vi. Noticeboards

Cllr D'Arcy-Irvine has done some more research on this matter and brought pictures of a wood-effect, 60 x 40, hermetically sealed board to replace the main one in the centre of the village. Cllr D'Arcy-Irvine proposed we go ahead and buy it and this was seconded by Cllr Fay. *The Clerk was asked to organise this.*

#### vii. Installing the new Playpark bench

The new bench arrived (flat packed) some weeks ago and Cllr Roberts (being the nearest to its destination) kindly offered to store it until such time as its siting and build could be organised. *This was arranged for Wednesday 6<sup>th</sup> May at 09.30hrs.* Cllr Petitt had previously said he would help, as have Cllrs Fay, Young and Roberts. Officer Tim Bunt also offered to come and help as he would be on the 'day' shift. Cllr Roberts explained that in future he would like to have photographs taken of such events which could go on the website or in the Newsletter and might show better the wide variety of jobs the Council does on behalf of the village.

#### viii. Dates for end of year meetings

The Clerk has re-arranged the meetings for October and November from a Thursday to a Tuesday and wanted to make sure everyone had made a note of this fact. The new dates are now Tuesday Oct. 20<sup>th</sup> and Tuesday Nov.17<sup>th</sup> – both in the **Village** Hall.

#### ix. The Village Emergency Plan

The Clerk explained the enormity of the task of writing such a document without first doing the preliminary work of getting volunteers on a list beforehand! Cllr Young suggested putting a note in the Newsletter to get volunteers. Cllr Harbottle suggested contacting neighbouring villages to see how they have organised such a thing and Officer Tim Bunt suggested the Clerk should send a piece to all parishes through Michael Bayliss at the Police Station as he already has all the contacts on his database. *The Clerk will draft the notice and send it to Michael Bayliss.*

### 15/329 Police Matters

Officer Tim Bunt said he had nothing to report. Cllr Roberts linked his Neighbourhood Watch information at this point with a report that a car in Grants Road had been damaged. There has also been a Fly-tipping incident which Cllr Roberts reported to WC through the downloaded app on his phone. The rubbish was removed the next day.

Cllr Fay asked Officer Bunt if he had any news on the speed gun being re-calibrated and whether it might be ready. *Officer Bunt will chase this up.*

### 15/330 Finance

i. The Clerk announced that both the Precept (£7,217.95) and the Precept Grant (£287.33) have now been received.

ii. The Clerk read out the current state of the bank account – including the balance from the previous financial year (£1,271.55)- giving a total of £8,776.83.

iii. The Clerk reported that the Council's accounts had been drawn up for the 2014/15 year, the books balanced and they had already been internally audited by Steve Becker. They need to be signed off by both the Chairman and the Clerk and *a meeting would be arranged to do this*. The Clerk also explained that the statutory notices are already on the noticeboards which allow for anyone to inspect the accounts before they are then sent to Grant Thornton in Bristol for an external audit and certificate of acceptance. The signs remain on the boards from 1<sup>st</sup> May until 6<sup>th</sup> June (20 working days) and anyone wishing to inspect the accounts can do so **by prior arrangement** on Monday to Friday between the hours of 16.00 and 18.00.

### 15/331 MOD/ Army Matters

Tony Broadbent was unable to attend the meeting however he sent an email listing three items to report for the month of April:

- 1 6 Fly-tipping incidents reported
- 2 8 incursions on to the training area from dog walkers to off road driving, all ignoring the flags and signs
- 3 6 fires in the impact area (Particular thanks to James Waight for reporting one on Sun 19<sup>th</sup> April when there was no Landmarc warden on duty).

The bridge at B crossing will be closed for short periods over the next month due to military training. This will be for hours only, not days. There will be further training exercises throughout May.

### 15/332 Unitary Council Matters

Cllr Charles Howard was unable to attend due to General Election commitments and sent his apologies. He also wishes to advise the Parish Council that the proposed changes to speed limits on the C32 have now been signed off and the work is expected to take place during the summer.

### 15/333 Neighbourhood Watch

Cllr Richard Roberts had nothing new to report as this matter has already been touched on in 15/329 – Report from Officer Tim Bunt.

### 15/334 Tidworth CAP

Tony Pickernell was unable to attend, he did not send a report.

### 15/335 Planning Applications

The only application for consideration at the moment is 15/03252/FUL. Cllr Roberts was happy with this however Cllr D'Arcy-Irvine was concerned about the size and its location. It was agreed to ask Cllr Petitt to organise a site visit and all Cllrs were happy to attend.

*\*\*\*(Please note: as of the morning of Saturday 2<sup>nd</sup> May, revised plans have been circulated and again, Cllrs have been requested to co-ordinate with Cllr Petitt or the Clerk if they still wish to have a site visit).*

### 15/336 Parish Plan

Cllr Murray has agreed to take on the co-ordination of the Parish Plan with the Parish Council. On consultation with Steve Becker, only some of the Actions were raised and discussed at the Extraordinary meeting held last September but not all were dealt with. Steve had then contacted the other committees in the village. There was no response from the Enford Community Fund, the Red Lion, the Youth Club or the Parish Hall. He will email them one more time. He will also draft an update for the Parish Council on issues that were not dealt with and Cllr Murray will consider this alongside the notes/ Minutes of the Extraordinary meeting and report back to the Parish Council.

Steve Becker will then canvas the village on larger potential projects (Allotments, Playpark for older children and exercise equipment for the playing field) by way of a one page survey in the Newsletter to gauge the views and support of the village.

Around an third of the original points/actions raised have been dealt with due to awareness being raised, another third are being progressed to a lesser degree.

### 15/337 Roads and Highways

Cllr Harbottle reported that:

Fifield Verges – The work is still outstanding. New personnel arrangements should mean that there will be more people available on the Community Days – the next one in Enford is on 27<sup>th</sup> May – so this work may finally get done depending on the other jobs for that day.

Crash barriers on A345 – These are still with the contractors. Nick Bancroft (WC) has chased for a completion date but is not getting a response.

Water Lane re-patching due to tank damage – Providing all goes to plan, this work should be done on or around 13<sup>th</sup> May.

A345 re-surfacing – This is included in the major maintenance list for work to be undertaken in 2015-2016 and is currently scheduled for October 26<sup>th</sup>-30<sup>th</sup>. This could change though due to the Council's other work commitments.

Resurfacing Longstreet – This work is to be done in front of The Swan. The resurfacing is scheduled for June but there is concern that work on the proposed new culvert will not be implemented before the resurfacing takes place.

There installation for the new 30/40mph signs is to be later this summer

On 30<sup>th</sup> April there is a meeting on the Roads and Traffic to be held in Devizes and on 11<sup>th</sup> May there is a CATG meeting in Tidworth.

### 15/338 Public Rights of Way (PROWs)

Cllr Taylor will report back at the next meeting.

**15/339 Any Other Business**

Cllr Holdway reported traffic doing more than 30 mph in Water Lane. Cllr Roberts suggested a note in the Newsletter to warn drivers doing this. The added danger being small children using paths etc and not realising the danger – it could be an accident waiting to happen.

Cllr Harbottle raised concerns about the Parish Hall and its governance. *Cllr Petitt(as chairman of the Parish Hall Committee) is to be asked to report to the Council on this as all Cllrs are Trustees.* Cllr Harbottle was concerned that the Council had not yet been notified of the Parish Hall Management Committee’s AGM and when the accounts would be ready.

Cllr Roberts said that Cllr Holden had put in a request to the Enford Community Fund for a laptop (among other things) for the Parish Council. This request was declined however, the request for funding towards a new notice board has been successful (£160) and the Clerk will liaise with Mandy Farrow on this to work out the easiest way forward.

Cllr D’Arcy-Irvine suggested that the Annual Parish Meeting, due to be held on Wednesday 27<sup>th</sup> May, should re-locate to the Village Hall as the parking is very much easier for everyone and their layout is more conducive to remaining warm and comfortable with enough seats for everyone. The Clerk will check availability and let everyone know.

NB\*\*\* The Clerk can now confirm this arrangement \*\*\*

**15/340 Correspondence**

There was no correspondence that had not already been circulated.

**15/341 Date of Next Meeting**

This will be the **Annual General Meeting (AGM) on Wednesday 20<sup>th</sup> May at 7.30pm in the Parish Hall.** It should take no more than 30 minutes and is for the allocation of Cllr’s responsibilities within the Council.

The **Annual Parish Meeting (APM) will be held on Wednesday 27<sup>th</sup> May at 7.30pm in the Village Hall.** Please note there will be some campers on the recreation ground who have been coming to Enford every year for years. There shouldn’t be a problem as they have no reason to be inside the Hall apart from Loos and showers.

There being no other business, the Chairman closed the meeting at 21.17hrs.

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Elizabeth Harrison, Clerk - Enford Parish Council

Date:.....