

Chirton & Conock Parish Council

Minutes of the Meeting of Chirton & Conock Parish Council Held Online, on Tuesday 7 July 2020 at 7.15pm

Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org .uk

The public and press were invited to attend this meeting via noticeboards and on Chirton PC Website <https://www.chirtonandconock-pc.org.uk>

Present: Cllrs. David Harmes, Chair (**DH**), Paul Mills, Vice Chair (**PM**), Gerald Lanfear (**GL**), Lynn Organ (**LO**), Phillippa Radford-Howes (**PRH**), Neil Warburton (**NW**).

Attending: Susannah Lampard (**Clerk**)
Sharon Prance (**RFO**)
Kay Clare (**KC**, Candidate for Councillor Vacancy)
Cllr. Paul Oatway (**PO**)

61 The Chair opened the meeting by thanking all Councillors and welcomed attendees joining online. **Adopted Meeting Format and C-19 Governance**

- The Chair re-iterated the following statement:*
'As a result of the introduction of The Local Authorities and Police and Crime Panels Regulations 2020 (LO1-20), Parish Council's are now permitted to conduct their meetings electronically. This legislation has been introduced until May 2021. Rather than cancel our meetings during this time, the PC has decided to hold it's meetings following the normal schedule.

The agenda for each meeting will be posted, in advance, on the Parish Council website (<https://www.chirtonandconock-pc.org.uk>) and in physical form, on our noticeboards. Notification of the meeting will also be posted on the Parish Council Facebook page (<https://www.facebook.com/ChirtonandConock>) and shared on Chirton Community Life (<https://www.facebook.com/groups/chirton/>).

The meetings will be held using the 'Zoom' application. Apps for Zoom are available for both Apple and Android/PC products, free of charge. The meeting ID number and password will be available from the Parish Clerk in advance – 01380 840073 or clerk@chirtonandconock-pc.org.uk

As is normal, parishioners and press are welcome to attend. Please note: there is a specific agenda point for representations/questions from Members of the Public and visitor mics will only be unmuted at this time. Meeting visitors are required to raise their hand (either visually or utilising the Zoom option) to request to speak. Mics are to be kept on mute on at all times unless visitors are asking a question or making a representation.

As per the 'Standing Orders' of the Council, the time designated for public participation shall not exceed 10 minutes and a member of the public shall not speak for more than 3 minutes. Any questions raised shall not necessarily be answered at the meeting and the Chairman can direct a subsequent written or oral response at his discretion.

If there are any confidential matters to be discussed, parishioners and press will not be granted access.

62 **Apologies for absence** – None

63 Receive declarations of Interest or requests for dispensation.
LO declared Interest in planning Item 73

64 New Councillor

Post our last meeting on the 9th June the Councillors were able to discuss with the Candidate her ability to fulfil the vacant role of Councillor.

NW Proposed Kay Claire as Parish Councillor, Seconded by GL there were no further proposals and KC was elected as Councillor to Chirton & Conock PC 2020/21. An Acceptance of Office to be signed at a later date in the presence of the Proper Officer

Action: Clerk

65 Minutes of Parish Council Meeting held on 9th June, Clerk had circulated minutes to Councillors and they were confirmed, received and approved, to be physically signed at a later date and are available to view on the PC Website.

66 Report from Cllr Paul Oatway * PO is expected to join the meeting, at which point we will return to this item

67 Representations from the public – None.

68 Protective Fencing - WW1 Memorial Oak Tree Line

Ongoing: A parishioner contacted the PC to raise the question, that as the trees grow, they may need further protection from grazing cattle. The matter was discussed and PM observed that any action to be taken would be through Conock Manor Estate, who provided the posts, protective fencing and labour and who own the land. The PC will monitor the tree growth and if there is a need for this to be done will add to the end of Year Agenda for future potential action from next Spring onwards.

Action: Clerk to reply to parishioner.

69 2nd Devizes Food Bank Appeal was held on 24th and 25th June – All donations were gratefully received. The Food bank in Devizes were very pleased, so thank you for your contributions and help from LB.

C19 Summary - NW reported that the activities of the Neighbourhood volunteers in the community is ongoing however demand for assistance is not significant currently.

70 Finance

a. Resolved: PC Cash books and Bank reconciliation. Closing Balance: £16,517.49 for the Month to 31st June 2020 were agreed and approved

b. Resolved: Village Hall Bank reconciliation. Closing Balance: £1,200.27 for the Month to 31st June 2020 were agreed and approved.

Resolved items included:

1. Budget Analysis – RFO produced an analysis showing the current spend is £2,512.64.
2. Agreed Ear-Marked Reserves (EMR's) RFO has set up a separate analysis, as suggested by the Auditor. Cllrs to agree what goes on the EMR spending - RFO to circulate..

3. Financial Regulations, agreed and approved..
4. Annual Regular Payees Authorisation – Hurdcott £60, Ionis 11.99 and SSE approximately £5.85 Agreed and Approved.
5. Bank Signatures cheques/online – it was agreed no change: PM & DH verify - RFO inputs online (2 stage process).
6. Risk Assessment – RFO Updated and approved.
7. Invoices: Printer Ink £128 Zoom Pro subs: £14.39 paid out. Paper £3.50,
8. £700 last payment made to Awdry Bailey & Douglas re. VH (historic fee, therefore cannot claim VAT as more than 3 years ago).
9. Community Fund - £157.83 of the grant remains for Ink Cartridges, paper and Zoom subscriptions.
10. Village Maintenance – phone box costs tba and £4,500 for Old Yeoman Footpath (to be put into EMR).
11. The setting up of an interest bearing savings account was discussed. RFO to investigate.

*At this point **PO joined the meeting** and we returned to Item **66**
Update from Cllr. Paul Oatway who reported on the following:

Planning Application 19/01442/FUL – Nick Clark was moving toward refusal; a debate with the applicants' legal advisor – matter is in dispute: The site does not currently have permission to act as a distribution point but has reportedly been used in this manner for the last 10 years or more . The applicant will provide documentation with regard to this and apply for retrospective permission to allow this activity at this site.

Wiltshire Council maintenance: grass on verges from Chirton to Rushall has recently been cut to improve visibility at Junctions along that stretch.

A342 – Road re-surfacing This will go ahead in September 2020.

It was reported by Cllr. NW as he had spoken to Contractors who are due to carry out the works on the A342 and they were looking for suitable places to park their work vehicles. The works will be in progress during September 2020 and the work will involve night closures.

County Hall Employees have largely not yet returned to the building and are still working remotely. County Hall Meetings of Area Board and Eastern Planning are returning to some normality but no CATG for now. The first Standards meeting since lockdown held recently.

The South West is a safe area re.C-19, however concerns of a second wave may slow progress as far a complete return to normal for the Council. MS Teams will be in place for limited access meetings.

War Memorial – Land Registry checks should be carried out on suitable locations and Richard Dobson to be informed. PO will assist PM re.ownership or not, as PM reports is the case on the corner location by the Church, PO will propose this to RD. **Action: PM**

71 Parish Steward

Ongoing: PRH reported that she has applied for ditch clearance at the corner of Small Street and The Hollow, where a lot of logs and branches are causing slow movement of the water there. Repair of a speed sign remained currently outstanding. PRH has also requested to meet the Steward and awaits a reply. PM noted that a resident on Patney Road at Park View has cut back the hedge there.

- 72 Community Policing Report – The last report missed our meeting and was circulated on 11th June the July Report was also sent just before this meeting this evening. DH noted the recruitment of 40 officers across Wiltshire.
- 73 **Planning Application 20/01442/FUL** - 11 Andover Road – Decision was due 30.6.20, this application is in dispute. Situation to be monitored. **Action: Clerk**
- 74 **Planning Application 20/04696/TCA** - Plummers Fm – 2 x Norwegian Spruce - Fell
No objection **Action: Clerk submit**
- 75 **Planning Application 20/05060/TCA** - 23 The Street – 1 Elm-Fell. 3 x reductions –
No objection **Action: Clerk submit**
- 76 **Late Planning Applications** - none
- 77 **Phone Box**
Ongoing: Broken Door, it was agreed that we use the official BT Website to order a new External Hardwood door at a cost of £256 +VAT plus delivery. A contractor A A-B will fit at a cost of £18 per hour (approx. 10 hours quoted). Have also requested that a site survey happen and advise of any further materials needed. i.e Hinges. Stays are ok and have to remain to hold door shut.
Action: Clerk to contact Tony, sign off quote and order. cc.GL & PM
- 78 **PC Website Compliance**
Accessibility compliance (WCAG 2.1) is due by the end of September 2020. i.e different document formats available in case of requests. DH and NW have revisited and refreshed the PC Website - www.chirtonandconock-pc.org.uk and made a number of adjustments and revisions including the addition of an Accessibility Statement page. The website is now at t 86% accessibility rating. Further compliance can only be achieved with a full redesign of the website with a new supplier - given the cost and time required and the limited scope and audience that the website caters for, this is not believed to be necessary. Dispensation is allowed within the requirements to not have to implement changes required that are considered overly onerous.
- 79 **WWII Memorial Stone**
Ongoing: In addition to PO's earlier comments in the meeting (Item 66) A suggested Sarsen Stone and all costs and suitable sites to be explored. It was agreed that we are to carry out a community consultation, concerns raised will be addressed. (funds of £389 have been donated by the WI for this project) **Action: PM & Clerk**
- 80 **Keep Britain Tidy – Chirton Tidy Up**
It was agreed that we again Clear up around Chirton this year and plan meet at the Old School at 1.30pm on ...**20th September 2020**. A poster/announcement required for noticeboards, website and Facebook pages. **Action: Clerk**
- 81 **The next Parish Council Meetings**
will take place after the summer holidays on **8th September 2020**
and **13th October 2020**

The meeting closed at 21:02.

Susannah Lampard, Clerk to the Parish Council

Agreed and Signed: Dated:
David Harmes, Chair

SUMMARY OF ACTION POINTS

Action Required	By Whom	By when
Reply to GB re fencing around Oak trees	Clerk	Before next meeting
Phone Box contact T A-B and complete requirement approval / Order	Clerk	ASAP
WWII Memorial sites survey and parameters	Clerk/PM	ASAP
Submit Planning responses as agreed by Councillors	Clerk	1 st Sept
Need to add action points.....Acceptance of Office letter / Keep Britain Tidy poster	Clerk	By next Meeting