

## **Approved minutes of a meeting of Alderbury Parish Council held on Wednesday 6<sup>th</sup> June 2018 at St. Marys Hall, Whaddon.**

**Present:** Cllrs Mernagh (Chairman), Diprose, Considine, Sloan, Lawrence, Fuller, Jenks, Hughes and Clarke.

**In attendance:** Unitary Cllr Richard Britton, Alison McGowan (clerk) and 5 members of the public.

**Apologies:** Cllrs Hartford and Pace.

Cllr Mernagh opened the meeting at 7.30pm and welcomed everyone to the June meeting.

### **Questions or statements from members of the public**

A resident raised concern about the width of the footpath just beyond the Alderbury sign. It is believed to be just over the parish boundary in Clarendon. The clerk was asked to pick this up with their clerk. There is also some galvanised metal which has become exposed in the hedge behind the Green Dragon, which could be a hazard.

The resident also noted that in a recent article by the Salisbury Journal, it stated that Wiltshire Council has delayed a decision on new homes in Harnham. The article states that a letter will be sent to all parish councils within 24 hours and the resident asked if the parish council has received a letter? The chairman confirmed that Alderbury Parish Council had not received a letter.

A resident, who had attended the meeting in May, wanted to express his thanks to the clerk for being so efficient, as the leaves on the amenity land at Oakwood Grove that he raised at the meeting had already been removed. He was very grateful.

A resident was concerned about a lilac bush that is hanging out across the verge and into the road on the corner of Castle Lane. The owner has put up a fence, however the lilac is growing outside of the fence. Cllr Hughes knows the residents and will discuss the matter with them.

A resident asked whether the information that he had recently sent in to the clerk about trees, had been sent on to the cllrs. The clerk confirmed that it had been circulated. **Action: Cllr Hughes, Clerk.**

### **Report from the Community Police Team**

No report had been received. Cllr Mernagh asked if this item should be removed from future agendas as no information had been received for some time.

### **Report from Unitary Cllr Richard Britton**

Following on from the comment by Cllr Mernagh, Cllr Britton commented that both Grimstead and Whiteparish parish councils have recently expressed disappointment that nothing has been received from the Police for some time. He suggested that if there was support from several clerks, that a motion could be raised at the next Southern Area Board meeting to ask for this to be addressed. The next Area Board meeting is on 12<sup>th</sup> July.

Roadworks on the Milford Mill Road are now due to be completed by 29<sup>th</sup> June. The recent delays have been due to BT.

Cllr Britton has recently spoken to the cabinet member, who is the deputy leader of the Council about the village hall project and reminded them about Alderbury's continued interest.

Cllr Hughes raised a question about whether there was less of a police presence locally as the police were engaged in other activities or whether this was a result of changes in policy. Cllr Britton commented that it appears that there is a disconnect between Inspector Sparrow and the 'bobbies on the beat'. The PCSO should be visible locally and attend meetings or be accessible via email. Cllr Britton reiterated, that if there is support from other parishes, that a motion could be raised via Tom Bray for the next Southern Area Board meeting.

Cllr Fuller commented that he believes that it is important to keep communication going. There had also recently been an issue with Community Messaging. Neighbourhood Watch teams were finding that the police have not been feeding information through for updates to be sent out. The matter was left with the clerk.

Cllr Mernagh as chairman thanked Cllr Britton for his update.

**5226. Apologies for absence and to consider whether to approve the reasons given.**

Prior to the meeting, apologies had been received from Cllr Hartford due to family commitments and Cllr Pace due to work commitments. Alderbury Parish Council resolved to accept the reasons given.

**5227. Declaration of Cllrs Interests and dispensations**

Cllrs Diprose and Hughes both declared a personal interest in agenda item 5238 as they are residents of Castle Lane.

**5228. Council meeting minutes**

Alderbury Parish Council resolved to approve the minutes of the Parish Council meeting on Tuesday 1<sup>st</sup> May 2018 as a true record of the meeting, without amendment.

**5229. Annual Parish Meeting minutes**

Alderbury Parish Council resolved to approve the minutes of the Annual Parish Meeting on Thursday 10<sup>th</sup> May 2018 as a true record of the meeting, without amendment.

**5230. Council meeting minutes**

Alderbury Parish Council resolved to approve the minutes of the extraordinary Parish Council meeting on Tuesday 22<sup>nd</sup> May 2018 as a true record of the meeting, without amendment.

**5231. Maintenance update**

Cllr Hartford had prepared a summary which Cllr Mernagh had circulated to all cllrs for their information prior to the meeting. In addition to the summary, Cllr Mernagh mentioned that a resident had recently raised concern with Cllr Hartford about grass outside of the primary school, which does not seem to have been cut. Cllr Fuller would be visiting the school in the next few days and would ask. **Action: Clerk, Cllr Fuller.**

**5232. General Data Protection Regulations – to adopt the following:-**

- a) Privacy Notice
- b) Information Data Protection Policy
- c) Document Retention and Disposal Policy
- d) New Councillor Contact Privacy Notice
- e) Data Security Breach Plan and Reporting Form

Alderbury Parish Council resolved to adopt the draft model Information Data Protection policy, the Document Retention and Disposal policy, the new Councillor contact privacy notice and the Data Security Breach plan and Reporting Form. Councillors agreed that further work was required regarding the Privacy notice and Cllr Sloan volunteered to review a number of examples to produce a draft document that would be relevant for the parish council. This would be brought back to the next meeting for approval. **Action: Clerk, Cllr Sloan.**

**5233. Review the risk schedules**

The draft document, which had been reviewed and improved using colour coding for the various risk categories, had been circulated to all cllrs prior to the meeting. Alderbury Parish Council resolved to approve the draft document.

**5234. Registration of the War Memorial and Fountain Greens**

Wiltshire Council has recently confirmed that neither the War Memorial or Fountain Greens have been registered with the Land Registry Commission. Following discussion, Alderbury Parish Council resolved to register the War Memorial Green and The Fountain Green as parish land with the land registry. The village History group would be able to help to provide the evidence that the land has been gifted to the parish by Longford Estate. The clerk was asked to investigate the cost to register both pieces of land. **Action: Clerk.**

**5235. Preservation of trees within the village**

A number of residents have recently been in touch with cllrs and the clerk to express concern about the number of trees being cut down in the village. Cllrs Lawrence and Fuller outlined the importance of trees within the parish and expressed a desire to plant more trees if possible. The parish only 'owns' a limited amount of land however and the majority of this already has trees upon it. During discussions, there was also enthusiasm for a 'community orchard'. Cllr Lawrence will set up a working party to discuss this topic in more detail to formulate

some proposals to put forward at a future parish council meeting. A resident in the audience expressed an interest in being involved. The clerk was also asked to promote this in the next article for the Fountain to encourage other residents to join the group.

**Action: Cllr Lawrence, Clerk.**

#### **5236. Parish Emergency Assistance Scheme 2018/2019**

Following discussion, Alderbury Parish Council resolved that Cllrs Mernagh and Hartford should liaise with the clerk and agree what stocks would be required for next winter. The clerk was asked to contact other local clerks to establish what they will be ordering and how they will collect it. The clerk was asked to forward Cllr Sloan an example of a snow and flood plan. Once the plan has been put together a copy of it, together with a map of the grit bins in the village, should be put onto the village website.

**Action: Cllrs Sloan, Mernagh, Hartford, Clerk.**

#### **5237. Recreation Ground request –**

Alderbury Parish Council resolved to agree 'in principle' a request from a resident to put up a bouncy castle on the Recreation Ground for 3-4 hours for a child's birthday party on June 30<sup>th</sup> 2018, subject to the satisfactory completion of the form which is part of the policy. The clerk was requested to liaise with Cllrs Mernagh and Hartford once the form has been received for final approval.

**Action: Clerk.**

#### **5238. Matrons College Farm Development**

Residents of Castle Lane have been experiencing a range of issues from the Matrons College Farm site since construction started. These issues include a number of delivery lorries trying to deliver goods to Castle Lane which has caused damage to the private road and inconvenience to residents, part of the hedgerow on the edge of the site, which was due to be preserved for dormice, has been removed and construction has been taking place outside of the agreed hours. The clerk has been in contact with Pennyfarthinghomes to pick this up with them, however this now needs to be re-addressed as issues are continuing to arise.

Alderbury Parish Council resolved to ask the clerk to action the following:-

- a) To write to Pennyfarthinghomes raising the issues. Ask what the response of the ecologist is regarding the hedgerow. Can signs be erected to highlight the correct entrance to the construction site?
- b) Write to Mr Leech regarding the medical centre, asking for the latest information as the parish council notes that construction has now commenced. Invite Mr Leech to attend a future parish council meeting to update councillors.

**Action: Clerk.**

### **Finance**

#### **5239. To note the Report from the Internal Auditor**

Prior to the meeting, the latest report from the internal auditor had been circulated to all cllrs. The report was noted by all present and Cllr Mernagh as chairman thanked the clerk for all of her work with the accounts.

#### **5240. To approve the accounts, end of year bank reconciliation and variances for the year ending 31<sup>st</sup> March 2018.**

Alderbury Parish Council resolved to approve the accounts, end of year bank reconciliation and variances for the year ending 31<sup>st</sup> March 2018.

#### **5241. To confirm and sign the Annual Governance Statement of the Annual Return 2017/2018.**

The Annual Governance Statement was reviewed by all cllrs. Alderbury Parish Council resolved to approve the Annual Governance Statement of the Annual Return 2017/2018 and Cllr Mernagh as Chairman for the meeting, signed the declaration.

#### **5242. To review and sign the Accounting Statements for the year ending 31<sup>st</sup> March 2018.**

Following discussion, Alderbury Parish Council resolved to approve the Accounting Statements for the year ending 31<sup>st</sup> March 2018 and Cllr Mernagh as Chairman signed the declaration.

#### **5243. To agree the earmarked reserves and general reserves for the year ending 31<sup>st</sup> March 2018.**

Alderbury Parish Council resolved to approve the earmarked and general reserves for the year ending 31<sup>st</sup> March 2018.

#### **5244. Year ending 31<sup>st</sup> March 2019**

As at 31<sup>st</sup> May 2018 the balance of the account as shown on the bank statement was £118,970.93. This includes the final VAT refund in respect of the last financial year and a new CIL payment for £3238.20.

## 5245. Accounts for Payment

Alderbury Parish Council resolved to approve the following payments:-

Account	Budget category	Total
Alderbury Village Hall	Hall Hire for Annual Parish Meeting	£24.00
ID Verde Ltd	Bin emptying x 4 weekly (May)	£79.94
A McGowan	Clerks salary & associated costs	£904.24
A McGowan	Expenses (mileage) - May	£209.59
Hill Data Systems Ltd	Online Backup storage and Webroot Secure Antivirus	£31.74
Utility Warehouse	Parish line - telephone bill (inc. P&p for new router)	£41.30
Hurdcott Landscapes	Grounds maintenance inc. Oakwood Grove	£864.00
Vision ICT	Set up individual email addresses for all cllrs	£237.60
M P Fencing	Fencing work at Recreation Ground	£110.00
Lightatouch	Internal Audit for March 2018 to complete report	£37.92
Caloo	Install zip wire, basket swing and wet pour surface	£20,100.00
Will Case & Ptnrs	Refund memorial fee, install later - late M Stratton	£150.00
<b>Total</b>		<b>£22,790.33</b>

## Matters arising from previous meetings:

### 5246. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.

No reports were received.

### 5247. Correspondence/Clerk's report.

Two cases have been referred to Wiltshire Council planning enforcement with queries which have been raised by residents.

The footpath group has produced a map of the circular footpath. The group is currently getting quotations to print them and for leaflet holders. The clerk has been in contact with Tom Bray to see if Southern Area Board has any footpath project money left to cover the cost of these leaflets as the final part of the project.

The clerk has received an email from a resident of Idminton to compliment the parish on how well the bus shelters are kept.

The high and medium priority tree work identified in the recent tree report will be conducted during the week commencing 25<sup>th</sup> June.

The clerk has been in contact with the planning inspector regarding the appeal for 50 houses on Land at Firs Road and has been advised that the deadline for a response is now 15<sup>th</sup> June. The parish council response has been circulated to all cllrs for comments and will be submitted in time to meet the deadline.

The next CATG meeting scheduled for 13<sup>th</sup> June has been cancelled. The meeting will be rearranged.

I have received a further request to use the Recreation Ground on Friday 29<sup>th</sup> June from a resident. The clerk will liaise with the chair and vice-chair regarding the request.

The clerk reported that she has received correspondence from the village footpath group to inform her that the group may need some financial support during the current financial year due to some unforeseen expenditure arising.

### 5248. The Fountain magazine

Key themes for the next parish council article for the Fountain should include a reminder about the new policy for use of the Recreation Ground, highlight the new play equipment that has just been installed and invite residents to get involved in a working party regarding trees in the village.

**5249. The date of the next meeting** is Thursday 5<sup>th</sup> July 2018. Any items for the agenda must be sent to the clerk by Monday 25<sup>th</sup> June 2018.

Cllr Mernagh closed the meeting at 9.09pm.