

## **Approved minutes of the Annual meeting of Alderbury Parish Council held on Tuesday 1st May 2018 at St. Marys Hall, Whaddon.**

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

**In attendance:** Unitary Cllr Richard Britton, Alison McGowan (clerk) and 3 members of the public.

**Apologies:** Cllrs Clarke and Pace.

Cllr Mernagh opened the meeting at 7.30pm and welcomed everyone to the May meeting. He explained that he was opening the meeting as the first item on the agenda would be to appoint a chairman for the current financial year.

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

Residents who have recently moved into Oakwood Grove, next to the amenity land, wondered if there is any news on the date for tree work to be carried out at the amenity land. Cllr Mernagh thanked the residents for attending and confirmed that quotations to complete tree work have been requested, however they will come back to the June meeting for Cllrs to review them and select a contractor. Once a contractor has been appointed, work will commence as soon as they are available. Cllr Mernagh asked the residents to come back to the parish council in the meantime if there was any immediate concern regarding any trees behind their property.

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

No report.

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

- 1) Nightwood Farm – Cllr Britton reported that three of the objectors to the recent planning applications at the site have been threatened with a law suit for defamation of character for £250,000. Cllr Britton has received a solicitor's letter following a 'freedom of information' request by Mr Hogan, regarding emails between Cllr Britton and planning enforcement. Cllr Britton confirmed that he believes that he has acted properly.
- 2) Area Board – at the next meeting, there will be a discussion regarding the possibility of parishes sharing a 'data protection officer'.
- 3) Boundary review – there will be a report at the next Area Board meeting regarding the forthcoming boundary review. Wiltshire Council are seeking to reduce the number of councillors, however there is no detailed information available at this stage. It is likely to result in larger divisional boundaries, which will be in force for 2021.
- 4) Recent local media coverage regarding Jane Scott – not in her position as leader of Wiltshire Council, but as leader of the conservatives. She will not re-stand in 2021 and the handover process will start two years before this (May 2019). Preparations are therefore being made for a replacement.

### **5197. To elect a Chairman for 2018/2019**

Cllr Hartford confirmed that she would be willing to stand for the position of Chairman for the current financial year. She was proposed by Cllr Hughes and seconded by Cllr Considine. Alderbury Parish Council resolved to appoint Cllr Elaine Hartford as chairman.

### **5198. To elect a Vice Chairman for 2018/2019**

Cllr Darren Mernagh confirmed that he would be willing to stand for the position of Vice Chairman for the current financial year. He was proposed by Cllr Fuller and seconded by Cllr Lawrence. Alderbury Parish Council resolved to appoint Cllr Darren Mernagh as Vice Chairman.

### **5199. Declaration of Acceptance of Office Forms**

Cllr Hartford and Cllr Mernagh signed the declaration of acceptance of office forms.

### **5200. Apologies for absence and to consider whether to approve the reasons given.**

Prior to the meeting apologies had been received from Cllr Clarke as she is on holiday and Cllr Pace due to a work commitment. Alderbury Parish Council resolved to approve the absences for the reasons given.

#### **5201. Co-option of a new parish councillor**

Alderbury Parish Council resolved to co-opt Mr Peter Jenks as a new councillor to join the parish council. This would fill the final vacancy. Mr Jenks signed the declaration of acceptance of office form and joined the meeting as a parish councillor.

#### **5202. Declaration of Cllrs Interests and dispensations**

No declaration of cllrs interests or dispensations received.

#### **5203. Exclusion of press and public**

Members of the public were asked to leave the meeting for agenda item 5218 as it was a confidential item.

#### **5204. Council meeting minutes**

Alderbury Parish Council resolved to approve the minutes of the Parish Council meeting on Monday 9<sup>th</sup> April 2018 as a true record of the meeting, without amendment.

#### **5205. To review and adopt the Financial Regulations & Standing Orders.**

Councillors agreed that the Financial Regulations had last been reviewed in November 2017 and that no other amendments were required at present.

Alderbury Parish Council resolved to review and update the Standing orders in line with the new NALC model standing orders. **Action: Clerk.**

#### **5206. To review Councillor Responsibilities and work with external bodies for 2018/2019.**

Cllr Hartford reviewed the list of responsibilities with all cllrs and the clerk was requested to update the list and distribute it to all members. **Action: Clerk.**

#### **5207. To appoint the Internal Auditor for 2018/2019.**

Alderbury Parish Council resolved to appoint Mr Tim Light at Lightatouch as the internal auditor for the parish council for the 2018/2019 financial year.

#### **5208. To consider and approve the Parish Council's annual subscriptions.**

Cllrs reviewed the list of annual subscriptions and resolved to approve them for the current financial year. The clerk did point out that as the NALC/WALC annual subscription had increased the total amount would exceed the budget by a small amount, however Cllrs agreed that the ones on the list were all important to continue.

#### **5209. Maintenance update**

Cllr Hartford confirmed that there are two rotten posts in the fence along the side of the Recreation Field, next to the car park. This needs to be attended to as soon as possible to secure the Recreation Ground. These can be replaced for £110, which will be completed by the end of the week.

Piles of leaves have been found on the Green by the War Memorial. The parish council has previously paid for some leaves to be removed, as new grass seed has been put down under the trees. The clerk was asked to write to the Tennis Club to ensure that leaves from the tennis courts are not left on the Green.

Cllr Hartford confirmed that she has recently spoken to two residents who were walking their dogs through the burial ground, as they were not on a lead.

Cllr Hartford has recently been asked by a resident about the condition of the road in Eyres Drive. She was able to confirm that Wiltshire Council is planning to resurface part of Eyres Drive and Avon Drive during the summer months.

Scheduled work at the Downton end of Witherington Road did not take place on Friday due to the weather.

Cllr Hartford moved the Planning section forward on the agenda as Cllr Britton would be leaving the meeting early to attend a Whiteparish Parish Council meeting.

#### **Planning To respond to Wiltshire Council on the following planning application:**

**5212. 18/03242/FUL – Friarwood, Rectory Road, Alderbury, SP5 3AD – Extensions and alterations to roof to provide additional accommodation with single side dormer.**

Alderbury Parish Council resolved to respond with 'no objections' to the planning application.

**To note the following tree application:-**

**5213. 18/03645/TPO – 32 Oakwood Grove, Alderbury, SP5 3BN** – Removal of large Oak tree. Alderbury Parish Council resolved to 'object' to the planning application. It would only be supportive if independent evidence (or the tree officer) shows that the tree is unsafe.

Cllr Britton left the meeting at 8.20pm.

**Finance**

**5210. Year ending 31<sup>st</sup> March 2019**

The balance of the account as shown on the bank statement dated 30<sup>th</sup> April 2018 was £114,389.47. The first half of the annual precept has recently been paid into the account. The clerk confirmed that the VAT return for the last financial year has been completed and a refund of £2,993.81 is due to be received.

**5211. Accounts for Payment**

Alderbury Parish Council resolved to approve the following payments:-

<b>Account</b>	<b>Budget category</b>	<b>Total</b>
ID Verde Ltd	Bin emptying x 4 weekly (April)	£79.94
A McGowan	Clerks salary	£880.06
A McGowan	Expenses (mileage, overtime) - April	£129.91
Courtens Garden Centre	New flower tub for village	£36.00
Elaine Hartford	Travel expenses for GDPR mtg at WC, Trowbridge	£36.00
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)	£40.74
Queensbury Shelters	Supply and fit 4 x LED lamps to bus shelters	£451.00
<b>Totals</b>		<b>£1,685.39</b>

**Matters arising from previous meetings:**

**5214. Skate Park**

Alderbury Parish Council resolved to agree to source funds and request quotations from new providers to replace the metal ramps at the Skate Park. The clerk was asked to contact the insurance company and ascertain whether the policy covers the parish council when a company goes into liquidation. A resident has offered to get involved with the project and Cllr Diprose was asked to arrange a meeting with him.

**Action: Clerk & Cllr Diprose.**

**5215. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.**

Cllr Hartford recently attended a Community Area Transport Group (CATG) meeting. Five village name plates will be replaced. CATG will pay 50% of the cost and Alderbury Parish Council will therefore pay £625.

Cllrs Hartford and Sloan attended a meeting at Wiltshire Council offices in Trowbridge, regarding the new General Data Protection rules. Cllr Sloan circulated a sheet that he had produced, summarising the key points for all cllrs. The clerk was asked to get a copy of the slides from the meeting, to circulate to all cllrs. Cllr Hartford confirmed that the parish council is taking steps to comply with the new legislation and is registered with the Information Commissioners Office (ICO).

Cllr Fuller asked when a meeting would take place with representatives of the Social Club and Village Hall. The Clerk was asked to initially liaise with Cllrs Hartford and Fuller regarding their availability, to arrange a date.

**5216. Correspondence/Clerk's report.**

The clerk asked all cllrs to ensure that their online register of interest is up to date. A link to view the register can be selected from the village website. The clerk will circulate the details to anyone who needs to update their records.

The agenda for the Annual Parish Meeting has been finalised. Requests to have a table for a display have been received from the History Society, Lavender Ladies, Gardening Club and Footpath group.

The clerk has emailed details of a meeting on 15<sup>th</sup> June in Trowbridge to all cllrs, which has been arranged by the Society of Local Council Clerks (SLCC), Wiltshire Council and the National Association of Local Councils (NALC). The parish council is able to have two places.

Part of Witherington Road/Barford Lane will be closed between 13 – 15<sup>th</sup> June for BT work to be completed. The notification will be posted on the village website.

The clerk has circulated notification from Wiltshire Council that Longford Estate are appealing the decision on the recent application for 50 new houses off of Junction Road in Alderbury. A further new planning application has been received that requires a decision before the June meeting and therefore an extra-ordinary meeting may be required. The clerk will liaise with cllrs regarding potential dates. **Action: Clerk.**

### **5217. The Fountain magazine**

The clerk was asked to cover the key themes of the meeting in the article, together with confirmation that the judging for the Best Kept Village Competition will take place from mid May to mid June. The zip wire and basket swing should be installed in the next month. The importance of preserving trees within the village should also be mentioned as this will be an agenda item in June.

### **Confidential items**

#### **5218. Clerk's salary**

Alderbury Parish Council resolved to agree to increase the clerks hourly rate in line with the new pay scales for 2018-2019 from the National Association of Local Councils.

**5219. The date of the next meeting** is Wednesday 6<sup>th</sup> June 2018. Any items for the agenda must be sent to the clerk by Monday 28<sup>th</sup> May 2018.

Cllr Hartford closed the meeting at 9.26pm.