Maiden Bradley with Yarnfield Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436

Chairman: Councillor Angus Neish Clerk Mrs Sarah Jeffries MILCM

**Minutes of the meeting of Maiden Bradley with Yarnfield Parish Council held at the Village Hall Maiden Bradley on Tuesday 14th January 2020 at 7.00pm.**

**Present: Councillors**, Simon Wager, Ian Ferguson, Ray Kenzie and Alexandra De Renzy Channer.

**In attendance:** The Parish Clerk, Mrs Sarah Jeffries PSLCC

**Public Question Time** Public Bodies (admissions to meetings) Act 1960 s

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

A parishioner addressed Council on the recent Warminster Climate forum meeting held before the start of the Warminster Area Board meeting. At the meeting there had been a large gathering of parishioners round tables set with categories and subjects to contribute ideas on how local people could change their Climate behavior. The event included a presentation from Tracy Carter – Wiltshire Council’s Carbon Reduction Lead Officer – about the actions the local authority is taking following declaring a climate crisis last year.

The event included presentations from Simon Taylor who gave an update on the activities of local group Sustainable Warminster and Nigel Linge who coordinates several groups of volunteers who help to maintain many of the local green spaces in the area Nigel Linge is a volunteer litter picker in the area and talked at length about masterminding footpaths to keep them open.

There is a 5.2 million generating measures on the Council buildings, solar panels are to be actioned over car parks and switching street lighting to energy saving units in Wiltshire were mentioned.

Waste recycling has increased, this was backed up with a statement from the Friends of the Earth that Wiltshire Council are the best performing in England and Wales re the green pledge for businesses online.

Three priorities were set that evening, it was felt that it needed individuals to take responsibility and as a Community, parishioners need to take pride of everything around us.

Simon Taylor from Sustainable Warminster also gave a talk. It was a good chance to mix and share ideas. The Green pledge was mentioned and that small items that can be addressed included:

* Walking/Cycling campaigns and encouraging others to use public transport more
* Reducing energy use at home
* Regular meat-free days
* Re-wilding
* Encouraging local businesses to take action

the whole picture needs to be looked at in Maiden Bradley. They mentioned that they are publishing an article in the Parish News next month regarding the meeting and its content.

Councillor Simon Wager thanked the Parishioner for their update on the meetings content and mentioned that he understood that they had made good connections in the Community already at the volunteering event held at the village hall. The parishioner left the meeting.

**Vice Chairman Councillor Simon Wager took the chair as Councillor Angus Neish was not present.**

**19/334 Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** Councillor Angus Neish had sent his apologies due to a work commitment. Council accepted his reason for absence**.** Councillor Susanna Brigden had given her apologies due to a family commitment. Council resolved her apologies for absence. Councillor Sebastian Seymour had sent his apologies due to ill health. Council accepted his reason for absence.

**19/335 Dispensations**

**Resolved:** noted none received.

**19/336 To receive declarations of interests Local Authorities**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

**Resolved:** noted none given.

**19/337 Exclusion of the Press and Public** Standing Order #1c

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:** noted no items required the Exclution of the Press and Public.

**19/338 Chairman’s announcements**

**Resolved:** noted none given.

**19/339 To receive and sign the minutes of the meeting held on 10th December 2019 (Previously circulated)** LGA 1972 Sch 12 para 41(1)

**Resolved:** That they were a true record of the meetings decisions. Proposed Councillor Ian Ferguson Seconded Councillor Alexandra Channer

**19/340 Co-option**

**Resolved:** witnessed the signing of the acceptance of office by Councillor Ray Kenzie. Council approved the adding of Councillor Ray Kenzie to the Unity Trust Banking System. The Clerk was instructed to action the bank mandate.

**19/341 Planning**

**Application Ref: 19/11940/TCA**

**Application for Work to Trees in a Cons Area**

**Proposal: - 2 x Beech trees - fell**

**6 x Sycamore trees - fell**

**1 x Sycamore tree - coppice to lower height**

**2 x Ash tree - fell**

**At: 90 Frome Road, Maiden Bradley, BA12 7JA**

**Resolved:** Supported

**(Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body)**

**Planning Decisions**

**Resolved:** notedplanning applications decisions made by Wiltshire Council.

**Application Ref: 19/10613/FUL**

**Application for Full Planning**

**Proposal: - Enlarge roof space**

**At: Yarnfield Cottage, Maiden Bradley, Warminster, Wiltshire, BA12 7HY**

Decision: approved with conditions.

In pursuance of its powers under the above Act, the Council hereby grant Planning Permission for the above development to be carried out in accordance with the application and plans submitted (listed below). In accordance with paragraph 38 of the National Planning Policy Framework, Wiltshire Council has worked proactively to secure this development to improve the economic, social and environmental conditions of the area. Subject to the following conditions:1The development hereby permitted shall be begun before the expiration of three years from the date of this permission. REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.2The development hereby permitted shall be carried out in accordance with the following approved plans: Location Plan, Site/Block Plan, Proposed Plans and Elevations Date rec. 05/11/19 REASON: For the avoidance of doubt and in the interests of proper planning.3The accommodation hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling, known as Yarnfield Cottage and it shall remain within the same planning unit as the main dwelling. REASON: The additional accommodation is sited in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit a wholly separate dwelling.

**19/342 Parish Steward**

**Resolved:** the following items were requested to be actioned; the corner of High Street has a large build up mud. Footpath along Church Street was in need of a good sweep to clear the footpath of quarry grit. The Clerk was instructed to inform Councilor Sebastian Seymour.

Council noted that Councillor Ian Ferguson would like Council to task the Parish Steward to add clearing the side of the B3092 from High Street down Frome Road on the right-hand side going downhill, for about 30m. There is also a drain at the junction of High Street and Frome Road with an outlet just down the hill. This is now completely covered in leaves. This was cleared by Wiltshire Council this summer, and Denise Nott, the Highways Engineer, had assured Councillor Ian Ferguson at the time that the Parish Steward had been instructed to clear this on a regular basis, but it has not been carried out since. The Clerk was instructed to contact Denise Nott to highlight the issue.

It was noted that Back lane is becoming a muddy road and getting wider. It was agreed that Councillor Simon Wager speak to Councillor Sebastian Seymour re the concern of back lane getting spoilt and action that could be taken to assist.

**19/343 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

**High Street Petition**

**Resolved:** noted that a new date for the Community Action Tasking Group meeting is still to be arranged.

**Speed Indicator Device**

**Resolved:** heard a report from Councillor Simon Wager on the Speed Indicator Device. It was noted that the unit would be placed in Church Street at the end of the village, next Friday.

**Community Speed Watch/Auto Speed Watch Device.**

**Resolved:** Councillor Simon Wager updated Council on the sessions held to date.It was felt that when the lighter evenings and mornings come it will improve its impact. Three more volunteers would be joining the team, and this will make a huge difference on the volunteering team.

**Damaged Chevron in Gare Hill and request for a white line**

**Resolved:** noted a report from Councillor Simon Wager updating Council on the site meeting he had with the Trudoxhill Councillor and Martin Rose Principal Traffic Engineer reply below to communications sought by the Clerk for precepting reasons.

It is not permissible under the regulations to ‘double up’ the chevron signs on the bend for Gare Hill Road (See highlighted extract below).

The size of the chevron is determined by the 85th percentile speed of approaching traffic. The smallest height (400mm) is used where the 85th percentile doesn’t exceed 50mph. I would suggest this is correct size in this instance. We can specify a larger height of say 600mm, however this is quite a large sign unit which can be difficult to accommodate in the verge.

The only feasible option is to consider the use of yellow backing boards to increase the conspicuity of the chevron signs. See below.

We would however have to do this for both signs, not just one.

In terms of overall cost, it think we would be looking at a figure in the region of £1,200. If this could not be funded by the PC, the only remaining option is through the CATG. I would however comment that the Warminster CATG budget is currently overspent by several thousand pounds. With this in mind the earliest this issue could be considered by the group is April 2020.

It was agreed that Councillor Simon Wager would draft an update to be sent to the Clerk for publication approval as per policy, for the Trudoxhill Parish Council. It would also be recommended that the farmer who owns the area cuts back the hedging around the chevron.

**19/344 Church Street Railings**

**Resolved:** it was noted that a parishioner has come forward at the volunteer session and has offered to take on the task of repainting the railing. It was agreed that Bill Parks would be approached re sand blasting the railings. Councillor Simon Wager to draft Bill Parks correspondence and send it to the Clerk for publication approval as per policy.

**19/345 Litter Bin**

**Resolved:** noted that the Clerk had confirmed questions she had received from the Street Scene Team regarding the bases of the litter bins. New Concrete bases for both bins installations have been confirmed by Bill Parks.

**19/346 Recreational Area - Health & Safety**

**Resolved:** noted from Councillor Simon Wager that there wasnothing new to report, that the Hippo Springer plastic caps were still to come. It was noted that the Clerk has followed up with the Play area supplier the replacement Hippo Springer Caps the Hippo Caps the Clerk is still awaiting an email reply. If no reply was had this month another supplier would be sought.

**19/347 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** it was agreed to place this item on thenext agenda.Councillor Susanna Brigden could then report on the activites/actions by the Memorial Hall Committee.

**19/348 Defibrillator**

**Resolved:** Councillor Simon Wager reported that he was still actioning the Defibrillator checks and was now due to hand over to Councillor Angus Neish after the February check.

It was noted that it had been confirmed that a daily check will continue to be actioned by a Village Hall member. The Defibrillator checks actioned and sent to the Clerk; a copy of the email has been filed.

15th September 2020 is the date of the next training session Councillor Simon Wager wants a new look to be had when advertising the event. It was agreed to place this item on the Agenda for discussion in July 2020 re advertising.

**19/349 Litter Pick and Sparkle Day**

**Resolved:** The Litter Pick be based at the hall; this would enable tea and coffee to be served. This was agreed by all. It was agreed that the timings of 10.00am till 12.00 noon would be published. It was agreed that the collected rubbish be collected from the hall area, if approved by the Hall Committee. It was confirmed by Councillors that the normal collection was on the Monday following the 28th March 2020.

Following receipt of an email from Councillor Alexandra Channer confirming the hall approved, the Clerk would action the request with Wiltshire Council re collection of the rubbish collected on the 28th March 2020.

**19/350 Action Plan/Parish Plan**

**Resolved:** Councillor Alexandra De Renzy Channer addressed Council on the plan to date.

It was noted that the 11th January 2020 Volunteering event had been a successful event with 21 signups for various activities within the parish plan, including new members of the village. It was noted that it had been a good opportunity for people to meet and get to know each other.

Council noted that based on the Parish Plan Action Plan, the task for this 2020 quarter is to engage the volunteers and to hold initial meetings to discuss parish plan activities and to come up with a proposal for the Parish Council. Parish plan activities to include (traffic, events [fete, bonfire night], mobile phone coverage, recreational ground, footpaths, environment, map, historic photos, cycling, under 18s). It was agreed to move forward on all these issues listed above.

Parish Council Volunteer Coordinator – Councillor Ian Ferguson agreed to take on the role of controller and connector between the volunteers. He would oversee the starting group for organising a summer fete in the village, a completely new version to be discussed.

Fireworks- Councillor Ian Ferguson was tasked with researching a village event to mark November 5th. The Clerk was instructed to send bonfire regulations etc to Councillor Ian Ferguson re holding a Bonfire night event.

Under-18s Advisory Group – collaborating to integrate young people’s ideas in all village activities, it was noted that no under 18s had been present at the volunteer open session, it was noted that several parents had mentioned that they were happy to get involved. The next phase would be for these groups to meet and bring their ideas to the Parish Council.

Councillor Alexandra Channer to action a Summary on the volunteer meeting for the Parish News, to be sent to the Clerk for publication approval as per policy.

Council approved Councillor Alexandra Channers draft poster for the village noticeboard with standard information about events and activities (e.g. as in the Parish Newsletter). Council noted that this will now need to be sent to the Village Hall Committee to approve its use also.

Councillor Alexandra Channer to produce a A3 print base standard weekly events and activites with useful telephone numbers volunteer group contacts. A poster draft would be emailed to the Clerk to circulate to Councillors. The Clerk would reproduce the hard copy poster A3 and laminate it for display at the village hall.

GDPR draft forms for Data holding would be sent to Councillor Ian Ferguson for the 23rd January meeting. Councillor Simon Wager to send to the draft highways update for the Parish News to the Clerk for publication approval as per policy.

Traffic – the below reply from Martin Rose Principal Traffic Engineer Highways Assets & Commissioning had been received.

I'm afraid I am no longer able to provide individual support to town and parish councils outside of the CATG process.

The parish council will need to decide on their own future traffic management priorities and make individual requests through the CATG issues system. I can only provide engineering support for schemes which have been allocated

Priority 1 status by the group.

It’s worth bearing in mind the Warminster CATG has a modest budget of only £13,000 per year and demand continues to far outstrip supply. If the PC wish to fund their traffic management priorities it will still need to go through the CATG. We are unable to take on private requests from town and parish councils, even if funded outside the CATG process

In a spirit of support and cooperation, I have in the past provided extra assistance to town and parish councils by attending site meetings and drawing up of options before they reach the CATG. Unfortunately, this has placed unrealistic expectations and additional pressures which has, in part, been symptomatic of my recent issues and extended absence from work. I am responsible for supporting three CATGs and providing close support and attention to all those who request it is simply not possible and moving forward it cannot continue.

I trust the parish council will understand and appreciate the reasons for this. I hope the above will clarify matters. Regards Martin Rose IEng, FIHE, MCIHT Principal Traffic Engineer Highways Assets & Commissioning.

Council noted the above correspondence, Martin Rose Principal Traffic Engineer had already been given a holistic view of the highways in Maiden Bradley. He had had the issues pointed out to him during a site meeting between Councillor Simon Wager and Councillor Ian Ferguson. It was agreed that these needed to be discussed at the next CATG meeting to take forward the issues highlighted. The Clerk instructed was to put phase 1 Highways on the April 2020 Agenda.

Council noted that the Clerk had actioned the below letters and set the draft pages out on the Website for population.

Letter to MP Andrew Murrison, Letter to Village Hall Committee (about shop and hall), Letter to Wiltshire Rights of Way Officer, Letter to Martin Rose Wiltshire Council Highways Engineer, Letter to Wiltshire Council Planning Department, Letter to Bus Company, Letter to Police, Letter to Friends of the Church, Letter to the Maiden Bradley Estate.

(The action plan forms the business case for the precept budget and actions of the Council over the next three years).

**19/351 1 & 1 Website**

**Resolved:** noted that there had been a price increase for the Parish Council Website as the special priced contract has expired. Council approved the increase and noted that the Clerk had taken an increase into consideration within the Precept budget, see below:

The price for your My Website product has changed. After the effective date below, you will be charged the new price per month and per contract.

This price change applies to the following: Contract ID: 63631348 Effective Date: 31/01/2020 Product: MyWebsite Basic New Monthly Price: £15.00 (excl. VAT)

Why is this price adjustment necessary?

Protecting your website against security attacks is our highest priority. Security requirements have increased significantly in recent years, which is why our investments in system maintenance have also increased. We can only compensate for these rising costs to a limited extent before passing them off to you. We appreciate your understanding.

This price change becomes effective on 30/01/2020. Best regards, Customer Service.

**19/352** **General Reserves and Contingency**

**Resolved:** confirmed the below Policy Reserves and Contingency figures for 2020.

3 months Revenue costs £7000.00

IT Equipment replacement £192.00

Defibrillator £1000.00 building to the four-year contract cost

Election Expenses £2000.00

The Vice Chairman signed the policy draft presented by the Clerk.

**19/353 Budget/Precept Preparations**

**Resolved:** notedthe Clerks verbal report on the second draft budget to date following Councils directions from the December meeting. It was felt that the Parish Plan actions requested by the Community could only be put into action with the 2nd budget. Council approved the final Precept figure of £24,234.36 to be requested from Wiltshire Council. Proposed Councillor Ian Ferguson Seconded Councillor Ray Kenzie. All agreed. The Clerk was instructed to action the request.

**19/354 Approval and signing of Parish Accounts for the month of December 2019** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for December 2019. Council noted that the Unity Trust Bank balance as of the 31st December 2019 was £10,409.28.

**19/355 Payments** LGA 1972 s150 (5)

**Resolved:** reviewed and approved the items of expenditure listed below:

**Invoices**

Wages January LGA 1972 s111 £424.72

Travelling Clerk January LGA 1972 s111 £ 7.74

Heat Light phone etc. January LGA 1972 s111 £ 10.66

K. M. Dike Nurseries December Open Spaces Act 1906 ss 9 and 10 £292.96

1 & 1 Website 01.01.120– 01.02.20 LGA 1972 s111 £ 11.99

Postage Reimbursement LGA 1972 s111 £ 2.12

Unity Trust Service Charge LGA 1972 s111 £ 18.00

Wiltshire Association of Local Councils Chairing Skills LGA 1972 s111 £ 78.00

**Receipts: To note receipt of income**

None received

**Account Balance** £10,409.28

Payments above payments £768.19

Income £0.00

**Total Balance** £9641.09

Council agreed that Councillor Simon Wager and Councillor Ian Ferguson would be the two Councillors to action the online payments.

**19/356 Clerk’s Report**

**Wiltshire Association of Local Councils Section 137 Limit for 2020-2021**

**Resolved:** noted the publication of the Section s137 limit.

We have been advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972, for local councils is £8.32 per elector for the year 2020-2021.

This is the amount as a result of increasing the amount of £8.12 for 2019-2020 by the percentage increase in the retail index between September 2018 and September 2019, in accordance with Schedule 12B to the 1972 Act.

**Annual Newsletter**

**Resolved:** approved the printing of the Annual Newsletter with the new Councillors contact details and picture. The printing delay had been agreed until a Councillor was in place, this was approved minute number 19/093. The Clerk provided Councillor Alexandra Channer with the copy of the Bus Survey held in the parish archives actioned by the Nottinghamshire University Student.

**Community Engagement/Social Media**

**Resolved:** agreed theClerks recommendation that the Council starts to publish in the Parish News advice and information available within local Government. The Clerk was given delegated powers to action the project. The Clerks recommendation that it investigates actioning a Social Media Study on its communications role was noted.

Subjects agreed to be published in the Parish News

Role of a Parish Council on planning, an article Informing parishioners that the Parish Council is a consultee to comment only, giving parishioners the process any “planning application” will take. The Parish Council can then highlight that Parishioners can not only speak to the Parish Council at a planning meeting but that they can also contact Wiltshire Council planning with their views and attend a Wiltshire Council planning meeting to speak on any planning application that is received in an informative way.

Permitted Development, linking to the planning portal, Community Rights, Neighbourhood planning, something for the Community to have in place to gain higher proportion of CIL monies, Planning Material Considerations also be published as an information list this would assist in parishioners understanding processes and the decision makers.

The Precept how it is achieved and how the Parish Councils finance works before the bills are published in March was agreed.

**19/357 Correspondence received**

**Public Consultation Sydenhams Timber Yard**

**Resolved:** noted the circulation of the documentation from the Developer supplied to the Parish Council the day before the consultation event. That the Clerk had added the documentation to the Bus Stop Noticeboard and Parish Council Website as it is part of the delegated power minute number 19/276 for the Clerk to action any arrangements.

**19/358 Meetings and Courses for Councillors to consider attending**

**Wiltshire Association of Local Councils Neighbourhood Planning**

**Resolved:** noted the below course.

Looking at the opportunities and challenges of neighbourhood plans, including:

• How to approach them from new

• How to complete them if already started

• The options for reviewing an established plan

• Case studies

Suitable for the novice and experienced neighbourhood planner

Plus, an opportunity to network with colleagues and share experiences.

This course will be presented by Neil Homer, Director of O’Neill Homer Ltd, an independent planning consultancy firm that has helped more than 100 neighbourhood plan projects nationally since 2013.

Neil will draw from a range of case studies to illustrate effective policy writing and implementation, successful community engagement, compliance with the statutory processes and where the banana skins lie for the unwary! www.oneillhomer.co.uk

Tuesday 4th February 2020 9.30am for 10am – 3pm Pine trees Community Centre, Pinehurst, Swindon SN2 1QRMembers - £65 + VAT pp Lunch and refreshments Included.

**Booklets, Brochures and leaflets on the below list were received.**

Clerks & Councils Direct

**Emails on the below list were received and sent to Councillors.**

Wiltshire News

The Rural Bulletin - 03 December 2019

RSN Rural Funding Digest - December 2019 Edition

National Association of Local Councils Newsletter

Police and Crime Commissioner message

Herbert Protocol awareness

Notification of a Meeting at Frome Town Hall

Wiltshire Council Highways November Newsletter

Notification of a meeting of the Town Matters Committee 11 December 2019

Wessex Community Action December's 2019 Newsletter

NALC Chief Executive's Bulletin

Latest news and events from Warminster Our Community Matters for 12/06/2019

Briefing Note 19-038 - Webcasting Strategic Planning Committee, 11 December 2019

Rural Services Network – Rural Bulletin

Frome Town Clerk's Update

WALC newsletter and Neighbourhood Planning Training

Latest news and events from Warminster Our Community Matters for 12/13/2019

CPRE Members, what next for the countryside

Cranborne Chase Open Day - 22 January 2020

The Rural Bulletin - 17 December 2019

NALC Chairman's Open Letter to All Councillors

Invitation to Focusing on the Future event

NALC Spring Conference 2020

Briefing Note no. 19-039: Community Area Joint Strategic Needs Assessment

NALC Chief Executive's Bulletin

CPRE Members, what a year we’ve had – thanks for being part of it

Wiltshire Council Highways Newsletter December 2019

NALC Spring Conference 2020

Notification of a Meeting at Frome Town Hall

Briefing Note no. 20-01: Community Governance Review

The Rural Bulletin - 07 January 2020

Public Consultation Sydenhams Timber Yard

**19/359 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** Consultation publication on Website and Noticeboards and seeking Highways costs for Precept Budget.

**19/360 Notice of items to be taken into consideration at the next meeting in February 2020.**

**Resolved:** Policy updating, Register of Interests update and PAT Testing. Litter Pick and Parish Plan.

**19/361 Items for Parish Newsletter & Notice Boards**

**Resolved:** a copy of thedraft minutes and the poster for the talk re climate change to be added to the noticeboard and website pages. Newsletter articles to be actioned by Councillor Alexandra Channer, Councillor Simon Wager and Councillor Ian Ferguson. The Clerk was instructed to add the detail re Councillor Ray Kenzie’s Co-option, the Precept Request, Planning application comment and the date, place and timings of the Community Litter pick**.**

**19/362 Date of the next meeting**

**Resolved:** that **Tuesday 11th February 2020** at 7.00pm is the date of the next meeting. All are welcome to attend**.**

**Meeting ended at** 20.40pm **Signed……………………………………….**

