.Maiden Bradley with Yarnfield Parish Council100

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 8th September 2020 at 7.00pm.**

**Present: Councillors**, Angus Neish, Simon Wager, Ian Ferguson, Ray Kenzie and Sebastian Seymour.

**In attendance:** The Parish Clerk, Mrs. Sarah Jeffries PSLCC Fleur De Rhe Philipe and Bill Parks.

**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.

Bill Parks thanked the Chairman to allow him to attend as a member of the public.

Fleur De Rhe Phillipe addressed Council she mentioned that Wiltshire Council have now a balanced budget, it’s been a long and hard slog to get there, and hard decisions have been made to adapt the budget. The Covid-19 cases have gone up nationally but still seen as low in Wiltshire. The Chairman thanked her for attending and asked if there were any questions, none were put forward.

**20/001 Election of Chairman** LGA 1972 ss 15 & 34

**Resolved:** Councillor Angus Neish. Councillor Simon Wager proposed Councillor Sebastian Seymour seconded

**20/002 Election of Vice Chairman** LGA 1972 ss 15 & 34

**Resolved:** Councillor Simon Wager. Councillor Angus Neish proposed Councillor Sebastian Seymour Seconded.

**20/003 Councillors to sign their Acceptance of Office** LGA 1972 Section 83(30

**Resolved:** Clerk to email a copy to Chairman and Vice Chairman to action.

# 20/004 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 Alexandra De Renzy Channer had given her apologies due to a holiday commitment. Council resolved her reason for absence. Councillor Susanna Brigden had given her apologies due to a holiday commitment. Council resolved her reason for absence.

**20/005 Dispensations**

**Resolved:** none requested**.**

# 20/006 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:** Councillor Sebastian Seymour in Planning item Application Ref: 20/07399/PNCOU.

# 20/007 Chairman’s announcements

**Resolved:** noted that there were no items to bring to the attention of Council but how nice it was to see everyone on zoom.

**20/008 To receive and sign the minutes of the meeting held on 14th July 2020 (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 Ray Kenzie.

**20/009 Appointment of Committee Members** LGA 1972 sections 101-106 and schedule 12

**Resolved:** the appointment of members to the below committees listed and resolve no new committees were required, confirmation that the present terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them would remain in place).

**Staffing Committee** – Vice Chairman and two other Councillors

**Resolved:** to continue with Vice Chairman Simon Wager, Sebastian Seymour, and Susanna Brigden)

**Planning Committee** – Full Council

**Resolved:** to continue with planning applications to be discussed by full Council.

## **Parish Representatives**

**Resolved:** a parish representative for each of the below:

**Asset and** **Health & Safety Maintenance Checks** – to monitor and assess the assets on a regular basis and report back to Council.

**Resolved:** Councillor Simon Wager

**Defibrillator Checks –** to check the unit and report online

**Resolved:** Councillor Simon Wager

**Community Emergency Volunteer** – to be the designated contact should an incident take place. They will be required to update the Community Emergency Plan as and when necessary.

**Resolved:** Councillor Angus Neish

**Highways Representative** – to liaise with the Highways Community Co-ordinator (Parish Steward Contact)

**Resolved:** Councillor Sebastian Seymour

## **Community Action Tasking Group Representative**

**Resolved:** Councillor Simon Wager

**Community Speed Watch Co-ordinator**

**Resolved:** Councillor Simon Wager

## **Highways Coordinator**

**Resolved:** Councillor Simon Wager

**Rights of Way Representative** – to advise Council and work with the Wiltshire Council Team on the upkeep of the rights of way within the parish.

**Resolved:** Councillor Angus Neish

## **Tree Warden**

(**Resolved:** instructed the Clerk to contact the parishioner to see if they wish to continue.

**Village Hall Representative** - to sit on the Village Hall Committee as the Councils Representative from the Community. This requirement is set in the Village Hall Constitution.

**Resolved:** instructed the Clerk to email Councillor Susanna Brigden to ask if she would be willing to continue as the representative of the Parish Council at Village Hall meetings.

**Neighbourhood Watch Representative** – to work with the Rural Policing Team and attend Neighbourhood Tasking Group meetings.

**Resolved:** Parishioner Dereck Stevens had indicated that he was willing to continue.

**Grant Awarding Co-ordinator** – to work with groups and clubs when applications are sought.

**Resolved:** Councillor Ian Ferguson

## **Parish Plan Representative**

**Resolved:** instructed the Clerk to contact Councillor Alexandra Channer and ask if she was still willing to be the Parish Plan Representative.

## **Parish Plan Volunteer Co-ordinator**

**Resolved:** Councillor Ian Ferguson

**20/010 Review of Delegation arrangements to Committees, Sub Committees** LG & housing Act 1989 s 13 Parish & Community Councils (Committees regulations) 1990 SI 1990/2476 LGA 1972 s 101

**Resolved:** to continue with the presentStaffing Committee Terms of Reference in place.

## **20/011 Review and adoption of Parish Documentation and Delegation to the Clerk**

**Resolved:** resolved to approve the Standing Orders, Financial Regulations and the Polices in place listed below:

## **Operations**

Code of Conduct (Approved June 2012)

Asset Register (Approved April 2020)

Risk Assessments (Approved Dec 2019)

Complaints Procedure (Approved May 2018)

Document Management Policy or Record Keeping (Approved May 2017) 13/214

Equal Opportunities (Approved May 2017) 13/161

Emergency Planning (Approved 26.08.17)

Lone and Isolated Working Policy (Approved May 2017 14/231)

Community Engagement Statement of Intent (Approved May 2017 13/187)

Petitions (Approved May 2017 14/078)

Procedure for public sessions (Approved May 2017)

Procedure for Co-option of Councillors (Approved May 2017)

Workstation Equipment and Area Check (Pending due to Covid-19)

PAT Testing Equipment (Approved March 2020)

Guide to Meetings (Approved May 2017 18.07.14)

## **Finance**

Financial Regulations (Actioned May 2018)

Financial and Risk Assessment (Actioned Dec 2018)

General Revenue Reserves Policy (Approved Jan 2020)

Grant Awarding Policies and Procedures (Approved May 2018)

Internal Controls Audit and Review (Approved 13/240)

Purchasing Procurement Policies (see Standing Orders & Financial Regulations)

Paper & Electronic Communications Retention and Disposal Policy

## **Communications**

Publicity Protocol (14.08.13)

Freedom of Information, Publication Scheme (Approved May 2018)

Data Protection (Approved May 2018)

Information and Communications Technology IT Email, Internet, and Phone Policy (Approved May 2018)

Filming, Photographing, & Social Media Policy (Approved May 2018)

## **People**

Bullying and Harassment or dignity at work policy (Approved May 2017 13/161)

Child Protection and Vulnerable Adults (Approved May 2017 14/078)

Disciplinary & Grievance Policy (Approved May 2017 14/294)

Staff and Councillor Training and Development Policy (Approved May 2017)

Health & Safety Policy (Approved May 2017 14/049

Co-option Questionnaire (Approved May 2017 3.03.14)

Staffing Committee Terms of Reference (Approved May 2019 26.05.15)

Vexatious Policy (Approved 10th March 2020 198/407)

Council also agreed the continuation of the below Delegation to the Clerk as per below minute numbers:

## **13/304 Delegation of Planning**

Resolved: the formal adoption of the below addition to the Standing Orders that:

Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Clerk will advise the Chairman to call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering to legal procedures set by NALC.

## **17/116 Delegation re use of the Recreational Grounds**

Resolved: approved that Delegated Power be given to the Clerk to approve the use of the Recreational Grounds following consultation by email with Councillors.

## **20/012 Bank Signatories**

**Resolved:** approved that all Councillors remained as Bank Signatures for the next Civic Year. Council also approved payment for certain items may be made by BACS method provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.

CPRE Membership, Information Commissioner and Unity Trust Bank Charges.

(The approval of the use of BACS shall be renewed by resolution of the council at least every two years.)

## **20/013 Planning**

**Councillor Sebastian Seymour was excluded for this item**

**Application Ref: 20/07399/PNCOU**

**Application for Prior Notifications on change of use**

**Proposal: - Change or Use of Agricultural Buildings to a flexible use within Shops (Class A1 Retail).**

**At Manor Farm, Junction with, Dukes Lane East C41, Bradley Lane, Maiden Bradley, BA12 7HY**

**Resolved:** Supported the planning under the condition it is used for show room use only and was not to be used for retail sales. That an additional condition that exit signs warning of the presence of cyclists as this is a national cycling route was added.

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

**Councillor Sebastian Seymour was included back into the Zoom Meeting.**

## **Planning Decisions**

**Resolved:** noted theplanning applications decisions made by Wiltshire Council.

**Application Ref: 20/00843/TCA**

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

**Proposal: - T1 & T2 - Lawson Cypress trees - fell**

**T3 - Deciduous tree - reduce & reshape crown by 2m**

**At:10 Church Street, Maiden Bradley, Warminster, Wiltshire, BA12 7HW**

**Decision:** Decision made by Wiltshire Council 17th March 2020. No objection

## **20/014 Parish Steward**

**Resolved:** noted the report from Councillor Sebastian Seymour that all was good and that if Councillors could email him if they identified any work required as per the below list.

(The Parish Steward can only complete works listed below)

• Hand clearing and cutting of growth from drainage grips and drain gully covers.

• Hand clearing of blocked drainage gullies, culverts, pipes and pit3

• Clearing storm debris from the roads and footways

• Clearing collision debris, clinical waste etc.

• Pedestrian barriers repairs, preparation and painting

• Cleaning, re-installation and straightening of small road signs, street nameplates and bollards.

• Installation of small road signs, verge marker posts and supplied street nameplates

• Removal of limited graffiti from road signs, bollards and street nameplates

• Hand cutting of grass and vegetation in visibility areas

• Hand treatment of weeds in rural areas

• Removal of Ragwort and other noxious weeds

• Clearance of encroaching growth and soils from footways

• Repair of minor surface defects in roads and on footways

## **Grit Bins**

**Resolved:** Councillor Ray Kenzie agreed to check the salt bin levels. Council instructed the clerk to email him the mapping from Wiltshire Council when received Highways

For the last few years, we have only been refilling salt bins that have been reported empty rather than wasting precious resources visiting all the bins in the County. We would be grateful if you could undertake an audit of the salt bins in your parish and let us know which ones require refilling or replacing due to damage. Please can you only report those bins that are less than half full. Due to the lockdown we are behind with the salt bin refills for this year so to get to as many parishes as possible it would be appreciated if only those that are sufficiently depleted are reported.

If you would like a plan of your parish showing where we believe the grit bins are located, then please let us know. You can either submit your audit direct to the Weather Team or report them via the My Wiltshire online reporting app.

**20/015 Traffic Calming and Speeding Traffic - Action Plan Transport & Traffic**

## **Speed Indicator Device Thermotor Liquidation Report**

**Resolved:** retrospectively noted the report from the Liquidator previously emailed to Councillors.

## **Church Street Railings**

**Resolved:** Councillor Simon Wager reported that the assistance from the Community, Bill Parks and Wiltshire Council was fantastic and that the Railings Project was completed.

**Standing Orders were stood down to allow Unitary Councillor Fleur De Rhe Philipe and Bill Parks to interact with the Highways issues**

**High Street Petition/Highways, Transport and Waste -** **Re-allocation of Road Space**

**Resolved:** noted the below correspondence.

The Warminster CATG agreed at its February meeting to allocate Priority 1 status to the proposal for the High Street, Maiden Bradley.

As part of the preliminary work it has been necessary to gather speed data along the length in question. A SDR device was installed at two selected locations (see photos) during late February.

The summary output data is attached for your perusal.

Unfortunately, the results pose us with a significant problem. At the western end the ‘mean’ speed was calculated at 24mph, the western site was much higher

at 32mph. Whilst higher speeds at eastern end were not unexpected, I was very surprised at just how high they were.

All the evidence on 20mph limits, including our own data, tells us they work best where the existing mean speeds are around the 24-25mph.

The current Wiltshire Policy on 20mph limits is attached. I would refer you to paragraphs 2.4, 2.5, 5.2 and Question 2 of Appendix B.

Under the council’s current policy is would not be possible to implement a 20mph limit on the High Street from its junction with the B3092 to the junction with Back Lane without consideration of

additional measures, such as traffic calming, to control speed.

The other problem we face is the length of the speed limit as the absolute minimum length we can introduce is 300m.

The length from the B3092 to Back Lane (our preferred length) is approx. 400m. If we were to reduce the length to 300m this would still

incorporate the area with the higher mean speeds. As mentioned, the other option is seeking the introduction of traffic calming measures, although in rural locations this are rarely welcomed, and it does of course also have cost implications.

I appreciate I’m the bearer of unwelcome news. Regarding the above I’d be grateful for the thoughts of the Parish Council in order we can agree a suitable way forward.

The CATG did however approve a first stage ‘assessment’ of a 20mph limit.

If you recall we undertook the initial speed count using the speed detection radar (SDR) back in February and the results indicated a ‘mean’ speed of 24mph at the western site, however at the eastern end the ‘mean’ speed was much higher at 32mph. (see attached) This result would effectively rule out a 20mph limit in accordance with our current policy. See attached (paras 2.4, 3.1 and 5.2)

We agreed to undertake the eastern count again to confirm the results and I asked my colleague Gary Ashton to arrange for this ASAP. We postponed the re-count due to Covid-19 and the reduced traffic on the network, however I’m satisfied levels are now close to their normal level and I’ve instructed him accordingly. As soon as I have the results, will contact you again.

Councillor Simon Wager updated on his correspondence with Martin Rose to date. Nothing had changed, the metro count is to be implemented but until that information is brought forward from the metro count nothing could move forward.

## **Parishioners request to investigate moving the 30mph speed limit towards Kates Bench to reduce the speed in that area.**

**Resolved:** noteda reply from Councillor Simon Wager, that having investigated the request with Martin Rose Principal Traffic Engineer Wiltshire Council it would not be possible to move the speed limit towards Kates Bench.

### Traffic Calming in Church Street

**Resolved:** noted that there had been a request to investigate improving the signage in the traffic calming area. Council heard a report back from Councillor Simon Wagers investigations with Martin Rose Principal Traffic Engineer Wiltshire Council. Bill Parks suggested he met with a Team of Councillors to walk the issues that had been discussed. This was agreed, Councillor Simon Wager was instructed to arrange the meeting and report back at the next Full Council meeting.

### Highways, Transport and Waste - Re-allocation of Road Space

**Resolved:** retrospectively approved the below email drafted and circulated to all by Councillor Alexandra Channer and subsequently sent to the Re-allocation of Road Space Team by the Clerk following Councillors indications that they wished this to be the content reported. The Clerk received a reply from the Team that they had added these suggestions to their list of sites for assessment.

Council noted that the A420 Chippenham, Trowbridge and Hilperton, Bradford-on-Avon and Winsley and Salisbury to Harnham were chosen for the scheme.

## **Community Speed Watch**

**Resolved:** Council noted retrospectively that the Community Speed Watch Teams across Wiltshire were stood down on the 23rd March 2020 as per the instructions received from Angus Macpherson Police and Crime Commissioner for Wiltshire & Swindon. They were reinstated on the 24th July 2020.

Councillor Simon Wager reported that the Community Speed Watch teams were back now and working well.

There were three teams now, one also in High Street once a week. They had noted that the actual offender rate is reducing quickly, High Street had been worked on two occasions, refreshments ad been offered by a parishioner to the Speed watch Team at the time and was much appreciated. Only one vehicle was caught speeding, it was noted that the cyclists were going faster than cars!

## **Wiltshire Council SID Training**

**Resolved:** noted thatCouncillor Simon Wager and Councillor Ian Ferguson along with another Community Speed Watch member have actioned an online training course run by Wiltshire Council Highways Department, on putting up and removing Speed Indicator Devices on the Highways.

## **20/016 Bus Stop**

**Resolved:** received and noted the Health & Safety Check on the Bus Stop.

Council noted that the Parish Steward was contacted to clean out the Bus stop area. Councillor Simon Wager, Councillor Alexandra Channer and one of the Community Speed Watch Team have cleaned out the interior of the bus stop and reported a problem with the littler bin. The Estate have kindly given white paint to repaint the interior and the noticeboard has been repaired and repainted.

Council discussed making a request for a brown dog faeces bin there as well as there are issues with the foul smell of faeces. Councillor Ray Kenzie asked if it could be published in the Parish news if Parishioners could not place Dog Waste in the bin at the bus stop. All agreed.

Councillor Simon Wager reported on the issue with Dog Waste being left in bags around the community area, it was agreed that an article be placed in the Parish News highlighting best practice with Dog Waste.

Council noted the condition of the Notice board at the Bus Stop. Councillor Simon Wager suggested that the wooden doors be refurbished with the left-over green paint from the Church Railings to try to protect the wood, this was agreed.

## **20/017 Litter Pick/Community Clean up**

**Resolved:** Councillor Alexandra Channer to be approached by the Clerk to see if she will arrange a Community Group to clean-up pavements, verges and litter, during November. If agreed, the Clerk was instructed to publish a Litter pick weekend or week in the Parish News to advertise and ask the community to act. It was agreed that any litter collected could be dropped off at the Community garden for disposal. It was agreed that disposal would be actioned by Councillor Angus Neish. Councillor Simon Wager has the equipment still.

Bill Parks mentioned that if the clerk contacted him, he would arrange for the litter to be collected by the Street Scene Team.

**Standing Orders were reinstated at this point of the meeting.**

## **20/018 Recreational Area - Health & Safety**

**Resolved:** noted retrospectively the closure of the play area as per the recommendations the Clerk had received from the National Association of Local Councils and listed on the Government Website. Councillor Simon Wager reported that sadly during the lock down and someone had removed the signage put in place, cut the chain and removed the padlock. He confirmed that he had reported this to the Clerk and that it had been replaced immediately.

Councillor Simon Wager informed Council that although the Government had given permission for play areas to be opened, it was under a strict set of regulations. The information from the Government Link and Health and Safety advice from the National Association of Local Councils on opening Play Areas were noted.

It was agreed that the cleaning actions required to reopen the play area were not practical for the Parish Council as it did not have the recourses to implement the strict cleaning regime required after play takes place. It was agreed that the play area was to remain closed until further notice as the Government regulations cannot be met.

Council noted retrospectively the message from the Grounds Contractor received on the 28th March 2020.

During these uncertain times we have had to take the difficult decision to 'lock down' as per Government guidelines to safeguard our workforce and their families.

All being well, this will be a short-term measure and we hope to be back in operation once the three-week recommended quarantine has passed when normal service will resume.

These are unprecedented times with so much uncertainty, but I would like to take the opportunity to thank you for your custom and ongoing support. Wishing you and your families all the very best.

## **20/019 ROSPA Play Area Check**

**Resolved:** Councillor Simon Wager reported that he has checked the equipment ready for the inspection. Council noted that the ROSPA Play area inspection is to take place during the month of September. Council instructed the Clerk to email out the report to Council as soon as it is received.

## **20/020 Forces March**

**Resolved:** approved the use of the recreational area next year from the 26th May to the 30 May 2021, subject to Covid-19 regulations.

## **20/021 Community Emergency Plan**

**Resolved:** retrospectively approved the printing cost of the Emergency Volunteers Leaflets produced during the Covid-19 Pandemic. £25.00. It was noted that the Chairman and Vice Chairman had given the Clerk approval under Financial Regulations. Due to the Pandemic and the issue with free movement a Local Printer within the Community was contacted to produce the leaflets.

Council also noted that Wiltshire Council had also requested that the Community Emergency Team completed a survey as this information will help them to monitor the support available to residents as we gradually move out of the ‘response’ phase of this situation and into ‘recovery’. Council discussed the actions of the Community Emergency Group and informed the Clerk that there were no future actions it wished to include in the emergency plan.

Councillor Simon Wager put forward the below motion: would it be possible for the Parish Council to give a thank you to the farmers in our community and in general for all their hard work providing for the community and during this period of uncertainty and C19 restrictions

Quite rightly a great store has been set and thanks given to the NHS, supermarket workers and essential services yet nothing nationally or locally to say thank you to the farmers. Who have had no option but to continue to provide food, care for their stock and care for the land regardless of risk and all the problems associated with the current C19 situation? A general thank you from the community would not go amiss. Remember regardless of living in the country, we in fact live in a great big factory producing food.

Council agreed to the above motion and that Councillor Simon Wager would draft an article to be placed on the Facebook pages and published in the parish news.

## **20/022 Village Hall – Action Plan Local Economy and Tourism**

**Resolved:** As Councillor Susann Brigden was not present the Clerk was instructed to place this item on the next Agenda.

## **20/023 Defibrillator**

**Resolved:** Councillor Simon Wager reported that all was working well, all checks had continued to be actioned. The Clerk had been sent a copy of the email when the checks had been actioned to be filed. It was agreed that Defibrillator Training we cancelled this year and arranged for next year.

## **20/024 Wessex Water Outages**

**Resolved:** noted the reports re power failures affecting the pumps at the water reservoir. Council instructed the Clerk to contact parishioner for assistance with historical information on the pump house issue and that inform Wessex Water that the site needs a better communication system. Wessex water are extremely helpful if there is an issue but it takes a long time from when the pumps go down until the generator starts up again, communicator data systems need to be put in along the line to get over the lack of mobile connectivity.

## **20/025 Action Plan/Parish Plan**

**Resolved:** instructed the Clerk to place this item on the next Agenda to restart actions as due to Covid -19 regulations everything has been put on hold.

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

## **20/026 Annual Parish Meeting**

**Resolved:** noted retrospectively that the Annual Parish meeting was cancelled due to the Covid-19 Pandemic. The legislation stated that the meeting could be called and there was no requirement to postpone the meeting due to the pandemic. Council agreed that it wished to reschedule the date to the 11th May 2021.

(Meeting of the Electors) Arrangements. (This is a meeting of the electors not a parish council meeting. The meeting is chaired by the Chairman of the Parish Council.

## **20/027 PAT Testing.**

**Resolved:** noted that the PAT testing had been actioned and no issues were found. The invoice had been paid using financial regulations. See below in payments retrospective invoices for approval.

## **20/028 General & Financial Risk Assessment**

**Resolved:** none additions were required tothe General & Financial Risk Assessment. See attached. Council approved the content of the General & Financial Risk Assessment.

## **20/029 Budget Review/Yearend**

**Resolved:** noted that due to an update the Clerk was unable to access theBudget Review report as a new system One Drive had taken affect and previous documentation was now not accessible at present. It was agreed that the Clerk could call the IT Company to assist the Clerk. Council noted that the Clerk had actioned the yearend in April.

**20/030 Approval and signing of Parish Accounts for the month of** **July & August 2020** Internal Audit Accounts & Audit Regulations 2003 reg 2

**Resolved:** approved the accounts for July & August 2020. Noted that the Unity Trust Bank balance as of the 31st August 2020 was £14,729.72.

**20/031** **Payments** LGA 1972 s150 (5)

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

Wages August LGA 1972 s111 £443.45

Wages September LGA 1972 s111 £443.45

Heat Light phone etc. August LGA 1972 s111 £16.00

Heat Light phone etc. September LGA 1972 s111 £16.00

K. M. Dike Nurseries July 2020 Open Spaces Act 1906 ss 9 and 10 £292.96

K. M. Dike Nurseries August 2020 Open Spaces Act 1906 ss 9 and 10 £292.96

K. M. Dike Nurseries September 2020 Open Spaces Act 1906 ss 9 and 10 £292.96

1 & 1 Website 01.08.20- 01.09.20 LGA 1972 s111 £ 18.00

1 & 1 Website 01.09.20- 01.10.20 LGA 1972 s111 £ 18.00

Instant Computer Solutions LGA 1972 s111 £ 77.31

Zoom Monthly Subscription Reimbursement LGA 1972 s111 £ 14.39

Lord Seymour 1971B Settlement Land Rent Public Health Acts 1875 s164 £ 10.00

Maiden Bradley Parish News Fin YR 2020/2021 LGA 1972 s111£350.00

## **Receipts: To note receipt of income**

None

**Account Balance** £14,729.72

Payments above payments £2285.48

Receipts £0.00

**Total Balance** £12,444.24

**Resolved:** Councillor Angus Neish and Councillor Simon Wager would action the online payments.

## **20/032 Clerk’s Report**

**Clerks Toil Request**

Resolved: retrospectively approved the Clerks request made to the Staffing Committee to take some of her toil time during 18th May 2020 to the 29th May 2020, 6th July 2020 to the 10th July 2020 and 4th August 2020 to the 28th August 2020 to complete her Community Governance Degree Assignments due to be submitted in draft format on the 9th and 10th September 2020.

Council also approved the Clerk taking time off 2nd November to the 6th November 2020.

## **Salary Scales**

**Resolved:** noted that the National Association of Local Councils had published a new employment briefing on the national salary pay scales for clerks and other employees employed under the terms of the model contract. Council approved the Clerks retrospective payment of the increase in the award next month.

## **Society of Local Council Clerks Conference**

**Resolved:** approved the Clerks attendance at the below SLCC Conference which is being held virtually this year at a cost of £25.00 + VAT.

Join us at the SLCC Virtual Annual National Conference to celebrate all things clerking with this week-long training event, 12th - 16th October 2020.

Discover relevant advice for clerks in relation to the COVID-19 pandemic as well as guidance covering budgeting, well-being, climate change, investments, risk management & more

Exciting Announcement! Your inspirational keynote speakers are former adviser to Theresa May, Tom Swarbrick & World Record-Holding British Cave Diver, John Volanthen! £25 + VAT for SLCC Members.

**Council noted that the Clerks Job Description Number 7 states:**

The Clerk is to maintain a personnel membership to professional bodies and the Society of Local Council Clerks, to attend County meetings and relevant training sessions provided by the Society of Local Council Clerks and County Association of NALC, to attend the Annual Conference of the Society of Local Council Clerks

## **Health & Safety in the Workplace Report**

**Resolved:** noted the Clerk has had to postpone her Annual Health & Safety at work check due to the Pandemic. The Clerk will reschedule when visiting restrictions could be met.

## **Computer Back up Data Issue and Virus Protection**

**Resolved:** noted that the Clerk had called out the IT Specialist as the Backup was not actioning, and the Computer Anti-Virus package required updating. This has now been addressed and the Backup data is now working.

## **Zoom Subscription**

**Resolved:** note that following consultation with the Chairman and Vice Chairman, as per standing Orders, the Clerk has subscribed the Council to the Zoom package as the 40-minute free sessions would not now meet the needs of the Council. There is a monthly cost of £14.39. Council approved the cost.

Council noted that the advice around face to face council meetings remains unaltered. NALC’s view with which the SLCC agrees, is that it’s worth highlighting that councils should not be holding meetings in person as it could find its self in a position of breaking the law if several members of the public wished to attend a physical meeting.

## **Parish Newsletter**

**Resolved:** informed the Clerkthat she adds the additional information that highlights that parishioners can approach Councillors directly with issues, which they can then bring to the Clerk for Full Councils discussion. Councillor Angus Neish would write a Chairman's report and that there be an input from the Community Emergency Team.

## **Parish News Article**

**Resolved:** approved thesmall informative article on what is a Parish Council as per the Parish Plan request for more information on its Parish Council and what it does.

## **Business Continuity Plan**

**Resolved:** approved the updated Business Continuity Plan.

## **20/033 Correspondence received**

## **Precept Budget**

**Resolved:** noted retrospectively that two parishioners asked for further information regarding the Precept figure the Clerk has sent an explanation and has received no further correspondence since replying to their communications.

## **Link Scheme**

**Resolved:** noted that the payment has been made in April to the Mere Link Scheme as the Annual Parish meeting did not take place and that they have sent a thank you note for the electronic payment.

## **Warminster Lions Club**

**Resolved:** instructed the Clerk to reply that the Council approved the below request, subject to Covid-19 regulations.

We are Warminster Lion Club; we raise money each year to help individuals and clubs within BA12 area. We would like to bring our Santa’s Workshop on a Sleigh to you as part of our December activity. This is a mobile Sleigh with Santa inside giving small, wrapped bags of sweets to all. Please would you let me know if this is possible and any dates when there are Village events happening either to attend or to avoid. Yours sincerely Paula Warminster Lions Club (CIO)

## **Pre-Application Consultation – Installation of Telecommunications Equipment**

**At BT Pole Ssmai-10-00, Grass Verge Off High Street, Outside Maiden Bradley**

**Village Hall, Maiden Bradley, Warminster, Ba12 7jg, Ngr E 380159, N 139048**

**Resolved:** supported the installation but asked that if it is installed that consideration takes place for it to be shared with other providers. The Clerk was also asked to highlight that if it is a shared post it had been noted that the Duke of Somersets Estate would be happy to supply further land for consideration if more antenna were needed to improve the signal in the community

Clarke Telecom Ltd act on behalf of BT. BT are currently working on a programme to enhance mobile network coverage in rural areas by utilising their existing telegraph poles.

As part of this network improvement program, there is a specific requirement for an installation at the existing telegraph pole SSMAI-10-00, on the grass verge off High Street, outside Maiden Bradley Village Hall, to ensure that the latest high quality service provision is provided in this area of Maiden Bradley.

The proposal involves the installation of one tri-sector antenna located within a shroud which will be mounted on top of the existing telegraph pole, and the installation of one equipment cabinet located at ground level.

Mobile telecoms networks are now ubiquitous throughout the UK. It is an expectation that an individual can connect and use their mobile phone whenever and wherever they are. The demand for mobile data in the UK is increasing rapidly, and as households and businesses become increasingly reliant on mobile

connectivity, the infrastructure must be in place to ensure supply does not become a constraint on future demand. The installation will meet the extra demands on the network in this area as more people use internet enabled handheld devices.

The preferred option is as follows:

BT POLE SSMAI-10-00, GRASS VERGE OFF HIGH STREET, OUTSIDE MAIDEN BRADLEY

VILLAGE HALL, MAIDEN BRADLEY, WARMINSTER, BA12 7JG

NGR E 380159, N 139048

The proposal relates to the installation of one tri-sector antenna located within a shroud mounted to the top of the existing telegraph pole, and the installation of one equipment cabinet located at ground level.

The shrouded antenna will be 600mm high, and the equipment cabinet will measure 1230mm (W) x 500mm (D) x 1282mm (H).

As the site is located within the Cranborne Chase & West Wiltshire Downs Area of Outstanding Natural Beauty, and within Maiden Bradley Conservation Area, a prior approval application will be required. for the installation of the ground-based cabinet, which measures under 2.5 cubic metres. The installation

of the small cell antenna located on the existing telegraph pole constitutes permitted development under A.1 (4)(iii) of Part 16 (Schedule 2) of the Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2016, but will be included as part of the future application for clarity.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter. 26th August 2020.

For your information, a set of plans and consultation letter have been sent to Wiltshire Council Planning Department, the local ward councillor for Warminster Without (Councillor Fleur de Rhé-Philipe MBE), the South West Wiltshire MP Andrew Murrison and Maiden Bradley with Yarnfield Parish Council.

We look forward to receiving your response within 14 days of the date of this letter.

## **PCO PCO1 CHURCH STREET MAIDEN BRADLEY WARMINSTER**

**Resolved:** noted the below correspondence relevant to the BT Phone near the Knapp area.

instructedthe Clerk to inform Wiltshire Council that consideration needed to be taken as the payphone is sited in an area of poor mobile phone coverage.

Wiltshire Unitary Council has received notification from BT regarding consultation on its current programme of proposed public payphone removals.

There are currently 34 public payphones which have very low usage levels and BT propose to remove them following a full consultation. We have identified that one or more of these payphones are either within or close to your parish boundary. Details of these payphones are shown on the attached document which include telephone number and address location. BT has also placed consultation notices in the relevant payphone kiosks.

As the local authority, we are required to carry out our own consultation process to canvas the views of the local community. Therefore, we are seeking the views of town/parish councils and Wiltshire councillors representing the community on the removal of these payphones. We would welcome your feedback on whether the payphones are still needed in your community.

Please provide reasons for any objections to the removal of specific phones, as a blanket objection is unlikely to carry enough weight.

Examples of factors that may be relevant (refer to BT’s guidance at bottom of page):-

* If there is predominantly privately rented or council housing in the area, this suggests people on a lower income without access to mobile and fixed telephones and supports the view that a public call box should be retained.
* If the payphone is sited in an area of poor mobile phone coverage.
* There may be concerns about access to telephone services in areas with low population densities.
* There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, or the call box is near a known accident black spot.
* Part of a community Emergency Plan

BT also offers the opportunity for parish councils and registered charities to adopt a kiosk for just £1, thereby protecting the heritage of the community.

Details about this can be found at http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/

The consultation period will close on 28 October 2020, so please ensure you return your comments by end of business 14 October 2020 at the latest to enable us to include your representations in forming our response to BT. All responses will be collated and directed to a single point of contact as follows: -

Representations should be returned to Mary Moore at Wiltshire Council who will co-ordinate the response on behalf of the council:

Mary Moore Development Officer, Regeneration Economic Development and Planning Wiltshire Council

## **National Association of Local Councils Code of Conduct Consultation**

**Resolved:** noted the below consultation retrospectively, circulated by the Clerk to Councillors to individually respond to.

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct.

High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020.

We all know the impact that poor behaviour, bullying and harassment can have on individuals and on local councils as organisations, so it is vital we continue to work as a sector to improve standards and push for further reform, at both local and national level.

Therefore, while NALC will be responding to the consultation and engaging further with the LGA, we are also calling for further action by the government to introduce a new power for local authorities to suspend councillors for a period of up to six months, and for the Committee on Standards in Public Life to review progress on the implementation of the reports wider recommendations.

## **Kilmington Area parishioner regarding a telegraph pole in Maiden Bradley**

**Resolved:**  noted that a Kilmington Parishioner contacted the Warminster Area Board Manager to request action regarding a BT Telegraph pole. The Clerk has contacted the Highways Engineer and sought their advice.

The Highways Engineer has replied with the below:

There is no warning sign available for telegraph poles in the Traffic Signs Regulations. The only solution I could offer is installing a reflective verge marker post. It may be an idea for residents to contact BT to explain the issue and see if they can have the telegraph post relocated if it is in a vulnerable position and they are being inconvenienced with outages when it gets hit.

The post doesn't appear to be at the edge of the highway, so vehicles are having to leave the road to hit it which is a bit odd. I have contacted the parishioner asking that they make contact with BT as a customer with interrupted supply to request the pole is relocated in the first instance.

The Highways Engineer has confirmed with the Clerk that a works order for a Reflective Verge Marker to be installed has been agreed.

## **Church Street Parishioner re Bollard**

**Resolved:** noted the below correspondence from a Parishioner. The Parishioner has reported the incident to Wiltshire Council and Councillor Simon Wager has reported it to the Rural Policing Team.

I'm writing as a parishioner to let you know that the bollard right outside my front door was bashed and broken sometime last night or early this morning by a vehicle.

I found the top of the bollard this morning at about 7am, a bit further down the road but did not realise what it was until now when I saw another parishioner who showed me. I have reported it on My Wiltshire. I have also posted on Facebook to ask whether anyone saw or heard anything.

We are repeatedly raising safety concerns about the unsustainable traffic situation in our village - this bollard is just centimetres from my front door.

## **Frome Road Parishioner**

**Resolved:** noted Councillor Simon Wagers report that he has investigated this with Martin Rose the Principal Highways Engineer and he very kindly said that there are no criteria to enable the moving of the 30mph limit at this stage.

We live on the right-hand side of Frome Road as you are heading out of the village towards Frome. As you know the speed limit changes from 30 mph to 50 mph as you start to come down the hill. Vehicles of course don't adhere to this speed limit and at times pass the entrance to our house driving considerably faster. This makes driving in and out of our property at times extremely dangerous. I have in the past had to abort my plans to turn right into our entrance as a huge lorry has come thundering down the hill towards Frome - if I hadn't accelerated away I would have been run into by the lorry and seriously injured. Turning left out of the house we have had cars and vans coming up the hill from Frome so fast that they have had to overtake us as we pull out almost causing a head on collision with cars coming in the other direction. The road is always clear when we check before we ever turn in or out of the entrance - but the speed that the traffic travels at means that they cannot stop!!

At the beginning of the year a lorry went off the road on the bend just past our house as he was travelling too fast and lost control and last year(may have been the year before) a villager turning right at our entrance was driven into the back of by a car coming down the hill. The driver coming down the hill was going so fast he ended up in the hedge on the opposite side of the road after he had hit the stationary car.

We are one of 7 properties on this short stretch of road, all of us risking life and limb on a daily basis, as we try to get in and out of our entrances.

My request is for the 30mph speed limit coming out of the village to be extended to include those of us living along this short stretch of road. We are all within the boundary of the village.

## **Weightwatchers**

**Resolved:** noted the below correspondence. Councillor Ian Ferguson reported that they the Group has received notification from Asda that they would be no longer sending lorries through the village. It was noted that actioning Lorry Counts had proved problematical as there had been no volunteers within the Community willing to take this action.

I'm writing to you in my capacity as a member of the civil society group Maiden Bradley, “Weightwatchers” to let you know that today we initiated our letter campaign to 23 companies with HGVs passing routinely through our village.

The letter sets out the adverse social and environmental impacts of heavy HGV traffic on our village and asks the companies to avoid this route.

We recognise the hard work done by yourself and many other councillors over the years to achieve the weight limit and hope that we can count on your support.

Regards Alexandra Channer and Ian Ferguson

Letters sent to the following companies:

1 ForFarmers

2 All Seasons Transport / ND Young

3 ASDA

4 Barter

5 Batemans

6 AJ Brunt

7 Catley Chilled Foods

8 Chris Hayter

9 Cooperative

10 Dextra Group

11 EDF (note this is re their suppliers)

12 Gregory Distribution

13 Hansons

14 Harding & Sons

15 Hopkins

16 Massey & Wilcox

17 Palletways

18 Perrys Recycling

19 Sharp Transport Ltd

20 Tarmac PLC

21 W Rolls

22 Wyvern Cargo

23 Wainwright

## **20/034 Meetings and Courses for Councillors to consider attending**

**Resolved:** noted the below meeting details and the dates.

## **Community First AGM 2020.**

Wednesday 14th October 2020 (6pm) Join us online by Zoom. We would love you to join us for our AGM on Wednesday 14th October 2020 at 6pm which will be held remotely via Zoom this year due to the current Covid-19 situation. Despite the difficult and challenging times, Community First has remained operational and has been busy supporting groups and individuals across the county.

Sadly, we are unable to hold the Awards Presentation which usually forms part of our evening but look forward to sharing with you some of the amazing work we have been able to achieve, with the support of our members, partners and funders

To register your interest in attending, please contact Bernadette Lowe, Business Support Manager by Friday 11th September 2020.

Email: [blowe@communityfirst.org.uk](mailto:blowe@communityfirst.org.uk)

## **Wiltshire Local Performance & Scrutiny Committee Meetings**

Notice is hereby given of the undermentioned meeting to be held remotely on the date and time stated below

Meeting: Local Performance and Scrutiny Committee - Wiltshire

Location: To be held remotely via Microsoft Teams video conferencing facility. Members of the public are welcome to attend this meeting and listen to the debate online by using the link which will be published on our website within this meeting’s agenda.

Date: 3 September 2020 Time: 10.00am Jonathan

3 September 2020 1000-1200 hrs Local Performance & Scrutiny – Wiltshire

(being held remotely)

25 November 2020 1000-1200 hrs Local Performance & Scrutiny – Wiltshire (being held remotely)

25 February 2021 1000-1200 hrs Local Performance & Scrutiny - Wiltshire

27 May 2021 1000-1200 hrs Local Performance & Scrutiny – Wiltshire

## **Wiltshire Council Briefing Note no. 20-28 - Planning Update August 2020**

**Resolved:** noted the Wiltshire Council Planning update to provide notification of:

1. Publication of the Council’s Statement of Community Involvement (July 2020);

2. Publication of an updated Local Development Scheme (July 2020); and

3. Government consultations on proposals for changes to the planning system.

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

Countryside Voice

CPRE members Guide

Clerks & Councils Direct

CPRE Wiltshire Voice Issue 30 May 2020

Cranbourne Chase AONB Management Plan 2019 - 2024

## **Noted that a list of Emails received and sent to Councillors during March, April, May and June 2020 can be requested from the Clerk**

**20/035 Parish Clerks Delegated Powers** LGA 1972 s101

**Resolved:** noted the Community Emergency Leaflets printed cost £25.00

The Clerk used the delegation under Financial Regulation 4. Budgetary control and authority to spend. Both the Chairman and Vice Chairman approved of the cost before the order was placed.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

•the council for all items over £5,000.

•a duly delegated committee of the council for items over £500; or

•the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

## **Planning**

**Application Ref: 20/02652/TCA**

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

**Proposal: - Removal of Alder tree on the roadside of the B3092 (Frome Road) at bottom of the listed address.**

**At: The Old School Yard, High Street, Maiden Bradley, BA12 7JG**

**Delegated Decision**: Support

**Wiltshire Council Decision:** No objection

**Application Ref: 20/02003/FUL**

## **Application for Full Planning**

**Proposal: - Demolition of 4no. agricultural buildings (3 barns and 1 poly tunnel) Creation of new vehicular access an erection of new storage warehouse**

**At: Manor Farm, Junction with Dukes Lane East C41 To Bradley Lane, Maiden Bradley, BA12 7HY**

**Delegated Decision**: Support

**Wiltshire Council Decision:** approve with conditions.

**Application Ref: 20/04435/PNCOU**

**Application for Prior Notifications of change of use**

**Proposal: - Notification under Class R to Determine if Prior Approval Required for a Proposed Conversion of Agricultural Buildings to a Flexible Commercial Use for a Furniture Showroom Specialising in the Sale (A1 Retail) of Bespoke and Antique Furniture with Ancillary Office (B1)**

**Location: Manor Farm, Maiden Bradley, Warminster, Wiltshire, BA12 7HY**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** Prior Approval refused.

**Application Ref: 20/04235/FUL**

## **Application for Full Planning**

**Proposal: - A purpose-built parish North West of the main farm buildings. Constructed from 4m stanchions and horizontal 180mm reinforced panels with a vertical reinforced panel to the dividing wall. An all-encompassing effluent channel around the clamp with run off to the existing slurry lagoon.**

**At: Church Farm, Church Street, Maiden Bradley, BA12 7HN**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** this decision has yet to be uploaded to the Wiltshire Council Website.

**Application Ref: 20/04482/TCA**

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

**Proposal: - T1 - Holly tree - reduce height by half and trim sides**

**T2 - Magnolia tree - reduce height and spread by half**

**At: Orchard End, Church Street, Maiden Bradley, BA12 7HW**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** no objection.

**Application Ref: 20/04243/FUL**

**Application for Full Planning**

**Proposal: - Erection of single-story porch to side of pub and modification of existing pedestrian access**

**At: The Somerset Arms, Church Street, Maiden Bradley, BA12 7HW**

**Delegated Decision**: Supported

**Wiltshire Council Decision:** Approve with conditions

**Came & Company Insurance Renewal** – renewed using Financial Regulations as the Parish **Resolved:** noted theCouncil has a long term 3-year contract in place and so a renewal of the insurance continued.

## **Shear Water & Heaven’s Gate parking and Traffic**

**Resolved:** noted retrospectively the Clerk seeking action from the Rural Policing Team following parishioners’ complaints re access issues toward Maiden Bradley along Shearwater and through Heaven’s Gate.

## **Rights of Way**

**Resolved:** noted that a farmer had requested assistance with Wiltshire Council in obtaining correct rights of way signage. The Clerk contacted the Southern Rights of Way Team and they have provided the signage directly to the farmer.

**20/036 Notice of items to be taken into consideration at the next meeting in September 2020.**

**Resolved:** itemsapproved. Website update, Budget Report, Back lane bench redecorated,

Village Hall Committee update, Parish Plan Update.

Councillors noted that if they wished motions to be included on the next Agenda, they needed to be sent to the Clerk by the 5th October 2020 as per Standing Orders. See below:

## **Standing Orders**

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

A A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.

B No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

C The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

D If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 4 ) clear days before the meeting.

E If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

F The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

## **20/037 Items for Parish Newsletter & Notice Boards**

**Resolved:** litter pick dog waste, thank you to Farming Community and Volunteers and the Clerks item on the Parish Council.

## **20/038 Date of the next meeting**

**Resolved:** that **Tuesday 13th October 2020** at 7.00pm is the date of the next meeting. All are welcome to attend**.**

**Meeting ended at**  8.06 pm **Signed……………………………………….**

