

Minutes of the Meeting of Potterne Parish Council held on Wednesday 6 June 2018 in Potterne Village Hall at 7.30pm.

Present: Cllr Philip Abbatt (PA); Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC); Cllr Rob Edwards (RE); Cllr Andrew Huntley (AH); Cllr Nesta Pudney (NP); Cllr Chris Twiney (CT)

Also present: 3 members of the public; Liz Starling (Clerk)

Apologies: Cllr Carol Clifford (CC); Cllr Robert Hunt-Grubbe (RHG); Cllr Tony Molland (TM);

Absent: Cllr Anna Cuthbert

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| 26/18/19 | Welcome and Apologies: The Chairman welcomed Councillors and received apologies. |
| 27/18/19 | Declaration of Members' Interests: There were no declarations of interest. |
| 28/18/19 | Minutes of meeting held on 2 May 2018: It was proposed by AH and seconded by NP and agreed by all that the minutes were an accurate record. The minutes were duly signed. |
| 29/18/19 | In view of the confidential nature of item 16 to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in order to discuss the item: PB proposed, RC seconded and all agreed that a resolution be passed to exclude the press and public from the meeting for item 12 of the agenda. |
| | <p>Open Session PB declared that the meeting was temporarily suspended to allow for an open session for 10 minutes so that the public could place questions to the Council to be discussed at the next meeting if confirmed in writing.</p> <p>1. Overhanging hedges on Court Hill on bend opposite Court Hill House – pedestrians going into the road to avoid it. Clerk to report on MyWiltshire.</p> <p>2. Occupier of Old Kings Arms explained the background on the work needed to be done to trees (applications 18/05282 and 18/05284). There is a concern to make these safe.</p> <p>3. Agent spoke regarding application 18/04590 46 Highlands. This is for a loft conversion which will result in an increase in roof pitch.</p> <p>There were no further comments from the public therefore PB closed the Open Session.</p> |
| 30/18/19 | Wiltshire Councillor's Update: Anna Cuthbert not in attendance. No apologies and no report received. Clerk advised she had emailed AC, posted on her Facebook page and Twitter but no response. |
| 31/18/19 | Parish Council Action Table update: |

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| | <p>127/17/18: Frame at Blounts Court play area still to be removed.</p> <p>09/18/19, Item 8: RC has spoken to JM re broadband – to update later in the meeting.</p> <p>22/18/19, Item 2(b): To draft proposal for CATG re reduced speed limits and village gates. Still to do but has been discussed with Wiltshire Councillor, Philip Whitehead and mentioned to the highways officer who couldn't see any objections to speed gates and flashing speed signs. Traffic calming in the form of chicanes may also be considered.</p> <p>22/18/19, Item 3(a): Obtain quote for picnic table – not done yet. To consider second hand.</p> <p>22/18/19, Item 6: Community Right to Bid nomination to WC. This is still to do.</p> <p>22/18/19, Item 7: Report footpath issues to WC. This has been done and will be reported on later in the meeting.</p> |
| 32/18/19 | Parish Council Documents: |
| | <p>1. Standing Orders - These have been updated in line with the NALC 2018 model version. It was agreed that a meeting shall not exceed a period of 2 hours (para 3(x)); paragraphs 18 (f) and (g) removed as only applicable to larger councils. RC proposed and PA seconded that the Standing Orders be approved – all agreed.</p> |
| | <p>2. Privacy (Data Protection) Policy – RE proposed and JC seconded that this be approved; all agreed.</p> |
| | <p>3. Data Subject Access Request (SAR) Policy – NP proposed and RE seconded that this be approved; all agreed.</p> |
| 33/18/19 | Reports from representatives: |
| | <p>1. Devizes Area Board: TM and PB attended. There was a presentation on the Stonehenge tunnel. Consultation open until 23 April. Possible funding available to group from the Stonehenge Legacy Award. Need to find out more information.</p> |
| | <p>2. Community Area Transport Group (CATG) – including Road Safety, Vehicle Parking and Public Transport:</p> <p>a) Discussion about the relocation of the crossing point (in the cutting) of the footpath/pavement from Potterne into Devizes. Ideally pavement to be a bit wider and moved away from the bend. Potterne Parish Council has already pledged £750 towards the cost of this work. Path is less than a foot wide in places; from Mount Pleasant back into village some places almost impassable.</p> <p>b) Blount's Court crossing site is on the list of the top 5 projects to be completed this year. Looking at ways to get around land ownership issues.</p> <p>c) Coloured tarmac was supposed to be done when the weather was better. This needs to be chased.</p> <p>d) Youth Centre sign. Suggested that this went on the same post as the sign for the village shop. A sign for the Social Club had been requested at the Annual Parish Meeting and it was felt that this would be best placed at the entrance to the Social Club off Whistley Road than at the junction of Whistley Road and the A360. This will need to be done by the Social Club themselves.</p> |

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| | <p>e) PB and CT met with WC Highways at Whistley Road regarding the resurfacing, along with two residents. Highways will look at reinstating the edge to the stream as a priority. A surface skim of the road will be carried out June/July time with a return in the winter months to re-edge the road. PB will travel the length of the road with the contractor prior to this to confirm where the edges need to be reinstated. Waiting for confirmation of the yellow lines from Wiltshire Council.</p> <p>PB urged councillors to think about the issue of parking before the next meeting and suggestions to resolve it.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>Leisure Facilities, Appearance and Environment: a) Fencing at Ryeleaze – Aster is looking to do this in the autumn. b) Parish Steward attending tomorrow; PB to meet with him.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Residential Planning: a) Five planning applications have been received:</p> <table border="1" data-bbox="432 768 1441 1888"> <tr> <td data-bbox="432 768 683 1003">18/04134/FUL and 18/04642/LBC</td> <td data-bbox="683 768 1002 1003">The Old Vicarage, 4 Rookes Lane, Potterne, SN10 5NF</td> <td data-bbox="1002 768 1441 1003">Alterations to rear utility and kitchen rooms including small extension and internal alterations (amendment to previous consented scheme - 17/11900/FUL & 17/12136/LBC)</td> </tr> <tr> <td colspan="3" data-bbox="432 1003 1441 1104">This is a small amendment to a previously agreed application. Definite improvement. Would recommend support. No objection</td> </tr> <tr> <td data-bbox="432 1104 683 1305">18/04590/FUL</td> <td data-bbox="683 1104 1002 1305">46 Highlands, Potterne SN10 5NS</td> <td data-bbox="1002 1104 1441 1305">Loft conversion incorporating an increase in the roof pitch from 30 to 45 degrees, roof lights to the front elevation and three pitched roof dormers to the rear</td> </tr> <tr> <td colspan="3" data-bbox="432 1305 1441 1373">This is an improvement. Would recommend support. No objection</td> </tr> <tr> <td data-bbox="432 1373 683 1485">18/02547/FUL</td> <td data-bbox="683 1373 1002 1485">20 Stroud Lane, Potterne Wick, Potterne SN10 5QN</td> <td data-bbox="1002 1373 1441 1485">Single storey extension at rear of Property – <i>amended plans received</i></td> </tr> <tr> <td colspan="3" data-bbox="432 1485 1441 1518">No objection to amended plans</td> </tr> <tr> <td data-bbox="432 1518 683 1653">18/05282/TCA</td> <td data-bbox="683 1518 1002 1653">Old Kings Arms, High Street, Potterne, Devizes, Wiltshire SN10 5NA</td> <td data-bbox="1002 1518 1441 1653">T1 - Ash tree – fell</td> </tr> <tr> <td colspan="3" data-bbox="432 1653 1441 1686">No objection</td> </tr> <tr> <td data-bbox="432 1686 683 1821">18/05284/TCA</td> <td data-bbox="683 1686 1002 1821">Old Kings Arms, High Street, Potterne, Devizes, Wiltshire SN10 5NA</td> <td data-bbox="1002 1686 1441 1821">T1 - Ash tree - pollard</td> </tr> <tr> <td colspan="3" data-bbox="432 1821 1441 1888">No objection</td> </tr> </table> <p>b) RC said they he had met with the new owner of the Manor House who has moved his business to the premises and intends to run it from there for about 10 years. Also updated members on the Neighbourhood Plan workshop that he</p> | | 18/04134/FUL and 18/04642/LBC | The Old Vicarage, 4 Rookes Lane, Potterne, SN10 5NF | Alterations to rear utility and kitchen rooms including small extension and internal alterations (amendment to previous consented scheme - 17/11900/FUL & 17/12136/LBC) | This is a small amendment to a previously agreed application. Definite improvement. Would recommend support. No objection | | | 18/04590/FUL | 46 Highlands, Potterne SN10 5NS | Loft conversion incorporating an increase in the roof pitch from 30 to 45 degrees, roof lights to the front elevation and three pitched roof dormers to the rear | This is an improvement. Would recommend support. No objection | | | 18/02547/FUL | 20 Stroud Lane, Potterne Wick, Potterne SN10 5QN | Single storey extension at rear of Property – <i>amended plans received</i> | No objection to amended plans | | | 18/05282/TCA | Old Kings Arms, High Street, Potterne, Devizes, Wiltshire SN10 5NA | T1 - Ash tree – fell | No objection | | | 18/05284/TCA | Old Kings Arms, High Street, Potterne, Devizes, Wiltshire SN10 5NA | T1 - Ash tree - pollard | No objection | | |
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| No objection to amended plans | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| No objection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| No objection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>recently attended. Recommendation is that plan is reviewed regularly. One point worth noting is that doors and winders in a conservation area don't need permission to be changed. Parish Council could ask for an Article 4 Directive for all future changes to be reviewed by the Parish Council before the work takes place.</p> <p>The Article 4 Directive for the land at Crookwood is to be confirmed at the next Eastern Planning meeting on 14 June.</p> |
| 5. | <p>Community and Learning:</p> <p>a) The AGM for the Youth Centre was held on 23 May where the revised constitution was adopted and approved. JC clarified that the Youth Centre is a constituted organisation and registered charity; the Youth Club provides the service.</p> |
| 6. | <p>Commercial Development:</p> <p>Broadband – RC has met with JM who is happy to help. There are 2 cabinets in the village: cabinet 13 (Church Corner) and cabinet 3 (Blackberry Lane). If connected to either of the cabinets it is possible to get really good speeds.</p> <p>Welcome to Potterne booklet – JM suggested that this could be merged with the Business Directory. It was felt that this was a good idea – NP to confirm with JM if this could be included in the back.</p> |
| 7. | <p>Footpaths and Cycle Ways:</p> <p>Minute reference 22/18/19, Item 7 - POTT 140/10 Furzehill Lane – to be inspected; POTT76/POTT75 – path now re-established and report marked complete.</p> <p>The following have also been reported to Wiltshire Council:</p> <ul style="list-style-type: none"> • POTT80/POTT76 – broken step off the bridge • POTT20 complaints that new owners of 10 The Butts have changed the course of the path and park cars across the footpath making it difficult or impossible to use. Clerk was also requested to send letter to occupier of 10 The Butts concerning this. • POTT80 - two planks broken. These planks Ford a ditch/drainage channel immediately before a stile into a field – to be inspected. <p>Clerk advised that Joiner Lane WORT14/POTT113 is to have planings spread on it as complaints that it has been boggy and impassable. Need to chase up what is happening with the Japanese Knotweed on the Court Hill footpath. (POTT60/10)</p> |
| 34/18/19 | <p>Burial and Property Maintenance:</p> <p>Roof and window at shelter in cemetery has been repaired but window has been broken again. To be repaired with Perspex rather than glass.</p> <p>B Wilks to be asked how many hours it would take to paint gates at cemetery.</p> |
| 35/18/19 | <p>Finance:</p> |
| 1. | <p>a) To approve the Accounting Statements 2017/2018: The accounts have been returned from the internal auditor; there are no issues. It was proposed by RE and seconded by PA that the Accounting Statements 2017/18 be approved and signed. All agreed.</p> |
| 2. | <p>Accounts to be paid and transfer sufficient funds to pay accounts:</p> <p>It was agreed that the following accounts be paid:</p> |

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| Chq No. | Payable to | Net | VAT | Gross |
|-----------|-------------------------|----------------|-------------|----------------|
| 1796 | Lauren Harding | 100.00 | 0.00 | 100.00 |
| 1798 | Josh Little | 100.00 | 0.00 | 100.00 |
| 1799 | SSE Southern Electric | 11.86 | 0.59 | 12.45 |
| 1800 | Community First Trading | 492.29 | 0.00 | 492.29 |
| 1561 | B Wilks | 118.99 | 0.00 | 118.99 |
| 1562/1563 | E M Starling and HMRC | 518.33 | 0.00 | 518.33 |
| 1564 | Potterne Village Hall | 54.00 | 0.00 | 54.00 |
| | Total | 1395.47 | 0.59 | 1396.06 |

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| | Press and Public were excluded from the meeting at this point to discuss the following confidential item as per resolution at /18/19 above. |
| 36/18/19 | Staffing matters: Review of clerk's salary was discussed and agreed. Also cover for September meeting when clerk unavailable. |
| | Date of next meeting: Wednesday 4 July 2018, 7.30pm in Potterne Village Hall |

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