

**Minutes of the Meeting of Potterne Parish Council
held on Wednesday 4th November at 7.00pm via Zoom**

Present: Cllr Philip Abbatt (PA); Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC); Cllr John Mann (JM); Cllr Nesta Pudney (NP);

Also present: Karon Van Den Bergh (Clerk); Cllr Richard Gamble (for part); Tamara Reays (for part)

Absent: Cllr Carol Clifford (CC); Cllr Robert Hunt-Grubbe (RHG); Cllr Andrew Huntley (AH); Cllr Tony Molland (TM); Cllr Chris Twiney (CT);

85/20/21	Welcome and Apologies: The Chairman welcomed Councillors and received apologies.
86/20/21	Declaration of Members' Interests: None
87/20/21	Minutes of Meeting held on 7th October 2020 : Resolved: RC Proposed, JM. Seconded and all agreed that the Minutes were an accurate record. The minutes will be signed at a later date due to Covid 19 restrictions.
88/20/21	Action Tracker Update 36/20/21 – Overhanging branches removed by tree surgeon. 37/20/21 – Grist has been instructed to collect skip in Cemetery to replace floor. 40/20/21 – Soldiers' Walk signs had been delivered and would be erected in due course. Awaiting cheque from RBL for £200.00 donation. 55/20/21 – Letter to SG Manufacturing sent. SIDs now in full working order. 56/20/21 – Village gates - Ongoing. The Parish Council would look to supply and fit. 56/20/21 – Ryeleaze Playground Working Group – On hold. 72/20/21 – CATG Meeting not attended. 73/20/21 – Email sent to Richard Gamble regarding clearing of pavement, painting of Zebra Crossing and missing Potterne signs. 73/20/21 – Debris from trees landing on A360. Contact had been made with Wiltshire Council who felt that this was not a major cause for concern. 73/20/21 – Steel bars fitted to Cemetery boundary fence. Badger issues appear to be sorted. 76/20/21 – Resident of property with overgrown back wall had now cleared the greenery which was touching the path. 77/20/21 – Clerk had emailed Mr Kruger's office to inform of Potterne's interest in the inclusion in investigations for Broadband improvements. 77/20/21 – Clerk had purchased an annual subscription to Zoom. 78/20/21 – Clerk had responded to Tony Langridge Consulting asking for clarity on plans for the car park area. 81/20/21 – The Notice for Conclusion of Audit has now been published on the Website. 83/20/21 – The date of 23 rd November had been agreed for pre-budget setting discussions. 84/20/21 – Chair has written to Philip Whitehead regarding the lack of contact from Anna Cuthbert.
	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.

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PB welcomed Tamara Reay and Cllr Richard Gamble. RG: Introduced TR, ex-Chief of Staff for Claire Perry and the forthcoming Conservative representative for Devizes from May 2021.

RG commented that it was good to see the Speed Indicator Devices working. RG reported that Wiltshire Council had agreed to clear the footpath along the A360 between Potterne and Devizes which had become very narrow and overgrown. The work would be done over 4 days, with commencement on 23rd November. Traffic management would be put in place. Wiltshire Council had not agreed to RG's request for a mirror at the north end of the A360. A project for the school summer holidays of 2021 would be the erection of some walling/fencing along the slopes, in the form of a barrier, to hold back the encroachment of the earth. For the time being, the path would take priority. RG confirmed that the erection of "Village Gates" had been agreed by Wiltshire Council on the assumption that the cost was taken by the Parish Council. Items for future consideration would focus on the access to Potterne Wick/Blounts Court. Speed limits would also continue to be considered. The next Area Board Meeting would be held on 16th November, during which TR would be giving a presentation about the initial plans for Devizes Gateway Station. Cycle routes would also be discussed, with consideration as to whether a route from Potterne to Devizes should be changed from a footpath to a cycleway.

RG suggested that Councillors attend the Area Board to offer their opinions and then to engage further with CATG.

RG confirmed that Anna Cuthbert was still formally holding the position of Unitary Councillor.

PB explained that he had written to Angus McPherson to ask how long it would be before the Police Reports were reinstated. RG informed PB that Mr McPherson would be at the Area Board Meeting.

JM explained that the intention of the Parish Council was to go ahead and erect the Village Gates, with the one on the northern side to include a "Potterne" sign. JM was concerned about two other major issues in Potterne. The High Street crossing in front of Porch House was dangerous and the traffic situation at Potterne Wick should also be flagged. JM pointed out that both these issues have been deemed too expensive for CATG. JM was aware, however, that the safety issue when crossing between The George and Dragon Public House and Blounts Court has been left on the Area Board Agenda, with the possibility of installing a mini roundabout.

RG pointed out that CATG had a budget of only £16000 per year so had difficulty financing large projects but was aware that Wiltshire Council was also trying to address the issue of the dangerous junction at The Black Dog crossroads. The Council has now accepted that this should be a matter for discussion.

JM felt that RHG would like input in this area, on behalf of the Parish Council.

RG was aware that the zebra crossing required repainting. JM agreed, worried about the danger for pedestrians.

RG asked the Councillors to ensure that they contacted him on any other matters they felt he could be of assistance in.

RG left the meeting.

JC confirmed that the Remembrance Sunday Service would be cancelled due to the Covid19 lockdown. To compensate there would be a laying of wreaths on 5th November which would be filmed and added to a Zoom service to be available on Sunday, 8th November. RHG would be contacted to ascertain whether he

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	<p>was available to lay the wreath on behalf of the Parish Council. JC would lay the wreath in his absence. All agreed. JM pointed out that all members of the Parish Council would be welcome to attend. For more information see the Potterne123 website. JM confirmed that the signs had arrived for Soldier's Walk and that JC had offered to make the stands.</p> <p>TR thanked the Councillors for allowing her to attend the meeting confirming that her intention was to represent the communities, having worked in the Devizes area for a number of years. TR was currently employed at the Department for Digital, Culture Media and Sport and had been involved, on a voluntary basis with the Beeching reparation, working towards the reinstatement of a train station in Devizes. The Devizes Gateway Station would be on the mainline between Westbury and Pewsey at the Clock House at Lydeaway. Money has been made available for an initial business case which will be followed by trying to secure finance for the planning and analysis needed. Capital funding would then be sought. The Devizes Gateway Station would boost economic activity, provide young people with better access to higher education and offer much needed tourism opportunities with a timeframe of 5 years.</p> <p>JM questioned whether the placement of the Devizes Gateway Station would fit well with the integration of a bypass as a station would cause additional traffic through Potterne Wick and via Devizes from Potterne. TR felt that this was a different opportunity and was aware that Wiltshire Council had a priority list of bypasses but would discuss further with RG and Transport Officers etc. TR suggested that JM should make this point at the Area Board Meeting.</p> <p>PB agreed with the view that the residents of Potterne were likely to prefer a bypass than a station.</p> <p>TR left the meeting.</p> <p>There were no further comments from the public therefore PB closed the Open Session.</p>
<p>89/20/21</p>	<p>Road Safety, Vehicle Parking and Public Transport (Whole Council)</p> <p>JM had chased SG Manufacturing and, following a visit, the SIDs were now working well. In addition, JM had received two spare batteries together with a note from the engineer explaining that he would be back within the next couple of weeks to check that the SIDs remained in good working order.</p> <p>PB thanked JM for all his hard work, conscious that he was taking on a lot of duties on behalf of the Parish Council. PB warned that if the load was not shared it would become a burden on certain individuals. PB would speak individually to each Councillor to find out if they were able to take on some of the workload. JM agreed that there was certainly lots to be done and would find it useful for a couple of Councillors to join him in a Sub-Committee, for both Roads and Communications, to discuss work required. This would mean a consensus could be brought to Parish Council Meetings, cutting down lengthy discussions. PB asked Councillors to consider this request.</p>
<p>90/20/21</p>	<p>Leisure Facilities, Appearance and Environment</p> <p>Collapsed drain at Cox Hill Lane, to be attended by Wiltshire Council.</p> <p>a. JC had ascertained that the issue with the drain is caused by a Water Course and is the responsibility of The Environment Agency. Clerk to contact the Agency to ask them to attend.</p> <p>b. Land slip from bank alongside A360 from 10/11 Blounts Court</p> <p>The Clerk and Richard Gamble had both contacted Richard Dobson at Wiltshire Council to make him aware of the issues of the overhanging branches on the bank. A response was received from Mr Beaven, Area Manager, Highways North, to confirm that The Highways Team, Wiltshire Council, had attended the</p>

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	<p>area last week and subsequently passed the issue to the tree consultant to reassess for immediate safety issues who had, in turn, reported back no concerns. RG disagreed, worried that the branch could be hit by a tall vehicle causing a hazard to other traffic. Mr Beaven confirmed that he would chase the relevant department and state the importance of a quick assessment.</p> <p>c. RoSPA Annual Playground Report Clerk to summarise the Playground Report and send to Councillors for a decision on work required.</p> <p>d. Cemetery JC felt that discussions should be opened for the Parish Council to consider the possible expansion of the Cemetery by 2023. It was important to consider the infrastructure levy and have financial understanding of the investment/funding available which would be required. Exploration of grant funding streams though Wiltshire Council should be investigated. Discussion should be had before the Budget for 2021 was set, particularly in respect of determining estimate and planning requirements. Discussion should be invited as consultation between the Parish Council and the wider community. It was agreed that a Sub-Committee would be formed to investigate this area.</p> <p>e. Community Infrastructure Levy KV confirmed that a CIL payment had been received, this week, in the sum of £7,797.12, and could be reserved for the purpose of expansion of the Cemetery if the Parish Council saw fit.</p> <p>Three quotes for Boundary Fencing at Blounts Court KV confirmed that she was in the process of seeking three quotes for the work.</p>
91/20/21	<p>Community and Learning (NP, CC) Nothing to report.</p>
92/20/21	<p>Commercial Development (CT) Nothing to report.</p>
93/20/21	<p>Footpaths and Cycleways (PA, JM) Wooden Gates PA had been approached by villagers to ask the Parish Council to consider replacing two stiles on private land for gates to make it easier for walkers to pass. JC felt that this would be a nice feature for the area and good for residents. PB questioned whether this payment should be taken from Parish Council funds if it was on private land. A preferred way forward would be to ask villagers to consider all the stiles in the village and ask which they would prefer turned into gates. JM was working towards creating an online map which would show all footpaths and stiles in the area. It would then be possible to prioritise any that needed changing to gates, considering the villagers preference. PA would approach the Landowner to find out if he would finance the replacement gates on his land. .</p>
94/20/21	<p>Communications (JM, KV, TM) Broadband Contract JM had ascertained that BT required individual addresses of all the villagers who were interested in the Broadband Contract. It was agreed that JM would contact residents via Facebook and Twitter and ask them, if they were interested in</p>

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		being involved, to provide their contact details via the Potterne123 Website so that they could be added to the list to be passed to BT. JM reminded that there was no obligation to take up this seemingly good offer. PB had no objection to JM taking on this work. All agreed.																																						
95/20/21	a.	Residential Development:																																						
		20/08818/TCA	3 Crown Place, Whistley Road, Potterne SN10 5PB	Work to Trees in a Cons Area. 1. Bay Tree – Fell 2. Common Elder Tree – Prune crossing branches and remove deadwood																																				
		No Objection																																						
	b.	20/09209/FUL	56 Blounts Court, Potterne	Demolition of conservatory and replace with single storey rear extension, new pitched roof to existing kitchen.																																				
		Due to short notice of the application, it was decided that RHG/RC would consider this application in the next couple of weeks and email The Parish Council with their comments in good time for KV to send a return to Wiltshire Planning before 30 th November.																																						
96/20/21		Correspondence PB explained that he had written to Angus McPherson about the withdrawal of Police Reports asking him to confirm how long it would be before they were reinstated with a response that a full reply would be received within 14 days.																																						
97/20/21	a.	Accounts to be paid and transfer of sufficient funds to pay accounts: Resolved:RC Proposed, NP Seconded and all agreed that the following accounts be paid:																																						
		<table border="1"> <thead> <tr> <th><i>Payable to</i></th> <th></th> <th><i>Net</i></th> <th><i>VAT</i></th> <th><i>Gross</i></th> </tr> </thead> <tbody> <tr> <td>Karon Van Den Bergh</td> <td>Administration Costs</td> <td>552.50</td> <td></td> <td>552.50</td> </tr> <tr> <td>Zoom (expense to KV)</td> <td>1 Year Meeting Subscription</td> <td>119.90</td> <td>23.98</td> <td>143.88</td> </tr> <tr> <td>Brian Wilks</td> <td>Odd Jobs in Village</td> <td>150.00</td> <td></td> <td>150.00</td> </tr> <tr> <td>SSE</td> <td>Electricity for Bus Shelter</td> <td>6.16</td> <td>.30</td> <td>6.46</td> </tr> <tr> <td>Signs of The Times Limited</td> <td>2 commemorative signs for Soldiers Walk</td> <td>406.82</td> <td>81.37</td> <td>488.19</td> </tr> <tr> <td>Trevor Hale</td> <td>Clearing of branches above Solar Panels over SIDs</td> <td>195.00</td> <td></td> <td>195.00</td> </tr> </tbody> </table> <p>(This bill is £55 more than the original £140 quoted due to the fact that an extra very large branch had to be cut. Cllr Mann oversaw the work and considered it necessary, all agreed)</p>				<i>Payable to</i>		<i>Net</i>	<i>VAT</i>	<i>Gross</i>	Karon Van Den Bergh	Administration Costs	552.50		552.50	Zoom (expense to KV)	1 Year Meeting Subscription	119.90	23.98	143.88	Brian Wilks	Odd Jobs in Village	150.00		150.00	SSE	Electricity for Bus Shelter	6.16	.30	6.46	Signs of The Times Limited	2 commemorative signs for Soldiers Walk	406.82	81.37	488.19	Trevor Hale	Clearing of branches above Solar Panels over SIDs	195.00		195.00
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		Date:	05.11.2020	Amount:	1000.00
98/20/21	<p>Items to be considered for the Agenda at the Next Meeting</p> <p>Budget Precept Meeting Due to the new lockdown restrictions the Budget Sub-Committee were now not able to meet in the Village Hall. JM suggested that the process be changed with Councillors being given an updated account showing expenditure with a chance to put forward future spending needs. PB felt that the current arrangement of an initial Budget Sub-Committee considering the figures and presenting them to the full Parish Council worked well and did not want to change the process. A vote was taken and the majority agreed that the process should remain unchanged. KV would send initial figures to the Budget Sub-Committee to consider and return with their comments and amendments</p> <p>Date of next meeting: Wednesday, 2nd December 2020, 7.00pm via Zoom</p> <p>The Chairman closed the meeting at 8.30pm</p>				

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