

# **RAMSBURY & AXFORD PARISH COUNCIL**

**Clerk to the Council: Sue Arnold c/o Parish Council office, Memorial Hall, High Street, Ramsbury  
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**1301**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 10<sup>th</sup> April 2017 in Ramsbury Memorial Hall**

**PRESENT:** Diann Barnett, Denise Edwards, Graeme Fearon, Susan Findlay, Sheila Glass (Chairman), George Hawes, Helen Lloyd, Chris Morgan, Simon Smith, Michael Waite, Ron Young, S. Arnold (Clerk) and 2 members of the public.

The Chairman opened the last meeting of the council before the May elections by thanking councillors, for their work since the last elections 4 years ago. She thanked those councillors standing again and Michael Waite and Susan Findlay who are standing down. Susan Findlay was presented with a bouquet in recognition of her many years of service to the Council.

- 1. Apologies for absence for approval:** Terence Brown, Erica Hodgson, Christopher Payne.
- 2. Disclosures of interest:** Susan Findlay – Item 21.
- 3. The minutes of the meeting held on 20<sup>th</sup> March** were approved with the following change: Page 1296. Application 17/02168/tca - Change *Wykeham House, 1 Oxford Street* to *Windsor House, The Square*. Proposed – C. Morgan, Seconded – R. Young.

#### **4. NEW CORRESPONDENCE FOR DISCUSSION**

A1912	03/04/17	Ms C. Booth	Signed contract accepting job as Parish Clerk. Filed. <b>See item 9 for post-meeting update.</b>
A1913	03/04/17	Mr D. Leake	Re various changes to forwarding address for Ramsbury.org e-mailing addresses. <b>Action: Clerk to write to village organisations not receiving a grant requesting information for website.</b>
A1914	03/04/17	PlusNet	PC has exceeded allowance of 5gb of data for current month, so broadband speed has been reduced. Option agreeing to pay for excess use taken so normal broadband service can be resumed
A1918	03/04/17	BT	Contract to reduce monthly charges from £22 to £14 for on-line signature. Done
A1919	03/04/17	WC	Highways newsletter. Parish and Town Highways meetings to be held at Chippenham on 17/05/17 and Devizes on 24/05/17 from 1900 – 21.00. Forwarded to S. Glass. <b>Action: S. Glass to attend meeting on 17/05/17.</b>
A1926	03/04/17	Groundwork South	Working in conjunction with Tesco on their Bags of Help Scheme. Grant funds are available to Community Groups – for details see <a href="http://www.groundwork.org.uk/Sites/tescocommunityscheme/pages/Catagory/apply-for-a-boh-grant-tes2">http://www.groundwork.org.uk/Sites/tescocommunityscheme/pages/Catagory/apply-for-a-boh-grant-tes2</a>
A1930	03/04/17	Fowler Architecture & Planning Ltd	Asking date of PC meeting to discuss planning application no 17/02540/FUL – erection of houses at Laurel Garage site. <b>Action: Clerk to respond with date of meeting when Planning Committee have looked at the application documents</b>
A1931	03/04/17	MAB	Replying to PC's query re who has replaced PC Boardman as Ramsbury's police contact – under new Community Model MAB don't know either. Suggested contacting the local sergeant - <a href="mailto:Mark.Andrews@wiltshire.pnn.police.uk">Mark.Andrews@wiltshire.pnn.police.uk</a> Update: The police contact for Ramsbury & Axford is PCSO Lucy Stonestreet.

## 1302

A1934	03/04/17	Mr B. Tottenham	Re resident who reduced to tears a volunteer on the village clear-up. Suggests street and individual in question should be publicly named. Forwarded to S. Glass. <b>Action: S. Glass to speak to resident.</b>
A1935	03/04/17	MAB	Community Issue 5012 (pavement near Church Room) has been updated and is showing 'for consideration' even though PC has offered to pay for work. S. Glass has queried update with Highways, saying 'consideration' is not good enough and re-iterating PC's offer to pay for repair.
A1939	03/04/17	Messagemaker	Will let PC know when they can attend site of faulty SIDs in Axford and Minal. Update – staff are coming on 12/05/17 to carry out repairs. Done
A1942	03/04/17	Volneus	Have arranged meeting to discuss broadband provision with representatives of Axford and Stitchcombe. The system suggested consists of masts and relays. The cost would be £150 per resident that would be covered by vouchers from Wiltshire Council that will be available from mid-April. Action: S. Glass to forward email of notes from meeting to PC Office. Done.
A1945	10/04/17	Claire Perry MP	Invitation to advice surgery on superfast broadband on 12/05/17 in Devizes. Forwarded to S. Glass and D. Barnett. <b>Action: Clerk to check time of meeting.</b>
A1947	10/04/17	Idverde	Incorrect invoice for ground works during March, probably for public convenience cleaning Jan – March. Returned for correction. Update Corrected invoice received and paid.
A1948	10/04/17	Ramsbury School	Telephone call (teacher Lynne Hinder? – message unclear) Would like to borrow parish map for project next term. <b>Actions: 1. G. Fearon to send map to S. Glass. 2. S. Glass to see what other maps are available.</b>
A1949	10/04/17	Mr T. Franklin	Telephone call. Overgrown Leylandii in Chapel Lane obstructing dust cart and blocking light. Has reported it to Highways who say it is not a problem. <b>Action: S. Glass to check if tree is on private or Highways' land.</b>
A1952	10/04/17	Rhino Play Limited	Layout, equipment details and quote for proposed new installation of play equipment and fitness trail at Whittonditch Play Area. Forwarded to all councillors. See item 5.D.a.
A1955	10/04/17	British Legion Branch	Proposal for transferring surplus funds to PC for funding community remembrance and benevolence activities, The proposal is to transfer £4K to the PC for restricted purposes – upkeep of Memorial garden, remembrance day events and other commemorative events such as WWI in 2018 and some community events. Some names of men who died as a result of WWI are not on the War Memorial and it is proposed to install a stone with these names alongside the Memorial. The PC also proposed producing a booklet on all the men from the Parish who took part in WWI. The Legion is looking at doing some community-based projects that the PC could support. S. Glass proposed accepting the funds, seconded S. Smith. All in favour.
A1956	10/04/17	CPRE	Reminder – Best Kept Village Competition entries – the deadline is 18/04/17. Forwarded to S. Glass. <b>Action: S. Arnold to find out which software was used to amend the village map to show the defibrillators.</b>
A1958	10/04/17	Mr T. Gauntlett	Acknowledging PC's response re SIDs. Is currently taking further advice before responding to PC. Forwarded to all councillors
A1959	10/04/17	Mr B. Prideaux	Asking if there has been progress on skate park. Responded and copied to J. McQue. Forwarded to S. Glass

### 5. COMMITTEE REPORTS

#### A Planning

Chairman: Susan Findlay

#### a. Planning Applications Processed since March 2017 Report

## 1303

16/00119/FUL	<b>The House on the Hill, Hilldrop Lane, Ramsbury</b> Amendments to approved elevations of barn being converted to dwelling (see 14/08822/FUL)
PC Comment WC	No objection Approve with conditions
16/11944/CLE	Land north-east of <b>Belan -Witcha Farm, Witcha, Ramsbury</b> Certificate of Lawfulness for Existing borehole and associated shed
PC Comment WC	No objection
17/00044/FUL	<b>Hails Grove, SN8 2HG</b> Retrospective application for a shepherd's hut (proposed use of the building being for storage of goat wool and various equipment)
PC Comment WC	No objection
16/12082/FUL	<b>Hails Grove, SN8 2HG</b> Retrospective application for wooden shed containing equipment and tools used in woodland management
PC Comment WC	No objection
17/02170/TCA	<b>Wykeham House, 1 Oxford Street, Ramsbury</b> Works to two Copper Beech (reduce by 10% and shape) and Yew Tree (take down to ground)
PC Comment WC	No objection
17/02168/TCA	<b>Windsor House, The Square, Ramsbury</b> Reduce and shape Willow Tree
PC Comment WC	No objection No objection
17/01906/FUL	<b>Bolstridge Farm, Hilldrop Lane, Ramsbury</b> Proposed two storey extension linking the main house to existing detached outbuilding (resubmission of 16/09656/FUL)
PC Comment WC	In circulation
17/02325/FUL	<b>Susie Watson Design, The Square, Ramsbury</b> Proposed single storey extension to rear
PC Comment WC	In circulation
17/03120/TCA	<b>6 The Square, Ramsbury</b> Fell Holly Tree
PC Comment WC	No objection
17/02710/TCA	<b>The Old Tannery, 5 High Street, Ramsbury</b> Fell Yew to Ground Level Fell Laurel to Ground Level
PC Comment WC	No objection
17/02540/FUL	<b>Former Laurel Garage &amp; New House, Back Lane, Ramsbury</b> Demolition of The New House and redevelopment of former Laurel Garage Site to provide 6 dwelling, associated access, parking, turning, landscaping and private amenity space (resubmission of 16/10596/FUL). Action: S. Glass & S. Findlay to agree date. Update: The meeting will be held on Wednesday April 26th at 6.30pm in the Lychgate Room. <b>Action: Clerk to publicise meeting.</b>
PC Comment WC	In circulation and waiting for public meeting to discuss

b. **Neighbourhood Plan.** Nothing to report.

## 1304

- c. **Planning Application Notices.** It is the responsibility of the householder to take down out-of-date application notices, however councillors are asked to watch for out-of-date notices that are still up and remove them.

### B Finance

**Chairman: Erica Hodgson**

- a. **External Training Report.** The clerk has attended a session presented by the external auditors Grant Thornton. Although some of the information given was unclear (for example actions described as mandatory in some parts of the presentation were described as only guidelines elsewhere) it was useful in clearing up comments made by the external auditor last year which have an influence on this year's annual return. Last year the notice of the period for the exercise of voters' rights was displayed for 30 days (in common with most other PCs represented at the training). This should have been 30 working days, so the PC must declare the fault in this year's annual governance statement. **Action: Clerk to correctly calculate notice period this year and acknowledge failure last year on governance form.** Last year the PC amended the value of the public conveniences on the asset register according to renewed estimates of the re-build costs, without using the work 'restated'. Asset values must be based on purchase price not insurance price and must not be depreciated. The Annual Governance Statement, Internal Auditor's Report and Accounts must be approved and minuted by the PC in the right order (we got it right last year).
- b. **Timetable for 2016-7 Audit Process.** The clerk intends to have the annual accounts with the internal auditor by mid-May. The deadline to have the annual return with the external auditor is 26/06/17.
- c. **Quarterly Actual v. Budget Reports.** Spending was generally within budget, with minor overspends being reallocated from surplus carried forward from 2015-6.

### C Rights of way. No report

**Chairman: Terry Brown**

### D Play Areas and Seats.

**Chairman: Simon Smith**

- a. **New equipment.** A quote of £21K has been received for various pieces of play and fitness equipment for Whittonditch Play Area. The PC agreed to accept the quote for the toddler's tower. Some of the proposed equipment for the fitness trail was shown with expensive safety matting. **Actions: 1. S. Smith to ask if well-maintained grass is a suitable alternative, and if the company can suggest other items which do not require safety matting. 2. S. Smith to suggest an alternative layout for the fitness equipment to the company.** Goal ends and basket ball hoops have been quoted for. The metal fixed goal ends are expensive at £2,950 and would be difficult to mow around. **Action: S. Smith to contact Chris Roberts at the Rec. Centre regarding the goalposts they have previously offered to the PC.**

### E Emergency Committee.

**Chairman: Diann Barnett**

- a. **Emergency Plan.** Wardens for all areas have now been identified. **Action: S. Glass and D. Barnett to organise wardens' meeting.**

### F Recreation Centre.

**George Hawes**

- a. **Goal Posts.** **Action: G. Hawes to check availability of goal posts from Rec. Centre**

### G Policy Committee. Nothing to report

**Chairman: Sheila Glass**

**Public Forum - Standing Orders Suspended for this item.** No items raised.

### 6. Axford.

- a. **Broadband.** See item 4 no. A1842.
- b. **New House adjacent to Red Lion pub.** This should attract CIL money. **Action: S. Glass to Contact WC.**

### 7. Marlborough Area Board.

The next meeting is on 23/05/17. **Action: D. Barnett to attend.**

### 8. CATG

- a. **Speed Indicator Devices (SIDS).** See item 4 no A 1939.
- b. **Pavement Repairs.** See item 4 no A1935.
- c. **Next Meeting.** This will be on 22/06/17

- 9. **New Clerk. Update:** Since the meeting the PC has had an e-mail from Ms. Booth saying that she has accepted a full-time post elsewhere and will therefore not be able to take up the post of Clerk to Ramsbury

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& Axford PC on 01/05/17 as planned. The post will be re-advertised. **Anyone interested in the post should contact [parishcouncil@ramsbury.org](mailto:parishcouncil@ramsbury.org) as soon as possible.**

10. **Parish Council Elections - May 2017.** The forms of councillors standing for the May elections have been delivered to WC at Devizes and Councillors have received notice that their nominations are valid. WC published notice on April 5<sup>th</sup> that there are fewer nominations than seats both from Ramsbury and Axford so there will be no Parish Council election in either ward.
11. **Parish Steward Scheme.**
  - a. **Drainage at the West end of the village.** The stewards have dug up to the fence line to clear the grips. **Action: Clerk to write to landowner requesting that the grips on the other side of the fence are also dug out.** There is also a blocked drain at the west end of the village. **Action: D. Edwards to give precise location to S. Glass.**
  - b. **Pavement in Back Lane.** A temporary repair has been made – see Item 4 no A1935 for update on permanent repair.
  - c. **Weed Spraying** will take place in June and include Crowood Lane.
  - d. **Crowood Lane towards B4192.** Tree and shrub growth is restricting the width of the road. **Action: Clerk to notify landowner**
12. **Bins in Streets.** **Action: Letters to be sent to people who leave bins out on streets other than on collection days.**
13. **Best Kept Village Competition.** **Action: S. Glass to submit entry.**
14. **Pre-School.** No update.
15. **Website.** A decision on long-term maintenance will be made when the new clerk is in post. **Action: Clerk to send pending updates to S. Glass.**
16. **British Legion Branch.** See Item 4 no A1955.
17. **Library.** No report
18. **Allotments.** **Denise Edwards**
  - a. **Plots.** There are 2 new plot holders and the possibility of a third.
  - b. **Committee.** Committee members are taking on the new roles agreed at the AGM.
19. **Boundary Walk.**
  - a. **Refreshments.** Arrangements for refreshments at each of the stops are in place. The Scouts have confirmed they will be doing bacon butties at the morning tea and coffee stop.
  - b. **Start time. 6.45 am** at the Square. The Flyer will need to load up quickly in order to make a further run to the start point, and cars will also be available. **Walkers are encouraged to get to the start at Crooked Soley independently.**
  - c. **Publicity.** **Actions: 1. S. Glass to send details to D. Edwards for Facebook. 2. S. Glass to put publicity in the Post Office.**
  - d. **Land at Hildrop:** **Action: M. Hodgson to talk to Mr N. Roberts re the walk crossing his land.**
  - e. **Cardiac/ Heart Attack Hill.** This is to be renamed Harker Hill in memory of Tom Harker. A small cup will be presented for the first under 12 year old to get to the top to keep, and a larger cup will be engraved with the winner's name and presented and kept at the Primary School.
20. **Telephone Kiosks.** Nothing to report **Graeme Fearon**
21. **Nature Reserve.** **Chris Morgan**

**Land in the Nature Reserve by bridges from residents' properties.** There is some erosion where the bridges meet the Nature Reserve. **Action: S. Glass to confirm to ARK that work to repair this can be done as the land at these points is part of the Nature Reserve.**
22. **Tree Lights.** Nothing to report

## 1306

**23. Vandalism.** The regular police reports lists a blue disabled badge as having been stolen from a car in Whittonditch Road, together with sheds in the area having been broken into, but nothing stolen.

**24. Memorial Hall.**

**Staging.** This has been delivered but it not as user friendly as expected.

**25. Public Conveniences.** Nothing to report

**26. Kennet Triangle.** Nothing to report

**27. Patients' Rep.** Nothing to report

**George Hawes**

### 28. Accounts for Payment

Ref	Item	Total	VAT	S137	Incl in budget
I2666	British Gas- Electricity for Public Conveniences. (DD2) Account is £17.66 in credit.	26.00	1.24	No	Y
I2667	PlusNet - Broadband Service(DD4)	12.99	2.16	No	Y
I2668	C. Payne – Mileage for return travel to training in Devizes overlooked on March invoice no I2665)	19.70	0	No	Y
I2669	WALC – Audit training	18.00	3.00	No	Y
I2670	Ms C. Westall – office cleaning 23/11/16 – 15/03/17	37.50	0	No	Y
I2671	Thusanish Private Ltd (Midway Store) Newspapers for Library 25/02/17 – 18/03/17	10.80	0	No	Y
I2671	S. Arnold – 1&1 Internet – managed WP Plus	4.79	0.80	No	Y
I2673	R. A. Copp – Cutting hedge in Isles Road and clearing weeds from beneath it	50.00	0	No	No*
I2674	S. Glass – mileage and parking for delivering own and councillors' election nomination forms	21.57	0	No	Y
I2675	Idverde ltd – Cleaning public conveniences Jan – march 2017 (max of £850.00 approved while awaiting corrected bill which arrived after the meeting)	844.92	140.82	No	Y

\*Weeding element of bill (£15) covered by surplus in grass-cutting budget

**TOTAL PAYMENTS = £1,046.27 of which £148.02 is VAT.** Proposed – D. Edwards, seconded – D. Barnett.  
All in favour.

### 29. Payments Received

R456	Ravensbury Players – hire of sound equipment	100.00	10/04/17	Cheque	R456
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**TOTAL PAYMENTS RECEIVED = £100.00**

**30. Bank Balance ON 03/04/17 CURRENT ACCOUNT £10,753.48**

ON 06/04/17 BUSINESS SAVINGS ACCOUNT - **£31,516.54\***

These figures include ring-fenced funds of £792.05 from defibrillator fund, plus allocated budget for year, funds for long-term capital projects and contingency.

\*March figure – April statement awaited.

## DATE OF NEXT COUNCIL MEETING

## MONDAY 15<sup>th</sup> May 2016

**ANNUAL PARISH ASSEMBLY**

**at 7.45 pm**

**Followed by**

**PARISH COUNCIL MEETING & AGM**

**at 8.15 pm**

**in**

**RAMSBURY MEMORIAL HALL**

**YOU WILL BE VERY WELCOME - PLEASE COME**

Residents are reminded that they can automatically receive agendas & minutes of monthly PC meetings by email. Contact [parishcouncil@rambury.org](mailto:parishcouncil@rambury.org) if interested.

**ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC**