

# **RAMSBURY & AXFORD PARISH COUNCIL**

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**1268**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 21<sup>st</sup> NOVEMBER 2016 in Ramsbury Memorial Hall**

**PRESENT:** Diann Barnett, Terence Brown, Denise Edwards, Graeme Fearon, Susan Findlay, Erica Hodgson, Sheila Glass (Chairman), George Hawes, Helen Lloyd, Chris Morgan, Christopher Payne, Simon Smith, Michael Waite, Ron Young, Sue Arnold (Clerk) Cllr Sheppard and 2 members of the public.

1. **Apologies for absence for approval:** N/A

2. **Disclosures of interest:** Susan Findlay - Item 15.

3. **Presentation by Pre-School**

**Trudi Taylor gave the presentation assisted my Averil Finn.**

- **Background.** T. Taylor explained that the Pre-School is a charity funded by fees from the local council and fund-raising, which is needed to cover, amongst other things, consumables such as paints. She described the professional approach taken by Emma Gagen who runs the pre-school and that Ramsbury School is impressed with the level of achievement of children entering from the Pre-school, even though the focus is on play and fun. The roll fluctuates depending on the time of year with 22 at present and 30 in January 2017. Unlike the current building, the new building's capacity will be in-line with the annual school intake.
  - **Staffing.** Karen Way has left and Susie Furlonger has been recruited. Each member of staff has a special area of expertise such as dance and music and language or speech needs in addition to their general skills.
  - **Current premises.** The Methodist Hall is not a purpose-built environment, though improvements have been made in terms of the kitchen and technology.
  - **New Premises.** Planning permission for a new building on the Ramsbury School site was approved in January. Surveying etc has been undertaken and the group has gone out to tender, and fully detailed costings are expected by 8/12/16. The groundwork for the new building will need to be started during school holidays and is currently planned for the Summer of 2017, with the Pre-School fully relocating in January 2018.
  - **Funding the new premises.** About 50% of the estimated costs has been raised, with further promised donations. There will be a major fundraising event at Hilldrop on Monday 29<sup>th</sup> May with a Game and Country fair and fête. Other initiatives include grant applications, and the 'Buy a Brick' campaign
  - The PC thanked Mrs Taylor and Mrs Finn for their presentation and suggested that they put out an update on progress to residents.
4. **The minutes of the meeting held on 17<sup>th</sup> October** were approved. with the following amendment: Page 1266 Item 25 : Replace *The main lights in the Memorial Hall are t be replaced* with *The main lights in the Memorial Hall are to be replaced* . Proposed – R. Young, Seconded – T. Brown.

5. **NEW CORRESPONDENCE FOR DISCUSSION**

A1496	07/11/16	Savills	Copy of letter to Skate park Group requesting details of where they might want to put a skate park on Diocese land, intended structures, if the neighbours have been consulted and if planning permission is required. See no A1585.
A1502	07/11/16	TLG	Posts for SIDs are on order and expected soon.
A1506	07/11/16	WC	Final clarification to request for amendments made to Licence Variation Application, Crown & Anchor. Forwarded to Planning Committee. Sale of Alcohol Mon – Thurs 10.00 – 23.00 (same as present). Friday & Saturday 10.00 – 00.00, Sunday 12.00 – 23.00. Non standard: Christmas Eve until 01.00, New Year's Eve – until 02.00. Music: Monday to Thursday as at present, Friday 19.00 – 23.30. Saturday 19.00 – 00.00. Sunday 12.00 – 23.00, Non standard – Christmas Eve until 01.00 new Year's Eve until 02.00. Forwarded to Planning Committee. Granted –see notice board.

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A1507	07/11/16	AB Fab Loos	Reminder that payment for loo hire for Axford fete is overdue and must be paid within 10 days. Responded – this is not the PC’s bill. The original bill was forwarded to Axford and Ab Fab loos were informed that it was not the PC’s bill. Forwarded to M. Beckingham, Axford, S. Glass, D. Barnett, and E. Hodgson.
A1511	07/11/16	WC	Highways newsletter. Includes request for PC to remind landowners of need to trim trees, hedges and verges to ensure visibility, and that signs and streetlights are not obstructed and safety is not impaired
A1512	07/11/16	Mr I. Yeatman	Parking area in Swan’s Close is not big enough for all residents. Request to enlarge car park. S. Glass has contacted Mr Yeatman to arrange a meeting, though other residents consulted have indicated that there isn’t a problem. It was noted that there was a flood in the area by the hedge on 21/11/16 and that Aster and WC have been informed that the soakaway is not working properly. Update: Meeting arranged.
A1513	07/11/16	Mrs J. McQue	On behalf of Skate Park Group – asking how long there is left on the lease for the Diocese land by the surgery. Responded.
A1518	07/11/16	Mrs M. Fremlin	Steps of slide at Whittonditch Play Area are unsuitable for smaller children. Could PC consider replacing the steps? Responded - this is a deliberate design feature to keep small children off the steep slide, while allowing bigger ones to use it.
A1525	07/11/16	Savill’s	Copy of emails from Land Agent for Diocese to Skate Park Group acknowledging receipt of their proposal. Will need consent from the group for Diocese to consult neighbours
A1526	07/11/16	Savills	Copy of emails from Land Agent for Diocese to Skate Park Group. The Diocese would need to see a formal sublease from Parish Council which is contracted out of the Landlord and Tenant Act 1954
A1527	07/11/16	Mr B. Tottenham	Thanking PC for agreeing to cover all costs of Memorial Garden. Forwarded to E. Hodgson and S. Glass
A1528	07/11/16	Mr B. Tottenham Mr	Seven bridges Walk. Handrail on bridge on left hand side coming from Lodge is 30 degrees from vertical. Forwarded to T. Brown and S. Glass
A1535	07/11/16	Messagemaker	Responding to PC’s request for a corrected invoice as the balance to pay on their final invoice for SIDs does not take into account the deposit already paid. They suggest sending a statement instead of a replacement invoice. PC has responded preferring a correct invoice and failing that a full and correct statement. Since then multiple on-going e-mails (see Item 28 - various) but they have still not provided a correct invoice.
A1536	07/11/16	Abbey Electrical	Amended quote to install connect and later disconnect tree lights. Price is reduced as Ramsbury Estates will provide a cherry picker. Work started – completion scheduled for 01/12/16,
A1537	07/11/16	Groundwork	Funding from Tesco’s Plastic Bags Scheme available for Community Groups. Forwarded to all councillors. <b>Action: Clerk to forward to Pre-School.</b>
A1546	07/11/16	WC	Parish Tax Base & Precept Form – deadline for receipt by WC is 20/01/16. (Filed in Finance File) Work to implement boundary changes in the Tax Base has been completed ahead of time, therefore WC will not need to issue a revised Tax Base, which is down by 5 on last year. Forwarded to Finance Committee
A1552	07/11/16	Savill’s	On behalf of Salisbury Diocese. Agreeing to PC’s suggestions that the Glebe Land rent increase should be deferred until the May 2017 payment but raising amount to £425 p.a. <b>Action: Clerk to respond accepting the terms.</b>
A1558	14/11/16	Mr J. Paige	Work to remove his tree in Mill Lane will take place on 09-10/11/16. Would like resulting logs to go to older people in the village who could use them. S. Glass has responded. It has not been possible to identify any residents who need the logs. <b>Action: S. Glass to respond suggesting the logs are sold, with the possibility of donating money raised to a good cause.</b>

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A1559	14/11/16	Mr C. Roberts	Arrangements for moving goal posts that are surplus to requirements from the Rec. Centre to Whittonditch Play Area. Forwarded to S. Smith. There is already a set of goal posts on the area. <b>Action: Clerk to write to Mr. Roberts asking if it's possible for him to keep the goal posts for the time being.</b>
A1561	14/11/16	Grant Thornton	Problems with new system mean that PC has not received a bill for the external audit. It should arrive in the next few weeks.
A1564	14/11/16	Mr K. Dennis	Work rebuilding wall on The Knap is now complete – will keep the footpath safe and tidy.
A1565	14/11/16	Mrs M Fremlin	Acknowledging PC's response re slide (see A1518) and asking if PC would look at it with view to putting 'proper' steps on it.
A1566	14/11/16	Mr A de Safrin	Forwarding e-mail from Ramsbury Estates confirming that WWU is willing to grant BT Openreach use of abandoned gas main as a conduit for fibre broadband to Axford. BT is to inspect it for feasibility and report back by the end of the first week in December with estimated costs. Ramsbury Estates have offered to do any additional groundwork necessary.
A1567	14/11/16	WC	Council Tax precept calculator. Forwarded to Finance Committee. Filed in Finance file
A1576	21/11/16	WC	Crown and Anchor Licensing Act Decision notice including conditions. <b>Action: Clerk to put on notice board.</b>
A1579	21/11/16	WC	Notice of planning appeal against refusal of application for Glenafon site. Ref: APP/Y3940/W/16/3158921. Forwarded to Planning Committee. <b>Action: S. Findlay to re-iterate the PC's comments.</b>
A1580	21/11/16	SSE	Wanting to identify level of people within parish who may require assistance if there's a power outage. Forwarded to Emergency Committee. <b>Action: Clerk to request 200 leaflets for distribution via The Flyer, The Post Office, Lunch Club, Meals on Wheels and LINK.</b>
A1584	21/11/16	Ms E. Fowler	Forwarding response to Planning Appeal APP/Y3940/W/16/3158921 (Glenafon) and asking if PC will respond to appeal. Forwarded to Planning Committee. See Item 6.B.c
A1585	21/11/16	Skate Park Group	Asking if PC would own skate park if the group took responsibility for fund-raising, planning, designing and building. Forwarded to all councillors. This was discussed in details and the majority of councillors voted to support the Skate Park group. It was noted that RAMPAIG, a charity with a remit to raise funds for village amenities, could potentially be used for fund-raising by the group. <b>Actions: 1. Clerk to write to ask Skate Park Group to demonstrate that they have consulted residents before coming back to the PC for further support, and to inform the group that the PC has less access to grants than voluntary bodies. 2. PC to check planning regulations. 3. Clerk to put skate park on December agenda. 4. S. Glass to invite Kintbury Councillor with experience of installing a skate park to come to a PC meeting and talk about their project. 5. G. Hawes to talk to Ramsbury Surgery re their views.</b>
A1586	21/11/16	WC	In response to S. Glass's report that a repair by utilities company (SSE) to road outside no 1 The Square is pooling water - organising inspection.
A1587	21/11/16	Mrs R. Triptree	Asking if PC is aware of Planning Appeal APP/Y3940/W/16/3158921 (Glenafon). Responded
A1591	21/11/16	Mrs M. Swan	(Phone call) She and husband were charged by horses on Springs Hill. Update: Following an e-mail from the PC, WC's footpath officer has visited the site and written to the landowners suggesting that they review the management of the land.

### 6. COMMITTEE REPORTS

#### A Planning

Chairman: Susan Findlay

#### a. Planning Applications Processed since September 2016 Report

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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
16/08461/FUL	<b>Cutnights Cottage, Ramsbury</b> Single storey pitched extension to front of cottage, reconfiguration of internal layout and addition of dormer windows to rear elevation and slight adjustments to fenestration.
PC Comment WC	No objection Approve with conditions
16/08324/FUL	<b>44 Whittonditch Road, Ramsbury</b> Tarmac existing gravel driveway and creation of dropped kerb
PC Comment WC	No objection Approve with conditions
16/09146/FUL 16/09622/LBC	<b>Brookside, Newtown, Ramsbury</b> Demolition of existing conservatory and extension (amendment to 16/00651/FUL) Inclusion of two windows in existing modern wing of house
PC Comment WC	No objection Approve with conditions
16/09242/FUL	<b>Loves Farm, Loves Lane</b> Demolition of existing farm building and erection of residential annex and holiday accommodation
PC Comment WC	No objection Approve with conditions
16/09656/FUL	<b>Bolstridge Farm, Hilldrop, Ramsbury</b> Two storey extension
PC Comment WC	No objection
16/08914/LBC 16/08913/FUL	<b>Whittonditch House, Whittonditch, Ramsbury</b> Single storey link between back entrance and existing pool house
PC Comment WC	No objection
16/09727/TCA	<b>47 High Street Ramsbury</b> Reduce conifer. Crown reduction tulip tree
PC Comment WC	No objection No objection
16/09746/TCA	<b>25a High Street, Ramsbury</b> Tulip Tree. Reduce by 50%
PC Comment WC	No objection No objection
16/10580/TCA	<b>8 Back Lane, Ramsbury</b> Reduce Norway Maple, 2 Cypress, Silver Birch & Alder
PC Comment WC	No objection
16/10483/FUL	<b>Woodlands Farm, Whittonditch, Ramsbury</b> Demolish bungalow and re-build new house
PC Comment WC	No objection
16/09823/FUL	<b>11 Ashley Piece, Ramsbury</b> Proposed two storey side extension & single storey rear extension
PC Comment WC	No objection
16/09897/CLPLB	<b>3 Back Lane, Ramsbury</b> Installation of a flue to NW elevation
PC Comment WC	

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16/10596/FUL	<b>Laurel Garage, Back Lane, Ramsbury</b> Demolition of house and redevelopment of garage site to provide 7 dwellings
PC Comment WC	To be discussed at public meeting
16/10866/FUL	<b>4 Union Street, Ramsbury</b> Erection of Garden Shed
PC Comment WC	In circulation
16/09617/FUL	<b>52 Whittonditch Road, Ramsbury</b> Erection of two storey extension & new detached garage.
PC Comment WC	No objection
16/10380/FUL	<b>Fingal, Newtown Road, Ramsbury</b> Detached garage and garden store (amendment to 15/04050/FUL)
PC Comment WC	In circulation

- b. **Report Planning Workshop (D. Barnett).** This was a very useful session and notes from it have been circulated to all councillors. One of the messages that came from the session is that PCs need to be proactive. If a PC objects to an application, it should say what it would like to see if the application is accepted. Action: Clerk to re-send notes to C. Payne. Done
- c. **Appeal APP/Y3940/W/16/3156940 – Land at Newtown Road.** The appeal is to be in written form. The PC has reiterated all its previous objections.
- d. **Planning application 16/10596/FUL for 7 dwellings at White’s Yard (site of former Laurel Garage), Back Lane.** An application has been received for the erection of 2 x 1 bedroom houses, 3 x 2 bed houses and 2 x 3 bed houses. **There will be a public meeting to discuss the application prior to the PC meeting on 12/12/16. Actions: 1. Clerk to put notice on notice board. 2. S. Findlay to clarify section 17 and find out what the CIL associated with the application is.**
- e. **Neighbourhood Plan.** Nothing to report.
- f. **WC’s Core strategy.** WC is currently using the National Policy, because the Core Strategy has been suspended as it does not have enough 5 year Housing Supply in the West and South areas of the County. Adequate houses have been included in the East (our area).
- g. **Planning Application 16/10483/FUL Woodlands Farm, Whittonditch, Ramsbury - Demolish bungalow and re-build new house. Action: The Planning Committee is to review this and pass their comments on to Councillor Sheppard.**
- h. **E. Dropped Kerbs. Action: Cllr Sheppard will find out more about the rules for permission to drop kerbs.**

### B Finance

**Chairman: Erica Hodgson**

- a. **2017 – 8 Budget.** The draft budget with 2 alternatives for S137 grants had been circulated to all councillors prior to the meeting. WC’s advice to PCs is to increase the precept this year as necessary, as there may not be the same flexibility in later financial years. An increase of £1000 on the precept results in an increase in Council Tax of £16 p.a. for a Band D House. It was noted that the PC has some money in the bank for responsibilities transferred from WC such as pavement repairs that WC are not going to be able to undertake within their budget. In addition, as a rule of thumb the PC needs to retain funds equalling 6 months running costs as contingency. The budget circulated proposed a rise of 2.4%, and the PC discussed further options such as cutting back on S137 grants, while retaining the 2.4% increase in the budget, and increasing the budget by 2.65%. This was put to the vote. The PC was in favour of a 2.65% increase by 8 to 6 votes. All were in favour of cutting back S137 grants. **Actions: 1. E. Hodgson to look at how this increase would affect a Band D property. 2. E. Hodgson to circulate updated budget for discussion at December.**

### C Rights of way.

**Chairman: Terry Brown**

**Mill Lane Bridges.** An overhanging branch from a tree that does not appear to be in good health has been cut back. The resurfacing of the off-ramp from the 1<sup>st</sup> bridge needs to bed down a little more. The PC will monitor both.

### D Play Areas and Seats.

**Chairman: Simon Smith**

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- a. **Goal Posts.** See Item 5 no A1559.

### E Emergency Committee.

**Chairman: Diann Barnett**

- a. **Emergency Plan.** Action: S. Glass and D. Barnett to update the plan including the lists of emergency wardens and first aiders.
- b. **Generators.** The Memorial Hall generator has been serviced and arrangements are in hand for the Axford generator to be serviced.

F **Recreation Centre.** Nothing to report

**George Hawes**

G **Policy Committee.** Nothing to report

**Chairman: Sheila Glass**

### Public Forum - Standing Orders Suspended for this item.

Cllr Sheppard reminded the PC that the MAB meeting is scheduled for 22/11/16.

7. **Axford.** Following the demolition of a shed, Environmental Health has dealt with a problem of rats.
8. **Marlborough Area Board.** The next meeting is on 22/11/16.
9. **CATG**
- a. **Speed Indicator Devices (SIDS).** The contractor erecting the signs is awaiting posts for them.
- b. **20mph signs.** Roundels have now been painted on the road at each end of the 20mph zone in Back Lane.  
Actions: 1. S. Glass to check if it is illegal to park a vehicle on the roundels. 2. S. Glass to put a notice on a vehicles persistently parking in a way that partially obscures the roundels.
- c. **Next Meeting.** This is on 08/12/16.
10. **Councillor Training.** S. Glass and C. Payne have attended a training course. S. Glass has written to the trainer asking for clarification of which parts of the content covered is a legal requirement and which parts are best practice.
11. **Parish Steward Scheme.** S. Glass has written again to WC regarding the give way sign at the end of Newtown Road, which has still not been re-erected. Potholes on Crowood Lane towards the B4192 have been reported, but are thought to be too big for the stewards to repair. Ditch clearing on C6 just west of the village was requested and a raised manhole cover at the top of Manor Hill has already been reported.
12. **Bins in Streets.** Increasingly bins are being stored in the streets for long periods. S. Glass has put a note in the December magazine and diary reminding residents that bins are allowed on the streets for a maximum of 24 hours on collection day and that where there is no storage space for bins, WC will supply plastic bin bags. Where possible they should be stored out of sight.
13. **Pre-School.** See Item 3.
14. **Website.** The structure of the website is complete and data is being added. In order to keep the site up-to-date it will need to be proactively managed by a web site administrator.
15. **ARK Projects.** Work on the Kennet Triangle, including new planting is complete.
16. **Library.** The Library needs more volunteers – drop in for more information.
17. **Allotments.**
- a. **The AGM** will be on 28/11/16. **Denise Edwards**
- b. **Vacant Plot.** A half plot with fruit cage is available. Anyone interested should contact Dave Arnold on 520322, dave@darnold.co.uk.
18. **Telephone Kiosks.** **Graeme Fearon**  
BT has included the kiosk outside the Memorial Hall on their consultation list of kiosks proposed for decommissioning. Action: S. Glass to respond that that the PC would like it to be retained, as there is a

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**weak mobile phone signal in the area, and as a proper landline, it works during power cuts.** If BT continues with the plan to decommission it the PC would have the option of buying it for £1.

**19. Nature Reserve.** Nothing to report

**Chris Morgan**

**20. Tree Lights.** See item 5 No A1536.

**21. Memorial Hall.** The main lights in the Memorial Hall have been replaced with LED lights with diffusers.

**22. Public Conveniences.** The ballcock has been replaced and the overflow is no longer dripping.

**23. Kennet Triangle.** See item 15.

**24. Patients' Rep.** The next meeting will be on 01/12/16.

**George Hawes**

### **25. Accounts for Payment**

Ref	Item	Total	VAT	S137	Incl in budget
I2582	British Gas- Electricity for Public Conveniences. (DD2) (from Dec 14 – Nov 15).Account is £16.37 in credit	29.00	1.38	No	Y
I2583	PlusNet - Broadband Service(DD4)	12.99	2.16	No	Y
I2584	Thames Water (DD6) – water for public conveniences	56.84	0	No	Y
I2585	S. Arnold – Stationery (day book)	4.99	0	No	Y
<b>I2586</b>	<b>Messagemaker Displays Ltd. Incorrect amounts – new invoice requested. Excluded from payments</b>	<b>17,162.58</b>	<b>2,860.43</b>	<b>No</b>	<b>Y</b>
I2587	S. Glass – Gardening Direct – Summer plants for Memorial Garden	42.97	7.16	No	Y
I2588	S. Glass – Ramsbury post office – postage for notification of attendees at Licensing Hearing	6.45	0	No	Y
I2589	S. Glass – Autumn plants for tubs in Square	20.00	0	No	Y
I2590	S. Glass – Bulbs for tubs in Square	36.48	6.04	No	Y
I2591	S. Glass – Autumn plants for Memorial Garden	18.00	3.00	No	Y
I2592	S. Glass – Plants & fertilise for tubs in Square	33.45	5.57	No	Y
I2593	S. Glass – Bulbs for Memorial Garden	59.56	10.39	No	Y
I2594	S. Glass – Autumn Plants for Memorial Garden	14.23	2.39	No	Y
I2595	S. Glass – Postage for appeal response to Planning Inspectorate	6.45	0	No	Y
I2596	Midway Stores – Newspapers for Library w/e 10/09/16 – 019/10/16	21.90	0	No	Y
I2597	City Illuminations – tree lights	300.00	50.00	No	Y
I2598	The Poppy Appeal – wreaths for Remembrance Sunday for Ramsbury & Axford	48.00	0	No	Y
I2599	D. Arnold – Toner cartridge for printer	37.42	6.24	No	Y
I2600	S. Arnold – Landline phone for office	9.99	1.67	No	Y
I2601	BT - Telephone bill	78.37	13.06	No	Y
I2602	Grant Thornton – external audit	360.00	60.00	No	Y
I2603	R. J. Talmage & Son – hedge cutting	74.40	12.40	No	Y
I2604	WALC – training course for 2 councillors	216.00	36.00	No	N*
I2605	S. Arnold – 2 year rent on 2 <sup>nd</sup> domain for use during website development and security certificate	19.16	3.19	No	Y

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I2606	Ramsbury Memorial Hall – rent and electricity for office 1/11/16 – 30/06/17	636.25		0	No	Y
I2607	Ms. C. Westall – Cleaning office	20.00		0	No	Y

\*This payment will be covered from reserves carried forward from last year.

**TOTAL PAYMENTS = £2,173.50 of which £220.65 is VAT.** Proposed – M. Waite, seconded –C. Morgan.

All in favour.

### 26. Payments Received

R447	Santander – Interest on Business Savings account on 01/11/16	8.00	01/11/16	Direct Transfer	
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**TOTAL PAYMENTS RECEIVED = £8.00**

**27. Bank Balance** ON 04/10/16 CURRENT ACCOUNT **£32,336.33**

ON 07/10/16 BUSINESS SAVINGS ACCOUNT - **£31,506.01**

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

## **DATE OF NEXT COUNCIL MEETING**

**MONDAY 12<sup>th</sup> December 2016**

**at 7.45pm**

**in**

**RAMSBURY MEMORIAL HALL**

**Mince pies and drinks will be served**

**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**