

**MINUTES OF THE ANNUAL MEETING OF HILPERTON PARISH COUNCIL  
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,  
at 7.30 pm on Tuesday, 19<sup>th</sup> May, 2009**

There were no members of the public present

<b>PRESENT</b>	Mr. E. Clark (in the Chair)	Mrs. S. Sawyer
	Mr. R. House	Ms. P. Turner
	Mr. J. Willis	Mr. V. Bielecki
	Mrs. K. Hayes	Mr. K. Jackson
	Mr. T. Carbin	Mr. D. Tucker

### **1a. ELECTION OF CHAIRMAN**

Mr. E. Clark was re-elected Chairman

(Proposed by Mrs. Hayes, seconded by Mr. Jackson, all in favour)

The Chairman signed the Declaration of Acceptance of Office

### **1b. ELECTION OF VICE-CHAIRMAN**

Mr. R. House was re-elected Vice-Chairman.

(Proposed by Mr. Bielecki, seconded by Mr. Willis, all in favour)

## **2. APPOINTMENT OF PLANNING COMMITTEE AND OTHER REPRESENTATIVES**

**Planning Committee:** Mr. Tucker said he felt it was time for him to retire as a member of the planning committee. It was therefore agreed that the membership should comprise:- Mr. R. House, Mrs. S. Sawyer, Mr. J. Willis, Mrs. K. Hayes, Mr. K. Jackson, Mr. W. Jameson, and Mr. E. Clark (ex officio). It was also agreed that Mr. Bielecki should act as a substitute.

**Footpath Representative:** Mr. R. House

**School Governors:** The Chairman explained that the governor of The Mead Primary School had resigned a year ago, but neither she nor the school had informed the Parish Council. Ms. Turner, as Chairman of the governors of Hilperton CE Primary School, continued to give regular accounts of the school's activities to the Parish Council. After a short discussion it was agreed that, as parish councils had now lost the right to appoint school governors, there should be no formal relationship with the schools and this item would not appear on future agendas. It was felt, however, that there should be a continued, informal relationship with both schools, and the Clerk was asked to write to the Chairman of governors at The Mead school to see how this might be achieved.

**Police Representative:** Mrs. K. Hayes

**Village Hall Committee Representative:** Mr. E. Clark (ex officio)

**Paxcroft Mead Community Centre Representative:** It was agreed that this appointment should be held over to the next parish council meeting.

**Parish Steward Co-ordinator:** Mr. J. Willis

**War Memorial Plants/Flowers:** Mrs. L. House

**West Wiltshire Central Area Parish Council's Liaison Group:** Mr. K. Jackson

In addition, it was agreed that an **Allotment Representative** should be appointed and Mr. Bielecki said he would be happy to take on this role.

## **3. APOLOGIES FOR ABSENCE**

Apologies were received from Mrs. J. Waring, Mr. B. Cullern, Mr. W. Jameson and P.C. R. Nixon

## **4. DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST**

Planning applications 09/01175/FUL AND 09/01009/FUL: Mr. R. House, prejudicial

## 5. MINUTES

The Minutes of the Parish Council meeting held on the 21<sup>st</sup> April, 2009, and the Minutes of the Planning Committee meeting held on the 12<sup>th</sup> May, 2009, were approved and signed. The Minutes of the Annual Parish Assembly held on the 5<sup>th</sup> May, 2009, were noted.

## 6. MATTERS ARISING

### a) from the Minutes of the PC meeting of the 21<sup>st</sup> April

Minute 6b – Horse Road Safety Camera Survey: The survey results had shown that the speeding problem was not deemed sufficient for camera enforcement. The Clerk was asked to send a copy of the Camera Safety Unit's report to all parish councillors.

Minute 6c – Resurfacing of Horse Road: The Chairman said that the resurfacing had been carried out recently but not to a particularly high standard.

Minute 8 – Delta Kitchens: Mr. Jackson's latest log sheet had been sent to Sue Morgan, planning compliance officer, but the Clerk had not as yet received a reply from her. Mr. Jackson said that things had become very quiet recently and it was agreed to leave this matter in abeyance.

Minute 8 – The Future of Wingfield C of E. Aided Primary School: The Parish Council's decision to support option number one, i.e. that Wingfield Primary School should be closed, had been sent to the education authority. The Chairman reported that the Implementation Executive had since issued a closure notice for the school and it would be merged with The Mead Primary School.

Minute 9 – Planning Application 08/01447/FUL: Marsh Farm: The Clerk had received a notification from David Hubbard, Area Development Manager, explaining the complaints procedure under the former West Wiltshire District Council and the system under the new Wiltshire Council. Stage one would be dealt with in the service against whom the complaint was made, and stage two would be dealt with by the council's corporate complaints team. The Parish Council's complaint had not been put into the new council's complaint system and he suggested at this stage that the way forward would be for him to deal with the complaint under stage one. As the case had been handled during Mr. Hubbard's absence and he had not had any substantive involvement previously, he would look at the case afresh. If the Parish Council was not satisfied by his response, then the complaint could move on to phase two and be referred to the corporate complaints team.

It was agreed that this would be the best way forward.

Minute 13b – The Clerk had contacted Persimmon's land section at Malmesbury and had been told that the nursery site along Horse Road would be inspected.

### b) from the Minutes of the planning committee meeting of the 12<sup>th</sup> May

The Clerk had written to Chris Kirk, Wiltshire Council's landscape officer, about the approved planning application 08/00801/FUL: land adjoining 3 Ashton Rise. She said that parish councillors and neighbours were concerned that the Hawthorn tree on the right hand side of the plot could be chopped down in the building process and it might be advisable to put a tree preservation order on it. Mr. Kirk had inspected the tree and did not feel it should have a TPO placed on it as it was not a particularly good specimen. He said that the applicant would shortly be submitting a planning application to alter the drive, which would come close to the tree. Mr. Kirk had advised him to contact the owners of the piece of land over which the drive was intended to go and suggest that he (the applicant) should plant a Silver Birch and a Whitebeam in place of the Hawthorn.

## 7. ANNOUNCEMENTS FROM THE CHAIR

The Chairman thanked members for their support in re-electing him.

## 8. WILTSHIRE COUNCILLOR

a) Councillor Clark said he had recently spoken with the Chief Constable of Wiltshire about the community speed watch scheme. He had said that, if enough volunteers came forward, he would be

happy to include Hilperton in the scheme. The Clerk was asked to write to him about the possibility of this happening.

b) Councillor Clark reminded members of the elections which would be taking place on the 4<sup>th</sup> June.

## **9. POLICE**

P. C. Rebecca Nixon was not in attendance and had sent her apologies.

Mrs. Hayes reported on the progress in establishing a youth council to try to address the problem with young people at Paxcroft Mead. When/if the youth council was created, it should be able to claim funding but, in the meantime, there was an immediate need for a meeting room at the Centre and the cost for this was £10 an hour. Whilst it was generally felt that the Community Centre should assist with this, Mr. Carbin proposed that the Parish Council should pay for the cost of the first meeting, up to an amount of £20. This was seconded by Mr. House with eight in favour, one against and one abstention. The Clerk was therefore asked to write to the Chairman of the Community Centre, offering this funding for the first meeting, establishing what other provisions were being made regarding funding, and the sort of commitment the Parish Council might be asked to make in the future. It was further agreed that this should be an agenda item for the next Parish Council meeting.

## **10. ITEMS FOR REPORT AND DISCUSSION**

### **Annual Assembly – the future of the BT kiosk in Greenhill Gardens**

The Clerk reported that three months' notice was needed to terminate the contract with BT, which was dated 24<sup>th</sup> October, 2008. She had also learned from BT that the payphone had been used 130 times since the 1<sup>st</sup> October, 2008, with a total duration of 834 minutes.

P. C. Nixon had recently confirmed that the kiosk had not been used illicitly and had not been vandalised in any way.

At the recent Parish Assembly, there appeared to be a 50/50 split in the number of people who felt the kiosk should be removed and those who felt it should continue to be sponsored by the Parish Council.

It was agreed that this should be deferred to the June meeting when discussion could take place on the following matters:-

- a) if the *current* level of use continued, would BT be prepared to take the kiosk out of their closure scheme
- b) what level of use should there be before BT would agree to take the kiosk over again.

### **War Memorial**

#### **a) maintenance of the plants and sweeping**

As in previous years, it was agreed that an allowance of £5 a week should be made between the beginning of April until the beginning of November, 2009, for thirty weeks of maintenance of plants at the War Memorial, together with the sweeping.

#### **b) the state of the wall**

Mr. House had made an inspection of the wall and said that he felt the plaster damage could have been caused by frost. The problem was not critical at the present time, re-pointing was not immediately required, but he said he would keep an eye on things and report if the condition of the wall deteriorated further.

### **Allotments**

The professional valuation had now been carried out, the view of the valuation surveyor being that a purchase price of £14,000 for the 1.5 acre plot of land represented a true and fair value.

The Clerk had set up a meeting with the landowner, Mr. Pike, on Wednesday, 27<sup>th</sup> May, when she and the Chairman would discuss the possible acquisition of a further one acre of land during the first five years and negotiate a price for this. The Clerk would report back to Mr. Bielecki after this meeting.

The Clerk had sent away for the 'Growing in the Community' booklet but had not yet received it.

### **West Wilts. Central Area Parish Councils' Liaison Group**

Mr. Jackson reported on the meeting he had attended on the 23<sup>rd</sup> April. After the June elections a dialogue could be established between the liaison group and the new Wiltshire Council, but it appeared that the West Wiltshire area was the only group up and running at the present time.

Mr. Jackson said that the next meeting would be on the 9<sup>th</sup> July, followed by one on the 8<sup>th</sup> October. There would also be a Trowbridge Area Board meeting on the 2<sup>nd</sup> July.

### **Parish Steward**

The Clerk gave details of the jobs completed by the Parish Steward on his last two-day visit in April. The next visit would be for one day only, on the 18<sup>th</sup> June.

### **Tree Planting**

The Clerk had recently submitted a grant application to Wiltshire Council's countryside manager, Steve Russell. She said it would not be considered immediately because Mr. Russell was in hospital recovering from a hip operation. She had stressed in the application that the Parish Council was committed to the Tree Warden scheme and was lucky enough to have two enthusiastic volunteer tree wardens who were looking at suitable sites throughout the parish to plant trees.

Mr. House said that Mrs. Grayshon was keen to see the establishment of a 'community' orchard in the village, a suggested site being around the edge of the allotment field.

### **Requests for Grants**

#### **a) Wiltshire Bobby Van Trust**

The Clerk reminded members that £300 had been given to the Trust in May, 2008, to assist them in their work to support vulnerable and elderly people to help prevent burglary and fraud. She said that increasingly the Trust was faced with cases of domestic violence which was becoming the fastest growing reason for homelessness in the community. After a short discussion it was agreed that a Section 137 grant of £300 should be given this year. (Proposed by Mr. Jackson, seconded by Mr. Willis, all in favour).

#### **b) Age Concern**

The Clerk reported that Age Concern Wiltshire had launched its 60<sup>th</sup> anniversary appeal. The Parish Council had not received a grant request from the charity in recent years but said that it was seeking 1,000 people to take up their 'Big 60 Challenge' and raise at least £60 each during the anniversary year. It was agreed that the Parish Council should make a Section 137 grant of £60 as its contribution towards the appeal (proposed by Mr. Carbin, seconded by Mrs. Sawyer, all in favour)

## **11. PLANNING MATTERS**

### **Applications**

*Mr. House left the meeting for the following two items:-*

09/01175/FUL: Mr. I. Butler, land adjoining 3 Ashton Rise – proposed new dwelling (planning permission granted under ref: 08/00801/FUL)

Revised plans relating to the front garden

It was agreed that a note should be made of the revised plans but the Parish Council should re-iterate the objections made at the planning committee meeting on the 12<sup>th</sup> May.

09/01009/FUL: Mr. I. Butler, land adjoining 3 Ashton Rise – proposed detached garage  
Revised plans

It was agreed that no objection should be made to the revisions

### **Planning General**

#### ***a) To discuss the 'call-in' protocol with the local Wiltshire Councillor***

A discussion took place on the possible future protocol with regard to planning objections. With a few exceptions, it was generally felt that if an objection to a planning application was worthy enough, it should be followed through by a request being made to the local Wiltshire Councillor to 'call in' that application. It was therefore agreed that – automatically - all future applications to which the Parish Council objected should lead to a request being made to the local Wiltshire Councillor to call them in for determination by the area planning committee, should the case officers in question be minded to grant permission. If, however, at any time the Parish Council decided not to go down that route after considering a particular planning application, it could 'opt out' of the agreed procedure. (Proposed by Mr. Jackson, seconded by Mr. Bielecki, six in favour, three against and one abstention from Councillor Clark).

#### ***b) To discuss possible future dates for planning committee meetings***

The Chairman suggested that there might be a need for an element of certainty regarding planning committee meetings. The general public by and large knew that Parish Council meetings took place on the third Tuesday of each month but planning meetings took place as and when required. He suggested that the first Tuesday of each month should be set aside for planning meetings, if necessary. It was agreed that this arrangement should be tried for a time.

#### ***c) To discuss notification of planning applications***

As it was considered too onerous a task for the Clerk to contact people living in neighbouring properties on receipt of planning applications, it was agreed that the wording '*plus any other planning applications*' should be deleted from future agendas. This would mean that only applications set out on the agenda could be considered at any meeting.

#### ***d) To discuss representation by the Parish Council at future Wiltshire Council planning committee meetings***

The Chairman informed members that, under the new Wiltshire Council, parish councils would be given a four-minute slot at planning committee meetings to voice their objections to particular planning applications. As the current Wiltshire Councillor, at least until the elections on the 4<sup>th</sup> June, he did not wish to be a 'mouthpiece' for all five parish councils at planning meetings, and so some sort of representation by the Parish Council was needed. After a short discussion it was agreed that, when notice was received from Wiltshire Council of a planning meeting which included an application/applications from Hilperton, a member of the Parish Council should be authorised to represent the Parish Council at that meeting. This should be done via the Chairman of the planning committee, to ensure that the Parish Council had proper representation when required.

### **Notification of Tree Preservation Order**

The Clerk reported that a TPO had been placed by Wiltshire Council on a Walnut tree in the rear garden of 177 Devizes Road, to safeguard the visual amenity and character of the local area.

**12. CORRESPONDENCE**

- a) Letter from Marie Curie Cancer Care asking the Parish Council to promote their 'Blooming Great Tea Party' from 12<sup>th</sup> June to 12<sup>th</sup> July, 2009.
- b) WALC County Newsletter for May (copies tabled)

**13. PUBLICATIONS**

- a) Corsham Festival programme of events 20<sup>th</sup> to 27<sup>th</sup> June, 2009
- b) First News – Spring, 2009
- c) Paxcroft Mead News – April, 2009
- d) Paxcroft Mead general committee meeting minutes 1/4/09 and agenda for general committee meeting 6/5/09
- e) Clerks and Councils Direct – May, 2009
- f) The Clerk – May, 2009
- g) Contact numbers for Wiltshire Council
- h) WC Town and Parish Newsletter
- i) SPLASH, Wiltshire – Spring, 2009

**14. ACCOUNTS**

Payments authorised:

- a) since the last meeting –
  - Colleys – valuation of allotment land £115.00  
(including £15.00 VAT)
  - Local Government Association booklet  
'Growing in the Community' – allotment guidance £15.00
- b) this meeting –
  - Clerk's salary and expenses for May £768.91  
(including office rental)
  - Local Council Review – annual subscription £168.00
  - Allianz Cornhill – Insurance renewal £1,002.76
  - Mrs. L. House – maintenance of plants and sweeping at  
War Memorial – approved earlier in the meeting £150.00
  - Wiltshire Bobby Van Trust – Section 137 Grant approved  
earlier in the meeting £300.00
  - Age Concern – Section 137 Grant approved earlier in the  
Meeting £60.00

**15. ANY OTHER BUSINESS AND SPRING/SUMMER VILLAGE MAINTENANCE**

- a) Mr. Jackson said that the bricks on either end of the traffic calming ramps along Devizes Road were beginning to break up and also the tarmac was in a poor state in places – the Clerk to report to Highways.
- b) Mrs. Sawyer said it was time the new notice board was put up along the Trowbridge Road – Mr. Stadden to be chased up.

- c) Mrs. Sawyer said that some trees along the main road at Marsh Farm appeared to be in a poor state – the tree wardens to be informed.
- d) Mrs. Sawyer said that pavements near her house needed a manual sweep as they were too narrow for a machine to be used.
- e) Mr. Bielecki suggested that the Parish Council should have a website mailbox account.
- f) Mr. House volunteered to tidy the bus shelter along Trowbridge Road.
- g) Mr. Willis said he would attend to the seat at The Knap as he still had the paintbrushes and teak oil. He would also wash the pump and sweep around the pump alcove, and oil the door to the Blind House.
- h) The Chairman said he would clean the notice boards.

**16. ITEMS FOR PARISH NEWS/LOCAL PRESS**

Some pre-meeting notes for the parish magazine had been submitted by the Clerk, owing to time constraints for the parish news.

**17. DATE OF NEXT MEETING**

**Tuesday, 16<sup>th</sup> June, 2009**, with a possible planning committee meeting on Tuesday, 2<sup>nd</sup> June, 2009.

**The meeting ended at 9.16 p.m.**

Signed ..... Date .....