

Minutes of the meeting of Hilperton Parish Council, held at Hilperton Village Hall on Tuesday 16th of January 2024 at 7.45pm.

9 members of the public were present; this included representatives of Barratt Developments.

Councillors present. Clark, Turner, Hayes, House, Linham, Prett, Robinson, Sawyer, Uncles, and Woolard.

7.45pm Public Question Time.

This section lasted 20 minutes.) As it was not part of the formal meeting of the council, minutes were not taken.

Unitary Councillor Ernie Clark gave a report as the Wiltshire Councillor for Hilperton Division. He reported that Wiltshire Council will be setting its 24/25 precept in February.

Agenda.

It was agreed that the minutes of this meeting would be produced by the chairman.

24/13. Acceptance of apologies for absence.

Richard Allan – delayed by business. Accepted.

24/14. Dispensations.

No dispensations were requested.

24/15. Declarations of interest.

None.

24/16. Exclusion of the press and public.

Not required. No confidential business would be discussed.

24/17. To receive and sign the minutes of the full council meetings held on 21st November 2023, and 19th December 2023; and extraordinary meeting held on the 8th of January 2024 (previously circulated).

The draft minutes for 21 November, and 19 December 2023 were not available for signature; they will be presented for signature at the February meeting. The minutes of the extraordinary meeting 8 January 2024 were signed as an accurate record.

24/18. Chairman's announcements.

In anticipation of item 7, the chairman announced that he had placed an advert for the councillor vacancy on all five notice boards. He wished it to be minuted that all five boards were found to be in good condition with all the 'locking hinges' engaging correctly whilst the boards were 'open'. He had also affixed notices to the four smaller boards advising that, until a new clerk was appointed, all official parish council notices, agendas, etc. would be placed only on the Hill Street notice board.

24/19. Councillor co-option.

Council noted that the ex-clerk had been advised by Wiltshire Council that no election had been called for the vacancy. Accordingly, the council can move forward to co-opt a new member. It was noted that the chairman had placed a notice of the vacancy on all five PC notice boards. Closing date for applications is 9th February 2024.

24/20. Planning.

Planning Applications

Application No: PL/2023/10559

Application Type: Outline planning permission: Some matters reserved.

Proposal: Outline application (with all matters reserved except for access) for the demolition of existing farm buildings and the erection of up to 180 residential dwellings (Class C3) with associated infrastructure including landscaping, open space, surface water drainage and internal access roads.

Site Address: Land at Maxcroft Farm, Marsh Road, Hilperton.

Council resolved to strongly object to the application on the following grounds:-

Site is outside the Hilperton settlement boundary. CP1 and 2 of WC Core Strategy apply – under the December 2023 NPPF WC now needs to prove only a four-year HLS and it currently has approx. 4.6 years.

Application is premature – the site is not allocated in the draft WC Local Plan currently being prepared for Inspection later this year.

The site has a serious flood issue with water flowing into houses on Marsh Road.

The increase in traffic travelling through Staverton would be unacceptable.

The site is too far away from schools, the railway station etc. to be acceptable. The residents would all drive rather than use any sustainable transport.

The applicant has failed to satisfy the requirements of the Trowbridge Bat Mitigation Strategy.

Proposed Cllr. Woolard. Seconded Cllr. Robinson. The proposal was carried nem con. The chairman wished his abstention to be noted.

Application No:PL/2023/10736

Application Type: Full planning permission,

Proposal: Removal and replacement of the existing wingwalls and temporary erection of an overbridge structure at the canal bridge on Whaddon lane to enable the construction of Whaddon farm solar park (PL/2021/03061).

Site Address: Canal Bridge, Whaddon Lane, Hilperton, BA14 6NR.

The council noted an email received from Cllr. Allan.

Council resolved to object to the application on the following grounds:-

1. Transitory disruption. 2. Enduring risk. 3. Whaddon residents bear risk to financially benefit the developer. 4. The original developer obtained planning permission on the basis of the original plan.

Proposed Cllr. House. Seconded Cllr. Linham. The proposal was carried nem con. The chairman wished his abstention to be noted.

24/21. Planning appeals.

Application Reference: PL/2022/08726. APP/Y3940/W/23/3331278. Address: Land off Ashton Road.

Council discussed the planning appeal and it was agreed that the council should submit to the Inspector that the site is outside settlement boundary and therefore CP1 and 2 of WC Core Strategy apply – WC now needs only a four-year HLS and apparently has approx. 4.6 years. It was also agreed that the attention of the Inspector should be drawn to the comments submitted when the application was lodged.

Proposed Cllr. Linham. Seconded Cllr. Uncles. The proposal was carried.

24/22. Planning decisions.

Application Ref PL/2023/09253. **Address:** 57 Wyke Road, Hilperton, Trowbridge, BA14 7NZ.

Wiltshire Council Decision: approve with conditions.

Noted.

Application No: PL/2023/09825. Address: Rowan House, 4 Oriel Close, Hilperton, Trowbridge, BA14 7RB. **Wiltshire Council Decision: no objection.**

Noted.

24/23. Doric Park development.

Council resolved that it was interested in being involved with Trowbridge Town Council (TTC) regarding future use/disposal of the land adjacent to Doric Park. The chairman is to contact TTC.

24/24. Protocol on pre-application planning meetings.

It was agreed to defer this matter until a new clerk was appointed.

24/25. Allotments/community orchard.

Council heard an update from Councillor House. The ex-clerk had confirmed that the paperwork for Plot 22 had been sent but is still to be received back.

In the absence of a parish council clerk, Cllr. House volunteered to arrange sending out the new tenancy agreements etc. His offer was welcomed by the council and agreed. All costs incurred would be reimbursed to Cllr. House by the council.

24/26. Highway improvement request.

A request to install a traffic light operated pedestrian crossing on Elizabeth Way and reduce the speed limit to 30mph had been received from a resident of Trowbridge.

Council resolved that it is too early to make any decision of this nature and it does not currently support the request. This decision would be passed to Trowbridge LHFIFG by the chairman.

24/27. Remembrance Sunday parade.

Council discussed a request from the 1st Hilperton Scout group for signage relating to the annual Remembrance Sunday service.

It was resolved that the Scout group be asked to find prices etc. for such signage and to bring the results back to the parish council for a decision to be made. The chairman will advise the Scouts of this decision.

24/28. Dog waste issue – Stourton Park area.

Council discussed an issue raised by Councillor Linham.

It was resolved that Cllr. Linham should be delegated to contact Wiltshire Council, asking them to arrange for more frequent regular bin 'collections'.

24/29. Hilperton Area Action Group – Advisory Committee.

Council resolved to appoint an Advisory Committee titled 'Hilperton Area Action Group' to monitor progress of the Wiltshire Council Local Plan and recommend any action it feels is necessary to the council. Also, it is to monitor any planning applications that it feels necessary to do so, and to investigate the drawing-up of a formal flood plan.

Council resolved also to appoint an Advisory Committee titled 'Hilperton Neighbourhood Development Plan Review Group' to review the existing neighbourhood plan.

Cllr. Carbin arrived at the meeting and voted/spoke on agenda items that followed.

24/30. Section 106 & CIL agreements.

Council noted that the Section 106 and CIL agreements in place for Hilperton Parish Council need to be checked, and an Excel spreadsheet set up with the dates and requirements for the spend. Also, that reports are required to be prepared for some of these development agreements.

24/31. Risk Assessment - additional sections.

Council discussed the additional draft Risk Assessment the ex-clerk had compiled. It was agreed that at the May 2024 meeting the present approved Risk Assessment is amalgamated into the new format.

24/32. Internal audit.

Council discussed the ex-clerk's recommendations that it seeks a Parish and Town Council specific Internal Auditor for the 2024/2025 audit. An Internal Auditor will need to be appointed for 2024/2025. Noted.

24/33. Reserves, contingency, and general reserves.

Council discussed and noted the Reserves, Contingency and General Reserves it wishes the clerk to draft into the budget for 2024/2025.

Last year's reserves were as below:

Traffic Calming £5000

Play Equipment – purchase/upgrade/repair £29,000.

Current Wiltshire Council owned play areas – possible takeover £20,000.

War memorial – repairs/upkeep £2,500

Road sweepers equipment hire £8,000.

Extra lighting in village £2,885 (Additional Street Light – Greenhill Gardens - £1,150 Hilperton PC)

Parish Poll expenses £5,000

By-election expenses £5,000

Section 137 Grants £5,000

Section 19 Grants £5,000

Defibrillator (30th April 2027 it is to be renewed, 4 Year Contract in place) £2,500.

LHFIG projects £3,000 (at present the Parish Council has invoices for £2023.42 to pay LHFIG. (See below the breakdown)

Completed works in 2023 but not charged to date.

- 20mph speed assessment – Church St/Hill St. - £1875 LHFIG & £625 Hilperton PC = £2,500
- Additional street light – Greenhill Gardens - £3,450 LHFIG & £1,150 Hilperton PC = £4,600.00
- NAL sockets and posts for Speed Indicator Devices (SID's) –Trowbridge Road & Marsh Road - £500

• Street name signs – Horse Road - £448.42

Total = £2,723.42

Upcoming works

- Staggered pedestrian barriers – Ashton Road - £1,350 LHFIG + £450 Hilperton PC = £1,800

Parish Council owned bus shelters and notice boards £2,000. (Both the built bus shelters require repainting in 2024 to maintain the structure in a good condition, the clerk recommends the reserves for these are increased)

Training/Seminars for Parish Councillors £4,500

Allotments/ Community Orchard £3,000

Speed Indicator Devices £5,000
Neighbourhood Plan update £2,000.
Miscellaneous £5,000
Total £114,385

24/34. Budget.

Council discussed the draft budget and confirmed (by affirmation) the budget figures.

24/35. Precept.

Council resolved the precept figure to be requested from Wiltshire Council for 2024/25 as £26,248. A 10% increase.

Proposed Cllr. Clark Seconded Cllr. Wollard

A recorded vote was taken. Carbin FOR Clark FOR Hayes FOR House FOR
Linham FOR Prevett FOR Robinson FOR Sawyer FOR Turner AGAINST Uncles
FOR Woolard FOR. The proposal was carried.

24/36. Unity Bank setup and online payments.

Council noted the ex-clerk had stalled the implementation of online banking until a new clerk is appointed.

24/37. Approval and signing of parish accounts for the month of December 2023.

Council was asked to approve and sign the accounts. However, the signature of the Responsible Financial Officer (RFO) is required, but the council currently does not have such an officer. Consequently, the accounts could not be signed.

Council reviewed and approved the items of expenditure listed below:

Proposed Cllr. Turner Seconded Cllr. Linham The proposal was carried nem.con with
the chairman asking that his abstention be noted.

Invoices

1812 Clerk wages January (up to the 10th of January 2024) £332.80 - 0.20p = £332.60
1813 Heat & light etc. £12.00
1814 (Clerk reimbursed) postage £15.70
1815 Photocopying reimbursement £50.40

1816 Travelling £22.50
1817 Cloudy IT monthly fee £157.56
1818 Water2 Business £46.48
1819 Clock repair at St. Michael's Church £2,200.00 (No VAT)
1820 HMRC – PAYE, NI etc. £529.98
1821 Ernest Clark - post-meeting refreshment/entertainment for parish councillors on 19/12/23 (Chairman's Allowance) £82.10

Total sum payable to ex-clerk £433.20

Council resolved that despatch of the cheques would be delegated to the chairman and vice-chairman. It further resolved that any urgent business occurring before the next meeting of the council could be dealt with by the staffing committee.

Receipts: To note receipt of income

CCLA The Public Sector Fund £486.83

24/38. CCLA.

Council noted that the change of address for correspondence form will need to be actioned to move the correspondence from the ex-clerk's address. Councillors Ernie Clark and Sheila Sawyer would need to sign to approve the change. It was agreed to give the address of the vice-chairman as the temporary address.

24/39. Meetings for councillors to consider attending.

Council noted that the next meeting of Trowbridge Area Board will be held on Thursday 18 January 2024 at 6.30pm at The Atrium - County Hall, Bythesea Road, Trowbridge, BA14 8JN.

24/40. Correspondence received.

Tree works around Paxcroft Mead, Hilperton and Trowbridge. Salisbury & Wilton Swifts. Police Report.

Noted.

Booklets and brochures as below were received.

Clerks & Councils Direct. A copy of all email correspondence received by the clerk and emailed to councillors in December/January could be requested.

Noted.

24/41. Ex-clerks Report.

Website/Communications.

Council noted that the domain name registration has been actioned by Cloudy IT and now needs to be linked to the Parish Council website. Council noted that the ex-clerk had not acted on this to date.

It was noted that the ex-clerk recommends that a Working Party is set in place to review the website. It further noted that all Parish and Town Council websites need to meet the National Association of Local Councils (NALC) publication on website accessibility requirements as published in June 2020.

Filing Cabinets - Rocks East Woodland.

Council discussed the transportation of the filing cabinets still situated at the Rocks East Woodland offices previously rented by the council. It noted that the ex-clerk had been instructed to arrange removal to the village hall; but this had not been actioned. It was agreed that the chairman be delegated to arrange the move.

Financial Regulations

Council discussed the ex-clerk's recommendations that it does not await the updated Financial Regulations due out, (as previously recommend) and that it urgently sets in place Financial Regulations as it has resolved to use the General Power of Competence at its 8th January 2024 meeting.

Local Council Award Scheme

Council noted the ex-clerk's advice that the Parish Council looks towards applying for the Local Councils Award Scheme Foundation level. The council decided not to apply.

General Data Protection Requirements

Council noted that the mapping requirements for the General Data Protection Regulations had, apparently, been drafted by the ex-clerk, but that the contents of the filing cabinets have yet to be assessed. The implementation of the other requirements has yet to be drafted and completed.

Council noted that the allotment tenancy agreements require GDPR requirements added to them.

24/42. Notice of items to be taken into consideration at the next meeting or future meetings.

Councillors are asked to highlight any items to the chairman.

Co-option

LHFIG - Yellow lines update

Section 106 payments Side Agreement (Church Farm Development and Belway Homes Development off Elizabeth Way)

Speed Indicator Devices - when received these need to be added to the Asset Register and Insurance policy.

24/43. Items for notice board or publication.

None.

24/44. Date of the next parish council meeting.

Tuesday 20th February 2024 at Hilperton Village Hall, commencing at 7.45pm.

The council wished the chairman to note its thanks for the work he has done over the past week.

Meeting closed at 21.23

Signed

Dated