

**MINUTES OF A MEETING OF HILPERTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,
at 8.00 pm on Tuesday, 20th October, 2015**

There were three members of the public present.

PRESENT	Mr. E. Clark (Chairman)	Mrs. S. Sawyer
	Mr. R. House	Ms. P. Fisher
	Mr. S. Uncles	Mr. T. Carbin
	Ms. P. Turner	Mrs K. Hayes
	Mr. W. Jameson	Mr. K. Jackson

Before the start of the meeting, Mr. Roberts spoke on matters relating to the Community Governance Review and the by-election. Mr. V. Bielecki spoke on matters relating to the Community Governance Review, the by-election and accounts. The Chairman declared the meeting open at 8.06 pm

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr. I. Greatwood, Mr. D. Tucker and PCSO E. Porter.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

Agenda Item 8 – Allotment Matters/Community Orchard – Cllrs. Carbin and House, both being allotment holders.

Agenda Item 8 – Community Governance Review – Although not a Disclosable Pecuniary Interest, Councillor Clark - being one of the councillors sitting on the review group - advised that he would abstain from any vote on this item.

3. MINUTES

The Minutes of the Parish Council meeting held on the 22nd September, 2015, were approved and signed.

4. MATTERS ARISING

Minute 1 – The Clerk had sent an appropriate card to Mr. David Tucker and had since spoken to him. She said he was on the road to recovery and hoped to attend a parish council meeting as soon as his health allowed.

Minute 13c – Hilperton Art Project: The Chairman said that the signs were due to be installed on the 7th October and the small sculptural pieces a week later. There would be an autumn food and drink event at the Village Hall on the 24th October, between 1 and 5 pm.

5. ANNOUNCEMENTS FROM THE CHAIR

The Chairman said he had received an e-mailed resignation from Mr. V. Bielecki at 8.26 pm on the evening of the last Parish Council meeting, on the 22nd September. This would have been part way through agenda item 8.

6. WILTSHIRE COUNCILLOR

Mr. Clark announced that confirmation had been received from Persimmon that the Hilperton Relief Road would be open on the afternoon of the 21st October. He shared Mr. Bielecki's concern, as voiced before the meeting, at the turn-out at the recent Community Governance Review public meeting, due to it not being well publicised by Wiltshire Council.

7. POLICE

In the absence of Mark Hough and Ellie Porter, the Clerk reported that there had been 57 rural occurrences over the past calendar month, of which 22 were in the parish of Hilperston. The Clerk gave details of these and the police report is held on file.

8. ITEMS FOR REPORT AND DISCUSSION

Recording of Meetings – Adoption of Policy and Protocol

The Chairman and Clerk had put together a draft policy and protocol document on recording, photography and the use of social media at meetings of Hilperston Parish Council, which had been sent to parish councillors. Copies were also tabled and the Chairman proposed that the document should be adopted by the Parish Council. This was seconded by Ms. Fisher with all in favour.

Election of a) Vice-Chairman and b) Chairman of the Planning Committee

It was agreed that this matter should be deferred to the next meeting. The Chairman informed members that the Parish Council did not legally need to elect either.

Variation of Standing Orders 1a, 2b, 3 and 71

The Chairman said that these Standing Orders needed ‘tidying up’. 1a and 2b referred to times and places of meetings, 3 referred to the Annual meeting and 71 referred to audio and video recording and would need to be re-written. The Chairman referred to Standing Order 80 and proposed that the Standing Orders mentioned should be amended. This was seconded by Mr. Jackson and adjourned until the next Parish Council meeting. The Chairman said that the proposed amendments would be sent to members either with or before the agenda for the November meeting.

By-Election

The Chairman said that – from the Parish Council’s point of view – this was good news as it would be conducted by Wiltshire Council. As long as one person stood for election, Hilperston Parish Council would remain one of the few local first-tier authorities which was fully elected, with no co-optees, something which even Trowbridge Town Council could not claim. The downside was that a contested election could cost the Parish Council tax payers in the region of £4,000 and, as it would not be co-opting, it did not give members an opportunity to aim for a younger person in an under-represented part of the parish. The Chairman went on to say that, if contested, the election would be held on the 19th November at the Village Hall and St. Mary’s Church between 7am and 10pm, and the count would take place at the Village Hall. If no-one stood for election the Parish Council would not be able to co-opt.

Allotment Matters/Community Orchard Group

The Clerk confirmed that letters had been sent to a number of ploholders concerning overgrown plots that required their attention.

A request had been received to cut down some overhanging oak branches over the allotments. Mr. House said that the trees in question, which were encroaching on some plots, were in the grounds of The Old Rectory and he would be happy to speak to the owners about the problem.

Mr. Jackson said that, due to Mr. Bielecki’s resignation, the allotment sub-group had been reduced to two people. Mr. Carbin kindly offered to take Mr. Bielecki’s place.

It was agreed that the Clerk and Mr. House should work together regarding lettings/management of the allotments.

Mr. Jameson said that that five large and sixteen smaller trees had been ordered for the orchard and two applications for sponsorship received. He expected the trees to be planted early in November. He referred to the reconstruction of a dry stone wall but was unsure whose ownership it was in.

Trowbridge Community Area Parish Councils' Liaison Group

In the absence of Mr. Greatwood, the Chairman said that the meeting due to be held on the 21st October had been postponed, due to the lack of people able to attend.

Hilperton Relief Road

In answer to the question asked at the last meeting, the Chairman had raised with Wiltshire Council the length of the gate handles on the two gates across Middle Lane, he had been informed by Wiltshire Council that they were the correct length for horse riders. He had also been told that the gates across Middle Lane were there to stop errant cattle from getting on to the road.

It was agreed that the Clerk should report worries about the catches on the kissing gates because at least one was not automatically shutting, due to the springs being inadequate, and also express concern about other safety issues.

The Chairman said that weight limit signs were now in place and the grey paint covering them would be taken off after the opening of the road.

In conclusion, Mr. Carbin said he would find out what horse rider/pedestrian warning signs could be put up, as Wiltshire Council had told the Chairman that there was nothing in the DFT handbook to warn motorists of approaching pedestrians crossing the road.

The Chairman said he would speak to Wiltshire Council officers about the short-term issue with Sat-Navs. He would also chase them up about landscaping issues.

In conclusion, it was agreed that 'Hilperton Relief Road' should appear as an agenda item one more time.

Wiltshire Council Community Day Works – Return of the Parish Steward Scheme in April, 2016

The Chairman said that Wiltshire Council was intending to return the Parish Steward scheme in the new highway contract from 1st April, 2016, following feedback from town and parish councils that one of their top priorities was a return of the scheme.

Neighbourhood Plan

The Chairman said that a public meeting would take place on the 26th November in the Village Hall, commencing at 8 pm. Details would appear on the Parish Council website, and would be included in the parish newsletter and the Parish News, and sent to the Wiltshire Times.

Ms. Turner spoke about the potential for massive development, not purely in the Hilperton Gap but in many other areas in the north and east of the village, which could only be addressed by volunteers giving their time and expertise to produce a Neighbourhood Plan. The Chairman stressed that if there was no response from the public meeting there would be no Plan, as it would have to be a community-led document.

Kissing Gates

The Chairman said that the new kissing gates in the HILP20 area should be installed by the end of November, the cost for the installation to come from the Hilperton Arts Project.

Autumn Newsletter

A further draft had been prepared by Mr. Uncles and it was agreed that the Newsletter should be more appealing to its potential readers. After a short discussion, it was agreed that a deadline of 9am on Monday, 26th October, should be given for Mr. Uncles to make any suggested changes. Mrs Hayes said she would make enquiries about printing the 2,000 copies needed. The Clerk had spoken to the

Hilperton scout leader who said he would get back to her if any scouts were able to assist parish councillors with the distribution.

Community Governance Review

Suggested responses were considered by the Parish Council, relating to Area 3a – Wyke Road; Area 3b – Hilperton Gap; Area 3c – Paxcroft Mead south of Hilperton Drive/Halfway Close and brook. Members agreed each response in turn, together with additional comments relating to area 3c. The Chairman referred to schemes in other parts of Wiltshire which sought to move properties into one parish or the other. It was thought that a similar scheme was under consideration for the Painters Mead/Walmesley Chase area of Paxcroft Mead as shown by the powerpoint at the Trowbridge CGR meeting, which referred to proposals relating to 200-600+ properties being presented completely neutrally; the idea being that the 600 houses would move either all into Trowbridge or all into Hilperton. It was agreed that the Parish Council should ask if this proposal was no longer under consideration and – if not – why not, as this would represent a consistent approach across the county? Also, the Parish Council should ask if the residents in the 400-ish ‘Trowbridge’ houses accessed from Painters Mead (Hilperton) were going to be consulted? The Chairman said that although the Parish Council was not represented at the public meeting, it had made a formal presentation to the working group to ensure that the 200 houses stayed within the parish of Hilperton. The responses were proposed by Ms. Fisher, and seconded by Mr. Jackson, with eight in favour and two abstentions, one from the Chairman.

Annual Review and Adoption of Risk Assessment

Members had all received copies of the proposed risk assessment which had been prepared by the Chairman, Ms. Turner and the Clerk earlier in the year and forwarded to the external auditors during the annual audit of accounts. At the suggestion of the auditors, it was unanimously agreed that the risk assessment should be adopted for twelve months and then reviewed.

Section 19 Request from Hilperton Village Hall

The Chairman reminded members of the background to what had become an annual request for funding for the maintenance of the playing field plus 25% of the public liability insurance, less the football income. In line with the grants made in previous years, the figures taken from the Village Hall accounts for the year ended 31st May, 2015, were:-

Grounds maintenance	£3,024.00
Plus 25% public liability insurance	<u>£328.10</u>
	£3,352.10
Less football income after deducting 25% of shower and heating costs	<u>£330.00</u>
	<u>£3,022.10</u>

It was agreed that a Section 19 grant should be made in the sum of £3,022.10. (Proposed by Mr. Jackson, seconded by Mr. Carbin, nine in favour and one abstention by Ms. Turner, as Treasurer of the Village Hall Committee). Both the Chairman and Mrs Sawyer, although members of the Village Hall Committee (the Chairman ex officio) voted as neither derived any financial benefits from their membership.

9. PLANNING MATTERS

Applications

15/09211/VAR: Central Convenience Stores, land at Marsh Road filling station

Variation of condition 3 of planning application 14/11089/FUL

It was agreed that no objection would be made to this application.

15/09450/FUL: Mr. L. Davis, 5 Marshmead
Two storey side extension with off-street parking
It was agreed that no objection would be made to this application.

15/09658/FUL: Mr. N. Rugg, 9 St. Mary's Close
Single storey rear extension and front porch
It was agreed that no objection would be made to this application.

Decisions

15/07347/FUL and 15/07715/LBC: Mr. and Mrs F. Hinks, Woodcote House, 112 Church Street
Change of use of coach house to separate dwelling with single storey extension. New single storey dwelling: Approval given.

15/07518/DP3: Hilperton Primary School, Newleaze
Renewal of planning permission for an existing double mobile classroom at Hilperton Primary School:
Approval given.

15/07867/FUL: Mrs A. Mcaree, 12 Leventon Place
New single storey dwelling: Approval given

15/08109/FUL: Mr. D. Maguire, 68 Hill Street
Two storey side extension to north elevation and provision of a tiled pitch roof to rear elevations:
Approval given.

10. CORRESPONDENCE

a) E-mail resignation of Councillor V. Bielecki.

11. PUBLICATIONS

a) Paxcroft Mead Community Centre Management Committee – Minutes of a meeting held on the 9th September, 2015, and Agenda for a meeting on the 6th October, 2015.

12. ACCOUNTS

Payments authorised since the last meeting –

Mr. W. Jameson – stakes, stake shields etc. for community orchard trees	£319.50
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Payments authorised this meeting –

Clerk's Salary for October, 2015	£485.00)	
Clerk's Expenses	£167.34)	£652.34
Alpha Taxis – Sunday Club transport (including £1.20 VAT)		£7.20
Playdale Playgrounds Ltd. – annual play equipment inspection, 2014 (including £37.00 VAT)		£222.00

13. ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDAS

- a) Playdale Playgrounds – consideration of new inspection package
- b) Future website Administration

14. ITEMS FOR PARISH NEWS/LOCAL PRESS

Due to time constraints for the parish magazine, pre-meeting notes had been sent.

15. DATE OF NEXT MEETING: Tuesday, 17th November, 2015 – venue and time to be agreed.

16. MATTERS OF A POSSIBLE CONFIDENTIAL NATURE

Under Standing Order 68, the following item was classified as confidential

Sir William Roger Brown's (Coal) Charity

The Clerk gave the names of the two 2014 recipients, who had each received £25. Since then she had written two articles about the charity for the Parish News, inviting people to come forward with names addresses of any other possible recipients for 2015, but there had been no response. Members were asked to bring the names of any further recipients to the November meeting.

The meeting ended at 9.43 p.m.

Signed Date