

**MINUTES OF THE ANNUAL MEETING OF HILPERTON PARISH COUNCIL  
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,  
at 7.45 pm on Tuesday, 17<sup>th</sup> May, 2016**

There were nineteen members of the public present.

<b>PRESENT</b>	Mr. E. Clark (Chairman)	Mrs. S. Sawyer
	Mr. W. Jameson	Mr. I. Greatwood
	Mr. R. House	Mr. S. Uncles
	Mr. T. Carbin	Mrs V. Packer
	Ms. P. Fisher	Mr. D. Tucker
	Mr. K. Jackson	

*Before the start of the meeting, a number of residents of Paxcroft Mead spoke against planning application 15/12583/FUL. The Chairman declared the meeting open at 8pm.*

**1a. ELECTION OF CHAIRMAN**

Mr. E. Clark was re-elected Chairman

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

The Chairman signed the Declaration of Acceptance of Office.

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

Mr. K. Jackson was elected Vice-Chairman

(Proposed by Me. E. Clark, seconded by Mr. I. Greatwood, all in favour)

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

**Planning Committee:** Mr. K. Jackson, Mrs S. Sawyer, Ms. P. Fisher, Mr. S. Uncles, Mr. W. Jameson, Mr. I. Greatwood and Mr. E. Clark (ex officio). Substitute: Mr. R. House.

**Footpath Representative:** Ms. P. Turner

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

**Paxcroft Mead Community Centre Representative:** Mr. S. Uncles

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

**Trowbridge Community Area Parish Councils' Liaison Group:** Mr. I. Greatwood

**Allotments Point of Contact:** Mr. R. House and Mrs M. Timms

**Tree Wardens:** Ms. P. Fisher and Mr. W. Jameson

**Area Board Representative:** Mr. K. Jackson

**Risk Assessment Sub-Committee:** Mr. E. Clark, Mrs M. Timms and Ms. P. Turner

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Ms. P. Turner, Mrs K. Hayes and PCSO Ellie Porter.

**4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

There were none.

**5. MINUTES**

The Minutes of the Parish Council meeting held on the 19<sup>th</sup> April, 2016, were approved and signed.

The Minutes of the Annual Parish Assembly held on the 3<sup>rd</sup> May, 2016, were tabled and noted.

**6. MATTERS ARISING**

Minute 5 – War Memorial and Blind House. The Clerk said she had been in touch with Nimbus Conservation, they had inspected both the War Memorial and the Blind House and she was now awaiting a quotation from them.

Minute 13 – Hill Street and Horse Road Bus Shelters – The Clerk had contacted Michael Grant about cleaning these.

## **7. ANNOUNCEMENTS FROM THE CHAIR**

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

## **8. WILTSHIRE COUNCILLOR**

Mr. Clark had nothing to report.

## **9. POLICE**

PCSO Ellie Porter had sent a report on issues occurring in the parish over the past month, which the Clerk read out. This report is held on file.

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

### **Annual Assembly**

The Chairman said that the meeting went well and was reasonably well attended.

### **Allotment Matters/Community Orchard**

The Clerk said that currently three plots were vacant (one half plot, one full plot and one two-thirds plot). A notice of termination of tenancy had been sent to one of the plot holders who had not paid the rental for the current year, so another half plot would be available in a months' time.

Mr. House had received a quote for the removal of some lower branches of the tree over-looking some plots. The cost would be £350, with all timber removed from the site.

### **Trowbridge Community Area Parish Councils' Liaison Group**

Mr. Greatwood said that the group had been re-invigorated and had met on the 20<sup>th</sup> April, at which – among other issues - the matter of SIDS had been discussed. It was hoped that the group could now go back to meeting on a quarterly basis.

### **War Memorial – Maintenance of Plants and Sweeping**

It was unanimously agreed that an allowance of £10 a week for thirty weeks, commencing from the beginning of April, should be made for the maintenance of the plants and sweeping.

### **Summer Newsletter**

It was agreed that another newsletter should be distributed around the parish this year, and Mr. Uncles kindly offered to bring a draft to the next meeting.

### **Neighbourhood Plan Update**

The Chairman and a member of the Steering Group had recently met the planning consultant who had helped Pewsey through to adoption of its Neighbourhood Plan. He had said that the Parish Council was the body which had to agree to the establishment of the Neighbourhood Plan Steering Group and its aim to develop the Plan for the parish of Hilperton, and he recommended a number of six people on the Steering Group, two of whom should be parish council members. After a short discussion, it was agreed that at least one parish councillor should be a member of the Steering Group, and it was formally agreed that the Parish Council should authorise the establishment of the said Steering Group to formulate a Hilperton Neighbourhood Plan.

### **Community Governance Review Update**

The Chairman said that matters were now moving ahead, with a Wiltshire Council meeting planned for the 12<sup>th</sup> July. Whilst the Parish Council had already responded to the Review, it was agreed that there should be a further response to each of the schemes affecting Hilperton.

Details of these schemes (18, 19, 20, 22, 23, 25 and 103) and their suggested responses had been sent via e-mail to parish councillors, and hard copies were tabled. The Chairman went through each scheme with members, at the end of which responses were unanimously agreed. These views could now be sent both to the Community Governance Review Working Group and to Wiltshire Council.

### **Possible Review of Wyke Road Traffic Calming**

This had been put on the Agenda following a request to Wiltshire Council from a new resident of Carisbrooke Crescent to have the speed cushions removed. After discussing this matter, it was agreed that the Parish Council should not support this request.

### **Speed Indicator Devices Update**

The Chairman reported that TCAF had pulled out of the scheme, but North Bradley, West Ashton and Southwick parishes were still showing an interest. Tim Le Mare from West Ashton PC had established with a training group that the price for training a volunteer (a one-day course) would cost £210, and this would be held at a venue near Bristol. The two batteries were currently giving every indication of holding their charge (although he recommended that at least one more should be purchased at a cost of £35) so the initial outlay would be for the training only. After a short discussion, and in order to move things forward, it was agreed that Hilperton Parish Council should contribute £200 as long as this amount was matched by the other three interested parish councils, and subject to someone agreeing to be trained as a volunteer.

### **Match Funding for Extension to Hulbert Close Cycle Path Link (in association with Trowbridge Town Council and Wiltshire Council)**

The Chairman gave details of a plan to extend the Hulbert Close cycle path through the hedge to link it with the Painter's Mead path. The cost for this would be £8,000, with CATG agreeing to pay £4,000, Trowbridge Town Council £2,000, and Hilperton Parish Council being asked to contribute the remaining £2,000. Members were unable to decide whether or not to support this until the result of the Community Governance Review had been established, and it was agreed that a decision should be deferred to the June PC meeting, with the Chairman saying he would try to get hold of some maps of the area in question.

### **Missing Litter Bin – Paxcroft Mead**

The Chairman said that there was a litter bin missing in the vicinity of the Community Centre. There was uncertainty regarding who had put the bin in place, as neither the Parish Council nor Wiltshire Council had had anything to do with it. It was suggested that the The Paxcroft Mead Residents' Association should be informed that the litter bin had been stolen and asked if they would consider replacing it.

### **St. Michael's Pre-School and Funding for Early Years Provision**

The Chairman had written to Wiltshire Council to say that he understood that if the proposed new housing in the Hilperton Gap received permission, a substantial S.106 sum would be allocated to the pre-school to enable its expansion. A reply had been received from Wiltshire Council's Childcare Co-ordinator who said that, although there might be monies from the S.106, there were no guarantees that there would be any funding for early years provision. She had, however, put in a request for early years for the area. She had also said that anything that helped to raise the profile of a need was helpful. It was agreed that the Parish Council should show its support for St. Michael's Pre-School by stating that if any S.106 money became available, it would hope to see it steered towards the pre-school, which was hoping to expand and already had a waiting list.

### **Middle Lane Matters**

The Clerk had received an e-mail from Paul Millard to say that the budget for laying planings had been removed this year, due to financial pressure facing Wiltshire Council. He was hoping this would only be an issue for the 2016/17 financial year and that a budget would be available for 2017/18. He said he might be able to arrange for delivery of the material if the Parish Council could cover the cost of laying it. Or it might be possible that some of the Section 106 money that he had to improve Middle Lane could be used to prevent the flooding. He would look into this and let the Parish Council know.

Mr. Jackson said that laying planings would help with the potholes but would not stop the flooding problem, as grips needed to be dug through to let the water run away. It was agreed that Paul Millard should be asked to let the Parish Council know how much this would cost.

### **Grant Request from the Wiltshire Bobby Van Trust**

During the past year the Trust had visited five homes in the parish of Hilperton, two as a result of house crime, one a victim of domestic abuse and two pro-active visits to vulnerable people who did not feel they had adequate security to feel safe. It was agreed that a Section 137 grant in the amount of £500 should be made. (Proposed by Mr. Greatwood, seconded by Mrs Packer, ten in favour, one against).

### **Grant Request from the Hilperton and Staverton Parish News**

A request had been received from the editor, asking if the Parish Council would be willing to continue to sponsor the cover of the Hilperton and Staverton Parish News for a further year. It was agreed that a Section 137 grant of £220 should be made. (Proposed by Mrs Packer, seconded by Ms. Fisher, all in favour).

### **Trees Along Trowbridge Road**

The Chairman said he would chase up Wiltshire Council's tree officer to see if, after his inspection, he would agree to putting TPOs en bloc on the trees planted by the Parish Council a few years ago.

### **Summer Village Maintenance**

Mrs Packer kindly offered to teak-oil the benches, and Mr. Greatwood said he would wash the village pump. The Clerk was asked to contact Michael Gamble to see if he was able to take on the cleaning of the village notice boards as well as the cleaning of the bus shelters.

## **11. PLANNING MATTERS**

### **Applications**

15/12583/FUL: Hilperton Parish Council

Land east of Paxcroft Mead Community Centre, Hackett Place

Proposed Community Skate Park

In view of the objections received, it was agreed that this application should be put on the June agenda so that the Parish Council could decide whether or not to continue to support the scheme.

### **Decisions**

16/02045/FUL: Land west of 4 Marshmead

Erection of one dwelling house – approval given.

## **12. CORRESPONDENCE**

None received.

## **13. PUBLICATIONS**

- a) Paxcroft Mead Community Centre Management Committee: Minutes of a meeting held on the 5<sup>th</sup> April, 2016, and Agenda for a meeting on the 10<sup>th</sup> May, 2016.
- b) Clerks and Councils Direct – May, 2016.
- c) The Clerk – May, 2016.

**14. ACCOUNTS****a) Adoption of the Accounts for the Year ended 31<sup>st</sup> March, 2016**

All members had received copies of the Income and Expenditure accounts, Cash Statements and Balance Sheets. It was agreed that the accounts for the year ended 31<sup>st</sup> March, 2016, should be adopted. (Proposed by Mr. Jackson, seconded by Mr. Jameson, all in favour).

**b) Payments authorised since the last meeting**

Mrs L. House – plants	£30.00
Communicorp – Clerks and Councils Direct Subscription	£12.00

**Payments authorised this meeting**

Clerk's Salary for May, 2016	£485.00)	
Clerk's expenses, including office rental	£420.79)	£905.79

Broker Network Limited (Came and Company) – Annual Insurance Premium	£911.62
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R. A. Book-Keeping – internal audit and provision of financial statements for the year ended 31 <sup>st</sup> March, 2016	£85.00
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**15. ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDAS**

Mr. Jackson referred to the maintenance of the verges along the relief road. The Chairman said they were unadopted at present and that Wiltshire Council would get in touch with the developers.

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

- Election of Chairman, Vice-Chairman, appointment of members of the planning committee and other representatives.
- Grants given.
- Community Governance Review update
- Speed Indicator Devices

**17. DATE OF NEXT MEETING:** Tuesday, 21<sup>st</sup> June, 2016, with a possible planning committee meeting before this date.

**Agenda Part Two – Discussion and consideration of a quotation received from a Neighbourhood Planning consultant**

*The Chairman referred to Section 68 of Standing Orders and, after a vote, the public and press were instructed to withdraw due to the confidential nature of the business to be transacted.*

Firstly, the Clerk read out a letter received from parish councillor Pam Turner, who regrettably was unable to attend the meeting. Discussion then took place on the quotation received from a planning consultant.

The meeting ended at 9.45 p.m.

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

