

**MINUTES OF A MEETING OF HILPERTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,
at 7.45 pm on Tuesday, 20th September, 2016**

PRESENT	Mr. E. Clark (Chairman)	Mrs S. Sawyer
	Mr. W. Jameson	Ms. P. Turner
	Mr. S. Uncles	Mr. T. Carbin
	Ms. P. Fisher	Mrs K. Hayes
	Mr. I. Greatwood	Mr. D. Tucker

Also in Attendance: PCSO Maria Badder.

Before the start of the meeting, Mr. James Jenkinson from the Foresight Group spoke about Marsh Farm Solar Farm and his company's proposal to apply for permission to modify condition 2 of the planning permission given in 2014. The Chairman declared the meeting open at 7.50 p.m.

1. APOLOGIES FOR ABSENCE

Apologies were received from Viv Packer, Robert House and Kendrick Jackson.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

There were none.

3. MINUTES

The Minutes of the Parish Council meeting held on the 19th July, 2016, and the Minutes of the Planning Committee meetings held on the 9th August and the 6th September, 2016, were approved and signed. (In the absence of Mr. Jackson, Ms. Fisher, who had been present at both planning committee meetings, signed the planning minutes).

4. MATTERS ARISING (from the July PC meeting)

Minute 8 – Middle Lane matters: The Chairman had contacted Ian Cradock who said he would dig some grips either side of the lane where the problem kept occurring. He would, however, wait until it was very wet to know exactly where the grips needed to be dug.

Minute 8 – War Memorial/Blind House: The remedial work had been carried out by James Long and they had now been paid.

Minute 8 – Grass cutting: The Chairman had contacted Wiltshire Council and asked them to put some pressure on the developers (Permission) to get on with planting. Some grass cutting had been carried out recently, and the Chairman said that a lot of the land in question which had generated complaints from the public could be within the parish of Trowbridge in the future.

Minute 13 – White Posts in Hill Street: The Chairman said that the Parish Steward scheme was set to re-start in October, and he would report the shabby state of the white posts.

5. ANNOUNCEMENTS FROM THE CHAIR

a) The Chairman said that Historic England had considered the War Memorial for addition to the list of buildings of special architectural or historic interest as part of their response to the centenary of the First World War. The War Memorial had recently been granted Grade 11 status and was now 'listed'. The Clerk had also received notification from them reporting their assessment of the Blind House.

b) The Chairman said that the Western Area Planning Committee would, at their meeting on Wednesday, 28th September, (start time 3 p.m.) be considering The Grange planning application. It was agreed that it would be helpful if a member of the Parish Council could attend, and that the Vice-Chairman, Kendrick Jackson, should be asked to represent the PC, if able to do so.

6. WILTSHIRE COUNCILLOR

Mr. Clark said a report had been received from the Boundary Commission for England on initial proposals for new parliamentary constituency boundaries in the South West. It was agreed that this should be discussed at the October PC meeting. A letter had been received from the leader of Wiltshire Council concerning capping of town and parish councils, and it was agreed that this also should be discussed at the October PC meeting.

7. POLICE

PCSO Maria Badder gave details of local crimes and her report is held on file. She said that speeding issues were a problem, together with the increasing number of people using mobile 'phones whilst driving.

8. ITEMS FOR REPORT AND DISCUSSION

Marsh Farm Solar Farm: Proposed modification to condition 2 of the planning permission relating to application 14/00592/FUL

The Chairman said that the new owners of the solar farm were hoping to modify condition 2 of the planning permission which stated that the development should be discontinued and the land restored to its former condition on or before the 30th April, 2039. The Foresight Group were looking at a longer period of time than stipulated in the condition and had submitted an application, which would come to the Parish Council for consideration shortly. The Chairman pointed out that in the legal agreement between Hilperton PV Limited and the Parish Council dated 11th November, 2014, the company had agreed that for twenty-five years from the commissioning date it would pay to the Parish Council the annual sum of £750.00 per MW installed at the site, increased annually in accordance with the increase in RPI. Since then one payment had been made by Hilperton PV, and another payment received by the new owners. The Chairman asked Mr. Jenkinson of the Foresight Group if his company would extend the agreement with the Parish Council if granted planning permission to extend the time beyond 2039, and Mr. Jenkinson indicated that this was their intention. Consideration of the planning application would take place as and when it was received.

Allotment Matters/Community Orchard

Mr. Jackson had sent a note referring to Agenda item 12 (accounts) in respect of the dry-stone wall. The expenditure shown of £61.92 recorded for material to the wall he had included in the financial resume against the capital expenditure provided for the orchard for the current financial year. Therefore there was no financial impact on the overall financial position as previously reported.

The Clerk said she had recently applied for a grant from the Trowbridge Area Board for a further eleven trees, stakes, ties, wood for a wooden store hut and border shrubs and flowers – all for the community orchard.

Trowbridge Community Area Parish Councils' Liaison Group

Mr. Greatwood said that the meeting scheduled for July had been cancelled, due to the number of members being unable to attend. He did not yet know when another meeting would be held.

Autumn Newsletter

Draft copies were tabled and, with a few amendments suggested (mostly with regard to colour headings and the inclusion of the Clerk's contact details), it was agreed that this should now go to Townsend Design for printing.

Neighbourhood Plan

The Chairman said there would be a meeting of the neighbourhood planning group on Monday, 26th September. He would collect the Housing Needs surveys from Wiltshire Council, when ready, and these, together with the PC newsletter, plus a flier from the Village Hall and the bell-ringers, would

need to be distributed throughout the parish. He said he would get in touch with all parish councillors regarding this distribution.

Changes to Parish Areas

A letter had been received from Wiltshire Council's senior solicitor regarding the approval by WC of changes to boundaries between Trowbridge and Hilperton parishes. He was in the process of preparing the necessary legal Order to bring these changes into effect and he understood that there were no proposals to alter the warding arrangements, or the number of councillors, on Hilperton Parish Council.

In addition, the Order could deal with the transfer of any assets owned by the Parish Council, situated within the area to be transferred to another parish, and he had asked if there were any such assets owned by Hilperton Parish Council. The Chairman referred to the Parish Council's Custodian Trustee status in respect of the Paxcroft Mead Community Centre, which it was agreed should be transferred to the parish of Trowbridge (the Clerk to contact the Charity Commission on this matter), plus the Parish Council's half-share in the bus shelter on Leap Gate close to its junction with Painters Mead, and the ownership of a grit bin, also at Painters Mead, which it was similarly agreed should be transferred to Trowbridge Town Council.

Trees along Trowbridge Road

The Chairman had finally heard from WC's arboricultural and landscape officer, David Wyatt, who saw no reason why TPO's should be placed on these trees. The Chairman read out Mr. Wyatt's letter and his own response on behalf of the Parish Council, and it was agreed that this matter should be discussed further at the October PC meeting, when a reply had been received from Mr. Wyatt.

Transfer of Play Areas from Wiltshire Council to Hilperton Parish Council

The Chairman reminded members that Wiltshire Council would offer a commuted sum to allow transfer of WC-owned play areas. This would be around £2,000 per play area, which would be 'one-off' payments with no revenue funding.

Since the July PC meeting Ms. Turner had kindly inspected the play areas throughout the parish. The Village Hall play area was the largest and had been refurbished in recent years and inspected on an annual basis. The Wiltshire Council-owned play areas in the parish were much smaller and, in her opinion, were currently in fairly good condition. However, based on the experience at the Village Hall, she felt there must be some concern at the on-going costs beyond, say, five years. Long-term costs could be considerable, together with inspection and insurance costs.

Discussion took place on the way forward, with two possible options: a) the Parish Council could leave the status quo as it was. Then when play equipment needed replacing, consideration could be given to providing the necessary funding by the Parish Council; b) the Parish Council could take over responsibility of the play areas, for which it would receive a one-off sum of around £2,000 for each, but would then take on all responsibility for their upkeep. It was agreed that option a) should be preferred at the present time (proposed by Mr. Jameson, seconded by Ms. Fisher, nine in favour and one against).

Transfer of Open Spaces from Wiltshire Council to Hilperton Parish Council

The Chairman explained why this had been included on the agenda, and it was agreed to defer discussion on this matter until the October PC meeting.

St. Michael's Pre-School Plans

Ms. Turner reported on the plans to create a 'stand-alone' single-storey facility to support the expansion of the pre-school. It was early days and much had to be agreed on, including approaches to various organisations for funding assistance. It was, however, agreed that as and when a planning application was ready to be submitted, the Parish Council – as in the case of the proposed Paxcroft Mead skate park – would put in the application, on behalf of the pre-school, to minimise costs.

Parish Council Website

David Huggins had contacted the Chairman recently to say that the website urgently needed updating. The site was originally set up as a method of communicating agendas and minutes, but there had been a much wider content usage recently. He would be happy to assist with the design and development of a new site and he could also transfer the existing data. Mr. Uncles kindly agreed to liaise with Mr. Huggins in order to get things moving.

Request for 'No Through Road' signs at the entry to Newleaze

This request had been submitted for consideration by the local community area transport group (CATG) and would only be considered by the Area Board if the local parish council supported the action proposed. This had come about as it had been reported that over the last few months some through traffic had started trying to use Marshmead - a cul-de-sac. Added to the fact that there was an increase in the volume of traffic by and near to the school, this was exacerbating an existing problem.

After a short discussion, it was agreed that two signs would be required, one on either side of the road into Newleaze, for which the Parish Council would contribute up to £200 for both.

Section 19 Request from Hilperton Village Hall

Councillors Clark and Turner declared that they were both trustees of the Village Hall but derived no pecuniary benefit.

The Chairman reminded members of the background to what had become an annual request for funding for the maintenance of the playing fields plus 25% of the public liability insurance, less the football income. In line with grants made in previous years, the figures taken from the Village Hall accounts for the year ended 31st May, 2016, were:-

Grounds maintenance	£3,024.00
Plus 25% public liability insurance	<u>£329.59</u>
	£3,353.59
Less football income after deducting 25% of shower and heating costs	<u>£509.25</u>
	<u>£2,844.34</u>

It was agreed that a Section 19 grant should be made in the sum of £2,844.34. (Proposed by Mr. Jameson, seconded by Mr. Carbin, eight in favour with two abstentions). *Note: Mrs Sawyer, although a member of the Village Hall Committee, voted as she did not derive any financial benefit from her membership. Cllrs. Clark and Turner asked for their abstention to be noted.*

Signs at the Village Hall

A request had recently been received from the secretary of the Village Hall Committee for the Parish Council to contribute financially towards some dog specific signage. It seemed that there were issues with dog walkers not using the public footpath around the perimeter of the field, irresponsible dog owners allowing their dogs off the lead and using the public field and play area, allowing their dogs to mess and generally inconveniencing football hire and posing a nuisance in the play area. No details of the approximate costs of the signs had yet been received, and it was agreed that this matter should be deferred to the October PC meeting.

Sports Pitches at Devizes Road

The Chairman drew members' attention to a report to the Trowbridge Town Council's Policy and Resources committee held recently, in particular with regard to plans for Devizes Road. In addition to the 5-acres already owned, TTC was now in a position to progress negotiations on the purchase of a further 14 acres of land at Devizes Road, to enable development of proposals for the land.

A discussion took place on this and traffic issues in the area, at the end of which it was agreed that the Parish Council should approach TTC, referring to its proposals which would inevitably increase traffic

along the Devizes Road, and asking TTC if it had earmarked or would agree to consider earmarking some funding for traffic calming measures.

Times/Dates for remaining 2016 Meetings

The Chairman told members that, although the Parish Council had asked to hold its meetings on the third Tuesday of each month in the main hall of the Village Hall, rather than in the upstairs meeting room, and the bookings had been made by the village hall booking secretary for the rest of the year and into 2017, a particular user group had omitted to change its own plans, resulting in a couple of potential 'clashes'. These would affect the October PC meeting (scheduled for the 18th) and the December meeting (scheduled for the 20th). After a short discussion, and in an effort to be helpful, it was agreed that the December PC meeting could be brought forward to Tuesday, the 13th, and the October PC meeting should be held on the 18th, as planned, but the Parish Council should meet in the club lounge and bring forward the time of the meeting to 6 p.m.

The Clerk was asked to contact the Village Hall Club Secretary about the club lounge booking, and also let the Village Hall Committee Secretary know what the Parish Council planned to do to alleviate a problem not of its own making, but stating that it would not be prepared to alter any further times/places for PC meetings.

Additional Village Maintenance

The Chairman referred to the state of the gutters and pavements in areas around Princess Gardens, Queens Gardens and Church Street, where in particular some gutters were in danger of turning into weed beds. It was agreed that the Chairman should contact Wiltshire Council to ask what their charge-out rates were to see if it was feasible to hire someone to do some more maintenance, funded by the Parish Council.

The Clerk was also asked to contact WC about preparing The Knap (cleaning, sweeping etc.) in readiness for the November memorial service.

9. PLANNING MATTERS

Applications

16/00672/OUT: HGT Developments, land west of Elizabeth Way (land SW of Hilperton Marsh)
Proposed development comprising up to 180 new homes with access from the relief road, new open space and associated infrastructure (amended plans). Outline application relating to principle and access.

It was unanimously agreed that the Parish Council should reiterate its objections to this application sent to Wiltshire Council on the 16th February, 2016.

16/08258/FUL: Mr. and Mrs C. Robinson, 322 Marsh Road
Single storey side extension to provide a utility, WC and office
It was agreed that no objection should be made to this application

Decisions

16/06125/FUL: 2 Leventon Place – single storey side extension, alterations to boundary wall and entrance to parking area at front of garage – approval given.

16/07125/FUL: 261 Hill Street
Rear extension and replacement conservatory – approval given.

16/07594/TCA: 222 Church Street
Removal of pear tree – no objection.

10. CORRESPONDENCE

None received.

11. PUBLICATIONS

- a) Clerks and Councils Direct – September, 2016.
- b) The Clerk – September, 2016.
- c) CPRE: Field Work – Summer, 2016
- d) CPRE: Countryside Voice – Summer, 2016
- e) Paxcroft Mead Community Centre Management Committee: Minutes of the 2015 AGM, Agenda for the 2016 AGM held on the 10th August, 2016, Agenda and Minutes of a meeting held on the 10th August, 2016, and Agenda for a meeting held on the 13th September, 2016.
- f) Local Council Review – Autumn, 2016.

12. ACCOUNTS**a) Completion of the Audit for the year ended 31st March, 2016**

The Clerk reported that the audit had been completed to the external auditors' satisfaction, and notices informing the public of the completion had been placed on all the parish council notice boards. A vote of thanks was given to the Responsible Financial Officer for her efforts.

b) Payments authorised since the last meeting

James Long Ltd. – works to the War Memorial and Blind House (including £145.00 VAT)		£870.00
Clerk's Salary for August, 2016)	£485.00)	
Clerk's Expenses	£130.00)	£615.00
Peter Fielding – Neighbourhood Plan on-line surveys		£23.99
Wolsey Jameson – sand and cement for capping of the dry stone wall		£61.92
Grant Thornton – Audit fee (including £40 VAT)		£240.00

Payments authorised this meeting

Clerk's Salary for September, 2016	£485.00)	
Clerk's Expenses	£147.48)	£632.48

13. ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDAS

- a) The missing latches on the two gates at Elizabeth Way (Hilperton side) had not yet been replaced. The Clerk to report to Paul Millard and Pat Whyte.
- b) Hilperton primary school's recent Ofsted report had been good. The Clerk to send a message of congratulations to the Head Teacher on behalf of the Parish Council.

14. ITEMS FOR PARISH NEWS/LOCAL PRESS

Owing to time restraints, pre-meet notes had been sent to the Hilperton and Staverton Parish News.

15. DATE OF NEXT MEETING: Tuesday, 18th October, 2016, in the Village Hall club lounge, commencing at 6 p.m. (Apologies from Kate Hayes and Viv Packer).

AGENDA PART TWO**Community Governance Review/Judicial Review – to consider Counsel's opinion**

A vote was taken relating to Section 68 of Standing Orders stating that the public and press should withdraw due to the confidential nature of the business to be transacted.

A confidential report had been received from the solicitors consulted, dated 12th September, 2016.

A discussion followed, at the end of which it was resolved that a Letter before Action should be sent to Wiltshire Council in respect of the above.

The meeting ended at 9.40 p.m.

Signed Date