

**MINUTES OF A MEETING OF HILPERTON PARISH COUNCIL  
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,  
at 7.45 p.m. on Tuesday, 21<sup>st</sup> November, 2017**

There were seven members of the public present.

<b>PRESENT</b>	Cllr. E. Clark	Cllr. S. Sawyer
	Cllr. T. Carbin	Cllr. P. Fisher
	Cllr. V. Packer	Cllr. S. Uncles
	Cllr. R. House	Cllr. I. Greatwood
	Cllr. K. Jackson	Cllr. D. Tucker
	Cllr. P. Turner	Cllr. K. Hayes

### **1. APOLOGIES FOR ABSENCE**

There were none.

### **2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

There were none.

### **3. MINUTES**

The Minutes of the Parish Council meeting held on the 17<sup>th</sup> October, 2017, and the Minutes of the Special Parish Council meeting held on the 7<sup>th</sup> November, 2017, were approved and signed.

### **4. CLERK'S REPORT ON ACTIONS FROM THE OCTOBER MEETING**

Minute 8 – Possible sharing of street cleaning with Trowbridge Town Council: A quote had not yet been received from Lance Allan, but he had noted the Parish Council's interest and, if TTC decided to purchase the street cleaning equipment, he would get back to the Parish Council.

Minute 8 –Risk Assessment: the Clerk said she had made the necessary amendments.

### **5. ANNOUNCEMENTS FROM THE CHAIR**

The Chairman had attended the Remembrance Day service at the War Memorial and had laid a wreath. He had also laid two other wreaths at the Commonwealth war graves in the cemetery.

### **6. WILTSHIRE COUNCILLOR**

a) Cllr. Clark said that the local plan review was under way and he urged parish councillors to respond to it as individuals.

b) The Area Board had met recently but Cllr. Clark had nothing to report.

c) Cllr. Clark said he had attended a County Councils' Network conference in Marlow over the weekend.

### **7. POLICE**

PC Lee Pelling was in attendance and had sent a report which the Clerk had e-mailed to parish councillors. PC Pelling used to be the beat manager for Hilperton a few years ago and had now come back to a 'community' role, albeit with a much larger remit and area, including three towns and over twenty-five parishes. He said PCSO Nina Marsh would be the contact for the Parish Council on a day-to-day basis. After a short question and answer session, it was agreed that the Clerk should send the first two pages of the latest report (community issues) to David Huggins to put on the Parish Council's website.

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

### **Hilperton Neighbourhood Plan: Consideration of the formal adoption of the Plan and its accompanying documents, and their submission to Wiltshire Council**

The Chairman said that, before discussion took place on this important issue, he wished to move a proposal from the Chair, which he then read out:-

*Hilperton Parish Council, having read and considered the most recent version of the Neighbourhood Development Plan documents, agrees their content (\*with the following amendment to Appendix 9 of the NDP) and delegates the formal submission of the Hilperton Neighbourhood Development Plan 2017 – 2026 (together with the associated Scoping Report, Consultation Statement and supporting documents) to the Hilperton Neighbourhood Development Plan Steering Group.*

*\*The required amendment to Appendix 9 is 1)DELETE the reference to Maxcroft Farm and the associated housing numbers. 2) INSERT '16/01633 max 26 houses. Number of Dwellings 26 homes. New Affordable Homes 8'.*

This proposal was seconded by Cllr. Jackson and the meeting was adjourned at 7.53 p.m. The Chairman of the NDP Steering Group, Toby King, spoke about the work the group had done over the last two years and the many challenges they had faced along the way. The Chairman reconvened the meeting at 8.03 p.m.

A detailed discussion then took place over the content of the NDP and whether or not it should be submitted in its current form. At the end of this a vote was taken on the Chairman's proposal, which was carried with ten in favour, one against (Cllr. Carbin) and one abstention (Cllr. House).

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

Cllr. House had recently sent an e-mail to allotment holders as there had been some interference with a local badger sett. He had also asked plot holders to let him know if they were not intending to renew next year. He said that the shed/visitors' centre had now been erected.

### **St. Michael's Pre-School update**

Cllr. Turner said that the gates and other debris had now gone from the site, making the car park more accessible. New trustees had held a meeting recently and everything was going well, with prospective new clients being shown around on a daily basis.

### **Works for the Parish Steward**

The Chairman reminded members that there would be a visit at the beginning of December and he asked them to contact him with recommendations for work that needed to be done.

### **Wiltshire Local Plan Review Consultation**

Leaflets about the consultation had been sent out with the agenda for the November meeting. It was agreed that the Parish Council should respond to the consultation rather than parish councillors as individuals; but in view of the fact that comments had to be returned by the 19<sup>th</sup> December (the date of the next PC meeting) it was unanimously agreed that the Parish Council should delegate responsibility to a Sub-Committee to make a response on its behalf. This Sub-Committee would comprise Cllrs. Carbin, Clark, Turner and Greatwood.

### **War Memorial: To receive a Quote for Repairs to the Wall**

The Clerk had been in touch with James Long (Masons) Ltd. who had made an inspection of the rear wall. They had found that the brickwork was unsightly but structurally sound, but if the Parish Council wished to have the joints re-pointed to improve the appearance of the wall, this would cost £390 (plus VAT). It was agreed that this quote should be accepted. (Proposed by Cllr. Packer,

seconded by Cllr. Fisher, all in favour). The recommendation by James Long was that the work should be carried out during the spring months of 2018.

### **Parish Councillors' Training Course: Feedback from the October Training Session**

The Parish Councillors who had attended the course (six in all) said it had been well run and informative. It was agreed that the Clerk should make some enquiries about the possibility of re-joining WALC and this could be discussed at the December meeting.

### **Devizes Road Development: Street Names**

In the absence of any suggested names being given to the Parish Council by members of the public, it was agreed that 'Centenary Close' should be the street name put forward to the developers, Hills Homes.

### **Vacancy on the Parish Council**

The Chairman said that as Wiltshire Council had not received a request for an election from ten electors, the Parish Council was now free to co-opt a new parish councillor. It was agreed that this should be a January, 2018, agenda item.

### **Parish Councillors' e-mail Addresses: Possible Data Protection issues**

The Chairman said that, due to a change in data protection legislation, using private e-mail addresses for council business could have Information Commission knock-on effects in the future. He had contacted David Huggins to ask if it would be possible for parish councillors and the Clerk to have e-mail addresses along the lines of xxxxx@hilperonparishcouncil.org.uk and had been assured that this would be easy to set up with a notification to parish councillors' private e-mail addresses that an e-mail had been sent to their HPC account. After a short discussion, it was agreed that this should be done and Mr. Huggins asked to make the necessary changes.

### **Hilperon Waiting Restrictions: Proposed Relaxations**

Following a number of walk-through village visits, Chris Manns, Highways Engineer from Wiltshire Council, had produced a plan showing proposed relaxations/removal of double yellow lines through the village. This also included some tweaks/extensions to the existing waiting restrictions where it was felt they were necessary. The removal of some of the restrictions would allow for additional parking which would – hopefully - benefit residents and, in turn, also reduce vehicle speed. The Chairman went through the proposals one by one, at the end of which it was agreed that they should be approved by the Parish Council so that Wiltshire Council could go forward with public consultation (Proposed by Cllr. Carbin, seconded by Cllr. House, eight in favour and four against).

### **Remembrance Day Commemoration: Public Liability Insurance and Road Closure**

Earlier in the meeting, PC Pelling had indicated that from 2018 the Police would not be able to deal with any road closure application, due to lack of resources. The Chairman had been informed by the Rector of St. Michael's church that, although the church service was undoubtedly his responsibility, he felt that the commemoration was best covered by the Parish Council. After a short discussion it was agreed that a) The Parish Council would in future make the necessary road closure application to Wiltshire Council, which should be covered under its own public liability insurance and b) the PCC should ensure that they had enough people out on the day to stop traffic.

## **9. PLANNING MATTERS**

### **Applications**

17/10508/FUL: Mrs N. Bryant, 11 Horse Road

Removal of existing conservatory and replacing with a new single storey extension. Creation of new first floor extension and internal alterations.

It was agreed that a 'no comment' response should be made.

**Decisions**

17/08367/FUL: 165 Devizes Road

Single storey side garage and utility room extension – approval given.

17/08664/CLP: 7 Maxcroft Lane, Hilperton

Certificate of Lawfulness for proposed conversion of existing outbuilding into ancillary accommodation. Fenestration alterations and insulating walls/roof/floor – refused.

17/10019/TCA: 10 St. Michael's Close

Works to yew and cypress trees in a conservation area – no objection

**10. CORRESPONDENCE**

None received.

**11. PUBLICATIONS**

a) Bulletin: War Memorials Trust – November, 2017

b) The Clerk – November, 2017

c) CPRE: Wiltshire Voice – October, 2017

d) Clerks and Councils Direct – November, 2017

**12. ACCOUNTS****Payments authorised since the last meeting:**

E. Clark – Mr. Wolsey Jameson's leaving gift (Chairman's allowance)	£28.50
Mrs L. House – plants and compost	£42.93
Mr. M. Newbery – wood, nails etc. for orchard shed	£91.77
WALC – Parish Councillors' training course (including £42.07 VAT)	£252.42
Royal British Legion Poppy Appeal – three wreaths (Chairman's Allowance)	£75.00
Office-Right – Stationery (including £6.60 VAT)	£39.64

**Payments authorised this meeting:**

Clerk's Salary for November, 2017	£490.00	
Clerk's Expenses (including office rental)	£456.74	£946.74
Water2Business – Supply to allotments 5/4/17 to 11/10/17		£347.48

(Proposed by Cllr. Packer, seconded by Cllr. Uncles, eleven in favour with one abstention by the Chairman).

**13. ITEMS FOR FUTURE AGENDAS**

Cllr. Jackson – discussion of the possibility of re-joining WALC (December agenda).

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

Owing to time constraints, Seasons Greetings and pre-meeting notes had been sent to Michael Gamble.

**15. DATE OF THE NEXT MEETING**

Tuesday, 19<sup>th</sup> December, 2017.

**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**

In addition to the three recipients in 2016, Cllr. Packer had come forward with the name of another person in need. It was agreed that all four should receive £20 each, £60 of which should come from the charity and a further £20 from the Chairman's allowance.

The meeting closed at 9.13 p.m.

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