

**MINUTES OF THE ANNUAL MEETING OF HILPERTON PARISH COUNCIL
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,
at 7.45 p.m. on Tuesday, 15th May, 2018**

There were no members of the public present.

PRESENT	Cllr. E. Clark	Cllr. S. Sawyer
	Cllr. T. Carbin	Cllr. P. Fisher
	Cllr. V. Packer	Cllr. S. Uncles
	Cllr. R. House	Cllr. P. Turner
	Cllr. D. Swift	Cllr. K. Jackson

1a. ELECTION OF CHAIRMAN

Cllr. E. Clark was elected Chairman

(Proposed by Cllr. Packer, seconded by Cllr. Uncles, all in favour).

The Chairman signed the Declaration of Acceptance of Office.

1b. ELECTION OF VICE-CHAIRMAN

Cllr. Turner was elected Vice-Chairman

(Proposed by Cllr. Sawyer, seconded by Cllr. House, all in favour)

2. APPOINTMENT OF PLANNING COMMITTEE AND OTHER REPRESENTATIVES

Planning Committee: Cllrs. Jackson, Sawyer, Fisher, Uncles, Greatwood, and Cllr. Clark (ex officio). Substitute: Cllr. House.

Footpath Representative: Cllr. Turner

Village Hall Representative: Cllr. Clark (ex officio)

War Memorial Plants and Flowers: Mrs L. House

Allotments: Cllrs. Jackson and House, and the Clerk

Tree Warden: Cllr. Fisher

Area Board Representative: Cllr. Turner

Risk-Assessment Sub-Committee: Cllr. Clark, Cllr. Turner and the Clerk

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Hayes and Greatwood.

4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

There were none.

5. MINUTES

The Minutes of the Parish Council meeting held on the 17th April, 2018, were approved and signed.

The Minutes of the Annual Parish Assembly held on the 1st May, 2018, were noted.

The Chairman adjourned the meeting at 8.55 p.m. to enable the Chairman of the Neighbourhood Development Plan Steering Group to address members of the Parish Council. The meeting reconvened at 8.59 p.m.

6. CLERK'S REPORT ON ACTIONS FROM THE APRIL PC MEETING

Minute 5 – Additional Grass Cutting: The Clerk said she had contacted Steve Ayliffe at Id Verde and accepted his quote on behalf of the Parish Council.

Minute 8 – Through Traffic: The Chairman had contacted various WC officers about the merits of altering the captioned junction from a three-arm mini roundabout to a junction whereby the B3105

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would sweep in a bend and Marsh Road would be tweaked towards the garage, so that drivers would have to make a definite manoeuvre to use it rather than going ‘straight on’, when coming from Staverton. This would also mean that traffic leaving Marsh Road would have to give way to all traffic on the B3105. He was waiting for their response.

The Clerk had contacted Allan Creedy at WC to ask him what effect Elizabeth Way was having in terms of how traffic was responding to the opening of the relief road. He had sent in traffic counts which indicated that there had been a marked reduction in both LGVs and HGVs through Hilperton (89% reduction in the case of HGVs), and he had also enclosed speed assessments which indicated that there were no speeding problems apparent within the village.

Minute 8 – Newleaze: The Clerk had contacted WC to say that the Parish Council would pay £333 towards the cost of the dropped kerb.

Minute 8 – Grant Requests: a) The Clerk had contacted the organiser of the Marshmead anniversary celebrations, informing her that the Parish Council fully supported her initiative but required specific costings and an idea of how many people would be invited on the day. Then a decision could be made on what sort of grant to give.

b) A grant cheque had been sent to the Wiltshire Bobby Van Trust and gratefully acknowledged.

Minute 8 – 20mph Stickers: After details had been sent to the Parish News one resident had come forward asking for some so it was agreed that twelve Wheelie Bin stickers should be purchased.

Minute 8 – Additional Trees for the Village Hall Playing Field: The Clerk had contacted the Secretary of the Village Hall who had said she would bring this suggestion to the committee. Cllr. Carbin had not yet contacted the Woodland Trust about their tree-planting plans to commemorate the ending of the first World War.

Minute 8 – WC Planning Committee Meetings: The Chairman said that the next Western Area Planning Committee meeting would take place on the afternoon of Wednesday, 30th May, and Cllr. Fisher volunteered to attend to represent the Parish Council.

7. ANNOUNCEMENTS FROM THE CHAIR

a) The Chairman said he had recently attended a St. George’s Day parade at the rugby club, and this had been well organised.

b) He thanked Cllr. Carbin for chairing the meeting of the Annual Parish Assembly.

c) He confirmed that this year’s Marsh Farm Solar farm payment had now been credited to the Parish Council’s bank account.

8. WILTSHIRE COUNCILLOR

Cllr. Clark said that the new Marshmead signs had been put up. Wiltshire Council would be meeting the following week to discuss the Development Plan document.

9. POLICE

PCSO Melissa Glover was unable to attend the meeting, and the report she had sent had been forwarded by the Clerk to parish councillors.

10. ITEMS FOR REPORT AND DISCUSSION

Annual Parish Assembly

This had been reasonably well attended and chaired by Cllr. Carbin.

Allotment Matters/Community Orchard

Cllr. House said that the allotment plots were generally looking very good with only a very few being poorly maintained. Cllr. Jackson said that – given the current levels of income and expenditure – the Parish Council would break even in roughly 4-5 years’ time.

St. Michael's Pre-School – update on Lease

Cllr. Turner said that nothing had been heard from the legal officer dealing with the lease, so this would need to be pursued.

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Neighbourhood Development Plan Update

Two documents had been received and forwarded to parish councillors for their perusal. The first - the European Convention on Human Rights (ECHR) and Equalities Act 2010 Assessment - contained a number of articles which were potentially relevant to neighbourhood planning. The responses to the Independent Examiner on the basic conditions which an NDP must comply with, prepared by the NDP Steering Group on behalf of the Qualifying Body (Hilperton Parish Council), were endorsed as written. The second - the responses to the 'Examiner's Questions' document - was also endorsed subject to three required changes, details of which would be sent to both the consultant, David King, and the Chairman of the Steering Group, Toby King, following the meeting.

Works for the Parish Steward

The Chairman said the Parish Steward would be in the village on the first Monday and Tuesday in June and also July.

Defibrillators – update

The Chairman had been making enquiries about either a) purchasing or b) renting defibrillators, and details had been forwarded to parish councillors. Discussion took place on the South Western Ambulance Service scheme, whereby the Trust would provide automated external defibrillators and external, heated, unlocked cabinets which would remain the property of the Trust. In the event of any items being damaged or stolen they would be replaced by the Trust. It was agreed that renting rather than purchasing would be the best course of action, and that the Chairman and Clerk should liaise with the South Western Ambulance Service to move things forward. (Proposed by Cllr. Jackson, seconded by Cllr. Turner, all in favour). The Clerk was also asked to get in touch with the people who had agreed in principle to having a defibrillator on their premises, to say that the Parish Council would bear the cost of the installation etc., but they should make daily visual checks and monthly switch-on tests of the defibrillator on their premises.

New Data Protection Laws- Update

The Clerk reported that Government had tabled an amendment to its Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulations.

War Memorial – Maintenance of Plants and Sweeping

After a short discussion, it was unanimously agreed that an amount of £12 a week for 30 weeks (£360 in total) should be made available for the maintenance of plants and sweeping at the War Memorial. The Clerk said she had received a request recently from a student currently doing her bronze D of E award, and she had volunteered to sweep out and remove rubbish from the War Memorial for around twelve weeks. It was agreed that the Clerk should get back to her and thank her for her offer, and suggest she might perhaps clean the PC notice boards on the outside as an alternative; or maybe approach Revd. John Rees to see if he had any ideas of what volunteer work she might be able to do.

Grant Request from the Village Hall Committee

A request had been made by the Chairman of the Village Hall for a grant towards the purchase of new tables for the main hall, as the old ones were showing signs of damage and were very heavy to put out/take down. The total cost was £3,928.80 (including VAT) and a grant of 25% of that cost

would be much appreciated. After a short discussion it was agreed that a Section 19 Grant of £982 should be given.

Waiting Restrictions

The Chairman said that the consultation period had finished and, as there had been representation from members of the public, a cabinet member would be making the final decision – hopefully in a month or so.

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11. PLANNING MATTERS

Applications

18/00985/FUL: Charlcombe Homes Ltd., Land at The Grange, Devizes Road
Amended plans

It was agreed that no objection should be made to the amended plans. Cllr. Jackson then spoke about the need to protect hedgehogs and suggested that when applications came in from developers there should be an appropriate planning requirement made by the planning authority to enable hedgehogs to travel from garden to garden, (e.g. by means of a 4” square hole in boundary fences). This was fully supported.

18/01799/FUL: Mr. D. Davies, 5 Saxon Drive

Erection of shed in rear garden

It was agreed that an objection should be made in view of the size of the proposed shed and the metal-clad material to be used, which could inconvenience neighbours of the adjoining property. (Proposed by Cllr. Packer, seconded by Cllr. Sawyer, six in favour and four abstentions, including that of the Chairman).

18/03313/FUL: Mrs D. Stallard, Pear Cottage, 12 Horse Road

Extension of the existing single storey extension, including all other associated works.

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

18/03547/FUL: Mr. Oatley (Trull) Ltd., 296a Marsh Road, Hilperton Marsh Farm

Replacement dwelling

It was agreed that this application should be supported.

Decisions

18/01904/FUL: Paxcroft Farm, Paxcroft

Change of use of two agricultural buildings to General B uses (units 13 and 21); extension to unit 20 (in existing B1 use) and creation of two parking strips and associated works – approval given.

18/01952/TCA: 209 Church Street

Removal of T1 Spruce tree- no objection

18/02158/FUL: 2 King’s Gardens

Single storey rear extension – approval given

18/02432/FUL: 30 King’s Gardens

Demolition of extension to south-west and construction of new extension to provide accommodation – approval given

18/02668/FUL: Southfield, Devizes Road

Minor revisions to approved application 15/12327/FUL – approval given

18/02672/FUL: 108 Wyke Road

First floor extension, single storey rear extension and replacement garage – approval given

Appeal Decision

Application 17/05792/TPO – Eton House, 75a Hill Street

Appeal against the decision of Wiltshire Council not to allow work to a tree protected by a TPO – appeal dismissed

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12. CORRESPONDENCE

None received.

13. PUBLICATIONS

- a) Paxcroft Mead Community Centre Management Committee – Minutes of a meeting held on the 2/4/18 and Agenda for a meeting on the 1/5/18
- b) Trowbridge Area Community Link Scheme AGM – 16/5/18
- c) CPRE Wiltshire Voice – May, 2018
- d) The Clerk – May, 2018
- e) Clerks and Councils Direct – May, 2018

14. ACCOUNTS

Adoption of the Accounts for the Year ended 31st March, 2018

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 31st March, 2018, should be adopted.

(Proposed by Cllr. Carbin, seconded by Cllr. Jackson, all in favour). The Chairman suggested that a copy of the Parish Council budget for that period should be sent to the external auditors.

Payments authorised since the last meeting

Officeright Ltd. – office supplies (including £7.21 VAT)	£43.27
James Long Ltd. – works to War Memorial wall (including £78.00 VAT)	£468.00
Wiltshire Bobby Van Trust – Section 137 Grant	£500.00
Revision 4 – web hosting and domain renewal	£71.88

Payments authorised this meeting

Clerk's Salary for May, 2018	£503.00	
Clerk's Expenses, including office rental	£653.18	£1,156.18
Clerks and Councils Direct – annual subscription		£12.00
WALC – annual subscription (including £148.48 VAT)		£890.90
RA Book Keeping – work on accounts		£85.00
NALC – LCR subscription		£51.00
Wessex Water – supply to allotments: 12/10/17 to 18/4/18		£14.71
Id Verde – planting/maintenance of planters for April, 2018 (including £20.27 VAT)		£121.60
Officeright – stationery (including £15.72 VAT)		£94.32

15. ITEMS FOR FUTURE AGENDAS

There were none.

16. ITEMS FOR PARISH NEWS/LOCAL PRESS

- a) Election of Chairman, Vice-Chairman and appointment of planning committee and other representatives
- b) Grant given to the Village Hall
- c) Defibrillators

d) Adoption of the Accounts for the year ended 31/3/18

17. DATE OF NEXT MEETING

Tuesday, 19th June, 2018.

The meeting closed at 9.00 p.m.

Signed Date