

**MINUTES OF A MEETING OF HILPERTON PARISH COUNCIL  
HELD AT THE VILLAGE HALL, WHADDON LANE, HILPERTON,  
at 7.45 p.m. on Tuesday, 18<sup>th</sup> September, 2018**

There were no members of the public present.

<b>PRESENT</b>	Cllr. E. Clark	Cllr. T. Carbin
	Cllr. P. Fisher	Cllr. S. Sawyer
	Cllr. R. House	Cllr. P. Turner
	Cllr. D. Swift	Cllr. K. Hayes
	Cllr. V. Packer	

### **7. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Jackson, Greatwood and Uncles.

### **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> July, 2018, the Minutes of a Planning Committee meeting held on the 7<sup>th</sup> August, 2018, and the Minutes of an Extraordinary Parish Council meeting held on the 28<sup>th</sup> August, 2018, were approved and signed.

### **4. CLERK'S REPORT ON ACTIONS FROM THE PREVIOUS MEETINGS**

**PC Meeting July, 2018:** Minute 8 – Contribution from the Parish Council for additional road marking on the A361 at the Rugby Club: The Clerk had contacted Kirsty Rose at WC to say that the Parish Council would make a contribution of £100, but had not heard anything further from her.  
Minute 8 - Marshmead's 60<sup>th</sup> Anniversary: The Clerk had sent a grant cheque to Shirley Sloper, the organiser.

**Extraordinary PC Meeting 28/8/18:** Wiltshire Council Housing Site Allocation Plan - As yet the Parish Council had not been able to respond to point out inaccuracies in parts of the plan as Ian Kemp, Wiltshire Council's programme officer, had informed the Chairman that there was as yet no mechanism to submit further information. Once arrangements for the examination became clear he would be establishing the options and opportunities for further engagement.

Neighbourhood Development Plan – The Clerk confirmed that a cheque for £825 had been sent to David King, and acknowledged.

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

The Chairman reminded members that the Marshmead anniversary celebrations would take place on the afternoon of Saturday, 22<sup>nd</sup> September.

### **6. WILTSHIRE COUNCILLOR**

Cllr. Clark had nothing of significance to report.

### **7. POLICE**

No report had been received this month and it was agreed that this should be reported to the police officer responsible. *(Note: Soon after the meeting the Clerk learned that PCSO Melissa Glover had been away from work for a few weeks and had asked a colleague to forward the monthly report – this had not been done, for which she apologised).*

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

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

Cllr. House said that the grass would soon be cut back on the allotment site. The orchard trees were producing fruit which would be ready for picking shortly.

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

Cllr. Turner said a little progress had been made since the last meeting. Sandra Carleton had agreed to complete the lease and submit it to Wiltshire Council, but nothing had been heard from her since. Now that the pre-school had been open for over a year, there would be a first anniversary celebration on Saturday, 3<sup>rd</sup> November. This would be an 'open morning' and invitations would shortly be sent out to people/organisations who had supported the project.

### **Neighbourhood Development Plan Update**

The Chairman said that the Referendum would be held on the 1<sup>st</sup> November, it would be run on the same basis as a parish by-election and would be paid for by Wiltshire Council. The hours of the poll would be from 7am until 10pm and poll cards would be sent out. There would also be an option for postal voting. The two polling stations would be at the Village Hall and St. Mary's Church.

There had been much correspondence over the last few days in an effort to get the final map - requested by the Examiner - printed. This had now been done by Indigo Landscaping and it was agreed that the cost of printing the map (£150) was good value and should be paid for by the Parish Council. Initially it was agreed that this should come out of the Chairman's allowance and the Parish Council could then debate whether or not to vire it to the HNDDP at the next meeting.

Discussion then took place on getting the HNDDP into printed form, and the Chairman said he would seek quotes for 30 copies, 100 copies and 2,000 copies.

Earlier in the afternoon the Chairman said he had received confirmation that Wiltshire Council had received the draft NDP.

### **Wiltshire Council Housing Site Allocation Plan – Consideration of a Specialist Report on The Gap to put before the Inspector in due course**

The Clerk had contacted WALC to ask for assistance in finding a researcher who could provide a specialist report on the Hilperton 'Gap' to be put before the Inspector, and to represent the Parish Council at the Public Inquiry. WALC had said in reply that this was not something they could provide as they did not have anyone specialising in this kind of work. However, they had recommended a consultant who might be able to provide assistance or point the Parish Council in the right direction. The Chairman said this person was currently on holiday but he would contact her shortly. As yet no date had been sent for the Examination.

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

The Chairman asked members to contact him within the next week with any work they felt needed to be done on the Steward's next visit.

### **Defibrillators – update**

The Chairman said that only person who had not confirmed that he had the required permission to have a defibrillator installed on the outside of his building was Revd. John Rees on behalf of St. Mary's Church. He was currently on holiday and the Chairman said he would chase him up on his return. After a short conversation, it was agreed that the Parish Council should find an electrical installer to take on the task of putting up all five defibrillators.

### **Additional Trees for the Village Hall Playing Field**

Earlier in the day the Chairman had received an e-mail from Tim Davies, Chairman of the Village Hall Committee, thanking the Parish Council for offering to fund the purchase and planting of additional trees. The three trees they felt would be suitable were:- a Serviceberry, a Cornelian Cherry and an upright Tulip tree. The Committee felt confident that they could purchase and plant these trees, with supports as necessary, for a budget of £1,000 (excluding VAT). It was agreed that the Parish Council should ask the Village Hall Committee to go ahead with the purchase of the trees. (Proposed by the Chairman, seconded by Cllr. House, all in favour).

### **Road Closure for the November Remembrance Service**

The Clerk had found out that the best way of applying for a road closure would be under the Town Police Clauses Act. Having discussed this with the Chairman they felt that the road should be closed from the end of the Knapp up to the entrance to Church Farm, so no houses would be affected. It was generally agreed that the closure should run from 11.30am until 12.30pm but the Chairman said he would firstly find out from Revd. Rees what time the service would start in St. Michael's Church and when people would adjourn to the War Memorial.

### **Church Street/Devizes Road/Trowbridge Road Parking**

Earlier in the day Wiltshire Council had e-mailed both the Chairman and the Clerk to say that further to previous correspondence regarding the proposals, objections had been received and a decision therefore made to amend and re-advertise the Order in Hilperton. This would be advertised on the 5<sup>th</sup> October with the consultation ending on the 29<sup>th</sup> October. It was agreed that this could therefore be discussed further at the October PC meeting.

### **Review of Wiltshire Council Electoral Division**

The Chairman said that the Local Government Boundary Commission for England was minded to recommend that 98 councillors should be elected to Wiltshire Council. For parishes the review could recommend changes to the electoral arrangements of parish and town councils (i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward). However, this would only be in circumstances where the parished area was to be divided between wards. As the review body needed guidance on division sizes, it was agreed that, as far as Hilperton was concerned, the Parish Council should recommend a Wiltshire Council division titled 'Hilperton' and comprising only the current parish of Hilperton, the projected population figure for Hilperton Parish being within the parameter for a Wiltshire Council Division as published by the Boundary Commission.

### **Village Hall: Section 19 Grant Request**

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

The Clerk 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 previously, the figures taken from the Village Hall accounts for the year ended 31<sup>st</sup> May, 2018, were:-

Grounds Maintenance	£3,050.46
Plus 25% public liability insurance	<u>£309.49</u>
	£3,359.95
Less football income after deducting 25% of shower and heating costs	<u>£704.25</u>
	<u>£2,655.70</u>

It was agreed that a Section 19 grant should be made in the sum of £2,655.70 (proposed by Cllr. Packer, seconded by Cllr. House, seven in favour with two abstentions. *Note: Cllr. 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 abstentions to be noted.*

## 9. PLANNING MATTERS

### Applications

18/03507/FUL: Charmian Coller, 31 Newleaze

Erection of a two-storey extension.

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

8/08223/TCA: Mr. D. Hansford, Wesley House, Thirdacre, Church Street

Works to trees in a conservation area: Yew tree – fell; Damson tree - fell

It was agreed that the Parish Council should support the decision made by the landscape officer

18/07850/VAR: Hills Homes, land south of Devizes Road

Variation of condition 4 of outline permission 13/06879/OUT to allow for revisions to the site access to enable the retention of the existing hedgerow

It was agreed that the Parish Council should support this variation as long as it would indeed enable the retention of the hedgerow

18/07993/FUL: Mr. P. Jordan, 123 Devizes Road

Conversion/extension of garage for additional accommodation

It was agreed that no objection should be made to this application as long as a condition was imposed stating that the property as a whole should be occupied as one dwelling unit, with the permitted accommodation occupied as part of, or an extension to, the main dwelling, and it should not be let or sold as separate accommodation.

### Consideration of any applications notified by Wiltshire Council on its Weekly List received the day before each Parish Council meeting

The Chairman said that some parish/town councils used a 'catch all' description of planning applications on their agendas rather than listing each item individually. At the pre-meet between him and the Clerk it was thought that the above wording might be added at the end of the listed applications, and if there were any items included on the weekly list the day before each PC meeting the Chairman would forward a copy of the list to parish councillors so that they could get onto the WC website before the meeting. The Chairman now welcomed feedback from members. After a short discussion it was agreed that this new way of dealing with applications should continue for a trial period of six months and then reviewed. It could also be raised at next year's Parish Assembly.

### Decisions

18/06317/FUL: 59 Marsh Road – loft conversion with Velux roof lights to create two additional bedroom and shower rooms – approval given

18/06458/FUL: 45 Newleaze – two storey side and rear extensions to provide garage, utility, WC, staircase, bedrooms and en-suite – approval given

18/06568/FUL: 32 St. Mary's Gardens – single storey side and rear extension – approval given

## 10. CORRESPONDENCE

None received.

## 11. PUBLICATIONS

- a) WALC Newsletter – July, 2018
- b) The Clerk – September, 2018
- c) Clerks and Councils Direct – September, 2018
- d) LCR – Summer, 2018
- e) CPRE Field Work – Summer, 2018
- f) Countryside Voice – Summer, 2018

**12. ACCOUNTS****a) Completion of the Audit for the year ended 31<sup>st</sup> March, 2018**

The Clerk reported that the audit had now been completed and notices informing the public of the completion had been placed on all the village notice boards. She would also put a notice on the website.

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

Shirley Sloper – Section 137 grant towards the Marshmead celebrations	£120.00
Id Verde – planting/maintenance of planters for July, 2018 (including £20.27 VAT)	£121.60
Clerk’s Salary for August £503.00)	
Clerk’s Expenses £155.20)	£658.20
David King – Neighbourhood Plan (additional work)	£825.00
Id Verde – planting/maintenance of planters for August, 2018 (including £20.27 VAT)	£121.60

**Payments authorised this meeting**

Clerk’s Salary for September, 2018 £503.00)	
Clerk’s Expenses £158.11)	£661.11
PKF Littlejohn LLP – Audit fee (including £40 VAT)	£240.00

**13. ITEMS FOR FUTURE AGENDAS**

There were none.

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

- a) St. Michael’s pre-school first anniversary celebration.
- b) Neighbourhood Development Plan referendum
- c) New trees for the Village Hall playing field
- d) Review of Wiltshire Council electoral division
- e) Section 19 grant for the Village Hall

**15. DATE OF NEXT MEETING**

Tuesday, 16<sup>th</sup> October, 2018.

The meeting closed at 8.37 p.m.

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