

Minutes of the Annual Meeting of Worton Parish Council held on Monday 13 May 2019 in Worton Village Hall at 7.30pm.

Present: Cllr Mark Fisher (MF); Cllr Dicky Parsons (DP); Cllr Malcolm Powell (Acting Chairman) (MP); Cllr Nick Stokes (NS); Cllr Roger Wilshire (RW)

Also present: Liz Starling (Clerk); one member of the public

Apologies: Cllr Barry Devine (BD) Cllr David Johnson (DJ); Cllr Richard Slack (RS);

Absent: Cllr Robert Goss (RG); Cllr Richard Gamble (Wiltshire Council) (RiG)

15/19/20	<p>Election of Chairman: BD had previously indicated his willingness to re-stand as chairman. It was proposed by MF and seconded by DP that Cllr Barry Devine be elected chairman. All agreed.</p>
16/19/20	<p>Election of Vice-Chairman: DJ had previously indicated his willingness to re-stand as vice-chairman. It was proposed by DP and seconded by MF that Cllr David Johnson be elected vice-chairman. All agreed.</p>
17/19/20	<p>Welcome and Apologies: The chairman welcomed councillors and received apologies.</p>
18/19/20	<p>Declaration of Members' Interests: There were no declarations of interest registered.</p>
19/19/20	<p>Minutes of meeting held on 8 April 2019: It was proposed by DP, seconded by MF and agreed by all that the minutes be signed as an accurate record.</p>
20/19/20	<p>Exclusion of the press and public All agreed that a resolution be passed to exclude the press and public from the meeting for item 18 of the agenda in accordance with the Public Bodies (Admission to Meetings) Act 1960, in order to discuss the items.</p>
	<p>The Chairman declared that the meeting was temporarily suspended to allow for an open session for 15 minutes where members of the public may make representations, answer questions and give evidence in respect of the business on the agenda.</p> <p>It was reported that a resident had been spraying weedkiller on the Back Lane footpath around the seat and concern was expressed of the affect of the spray on animals e.g. dogs. Clerk to contact resident in question requesting that notice is given to Parish council so that public can be advised and also to suggest that sign is put up.</p> <p>Whatleys Leaze – RW offered to contact Awdry, Bailey and Douglas to see if they have a copy of the covenant that is on the land.</p> <p>There were no further comments from the public therefore the Chairman closed the Open Session.</p>
21/19/20	<p>Appointment of members to the following external bodies and</p>

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	responsibilities:		
	<table border="1"> <tr> <td>Community Area Transport Group (CATG) – RS and BD Communications – BD Contracts - MP Defibrillator – DP and Clerk Devizes Area Board – BD and DJ Flooding/Emergency planning – MF and RG Footpaths – RW and NS Internet and Broadband – DJ (there was a question whether this was still needed) Marston Representative - RS and DP</td> <td>Neighbourhood Planning – DP and MP Parish Plan - MP Parish Steward Liaison - NS Recreation and Playing Field – MF and DP Road Safety/Speed Gates/Speed Indication Displays (SIDs)/Speedwatch - – DJ, RS and DP School - DP Village Hall – MF and MP Website – Clerk and MP</td> </tr> </table>	Community Area Transport Group (CATG) – RS and BD Communications – BD Contracts - MP Defibrillator – DP and Clerk Devizes Area Board – BD and DJ Flooding/Emergency planning – MF and RG Footpaths – RW and NS Internet and Broadband – DJ (there was a question whether this was still needed) Marston Representative - RS and DP	Neighbourhood Planning – DP and MP Parish Plan - MP Parish Steward Liaison - NS Recreation and Playing Field – MF and DP Road Safety/Speed Gates/Speed Indication Displays (SIDs)/Speedwatch - – DJ, RS and DP School - DP Village Hall – MF and MP Website – Clerk and MP
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22/19/20	<p>Planning:</p> <p>a) The following applications were considered:</p> <table border="1"> <tr> <td>19/03393/FUL</td> <td>Westview House, 109 High Street, Worton SN10 5RU</td> <td>Proposed rear extension to form garden room</td> </tr> <tr> <td colspan="3" style="text-align: center;">No objections</td> </tr> <tr> <td>19/03948/TPO</td> <td>Dysart House, Church Lane, Worton SN10 5SH</td> <td>T1 - T4 - Yew Trees - Crown raise 4 lowest branches. T5 - T6 Fell dead trees. T7 /T8 Conifers – Fell</td> </tr> <tr> <td colspan="3">NS had visited the property and was able to clarify to the Council which trees were involved and to confirm that there would be no implications for the surrounding properties. He therefore recommended the application be approved.</td> </tr> <tr> <td colspan="3" style="text-align: center;">No objections</td> </tr> <tr> <td>19/03343/FUL</td> <td>Agra Farm, Seend Road, Worton SN10 1SG</td> <td>Proposed conversion of existing garage roof space to self-contained residential annexe for housekeeper</td> </tr> <tr> <td colspan="3" style="text-align: center;">No objections</td> </tr> <tr> <td>19/03839/FUL</td> <td>Land Adj The Old Forge, 88 High Street, Worton, SN10 5RU</td> <td>Detached 4 bedroom dwelling</td> </tr> <tr> <td colspan="3" style="text-align: center;">No objections</td> </tr> <tr> <td colspan="3">b) The following decisions were noted:</td> </tr> <tr> <td>18/04115/FUL</td> <td>Gertasha, Seend Road, Worton, SN10 1SQ</td> <td>Proposed replacement dwelling and annexe</td> </tr> <tr> <td colspan="3" style="text-align: center;">Decision: Approve with conditions</td> </tr> </table>	19/03393/FUL	Westview House, 109 High Street, Worton SN10 5RU	Proposed rear extension to form garden room	No objections			19/03948/TPO	Dysart House, Church Lane, Worton SN10 5SH	T1 - T4 - Yew Trees - Crown raise 4 lowest branches. T5 - T6 Fell dead trees. T7 /T8 Conifers – Fell	NS had visited the property and was able to clarify to the Council which trees were involved and to confirm that there would be no implications for the surrounding properties. He therefore recommended the application be approved.			No objections			19/03343/FUL	Agra Farm, Seend Road, Worton SN10 1SG	Proposed conversion of existing garage roof space to self-contained residential annexe for housekeeper	No objections			19/03839/FUL	Land Adj The Old Forge, 88 High Street, Worton, SN10 5RU	Detached 4 bedroom dwelling	No objections			b) The following decisions were noted:			18/04115/FUL	Gertasha, Seend Road, Worton, SN10 1SQ	Proposed replacement dwelling and annexe	Decision: Approve with conditions		
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23/19/20	<p>Review and acceptance of policies:</p> <p>a) Both the Privacy (Data Protection) Policy and the Subject Access Request (SAR) Policy which were introduced last year are due to be reviewed. It was proposed by MF and seconded by NS that these be accepted with no changes. Agreed.</p> <p>b) The Risk Management Policy is a new policy that had previously been circulated</p>
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		to councillors. MF explained the policy and talked through the areas of risk. It was proposed by DP and seconded by NS that the policy be accepted. Agreed. The Clerk thanked MF for his help with producing the policy.																																													
24/19/20		<p>Maintenance Issues:</p> <p>a) Hedge cutting – RW has spoken to a resident who has volunteered to cut the hedges that the Parish Council has responsibility for as his contribution to the village. Clerk to write to the resident expressing the Parish Council appreciation.</p> <p>b) To approve purchase of dog fouling stickers – Clerk has obtained prices for rigid plastic signs saying ‘Clean it Up’. For quantity 10 – 19 signs £3.60 each. It was proposed by NS and seconded by MF that 10 signs be purchased.</p> <p>c) To approve purchase of litter bin for Back Lane – some discussion was had about the siting of the bin and it was agreed that it should be placed on the footpath near the church leading to Raybridge. Clerk to contact Wiltshire council for permission. The cost of a Eco Recycled Hooded Top Litter Bin (includes plastic liner and ground fixing kit) is £114.98. It was proposed by RW and seconded by DP that this be purchased. Agreed.</p> <p>d) Signs for Bill Bantam and Turnpike – discussion was had concerning signs for various areas of village. Clerk to get quote for: Worton Turnpike Bill Bantam (to include the wording ‘path to the old ford ‘) Monks Path Back Lane</p> <p>e) Land next to footpath on south side of village - The caravan has been moved but very little else has happened apart from some tidying up. Recent photos have been taken and these will be forward to RiG for his comments. To be reviewed at next meeting.</p>																																													
25/19/20		<p>Finance:</p> <p>a) The Annual Governance Statement 2018/2019 had been circulated prior to the meeting. It was proposed by DP and seconded by MF that this be signed. Agreed.</p> <p>b) The Certificate of Exemption – AGAR 2018/2019 Part 2 circulated prior to the meeting was duly signed.</p> <p>c) The Accounting Statements at Section 2 of the AGAR 2018/2019 and the year end accounts to 31 March 2019 had been circulated prior to the meeting. It was proposed by DP and seconded by MF that this be signed. Agreed.</p> <p>d) Accounts to be paid and transfer sufficient funds to pay accounts: It was proposed by DP, seconded by MF and agreed by all that the following accounts be paid:</p> <table border="1"> <thead> <tr> <th><i>Chq No.</i></th> <th><i>Payable to</i></th> <th><i>Net</i></th> <th><i>VAT</i></th> <th><i>Gross</i></th> </tr> </thead> <tbody> <tr> <td>854</td> <td>HM Revenue and Customs</td> <td>66.40</td> <td>0.00</td> <td>66.40</td> </tr> <tr> <td>855</td> <td>Came & Company</td> <td>349.94</td> <td>0.00</td> <td>349.94</td> </tr> <tr> <td>856</td> <td>Society of Local Council Clerks</td> <td>136.00</td> <td>0.00</td> <td>136.00</td> </tr> <tr> <td>857</td> <td>CPRE</td> <td>36.00</td> <td>0.00</td> <td>36.00</td> </tr> <tr> <td>858</td> <td>Wiltshire Association of Local Councils</td> <td>218.35</td> <td>43.67</td> <td>262.02</td> </tr> <tr> <td>859</td> <td>Worton and Marston Village Hall</td> <td>48.00</td> <td>0.00</td> <td>48.00</td> </tr> <tr> <td>860</td> <td>Mark Goddard & Sons</td> <td>220.00</td> <td>44.00</td> <td>264.00</td> </tr> <tr> <td></td> <td>Total</td> <td>1074.69</td> <td>87.67</td> <td>1162.36</td> </tr> </tbody> </table>	<i>Chq No.</i>	<i>Payable to</i>	<i>Net</i>	<i>VAT</i>	<i>Gross</i>	854	HM Revenue and Customs	66.40	0.00	66.40	855	Came & Company	349.94	0.00	349.94	856	Society of Local Council Clerks	136.00	0.00	136.00	857	CPRE	36.00	0.00	36.00	858	Wiltshire Association of Local Councils	218.35	43.67	262.02	859	Worton and Marston Village Hall	48.00	0.00	48.00	860	Mark Goddard & Sons	220.00	44.00	264.00		Total	1074.69	87.67	1162.36
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26/19/20		<p>Correspondence:</p> <p>Salvation Army Clothing Recycling Bank – an email had been received asking if the</p>																																													

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	Parish Council would site a Clothing Recycling Bank, receiving 50% of any monies raised. No suitable position in village centre. It was suggested that the school might be able to site it and receive the funds.
	Items to be considered for the next meeting: Community Led Housing Milestone Land next to footpath on south side of village
	Press and Public were excluded from the meeting at this point to discuss the following two confidential items as per resolution at 115/18/19 above.
27/19/20	Staffing Matters: a) The Clerks salary was discussed and it was proposed by DP and seconded by MF that her salary be increased to the 2019/2020 rate for the scale point she was appointed on. Agreed. (Effective from anniversary of appointment which is 23 June 2019). b) Clerk requested to attend a Web accessibility training webinar to enable to ensure that the Parish Council website is compliant with the new web accessibility regulations. Cost is £60 but will be split 50% with Potterne Parish Council. Agreed. c) It was agreed that the arrangements for the Clerk's annual appraisal will be the same as last year and will be carried out by BD. Any comments to be emailed through to BD.
	Date of next meeting: Monday 3 June 2019 7.30 pm in Worton Village Hall.
	Key messages: Dog fouling signs Accounts signed off – stayed within budget. Money set aside for speed reduction work.

Signed:

Date: