

# RAMSBURY & AXFORD PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY OCTOBER 15<sup>th</sup> 2007 in Ramsbury Memorial Hall

PRESENT: Paul Court, Diann Barnett, Graeme Fearon, Cllr. Susan Findlay, Sheila Glass (Chairman), George Hawes, Tim McQue, Chris Morgan, Geoffrey Rissone, Geoff Treherne and 6 members of the public.

- 1 **Apologies for absence for approval:** Erica Hodgson, Ian Ritchie - Approved. Apologies were also received from Cllr Humphries and Sylvia Judge.
- 2 **Disclosure of interest:** None
- 3 **The minutes of the meeting held on September 17<sup>th</sup>** were approved unanimously. (Proposed – T. McQue, Seconded – C. Morgan)
- 4 **Matters arising:**
  - a. **Village signs.** G. Fearon reported that he had received a request for more attractive signs at the entrance to the village that would also emphasise the transition from outside to inside the village. **Action: All to look at other village signs for ideas.**

### 5 NEW CORRESPONDENCE FOR DISCUSSION

2716	25/09/07	Dharma Gardening Services	Requesting annual budget for plants and notifying of increase of charges to £15 per hour. Given to S. Glass. <b>Actions: 1. Clerk to check current rates for gardeners and alternative options.</b>
2729	08/10/07	Marilyn Pike	Update on police action taken following criminal damage to her property.
2739	08/10/07	ARK	Letter asking PC to object to Thames Water's application to renew variation on licence to abstract water at Axford. Given to S. Glass. NB Deadline for response is 18 <sup>th</sup> October. The Parish Council unanimously agreed to object to the application: <b>Action: T. McQue to respond on behalf of the PC by e-mail by 17<sup>th</sup> Oct.</b>
2765	15/10/07	RoSPA	Play area safety inspection report. Given to P. Court.

### 6 COMMITTEE REPORTS

#### A Planning

**Chairman: George Hawes**

#### Planning Applications Processed since Spetember Report

K/57417/F	Proposed single storey utility/kitchen extension, replacement lead flat roof and lantern style roof light Apricot Cottage 16 Back Lane Ramsbury. Mr R Somerset
PC Comment KDC Decision	No objection Awaited
K/57415/F	Erection of two storey detached dwelling house and garage. Form new vehicular entrance and drive [amendment to planning permission K/56678/F-insertion of two front facing and one rear facing dormer windows in roof] New house adjoining Penllyne, Whittonditch Road Ramsbury. Mr and Mrs S Hawes
PC Comment KDC Decision	No objection Awaited
K/57278/F	Replace boundary fence with brick wall Whitton Hill, Whittonditch Road, Ramsbury. Mr and Mrs Kenneth
PC Comment KDC Decision	In circulation Awaited
K/57302/F	Replacement Porch. Retrospective application Kennet Mews Cottage, High Street, Ramsbury. Mr. L. Hogan

PC Comment	In circulation
KDC Decision	Awaited
K/57349/F	Single and two storey extension 7 Kennet Rise Axford. Mr S Smith
PC Comment	No objection
KDC Decision	Awaited
K/57453/F	Garden Room to the front elevation of bungalow Sheiling, Newtown Road Ramsbury. Mr T Barrett
PC Comment	In circulation
KDC Decision	Awaited
K/56980/F	Minor alterations to proposals approved under K/54910/F-Garage size altered and height reduced, House resited 0.5m to north east Land adjoining 1 Ashley Piece, Ramsbury. Mr and Mrs Hicklin
PC Comment	No objection
KDC Decision	Awaited
K/57112/TR3	High Hedge at 4 Knowledge Crescent Ramsbury A complaint has been lodged under part 8 of the antisocial behaviour act 2003 in that the height of the hedge adversely affects the adjoining property.
PC Comment	Not applicable
KDC Decision	Remedial action notice served to reduce height to no greater than 2.35 metres to be completed by 12.Jan.2008 Compliance notice becomes operative 12.Nov.2007.
K/57120/F	Retention of refurbishment works to existing agricultural outbuilding Preston Farm Preston Ramsbury Mr G Major
PC Comment	No objection to proposed works. Object to the retrospective nature of the application
KDC Decision	Granted
K/57144/F and K/57183/LBC	New Oak Framed Garden Room Old Smithy Cottage Whittonditch Road Ramsbury Mr T Derrick
PC Comment	No objection
KDC Decision	Granted

Notes to the report;

[1] K/57415/F. The chairman of the planning committee took no part in the Parish Councils comments, as the applicant is his son

#### B Finance

Chairman: Ian Ritchie

- a. **2008 – 9 Budget.** The item was deferred to the November meeting. **Action: Clerk to put on November agenda.**
- b. **External audit deadlines.** The date for submission of accounts to the external auditor has been changed from the usual 31<sup>st</sup> August to 31<sup>st</sup> of July in 2008 and 30<sup>th</sup> June in subsequent years. This will not give the PC enough time to prepare the accounts and have the internal audit done prior to the deadline. **Action: Clerk to write to Mazars objecting to date change.**

#### C Rights of way

Chairman: Graeme Fearon

- a. **Cycle Route to Marlborough.** I. Ritchie has met with Sustrans who confirmed that they cannot fund the route. However they have provided help with the planning of the route. The cost is estimated to be just under £10K. **Actions: 1. I. Ritchie to submit funding application to the North Wessex Downs AONB. 2. I Ritchie to approach land owner (Mr. Hyams) and WCC Highways.**
- b. **The Fence at Bolstridge Farm.** A quotation for the work has been received.
- c. **Green Footpath Map.** Work on this is continuing

#### D Play Areas and Seats.

Chairman: Paul Court

- a. **Painting play equipment.** It is hoped that a local supplier may donate the paint. S Glass will then liaise with the Probation service re painting.

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- b. RoSPA Inspection.** The report now been received. **Action: P. Court to check report for work that needs doing.**
- c. Seat for Mill Lane.** The existing seat that was being replaced is not on a full concrete base. **Action: P. Court to install concrete slab for new seat.**
- d. Seat for outside Memorial Hall.** The PC agreed to order a 5' bench with a curved back from the supplier of the new seat near the Froxfield Road Bridge. (approx. cost £400). **Action: S. Glass to order bench.**

### E Emergency Committee.

**Chairman: Chris Morgan**

- a. Emergency Plan.** This has been revised. **Action: C. Morgan to e-mail updated plan to Emergency Committee members and PC Office.**
- b. Emergency evacuation exercise.** C. Morgan and D. Barnett recently took part in an emergency evacuation exercise organised by WCC Emergency Planning.
- c. Ramsbury Generator.** It has so far proved impossible to trace the manufacturer of the faulty generator.
- d. Axford Generator.** D. Barnett confirmed that this is checked regularly.

### F School Governor

**Governor: Tim McQue**

- a. Funds.** The government has proposed taking back 5% of funds held in school accounts in April 2006. **Action: T. McQue to let PC know if the governing body would like the PC to write a letter of objection.**
- b. Pre-school co-location project.** The school has appointed an architect to carry out a feasibility study.
- c. School Travel Plan.** Surveys of parents, children, staff and the local community are being carried out. Wiltshire County Council's School Travel Adviser is assisting with analysing the results. The intention is to submit the finalised plan for approval by Christmas.
- d. Caretaker.** The school is considering employing a caretaker cum cleaner.
- e. School Secretary.** Mrs Stagg the school's Administration Officer, Bursar and Clerk to the Governors is leaving the school on Friday 19th October after 20 years' service. A replacement is being sought.

### G Recreation Centre. Nothing to report

**Chairman: George Hawes**

### H Policy Committee. Nothing to report

**Chairman: Sheila Glass**

### 7 Public Forum - Standing orders suspended for this item.

- a.** Jenny Hart reported that the hedge outside nos. 3 – 6 needs cutting back. This cannot be done by the Parish Stewards as it is privately owned.
- b.** Jenny Hart said that vegetation along Newtown Road towards the junction with the B4092 need cutting back. Crowood Estate has reported that this is on their work schedule. **Action: Clerk to request again that the vegetation is cut back.**
- c.** Mark Holstead asked for an update on the Axford Garages and questioned the need for their demolition. S. Findlay reported that the garages are a Sarsen responsibility. Mr Holstead commented that Sarsen had not cleared the garages as expected, but cherry-picked items. **Action: S. Findlay to contact Sarsen to determine why this was not completed.**
- d.** Both Jenny Hart and Mark Hoslstead reported the continuing problem of the smell from the sewage works.
- e.** Ben Tottenham welcomed the school transport plan, having taken part in the survey as a local resident.
- f.** Ben Tottenham requested further copies of the Village Design Statement It was noted that the statement is available on the [www.kennet.gov.uk](http://www.kennet.gov.uk) web site. **Action: Clerk to check office for further copies.**

### 8 Axford

**Geoff Treherne**

**Hoppers Lane.** This footpath still needs re-tarmacing. **Action: Clerk to report as a health and safety issue to WCC.**

### 9 Nature Reserve.

**Chris Morgan**

- a. Pushchair and wheelchair access.** A quote to replace an access gate and install a timber walkway from the gate to the boardwalk has been received. The PC agreed to accept the quote. **Action: C. Morgan to liaise with contractor.**

- b. Vandalism.** The rail fixings on a bridge over a leat have been removed. **Action: P. Court to seek Fire Brigade permission to attach the rail to timber to be fixed to a steel post on Fire Brigade land.**

**10 Square refurbishment.**

**Geoff Rissone**

**New paving around tree.** Delays have been caused by the contractor initially providing materials that did not meet the agreed specification for the job, nor the specification acceptable to KDC. York stones and kerbstones have now been approved and delivered, and work is continuing. The tree officer has specified the protection required for the tree. The seats and WWII Memorial stone are to be re-positioned and the work is expected to take a further week. The Chairman thanked Geoff Rissone for his diligent work in ensuring that the Square works were being undertaken as specified. S. Glass proposed a small plaque in memory of Peter Rapson, of the same material as that for Roy Alexander (in the Memorial Hall). Agreed. **Actions: S. Glass to order plaque and get extra plant tubs for the enlarged paved area around the tree.**

**11 Purchase of land - Kennet Triangle at 2 Bridges, Mill Lane.**

**Management Protocol.** A draft Management Protocol specifying the responsibilities of ARK and the PC has been circulated to all councillors.

**Joint Ownership by ARK and PC.** A solicitor is investigating whether ARK, as a registered charity, can jointly own the land. The PC would want to be Custodian Trustee (as it is for The Memorial Hall) in the event of ARK ceasing to exist

**Funding.** It is unlikely that the PC would be awarded a lottery grant for the purchase. S. Glass requested permission to spend £5000 on the PC's share of the purchase when necessary. This was seconded by G. Hawes and C. Morgan and unanimously agreed.

**12 Public Conveniences.** Nothing to report.

**13 Parish Stewards Visit**

**October 24<sup>th</sup> & 25<sup>th</sup> visit. Action: Clerk to add following to list:**

**Clear overgrowth of Crowood Lane and Manor Hill footpaths.**

**Repair footpath sign down to Crook Lane in Axford that is falling over.**

**14 Police Information Box. Action: Clerk to e-mail PC Batchelor to ascertain progress with lock for box.**

**15 Vandalism.**

Lead was stolen from the church roof and church gates were damaged by a vehicle on the night of 3rd October.

**16 Memorial Hall.**

**a. Offices.** Two offices in the newly purchased building have been let and tenants are being sought for the other two.

**b. Cleaner and Booking Clerk.** A replacement is being sought for Mrs Manning who is leaving at the end of October. **Applications to Robert Osmond on 520346.**

**17 The Youth Club.** Nothing to report.

**18 Oral History.** The final selection has been made for the highlights disk and it is hoped to get it on sale before Christmas.

**19. Street Lighting.**

**a. The light outside 12 Crowood Lane** still needs attention. **Action: S. Findlay has reported it.**

**b. Christmas Tree Lights.** Arrangements for these to be put up are underway. Next year sponsorship to help cover the cost of the lights will be considered.

**20 Accounts for Payment**

I1030	British Gas – Electricity for Public Conveniences - direct debit due 28/10/07 (Actual bill received for 13.25)	45.00		0	No
I1031	KDC – Rates for Public Conveniences – Direct debit due 1/11/07	66.00		0	No

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I1032	Mazars – Audit fee for 2006-7 accounts	334.88		49.88	No
I1033	Dharma Gardening Services. 3/08/07 and 21/08/07	45.00		0	No
I1034	Ramsbury Memorial Hall – Hire of Alexander Room 20/08/07 (Police Surgery)	4.00		0	No
I1035	Midway Stores – Newspaper for Library w/e 30 <sup>th</sup> June – w/e 15 <sup>th</sup> Sept	15.00		0	No
I1036	Sue Arnold – Clerk’s salary – July – September 2007	600.00		0	No
I1037	Sue Arnold – paper	20.25		3.02	No
I1038	M. Manning - Cleaning office Sept & Oct	3.75		0	No
I1039	C. Morgan – Travel expenses to WCC evacuation exercise	28.00		0	No
I1040	E. Judge – Web site hosting - 6-monthly charge	63.38		9.44	No
I1041	Playsafety Ltd – Safety inspection report	232.65		34.65	No

**Total Payment for October = £1,457.91**

**Approved unanimously – proposed P. Court, seconded G. Rissone**

### 21 Payments Received -

R46	KDC – Precept	13,876.00	23/09/07	Direct Transfer	
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**TOTAL RECEIVED - £13,876.00**

**22 Bank Balance on 01/10/07** CURRENT ACCOUNT £17,034.38  
DEPOSIT ACCOUNT - £28,590.41

### 23 Other Correspondence - as listed below:

2717	25/09/07	Dept of Health	Response to letter re proposed changes to services at Savernake Hospital. Given to S. Glass
2718	25/09/07	British Gas	Account £50.16 in credit
2719	25/09/07	Ramsbury Memorial Hall	Risk Assessment register
2720	25/09/07	WCC	Big Lottery Playful Ideas programme – grants available. Given to S. Glass
2721	25/09/07	Base	Brochure – equipment for Sports Grounds. In office,
2722	25/09/07	Mazars	External Audit complete. Notification that next year’s accounts will have to be internally audited and submitted for external audit by 31 <sup>st</sup> July, and in subsequent years by 30 <sup>th</sup> June.
2723	25/09/07	Kennet Citizen’s Advice Bureau	Invitation to AGM Thurs 4 <sup>th</sup> Oct, 6.00, Commercial Road, Devizes.
2724	25/09/07	WCC Highways	Autumn Parish Stewards programme and notes on service. Given to S. Glass
2725	25/09/07	Sarsen Housing Association	Annual Report. Given to S. Glass
2726	25/09/07	MADT	Newsletter. Given to S. Glass
2723	25/09/07	WCC	Notice of temporary closure of Spring Hill for approx. 300 metres from junction with Scholards Lane from Mon 1 <sup>st</sup> - Fri 3 <sup>rd</sup> Oct.
2724	08/10/07	Friends of the Earth	Quick climate survey. Forwarded to I. Ritchie.
2725	08/10/07	Cllr Humphries	WCC Press release. Independent member of adoption panel required. Contact WCC 01225 713114/5/6
2726	08/10/07	K. Brigstock	Outline vision for Route to Victory event
2727	08/10/07	Savernake PC	Protest vigil Savernake Minor Injuries Unit. Forwarded to S. Glass
2728	08/10/07	Marlborough Town Council	Forwarding letter that Community Action for Savernake Hospital is encouraging parish councils to send to government. Forwarded to S. Glass

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2730	08/10/07	Wilts & Swindon Countryside Access Forum	Query re access land in parish. Forwarded to S. Glass & G. Fearon
2731	08/10/07	Knight Frank	Requesting photographs of Axford House. Responded
2732	08/10/07	Val Compton	Savernake MIU update
2733	08/10/07	WCC Emergency Planning officer	Request for PC contact details update – done.
2734	08/10/07	Cllr Humphries	WCC Press release. New unitary authority to be called Wiltshire Council
2735	08/10/07	WCC Emergency Planning officer	CEV Training – forwarded to Emergency committee
2736	08/10/07	Cllr Humphries	WCC Press release. WCC and Wilts PCT to work together.
2737	08/10/07	KDC	Capital Grants form. With S. Glass.
2738	08/10/07	Martin Gibson, ARK	2nd donation received which would allow ARK to buy Kennet Triangle without funding from Ramsbury PC
2740	08/10/07	WCC	Parish newsletter. Forwarded to all councillors.
2741	08/10/07	Cllr Humphries	WCC Press release. Book Start day – October 5th
2742	08/10/07	Martin Gibson, ARK	Expressing preference that ARK own Kennet Triangle and grant Ramsbury PC an access agreement and conditions, with representation on management committee
2743	08/10/07	Defra	Guide on how parish Councils can tackle climate change. Given to I. Ritchie
2744	08/10/07	The Wiltshire Gardens Trust.	Journal. Given to D. Barnett for Horticultural Society
2745	08/10/07	Alliance Leicester	Depositing cash at the post office (relates to VDS project account)
2746	08/10/07	Ramsbury Silver Band	Thanks for grant towards purchase of waterproof coats
2747	08/10/07	Standards Board for England	Chance for Parish & Town councils to increase democratic rights. Given to S. Glass
2748	08/10/07	KDC	Precept form – to be submitted by 11 <sup>th</sup> January 2008. In file in office
2749	08/10/07	Alliance Leicester	New charges for depositing cash without using a cash deposit card. (PC has one)
2750	08/10/07	KDC	Conservation Guidance Note – thatching. Given to G. Hawes.
2751	08/10/07	WALC	Newsletter, annual report and enclosures – given to S. Glass. One copy of newsletter in file.
2752	08/10/07	KDC	Participatory Arts Workshop Scheme. Brochure in office
2753	08/10/07	Alliance and Leicester	Deposit Account Statement. Balance £28,590.41
2754	08/10/07	Alliance and Leicester	Current Account Statement. Balance £17,034.38
2755	08/10/07	Marlborough Community Area Strategic Partnership	Agenda for meeting 15 <sup>th</sup> October and notes. Given to S. Glass
2756	08/10/07	Martin Gibson, ARK	Management plan for Kennet Triangle
2757	15/10/07	Sylvia Judge	Copy of response to Kennet Triangle Management Plan
2758	15/10/07	Martin Gibson, ARK	Copy of response to Sylvia Judge re Kennet Triangle Management Plan
2759	15/10/07	PC Batchelor	Marlborough rural area monthly e-mail bulletin
2760	1/10/07	Cllr Humphries.	WCC Press release. Deadlines for school admission applications
2761	15/10/07	WCC	Wilts & Swindon Community Transport Conference 2007 – forwarded to S. Findlay.
2762	15/10/07	WCC	Wiltshire News for Town and Parish Councils. Forwarded to all councillors.
2763	15/10/07	Martin Gibson, ARK	Proposed m2764anagement protocol for Kennet Triangle

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2764	15/10/07	Society of local Clerks	Invitation to regional conference
2766	15/10/07	Bicyclettes	Fireshow – publicity
2767	15/10/07	WCC	Hills Waste – Annual Service review 2006-7.

**NEXT MONTHLY COUNCIL MEETING –MONDAY NOVEMBER 19<sup>th</sup> 2007 7.45pm**

**IN RAMSBURY MEMORIAL HALL**

**ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC**

**YOU WILL BE VERY WELCOME - PLEASE COME**