

RAMSBURY & AXFORD PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15th JUNE 2009 in Ramsbury Memorial Hall

PRESENT: Diann Barnett, Graeme Fearon, Sheila Glass (Chairman), George Hawes, Erica Hodgson, Helen Lloyd, Chris Morgan, Tim McQue, John Peck, Geoff Rissone, Ian Ritchie, Simon Smith, Sue Arnold (clerk), Cllr Humphries and 3 members of the public, including the internal auditor.

Before the meeting formally began, the Chairman announced the death of Barbara Croucher, a previous chairman of the Parish Council. She also announced the election of Cllr Humphries as Wiltshire Councillor for Ramsbury & Aldbourne.

- 1 **Co-option of Parish Councillor.** Simon Smith was co-opted as a councillor for the Axford ward.
- 2 **Apologies for absence for approval:** Paul Court, A. Ewing, Alderman S Findlay– Approved.
- 3 **Disclosure of interest:** G. Fearon - 9.A no E/09/0709/Ful.
- 4 **Police Report**
No police officer attended the meeting, and no report was sent to the PC.
- 5 **Presentation by Alison Sullivan, Area Manager for the Marlborough Area Board.** Ms Sullivan said that the Marlborough Area Board launches on 13th July. It has access to £750,000 from Wiltshire Council to spend on the Marlborough Area, but can influence WC's main spending. The board holds a budget of £38,000 for running the MAVCAP partnership. Anyone may attend board meetings – members of the public, councillors and including representatives of the Police, fire ambulance and the NHS. There will be places on the board for 2 young people. Only the 4 board members who are Wiltshire councillors may vote at the area board. Each PC is asked to name a main representative and a stand-in, to ensure representation at every meeting. Meetings will be kept as informal as possible. Ms Sullivan described her role as bringing people together and linking them with people who can help address their issues. She will be able to give information on grants and will help members wishing to raise an issue at the board. She emphasised the importance of approaching her in plenty of time to ensure information can be gathered relating to any issue to be raised. The board has a moderated discussion group for interested parties to join - www.marlboroughcommunity.ning.com. The first board meeting will cover how to raise an issue, the process for getting a grant, community partnership and 1 local agenda item. The meeting is at Kennet Valley Hall Lockeridge 6.30pm for 7 on July 13th.
- 6 **The minutes of the council meeting held on May 1^{8th} 2009** were approved (Proposed I. Ritchie, seconded H. Lloyd).
- 7 **Matters arising:**
 - a. The visibility at the Whittonditch Junction has been checked and the PC does not think that the tree is causing a problem at present.
 - b. Land near Cedars Bridge. Highways have been informed of the work carried out and we are continuing to liaise with them.
 - c. Leader funding. North Wessex Downs CPRE has £2.5m from the EU to spend primarily on farming, forestry, rural buses and community groups and is looking for projects with matched funding up to £50,000. The money is available over a 5 year period for projects for which other forms of government funding is unavailable. It may be possible for the PC to apply for help towards allotments and a community shop – see item 9.I.c. **Action: I. Ritchie to check if the money covers play areas.**
- a. **PC's request to move the 30mph signs further up Spring Hill. Action: Chairman and Clerk to ask WC for update.**

8 NEW CORRESPONDENCE FOR DISCUSSION

4244	01/06/09	Military Vehicle Trust	Route to Victory Show in Ramsbury 1 – 3 rd May 2010. Requesting PC's support – responded.
4248	08/06/09	Mrs I. Henry	Thanks to PC for continued work in providing tubs and making Square attractive
4251	08/06/09	South West RDA	(Forwarded by I. Ritchie) Looking for 6 villages with a great business idea and 6 individuals to make the ideas happen (in conjunction with the BBC)

4254	08/06/09	G. Treherne	Hopper's Lane overgrown, edging planks removed and dog mess. The area is no longer overgrown and the edging planks are back in place.
4272	15/06/09	T. Giddings	Whittonditch playing field – grass is very long. Passed on to S. Glass. The area has been cut recently.
4274	15/06/09	Mrs Fryer	Trees overhanging Mrs Fryer's garden need cutting back. The trees were planted by the Amenity Group. Action: S. Glass to give details to B. Tottenham.
4281	15/06/09	I. Yeatman	Asking if there are plans to improve mobile phone coverage in village. Action: Clerk to contact 02.
4281	15/06/09	A. Sullivan	Invitation to History Alive Music Group at launch of Area Board July 13 th 6.30 Kennet Valley Hall

9 COMMITTEE REPORTS

A Planning

Chairman: George Hawes

Planning Applications Processed since May 09

E/09/0593/FUL	Erect multi use building Ramsbury Primary School Back Lane Ramsbury
PC Comment	No objection. The Parish Council strongly supports this application.
Wilts decision	Declaration; The Parish Council has approved a £4000 grant towards this project Awaited
E/09/0458	Proposed 450mm increase in height of the recently approved 1800mm high boundary wall. 30 Ashley Piece Ramsbury Mr and Mrs Jeffery
PC Comment	No objection
Wilts Decision	Granted
E/09/0468/FUL	Proposed oak frame detached double garage Wootons Newtown Road Ramsbury Mr and Mrs Cliff Andrews
PC Comment	No objection
Wilts Decision	Granted
E/09/0474/FUL	Erection of a timber pavilion [Amendment to K/53862/F] Ramsbury Recreation Centre, Hilldrop Lane Ramsbury Trustees Ramsbury Recreation Centre
PC Comment	No objection
Wilts Decision	Granted
E/09/0484/FUL	Change of use from Public House [A4] to single dwelling house [C3] The Burdett Arms High Street Ramsbury Mr M Darling
PC comment	No objection to change of use. Comment; any alterations to the building should allow for off-street parking
Wilts Decision	Granted
E/09/0514/FUL	Erection of timber store and log store onto gable of existing garage Catherine House, Whittonditch Road Ramsbury. Mr P Springfield
PC Comment	No objection
Wilts Decision	Awaited
E/09/0596/TCA	Works to trees at the property to consist of the reduction of one Leyland cypress by 60% with crown shaping accordingly and the tipping back of lateral branches to the point of the boundary on one Norway spruce. The old Creamery Back Lane Ramsbury . Ann Hawthorn
PC Comment	In circulation
Wilts Decision	Awaited
E/09/0288/ADV	Removal of existing signs and replacement with illuminated stone monolith and small non-illuminated aluminium totem Littlecote House Hotel, Hungerford Warner Leisure Hotels Ltd
PC Comment	No objection
Wilts Decision	Awaited
E/09/0519/TCA	Works to trees at the property to consist of felling and stump removal of a lawsonia and the reduction by 30-40% of a holly tree Kennet House High Street Ramsbury. Mrs Grimshaw

PC Comment Wilts Decision	No objection Granted
E/09/0666/LBC	Single Storey extension to the rear [replaces K/59842] Rose cottage, Back Lane Ramsbury Mrs Julia Blunt
PC Comment Wilts decision	No objection Awaited
E/09/0706/LBC	Replacement of existing external double glazed windows and doors Stone House Stone Lane Axford Mr Julian Robson
PC Comment Wilts Decision	In circulation Awaited
E/09/0709/Ful	Extension of dwelling with single storey front, rear and side extensions and with first floor extension over existing garage 6 The Paddocks Ramsbury Mr and Mrs Fearon
PC Comment Wilts Decision	In circulation Awaited
E/09/0404/LBC	Removal of brick infill to existing window opening and insertion of new timber sliding sash window. New 6 panel external doors. Reinstate timber mullioned window to north elevation. Reinstate brickwork to east elevation including repairs to damaged brickwork and flat arch lintels The Cedars, Scholards Lane Ramsbury. Mr William Garrett
PC Comments Wilts Decision	No objection Granted

Notes to the report:

Please note the Parish Council declaration re E/09/0593/FUL

B Finance

Chairman: Ian Ritchie

- a. Audit Plan. Action: I Ritchie to organise meeting with E. Hodgson and clerk to discuss the work needed.**
- b. Annual Accounts.** Simon Blunt, the external auditor was thanked for his work. The key points of the internal audit report were:

New accounting software has been used this year.

Mistakes found in payments were correctly manually on the payments listed from the minutes and changed in the accounting system. An audit trail of changes made is available in the software. **Action: Clerk to include printout from audit trail with 2009/10 accounts.**

Direct debits. The auditor recommended an improved system for recording these with other payment vouchers. **Action: Clerk to implement.**

British Gas. Their billing errors and failures to correctly implement direct debits had caused both the clerk and internal auditor a lot of unnecessary work. The auditor recommended changing electricity supplier, but the PC felt that the situation was stable at present.

Cash receipts. An unusual amount of cash had been received this year, mainly from the sale of Oral History disks and walking maps. **Action: I. Ritchie and clerk to update Financial Standing Orders and Risk Assessment to cover cash receipts.**

Ring Binders that hold accounts need replacing. **Action: Clerk to purchase new ones.**

New dates for approval of accounts by PC. The Auditor and Clerk criticised the Audit Commission for bringing forward the date for approval of accounts by the PC. It had been difficult for both to meet the deadline.

- I. Ritchie proposed the approval of the accounts and the annual governance statement. Seconded by D. Barnett. Approved. **Actions: 1. Clerk to submit accounts to external auditor. 2. Clerk to provide a copy of the accounts with the minutes. 3. Any councillor who wants additional details such as balance sheet or profit and loss report should request them from the clerk.**

C Rights of way

Chairman: Graeme Fearon

- a. 20 Acre Path.** A further report has been received that the hedge is overgrown and obstructing the path. **Action: G. Fearon to investigate.**
- b. Loft's bridge, Seven Bridges.** A handrail has been installed, but the water bailiff asked for it to be removed as it interfered with the operation of the sluice gates. Esther Daly, the footpath officer needs to speak to the water bailiff. **Action: S. Glass to provide contact details.**
- c. Stiles.** A stile between R. Price's copse and the open access land is needed. Mr Price is willing to install the stile if WC provides it. Awaiting agreement from Ramsbury Estate.

D Play Areas and Seats.**Chairman: Graeme Fearon**

- a. New equipment for Knowledge Crescent Play Area.** A response from the school, which is helping select the equipment, has been received. **Action: G. Fearon to retrieve catalogues so equipment can be ordered.**
- b. Seats at Knowledge Hill and Mill Lane.** These have been removed as they are beyond repair.
- c. Minor repairs.** These have been carried out, including the chain on the single point swing.
- d. The slide at Ashley Piece.** This has been temporarily repaired. G. Fearon and Matt Hodgson were thanked for their work. **Action: G. Fearon to investigate the cost of spare parts.**

E Emergency Committee**Chairman: Chris Morgan**

- a. Wardens' Identity Cards.** All but a couple of identity cards have been distributed and well received.
- b. CEV training.** John Peck has now attended Wiltshire Council training for community emergency volunteers.

F School Governor.**Governor: S. Findlay**

- a. Best Kept Village Competition.** Class 4 did a clear-up on 1 June. They did three trips out from school and covered the whole village.
- b. Fund-raising.** A Hog Roast and Auction will take place on 26th June in the Memorial Hall 8 o'clock. £10 per ticket. So far £65,702 has been raised towards the new building.

G Recreation Centre.**Chairman: George Hawes**

Bowls Club. Planning permission has been received for a shelter building, and funding for the building has been granted by the trustees.

H Policy Committee.

Nothing to report

Chairman: Sheila Glass**I Sustainable Community Committee****Chairman: Ian Ritchie**

- a. Allotments.** Talks with a 3rd landowner are on-going.
- b. Newsletter.** This has been partially distributed. **Actions: 1. H. Lloyd to deliver to Ashley Piece. 2. S. Glass to deliver to the Paddocks. 3. D. Barnett to organise distribution to Hilldrop and Knowledge Crescent.** It was suggested that the distributors of Horticultural Society newsletters may be able to help with future distribution.
- c. Hills Stores.** Village organisations have been approached with the idea of running a charity shop in the premises to generate funds. Responses have been positive. **Action: S. Glass to progress.**

Public Forum

- a.** Mr B. Tottenham referred to the minutes of the May meeting which stated that 'area boards take a vote of all members to assess the feeling of the meeting on any proposal, but the deciding vote is taken only by WC representatives'. He hoped that the PC would instruct its representative to take a robust stand in favour of the feeling of the meeting prevailing.
- b.** Mr. Tottenham asked the PC to ensure that the Route to Victory event next May does not conflict with the Boundary Walk. The PC has asked that no RTV events should take place in the village on Boundary Walk day.
- c.** Mr. Tottenham said that the British Legion have applied for leader funding.
- d.** Mr S. Blunt asked Ms A. Sullivan for an example of a decision that could be taken by an area board. She responded that decisions can only be taken on issues that don't affect neighbouring boards.

10 Axford.

Vandalism. Damage to the new Hopper's Lane footpath was reported – see item 5 no 8254. The path has since been repaired. **Gardens Open Day** on 14th June was very successful.

11 2009-10 Committees

Current councillors all chose to remain on the same committees, with S. Smith joining the Play Area & Seats, Planning and Emergency Committees. G. Fearon has taken over as Chairman of the Play Areas and Seats committee. **Action: Clerk to update lists.**

12 Marlborough Area Board

- a. PC Representatives.** S. Glass was proposed as the representative, with D. Barnett as her deputy. (Proposed I. Ritchie Seconded T. McQue. Agreed. They will attend the meeting on 13th July.
- b. MAVCAP.** The next meeting is on Monday 22nd June. **Action: D. Barnett to attend.**

- c. Parish Plans.** It is expected that projects put to Area Boards are likely to be identified from Parish Plans, which are put together by the community. Additionally the Area Board will bring together Parish Plans into a single Community Plan.
Action: PC to use the Fete on 1st August to introduce the idea to the village.

13 Nature Reserve.

Chris Morgan

Grass cutting. This is now taking place every 2 weeks. The reserve will be put on the map given to visitors of Open Gardens on June 28th.

14 Kennet Triangle at 2 Bridges, Mill Lane.

This will also be put on the map given to visitors of Open Gardens.

15 Best Kept Village Competition.

- a. Rubbish.** 3 Rubbish bags were left outside Oakes House all week.
b. Weeds. Residents have cleared weeds in The Paddocks, by the School and The Bell, and in Chapel Lane.

16 Walking Maps.

Simon Orton will liaise to re-print the walking maps. **Action: S. Glass to provide updated text for the cover.**

17 Community bus.

Chris Morgan

- a. Organisation.** There will be a meeting with Community First in the next few weeks.
b. Accident Repair Work. The work to repair the bus following an accident in December has been inspected and found to be unsatisfactory. The insurance company is funding the necessary rectification work.

18 Youth Involvement

Helen Lloyd

Actions: 1. H. Lloyd to speak to the Youth club. 2. H. Lloyd to discuss with S. Glass publicity at the summer fete about youth involvement.

19 Parish Stewards & Streetscene Cleaning

Jobs for 24th June visit:

- a.** Weeds in Scholards Lane and Ashley Piece
b. Pot-hole at the bottom of Union Street at junction with Scholards Lane.
c. List from May's minutes.

Action: Clerk to add to list.

20 Vandalism.

- a. Rec Centre.** Seats that had been delivered for the ball in a marquee at the Rec Centre were found thrown about. A Blackberry was found identifying a culprit. PC Batchelor attended and was able to link the incident to other enquiries.
b. The Square. A 40-ton truck has damaged paving around the tree. Thanks to prompt action by Rebecca Mann, the PC has the name and phone number of the driver. The incident has been reported to the driver's company. A quote for repairs has been requested.

21 Memorial Hall.

- a. Kitchen.** This is to be painted this week.
b. Spring Clean. This has been undertaken by the trustees.

22 Oral History. 6 scripts have been proof-read and corrected, and work on a further 4 is underway.

23 Street Lighting.

The light between Ashley Piece and Whitehill Close is out. **Action: G. Fearon to report to Clarence**

24 Public Conveniences.

A key is held in the office and the clerk holds a spare.

25 Accounts for Payment

657

I1306	Wiltshire Council – rates for public conveniences due 01/07/09	72.00		0	No
I1307	British Gas – Electricity for Public Conveniences - direct debit due 28/06/09 (VAT at 5%)	25.00		1.20	No
I1308	PlusNet – Broadband for office. Due 07/06/09 by Direct Debit. (VAT at 15%)	9.75		1.25	No
I1309	S. Glass – plants for Memorial Garden	2.28		0.30	No
I1310	S. Glass – plants for Memorial Garden	25.58		3.34	No
I1311	S. Glass –compost for Memorial garden	5.99		0.79	No
I1312	Ramsbury Short Mat Bowls Club – grant for bowls mat	200.00		0	Yes
I1313	Ramsbury Primary School	100.00		0	Yes
I1314	Ramsbury Memorial Hall – PAT testing of electrical equipment in PC office	28.00		0	No
I1315	S. Arnold – stamps	8.25		0	No
I1316	S. Arnold – Spare key for public conveniences	5.00		0	No
I1317	Ramsbury Memorial Hall – Office rent & electricity 01/05/09 – 31/10/09	621.25		0	No
I1318	Ramsbury Community Bus – Boundary walk	50.05		0	No
I1319	Wiltshire Wildlife Trust – rent on nature reserve	10.00		0	No

Total Payments: £1,163.15 Proposed – H. Lloyd, Seconded - E. Hodgson. Approved.

Please note that the amount of the Insurance policy (authorised and included last month - see below) was increased to £1,341.21 with the additional of the new zig-zag twisters and has been paid.

I1290	Community First – renewal of Zurich insurance policy	1,313.13		0	No
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26 Payments Received

R96	Crown & Anchor – sale of 9 walking maps	31.50	01/06/09	Cash	
R97	Alliance & Leicester. Interest on instant reserve account May 1 st – 30 th due for payment 15 th June	0.85	15/06/09	Direct transfer	
R98	Ramsbury Roxy - Hire of cinema equipment	270.00	15/06/09	Cheque	

Total payments received: £302.35

26 Bank Balance on 01/06/08 CURRENT ACCOUNT: - £16,609.66
 COMMUNITY RESERVE ACCOUNT - £10,010.27

NB £10,000 transferred from Current to Community Instant Reserve account on 08/06/09 is not reflected in these figures.

. DATE OF NEXT MONTHLY COUNCIL MEETING

MONDAY 20th July 2009

at 7.45pm

**in
 RAMSBURY MEMORIAL HALL**

ALL PARISH COUNCIL MEETINGS ARE OPEN TO THE PUBLIC

YOU WILL BE VERY WELCOME - PLEASE COME