

# RAMSBURY & AXFORD PARISH COUNCIL

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## MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 19<sup>th</sup> October 2009 in Ramsbury Memorial Hall

PRESENT: Diann Barnett, Alderman S Findlay, Sheila Glass (Chairman), George Hawes, Erica Hodgson, Helen Lloyd, Chris Morgan, John Peck, Geoff Rissone, Ian Ritchie, Simon Smith, Sue Arnold (clerk). Both Cllr Humphries and PCSO Mills attended for the first part of the meeting.

- 1 **Apologies for absence for approval:** Paul Court, Alistair Ewing, Graeme Fearon - Approved. Ben Tottenham also sent his apologies.
- 2 **Disclosures of interest:** None
- 3 **Police Report** PCSO Mills
  - a. PCSO Mills reported an incident of disorder outside The Bell.
  - b. He also reported that all the scooters that had been causing a nuisance are currently off the road.
  - c. The police are monitoring the behaviour of youths in the village.
  - d. PCSO Mills brought posters advising no 'No Trick or Treats' for use by residents. Some have been given to guests at the lunch club and PCSO Mills was asked to put further copies in the library and Post Office
  - e. It was brought to PCSO Mills' attention that the wheelie bin from outside the Memorial Hall had been stolen and a bag of newspapers awaiting delivery had also been stolen from Ashley Piece.
- 4 **The minutes of the council meeting held on September 21<sup>st</sup> 2009** were approved with 1 amendment: P672 item 6 no 4503 – Change *Wilts will receive* to *Ramsbury will receive*. (Proposed G. Hawes, seconded S. Smith).
- 5 **Matters arising:** None

### 6 NEW CORRESPONDENCE FOR DISCUSSION

|      |          |                        |  |
|------|----------|------------------------|--|
| 4534 | 04/10/09 | Mrs M. Smith           | Phone call. Thanking PC for organising parish stewards to clear weeds in Knowledge crescent. NB Parish Steward reported that the parking areas cleared are actually Sarsen's responsibility. Mrs Smith asked to contact Sarsen should problem recur.               |
| 4547 | 04/10/09 | WC Electoral Services  | Out of office reply in response to request for full updated electoral register. <b>Action: Cllr Humphries to supply contact details of electoral officers. (Done).</b>   |
| 4553 | 04/10/09 | Cllr Humphries         | WC press release. Community grant scheme money available. Forwarded to S. Glass & I. Ritchie. <b>Action: Finance Committee to investigate funding opportunities.</b>   |
| 4555 | 04/10/09 | Kennet Valley Area MVT | Route to Victory Event 2010 – requesting meeting. Forwarded to S. Glass. Awaiting response to e-mail requesting availability. PC will ensure that there's no clash with the Boundary Walk.   |
| 4558 | 06/10/09 | Mrs M. Cook            | Re item in minutes regarding tree blocking light on Whitehill to Ashley Piece footpath. The resident is happy for SEC to do the work, but SEC will charge. <b>Action: Clerk to ask if the Parish Steward can do the work with the permission of the landowner.</b> |
| 4561 | 06/10/09 | Mr. J Kirkman          | Offer to meet PC to explain views on planning app. E/09/1165/FUL. Forwarded to S. Glass & G. Hawes   |
| 4564 | 06/10/09 | Cllr Humphries         | Forwarding e-mail confirming another litter bin will be provided near the school. Cllr Humphries was thanked for intervening to get the bin.   |
| 4568 | 06/10/09 | Sarsen                 | Brackets on swing chain at Hilldrop Close Playground coming loose. Given to S. Glass. <b>Action: S. Glass to investigate.</b>  |
| 4569 | 06/10/09 | Ms. G. Smeeth          | Noise from Memorial Hall and blocking of emergency exits from Oakes House into Memorial Hall courtyard. This has been passed to Robert Osmond of The Memorial Hall Committee.  |

|      |          |                              |  |
|------|----------|------------------------------|--|
| 4586 | 12/10/09 | Mrs Fuller                   | Reporting street light outside 21 Hilldrop Close not working. Reported to Clarence – ref number 400765   |
| 4587 | 12/10/09 | Ms. M. Gurdon                | Regarding 20 Acre footpath – seasonal growth at worst in Summer and asking how path will be maintained next year. <b>Action: Clerk to put on agenda of November meeting.</b>   |
| 4591 | 12/10/09 | Mrs V. Lock (via E. Hodgson) | Grass cuttings left on Knowledge Crescent play area and slope on Knowledge Hill when Aster cut the grass on 29/09/09. <b>Action. S. Glass to write to Sarsen.</b>  |
| 4595 | 19/10/09 | Wilts Police                 | Notification of police surgery in Ramsbury Library, 02/11/09 at 7.00pm. <b>Action: Clerk to put on notice board</b>  |
| 4601 | 19/10/09 | Ms L. Allison                | Disappointment in PC's response to her e-mail about street signs in Crowood Lane.  |
| 4602 | 19/10/09 | Mrs M. Cook                  | Summer reading challenge at library. Figures from WC for participant numbers taking part in Ramsbury Library incorrect – will supply corrected figures.  |
| 4605 | 19/10/09 | Ms K. Woolnough              | Planning application and appeal, Boomerang Stables, Crooked Soley. Forwarded to planning committee. Although the application relates to property outside the Parish, the result is an increase in heavy vehicles using the dangerous junction at Knighton crossroads, which is within the parish. A public enquiry is to be held on Aldbourne. <b>Action: G. Hawes to write to the Planning Inspectorate.</b>  |
| 4607 | 19/10/09 | Provision                    | Further letter on planning application E/09/0783/FUL - Kennet Rise, Axford   |
| 4609 | 19/10/09 | Mr P. Snook                  | Querying need to pay for green bin service when it is free in other parts of the country. Cllr Humphries reported that in the current financial climate charges will continue. In answer to a question, Cllr Humphries said that it is the intention to provide kerbside recycling of plastic and cardboard in the future. However WC is reviewing recycling arrangements across the county so that all four of the old district council areas will receive the same service. <b>Action: Clerk to write to WC to ask if there is an intention of providing a free green bin service in the future.</b> |
| 4610 | 19/10/09 | SEC                          | SEC willing to cut back tree in Ashley Piece that is obscuring light on footpath to Whitehill footpath. It will be chargeable and will need permission of owners of no 51 to carry out the work. Forwarded to Mrs S. Glass. See item 4558  |
| 4611 | 19/10/09 | Mr M. Edmonds                | Offering to lend speed advisory sign to Ramsbury PC. WC's view is that the Aldbourne sign is illegal without planning permission to display it and it is not a sign type approved by Highways. <b>Actions: 1. Clerk to write to Highways requesting the cost of a legal sign. 2. Clerk to write to Mr Edmonds to decline his offer.</b>  |
| 4622 | 19/10/09 | WC                           | Responding to e-mail sent to WC Council leader and CEO regarding the non-response to PC's reports of fly-tipping at surgery recycling site – Rubbish will be removed at lunchtime today (19/09/10)   |

## 7 COMMITTEE REPORTS

### A Planning

Chairman: George Hawes

#### Planning Applications Processed since September 09

|                               |  |
|-------------------------------|--|
| E/09/1092/FUL                 | Two storey extension, single storey lean to side extension<br>58 Ashley Piece, Ramsbury. Mr and Mrs Barker   |
| PC Comment                    | No objection   |
| Wilts Decision                | Awaited  |
| E/09/0720/FUL                 | Single storey rear extension<br>21 Ashley Piece, Ramsbury. Mr. C Loveday   |
| PC Comment                    | No objection   |
| Wilts Decision                | Granted  |
| E/09/0808/FUL & E/09/0809/LBC | Demolition of conservatory and construction of single storey extension. Enclosure of existing open yard with patent glazing<br>Knighton House, Ramsbury. Mr and Mrs Hugo Mackenzie-Smith |

|                                   |  |
|-----------------------------------|--|
| PC comment<br>Wilts Decision      | No objection<br>Granted  |
| E/09/0288/ADV                     | Removal of existing signs and replacement with illuminated stone monolith and small non-illuminated aluminium totem<br>Littlecote House Hotel, Hungerford Warner Leisure Hotels Ltd  |
| PC Comment<br>Wilts Decision      | No objection<br>Awaited  |
| E/09/1127/TCA                     | Works to trees at the property to consist of; the reduction of a conifer hedge on the northern boundary by 2 to 3 metres, the crown reduction by 30% of a weeping willow, a beech and a red maple and the coppicing of hazel. The side reduction of a number of overhanging trees adjacent to the beech and weeping willow trees is also proposed<br>Westfield Farm House, Mill Lane Ramsbury Mr J McIndoe   |
| PC Comment<br>Wilts Decision      | No objection<br>Granted  |
| E/09/1151/FUL                     | Erection of conservatory<br>36 Whittonditch Road, Mrs Martin   |
| PC Comment<br>Wilts decision      | No objection<br>Granted  |
| E/09/1161/FUL                     | Replacement of existing dwelling with a new dwelling<br>Reids, Newtown Road, Ramsbury. Mr Cliff Andrews  |
| PC Comment<br>Wilts Decision      | No objection<br>Awaited  |
| E/09/1162/FUL                     | Demolition of existing garage/shed and the erection of a garage with studio over. Erection of an extension to main house with a link/playroom to garage<br>Yenton House, Witcha, Ramsbury Mr Paul Ferguson   |
| PC Comment<br>Wilts Decision      | No objection<br>Awaited  |
| E/09/0873/FUL                     | Proposed erection of 5 2-storey terraced 2 and 3 bedroom houses together with 25 parking spaces and associated site works following demolition of existing dilapidated garage block<br>Kennet Rise, Axford. Sarcen Housing Association   |
| PC Comments<br><br>Wilts decision | Object. The loss of off-road parking [15 spaces] will exacerbate the existing road safety problem of extensive on-road parking and lack of footpaths. The PC would reconsider the scheme if additional off-road parking [minimum of 15 spaces] could be provided elsewhere.<br>Any works associated with this scheme should be subject of a method statement requiring the provision of temporary off-road parking<br>Deferred. Officer to negotiate possible additional public parking spaces   |
| E/09/0881/TCA                     | The felling of 5 poplar trees to ground level. Three are situated on the opposite side of the river and two are situated on either side boundary towards the neighbours. Additionally the removal of shrubs and small trees in the garden including cherry, holly oak crab apple holly and magnolia is proposed. Any shrubs and trees with a stem diameter of less than 7.5 cms measured at 1.5 metres above ground level are not covered by the legislation and are therefore exempt from the need to be included in the notification of works.<br>61 High Street, Ramsbury. Lady Hambleton |
| PC Comment<br>Wilts Decision      | No objection<br>Awaited  |
| E/09/1041/LBC                     | Two storey rear extension [renewal of existing permission K/50975/LBC]<br>Brick Kiln Cottage, Loves Lane, Ramsbury Mr James Bristow  |
| PC Comment<br>Wilts Decision      | No objection<br>Awaited  |
| E/09/1075/FUL                     | Proposed ground floor extension to enlarge existing kitchen and provide new sun lounge area.<br>Mardle House, Back Lane, Ramsbury. Mr Dan Mair   |

|                              |  |
|------------------------------|--|
| PC Comment<br>Wilts Decision | No objection<br>Granted  |
| E/09/1172/TCA                | Fell one Lawson Cypress, Fell one Norway Spruce<br>Knapp House, The Knapp, Ramsbury. Mr M Paterson   |
| PC Comment<br>Wilts Decision | No objection<br>Awaited  |
| E/09/1165/FUL                | RETROSPECTIVE APPLICATION for retention of hard standing<br>Witcha House, Marrison Hill, Ramsbury. Mr P W Nelson   |
| PC Comment<br>Wilts Decision | Object. The Parish Council considers that this hard standing creates a negative<br>visual impact on the surrounding area. We suggest that it be re-sited below the<br>driveway gate where it would sit much lower in the landscape and would be a<br>safer highway solution than the present hidden access |

**B Finance****Chairman: Ian Ritchie**

- a. **Audit Plan.** E. Hodgson was thanked for her work in producing an excellent draft internal audit plan. **Actions: 1. I. Ritchie to review plan with internal auditor. 2. S. Arnold to recommend how to split in the internal audit work to allow procedural aspects to be carried out ahead of the end of year. This is done in other PCs to allow the new audit dates to be met more comfortably.**
- b. **Risk Analysis Statement.** **Action: E. Hodgson to take over the work of writing a new statement, using the template provided.**
- c. **Budget.** There will be a Finance Committee meeting ahead of November's PC meeting to discuss the budget. **Actions: 1. I. Ritchie to e-mail draft budget to councillors ahead of the November meeting. 2. Clerk to put budget on November agenda.**

**C Rights of way****Chairman: Graeme Fearon**

- a. **20 Acre Path.** **Action: Clerk to put on November agenda.**
- b. **Path at Mill Lane.** **Action: S. Glass to contact the Community Payback team to see if they can undertake the repairs to the path by the bridges.**

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

- a. **New equipment for Knowledge Crescent Play Area.** This has now been ordered. Only one piece of equipment may need a safety surface.

**E Emergency Committee****Chairman: Chris Morgan**

- a. **Newsletter.** A newsletter from WC has recently been circulated to all emergency committee members.
- b. **Emergency Exercise.** This will take place on Thursday 12<sup>th</sup> November and start at 7.30. **Actions: 1. Emergency Committee members to meet in the Parish office in the Memorial Hall at 7.00 on 12<sup>th</sup> Nov. 2. C. Morgan to e-mail A. Ewing and P. Court with details.**
- c. **Training.** There are some slots available for training CEV volunteers. **Action: Any member so the emergency committee who has not yet had this training and is interested in doing so should contact C. Morgan for details.**

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

- a. **'Our Great New Space'.** The outside of the building is finished and the floor is drying out. It is hoped that the building will be available for use before the official opening on Saturday 30<sup>th</sup> January.
- b. **Parking.** Another request has been made to parents not to block Isles Road.
- c. **Harvest festival** will take place on 21<sup>st</sup> October at 1.30pm.
- d. **The Times book tokens.** The school is collecting these. Anyone with tokens to donate should take them to the Post Office where there is a collection box.
- e. **Best Kept Village Competition.** Pupils from Ramsbury School again won the poster competition associated with the BKV event.

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

- a. **Bowls Club.** Work is finished and the area is looking good.

**H Policy Committee. Action: S. Glass to arrange a meeting.****Chairman: Sheila Glass****I Sustainable Community Committee****Chairman: Ian Ritchie**

- a. **Newsletter.** This has now been delivered and some positive comments received. **Action: S. Glass to draw up delivery schedule for further issues and e-mail to councillors.**
- b. **Patch of land behind Saxon Court.** I. Ritchie has looked at this and as it had been suggested it might also be suitable for allotments. It is quite small with no obvious access – Sarsen is checking the access.
- c. **Charity Shop at Hills Stores.** This is doing well, making £300-400 per week. Weekly takings of £300 would allow £10,000 pa to be shared between participating village organisations. **There will be a Christmas Extravaganza at the shop on 14<sup>th</sup> November.**

**Public Forum– Parish Council Standing Orders temporarily suspended for this item**

No members of the public attended the meeting.

**8 Axford.**

- a. **Hedges in Hilldrop Lane.** Hedges at 2 houses have been removed, and there was a query that planning permission may be necessary for hedge removal. **Actions. 1. D. Barnett to provide address. 2. S. Glass to check of permission needed.**

**9 Marlborough Area Board**

- a. **Full MAB Board Meeting.** S. Glass & D. Barnett attended the MAB meeting on 6<sup>th</sup> October. While it was not felt to have been worthwhile, they will continue to attend.
- b. **MAB grants.** 2 grants have been made, for street performers at an event in the Marlborough High Street, the second to Outreach for transport for people with special needs.
- c. **MAVCAP.** Issues for the MAB should be passed to the Board via MAVCAP, but the MAB has circumvented the process by requesting issues direct. The process is to be discussed at the next MAVCAP meeting which D. Barnett will attend.
- d. **Parish Plan.** WFCAP has stated that parishes need either a parish plan or a parish statement. These documents are used to back up applications for grants and to feed into the wider-based Community Plan. The PC agreed to produce a Parish Statement as this is a more concise document that is less expensive to produce. It was agreed that the information gathered from villagers at The Summer Show should form the starting point of the parish statement. **Actions: 1. D. Barnett to find out if a template parish statement is available. 2. H. Lloyd and D. Barnett to start the work on December with help from C. Morgan and E. Hodgson. 3. S. Glass to respond to item 6 no 4584 requesting update on PC's progress with a parish plan.**

**10 Allotments**

**Sheila Glass**

- a. **Lease.** A solicitor has been consulted regarding the draft lease. **Action: S. Glass to organise typing up of lease and incorporation of solicitor's comments.** It was agreed to offer a contribution of up to £400 towards' the landowners legal fees. **Action: S. Glass to give the landowner a copy of lease and offer a contribution towards the legal fees.**
- b. **Land Registry Search.** This is underway.
- c. **Planning.** WC Planning Department have been asked if a planning application for change to use will be required. Response awaited.
- d. **Next steps.** Once satisfactory responses from Planning and the Land Registry have been received, a meeting will be called to form the Allotment Association and agree a model tenancy agreement, which, together with the lease, needs to be agreed by the land owner.

**11 Nature Reserve.**

**Chris Morgan**

**Annual Wardens' Meeting of Wiltshire Wildlife Trust.** C. Morgan attended this meeting and reported that manpower and funding is available for work on local nature reserves. **Action: C. Morgan to ask for their help in work on the reeds in the pond.**

**12 Kennet Triangle at 2 Bridges, Mill Lane.** Nothing to report

**13 Walking Maps.** On-going. Nothing to report.

**14 Community bus.**

**Chris Morgan**

**Bus.** It will be one year old on 13<sup>th</sup> November so will require an MOT.

**CRB Checking.** This may not be required if the driver drives less than once a month. As the rules are due to change, the Bus Committee will review the situation in January.

**Grant Application.** The PC did not invite the Community Bus Committee to apply for a grant due to an oversight. It was reported that 8 drivers still need to undergo MIDAS training at £90 each and the Bus Committee would like the PC to consider a grant towards this. **Action: I. Ritchie & Finance Committee to consider this request with those already received when setting 2010/11 budget.**

**15 Youth Involvement**

This will be covered as part of the Parish Statement.

**16 Parish Stewards & Streetscene Cleaning**

**November Visit. Action: Clerk to include request for work to tree obscuring light on footpath – see item 6, no 4558.**

**17 Vandalism.**

**Noisy Behaviour** in High Street on Saturday evening 17th October. Police informed.

**18 Memorial Hall.**

New doors have been fitted, but the lock needs to be changed.

**19 Oral History.** Nothing to report

**20 Street Lighting.** Nothing to report

**21 Public Conveniences.**

The PC is investigating the possibility of locking the toilets at 10 pm and re-opening them in the morning.

**22 Accounts for Payment**

|       |  |          |  |       |    |
|-------|--|----------|--|-------|----|
| I1351 | KDC- Rates on public conveniences (DD1)  | 72.00    |  | 0     | No |
| I1352 | British Gas - Electricity for Public Conveniences. (DD2)   | 25.00    |  | 1.20  | No |
| I1353 | PlusNet – Broadband Service. (DD4)   | 9.75     |  | 1.25  | No |
| I1354 | P. Court Builder) – repair window in public convenience  | 24.03    |  | 3.16  | No |
| I1355 | P. Court (Builder) – Works in Square in anchoring seats  | 424.01   |  | 53.31 | No |
| I1356 | P. Court (Builder ) – Remove seats from Mill Lane & Knowledge Hill and repairs to play equipment               | 254.61   |  | 33.21 | No |
| I1357 | Play Safety Limited – Annual play area inspection  | 241.50   |  | 31.50 | No |
| I1358 | Playground Services – Repair of timber swing (insurance claim being made)                                      | 633.65   |  | 82.65 | No |
| I1359 | S. Arnold – Clerk’s Salary Jul – September 2009  | 1,000.00 |  | 0     | No |
| I1360 | S. Arnold – Stamps   | 8.28     |  | 0     | No |
| I1361 | Midway Stores – newspapers for library w/e 22/08 – 10/10   | 12.40    |  | 0     | No |
| I1362 | Timberline – Deposit on play equipment order – paid under standing orders allowing chairman to sign up to £500 | 411.70   |  | 53.70 | No |
| I1363 | Salisbury Diocese – rent on Glebe Land   | 150.00   |  | 0     | No |

**Total Payments: £3,266.93** Proposed – J. Peck, Seconded – H. Lloyd. Approved.

**24 Payments Received**

|      |   |           |          |                 |  |
|------|---|-----------|----------|-----------------|--|
| R104 | WC– precept   | 16,627.50 | 30/09/09 | Direct transfer |  |
| R105 | Alliance & Leicester. Interest on instant reserve account September 1 <sup>st</sup> – 30 <sup>th</sup> due for payment 16 <sup>th</sup> October | 0.99      | 14/09/09 | Direct transfer |  |

**Total payments received: £16,628.49**

**25 Bank Balance on 01/10/09** CURRENT ACCOUNT: - £21,058.25

**on 04/010/09** COMMUNITY RESERVE ACCOUNT - £12,015.26

**NB** £16,000 transferred from Current Account to Community Instant Reserve Account on 12/10/09 not reflected in either figure

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**DATE OF NEXT MONTHLY COUNCIL MEETING**

**MONDAY 16<sup>th</sup> NOVEMBER 2009**

**at 7.45pm**

**in**

**THE VILLAGE HALL. AXFORD**

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

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