DRAFT MINUTES FROM THE ANNUAL PARISH MEETING AND ANNUAL PARISH COUNCIL MEETING HELD IN MAY 2018

**Minutes of the Hilmarton Annual Parish Meeting held on Wednesday 2nd May 2018 in Hilmarton Community Room at 7.30pm.**

**Present:**

Cllr Wilkins (Chairman), Cllr McFadzean, Cllr Fry, Cllr J Henly and Cllr L Hays.

Christine Crisp the Wiltshire Councillor and PCSO Mark Cook were also in attendance.

There were 14 members of the public present.

**Welcome**

The Chairman opened the meeting by welcoming everyone.

#### Item 1 – Minutes of the last Meeting

1.1 The Minutes of the last meeting, dated 16ht May 2017, were agreed by all present and signed by the Chairman.

**Item 2 – Chairman’s and Annual Parish Council Report**

2.1 The Chairman read his report to all present.

2.2 The Full Annual report was circulated and approved by all Councillors present.

**Item 3 – Open Forum**

3.1 Numerous questions were submitted prior to and at the meeting regarding the introduction of double yellow lines recently installed in Church Road adjacent to the primary school.

In summary the main areas of concern raised were:

1. Insufficient consultation and concern the correct procedure was not carried out.
2. Could the ‘gap’ in the lines be permanent
3. Since the yellow lines have been installed, further safety concerns have arisen, as some parents stay in their cars and just let their children cross the road on their own. Cars parking at the junctions with the A3102. Possible increase in speed of traffic outside of 46 Church Road.
4. Other areas of concern were pointed out where the road is narrow and may prevent larger vehicles passing.
5. Some residents felt they had not been listened too.
6. Suggestions of how to communicate better were put forward.
7. Notices from the Police were not followed up with any action.
8. Suggestions for traffic flow and speed studies to be carried out.
9. No facilities for disabled pupil at drop off and pick up time.
10. Lack of a travel plan by the school
11. Extreme numbers of vehicles parking with contractors working on Sunnyside has exasperated the situation.
12. Cause of aggravation for disabled resident living in the Almshouses
13. Where are parents supposed to park when dropping of and picking up from the school.
14. Lines have not been painted to standard.
15. Had other alternatives been considered.

It was agreed:

1. Better communication would be aimed for in the future.
2. Cllr Crisp confirmed, that following her investigations, she was sure the proper consultation process had been followed and all statutory obligations fulfilled.
3. PCSO Cook does not believe the ‘gap’ in the lines should remain as this will only encourage others to park on the lines, it is also too close the bend. He has experienced this at another local school.
4. PCSO Cook reiterated the recommendation by the police, as safety concerns around the school must be paramount, however inconvenient it may seem to others.
5. The Parish Council are currently looking into funding which might be available for the introduction of a 20mph speed reduction in the village.
6. The Parish Council will communicate with the residents of Sunnyside to request that contractor vehicles are asked to park on site rather than in Church Road.
7. A disabled parking bay has been requested opposite the Almshouses
8. It was apparent, had the school had an up to date travel plan in place, this could solve a number of the issues raised. The Parish Council will liaise with the school, stressing the importance of producing a travel plan. It will also be suggested the school work closely with Residents, Parish Council and Police during the production of the plan.
9. Speed monitoring and traffic flow monitoring will be requested.
10. Parishioners were asked to come forward with suggestions, for consideration, for extra parking facilities.
11. Concern over the standard of the yellow lines should be taken up with Wiltshire Council Highways.
12. There is a disabled parking bay in Church Road and there are two in the School Hall car park, if these are occupied, a blue badge holder can park on yellow lines for a limited time providing they are not causing an obstruction or danger to others.
13. Wiltshire Council were contacted regarding alternative solutions to yellow lines but Parish Council were advised there were none.
14. Local Police will monitor the parking at school drop off and pick up times, hopefully reducing the inconsiderate and dangerous parking by visitors/parents to the school.

The Chairman thanked all those present for attending, especially Councillor Christine Crisp and

PCSO Mark Cook.

The meeting closed at 8:50pm

Signed …………………………............................................... Date …………………………………………….  
Chairman

#### Minutes of the Annual Hilmarton Parish Council Meeting held on Wednesday 2nd May 2018 in Hilmarton Community Room.

#### Councillors Present

M Wilkins, J McFadzean, J Henly, R Fry, J Files and L Hays   
Clerk: Cllr McFadzean kindly took the minutes in the absence of the Clerk  
  
Wiltshire Councillor Christine Crisp was also in attendance.

There were 2 members of the public present and PCSO Mark Cook.

**Item 1 – Election of Chairman and Signing of Acceptance of Office**1.1 Cllr Wilkins was nominated for the position of Chairman. There were no other nominations and the vote was passed unanimously.  
1.2 Cllr Wilkins signed the Declaration of Acceptance of Office.

1.3 It was agreed that Cllr Jeary could sign the acceptance of office book at a later date/time as she was not able to attend this meeting. All other members signed the book during the meeting.   
 **Item 2 – Election of Vice Chair**

2.1 Cllr Henly was nominated as Vice Chair. There were no other nominations and the vote was passed unanimously.

**Item 3 – Declaration of Interest in items on the Agenda**3.1 There were no declarations of interest in items on the agenda at this point of the meeting.   
  
**Item 4 – Apologies for absence**  
4.1 Apologies were received from Cllr Jeary and the Clerk Jacquie Henly.

**Item 5 – Appointment of Members to serve on the following Committees**The following Committee appointments were discussed, proposed and agreed.

5.1 PLANNING SUB COMMITTEE – Cllrs: Wilkins, Henly, McFadzean and Files plus any other Councillor from the area appertaining to the Planning Application.   
5.2 GOATACRE VILLAGE HALL COMMITTEE – Cllr Hays.   
The above were all agreed unanimously.  
  
**Item 6 – Appointment of Representatives for the following Bodies**The following appointments to Bodies were discussed, proposed and agreed. 6.1 COUNTY RIGHTS OF WAY - Cllr Files   
6.2 COUNTY AREA TRANSPORT GROUP – Cllr Files.

All the above were agreed unanimously.

**Item 7 – Appointment of an Internal Auditor**7.1 Members were informed that Chris Chapman was willing to carry out the Internal Auditor role next year, it was proposed he should be appointed. This was agreed unanimously.

**Item 8 – Minutes of the last Meeting**8.1 The minutes of the last meeting dated 6th December 2017 were agreed as correct by all Councillors present and signed by the Chairman.

**Item 9 – Clerks Report**

9.1 Reported to Wiltshire Council Planning department comments from the Parish Council relating to planning applications received at the meeting held in December.   
9.2 Made amendment as agreed to the Welcome Leaflet at the December meeting.

9.3 Purchased Dog Fouling Stickers as approved at the December meeting.  
9.4 Purchased Data Protection Policy Package as approved at the December meeting. These were received electronically.

9.5 Contacted the School regarding the inconsiderate and dangerous parking by parents dropping of and picking up pupils of the school. The School agreed to put an article in the School Newsletter.

9.6 Sent in the precept request form to Wiltshire Council.

9.7 Received a response from the Police re item 5:   
Thank you for bringing this to our attention.

At this stage we will patrol the location to establish if any further intervention is required by us.

9.8 Reported and made enquiries regarding various planning queries with the Planning Enforcement Team as discussed at the December meeting.

Planning Enforcement has acknowledged both queries and has sent details on conditions applied to farm buildings. The details regarding farm-building conditions were circulated to Councillors.

9.9 Responded to a letter from Arkells informing them that the Parish Council does not intend to purchase the Duke relating to the Asset of Community Value (ACV). The ACV remains in place under any new ownership.

9.10 Circulated the consultation document re Cherhill Village Hall to members.

9.11 Circulated various planning applications for comments.

9.12 Corresponded with Planning Enforcement Team regarding the breach of conditions for the site on the Buston Road.

9.13 Received confirmation that community issue 5799 is progressing via CATG for pavement improvements on Church Road and Compton Road. Information passed to Cllr Stott our CATG Rep.

9.14 Sent a letter of condolence to Dawn Foley following the loss of Cllr Foley.

9.15 Asked all councillors to consider where the pick up your dog mess stickers should be located. Stickers will be distributed at the next PC meeting.

9.16 Discussed with Cllr Wilkins the quality of the Neighbourhood News as for the last two months the file sizes have been too large to distribute and also some of the advertisements submitted have been of poor quality/design making them difficult to read.   
9.17 Numerous communications with Wiltshire Council and Wiltshire Police reference the yellow lines planned and installed for Church Road.

9.18 Christine Crisp agreed to follow up on the planning application at the gypsy site on the Bushton Road.

**Item 10 – Finance**10.1 Account balances inclusive of all cheques written and deposits made up to Current Account: £899.95 Deposit Account: £20628.86

10.2

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| --- | --- | --- |
| Cheque No | Payee | Amount |
| 391 | Kevin Iles House & Garden Services - Grass | 96.00 |
| 392 | J Henly – Salary | 910.25 |
| 393 | Hilmarton PCC - Grass | 650.00 |
| 394 | J Henly – Data Protection Pack | 30.00 |
| 395 | Frances Caine - Dog Stickers | 14.16 |
| 396 | Information Commissioner - Subscription | 35.00 |
| 397 | J Henly – Salary | 910.25 |
| 398 | WALC - subscription | 290.44 |
|  | Money Received | Amount |
|  | WC Precept | 8000.00 |

10.3 The Annual Governance Statement for the external Auditors had previously been circulated to members and was approved and signed by the Chairman and Clerk.  
10.4 The Annual Accounting Statement and Accounts for year ending 31st March 2017 had previously been circulated to members and were approved and signed by the Chairman.

10.5 The certificate of exemption for the External Auditors was signed by the Chairman.

#### Item 11 - Planning

11.1 Councillors were updated on Planning Applications by a list that had been previously circulated.

11.2 To discuss applications 18/03225/LBC and 18/03004/FUL Conversion of Barn to Function Room –   
 Witcombe Farm Hilmarton. Cllrs felt this was a welcome diversification and had no objection to the   
 application.   
 11.3 To discuss application 18/00912/FUL Build retaining wall and erect 1.1m high balustrade and install   
 boundary fence Retrospective 9 Snowhill Hilmarton. There were no objections to the application.

11.4 To discuss application 18/03315/FUL Erection of first floor extension to front elevation – 45 Church   
 Road Hilmarton. There were no objections to the application.  
11.5 To discuss application 18/03706/FUL Erection of single storey extension and porch extension – The

Byre Beacon Hill. There were no objections to the application.

**Item 12 - Exchange of Information**  
12.1 Cllr Hays reported the land opposite the nursing home was all churned up but it is being monitored.

12.2 Cllr Fry had heard the paddock behind the proposed Gypsy site might be going up for sale and there were concerns over a possible application for development. Cllr Files will make enquiries.

12.3 A letter had been received from Mr Mrs Turner in Poynder Place reference the covenant regarding the erection of fences to the front of properties in Poynder Place. Cllr Crisp confirmed it would not be possible to transfer the responsibility to the Parish Council for fencing issues and the Parish confirmed they would not have sufficient funds to follow up any enforcement action on any civil matters.

It was agreed the information given by the Planning Team at Wiltshire Council was not always consistent and therefore could be quite confusing for residents seeking advice. The Planning department should certainly not be informing people that the Parish Council could make decisions regarding any planning issues.

**Item 13 – Date of the Next Meeting**13.1 The date of the next Full Parish Council meeting is scheduled for Wednesday 4th July and will be held in the Community room Hilmarton at 8.00pm. Agenda will be posted if the meeting is required.

**Item 14 - Close of the Meeting**14.1The meeting closed at 9.15pm

Signed ……………………………………………. Date …………………………………..

Chairman