



Minutes of the meeting of Purton Parish Council held at Purton Village Hall, Station Road, Purton on Monday 12th February 2018 at 7.00 pm

Councillors present: Ray Thomas (Chairman of Council), Paul Grigg, Helen Hicks, Neil Hooper, Kevin Law, Sue Mathews and Vicky McKerrow

Officers Present: Deborah Lawrence (Clerk)

Unitary Councillor: None

Members of the Public: Three

The Chairman of Council requested to add two additional items to the Agenda taken as item 6(d) a request for additional funding and 16(f) two additional plans for consideration. **Proposed** by Chairman Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.

22/18 **To accept and receive apologies for absence**

Apologies were received and accepted from Councillors Geoff Greenaway, Scott Harflett, Jamie Hurwood and Julie Ann Hurwood.

23/18 **Declaration of Interest** - None.

24/18 **Dispensation Request** - None received.

25/18 **Minutes of Previous Meeting**

The minutes of the Council meeting held on Monday 8th January 2018 were agreed and signed as a true record. **Proposed** by Councillor Paul Grigg, seconded by Councillor Neil Hooper with all those present in favour.

The following minutes were also ratified:-

Play Area Meeting, held Wednesday 24th January 2018. **Proposed** by Councillor Vicky McKerrow, seconded by Councillor Neil Hooper with all those present in favour.

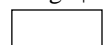
Planning Meeting, held Monday 15th January 2018. **Proposed** by Councillor Helen Hicks, seconded by Councillor Sue Mathews with all those present in favour.

Chairman Ray Thomas asked for suspension in Standing Orders to allow item no 13 to be brought forward to allow members of the public to speak. **Proposed** by Chairman Ray Thomas, seconded by Councillor Kevin Law with all those present in favour.

26/18 **Rights of Way and Open Spaces**

a) Informal Rights of Way Report – **NOTED**.

b) Definite Footpath 161. The Clerk advised that at the Informal Rights of Way meeting residents raised concern that the trodden route had been fenced. They wished the Council to check if this was correct. On investigation the Officer at Wiltshire Council advised that the tenant had contacted him and the correct OS map route had been marked and no issues had been breached. The Clerk has subsequently investigated the possibility of changing the OS route to the trodden route, as suggested by residents and has been advised that the landowner can apply at an approximate cost of £1900 and Wiltshire Council will assess. After further discussion it was





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Proposed by Chairman Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour not to pursue this matter any further. Councillor Neil Hooper requested that a response be placed on our FaceBook and website pages to this effect.

The tenant who fenced in this area was in attendance and advised she did so under the strict guidance of Wiltshire Council and that she had no other questions to ask just wished to hear the comments being made.

A request was made to reinstate Standing Orders **Proposed** by Chairman Ray Thomas, seconded by Councillor Kevin Law with all those present in favour.

27/18 **Public Question Time**

Councillor Geoff Greenaway attended the meeting and requested that a hand delivered document be included in an item under Exclusion of Public and Press. The Chairman accepted the document and Councillor Greenaway thanked the Council and left the meeting.

28/18 **Unitary Councillors Report**

Councillor Lay was not in attendance. The Clerk advised she had become a grandmother that night – no report given or noted however congratulations conveyed by all.

29/18 **Finance**

- a) Income and expenditure sheets for January 2018 were received and **Approved**. **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.
- b) Council agreed to the transfer of £15,000 from the Nationwide account to meet the Councils expenditure. **Proposed** by Councillor Vicky McKerrow, seconded by Councillor Helen Hicks with all those present in favour.
- c) Council bank reconciliation for 31st January 2018 was **Noted**.
- d) Additional Item - A request to transfer an additional £70000 was made to settle a land purchase agreement which had come in today. **Proposed** by Chairman Ray Thomas, seconded by Councillor Neil Hooper with all those in present in favour.

30/18 **Area Board**

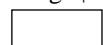
Chairman Ray Thomas, advised that the meeting held on January 10th 2018 was focused around mental health. A very good presentation. He also advised that Purton Parish Council were successful in their bid to secure funding for footpath improvements to the side of the Old St Marys School. A thank you was conveyed to the Royal Wootton Bassett and Cricklade Area Board for their support of this project. The works have now been carried out. **Noted**.

31/18 **CCTV – Village Centre**

The Chairman of Council Ray Thomas advised that the CCTV system has been officially handed over to the Council with basic training for the Clerk and himself. The quality and recording is excellent. The Clerk advised that we have already seen a reduction in litter and antisocial behaviour since the signage had been placed and installation. It is anticipated that this will continue in the same way. Additional costing to include Insurance was **Noted**.

32/18 **Purton a Dementia Friendly Community**

- a) The Clerk updated the Council on our current status with regards to the education and understanding of the disease through community engagement. A meeting has been set for next





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week to update the various bodies involved and the Clerk will report back to Council next month with any further information.

- b) Dementia Action Week – the Clerk requested that we hold a day open event here on Monday 21st May 2018 as part of a week long awareness programme. The event will be co-ordinated by the RWB&C Area Board and the Dementia Awareness Group- the Clerk will update the Council once more information is available. It was **Proposed** by Chairman Ray Thomas, seconded by Councillor Neil Hooper with all those present to support this event.
- c) The Clerk advised that at the Annual Parish Assembly the theme will be health and well being and a Dementia Friends session will be carried out as part of the nights activities. **Noted.**

33/18 Neighbourhood Plan

- a) Cricklade Neighbourhood Plan Decision Statement was **Noted.**
- b) The Chairman of Council Ray Thomas advised that Regulation 16 had commenced and full details were available on the Wiltshire Council and Purton Parish Council websites, plus copies of all documents were available at the Library, Doctors Surgery, Bell Inn, Council Offices and Ridgeway Farm Sales Office. Consultation runs from Monday 5th February until Tuesday 20th March 2018 at 5pm. **Noted**

34/18 Operational Flooding Working Group (OFWG)

- a) Minutes of meeting held on 15th November 2017 were **Noted.**
- b) Flood Warden Newsletter **Noted.**
- c) Council were asked to consider representation at the OFWG meetings. After discussion it was suggested by the Clerk that we consider utilising a member of staff for these meetings. It was **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour that the Deputy Clerk attend meetings. The Clerk will advise and report accordingly.

35/18 WALC – Data Protection

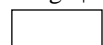
The Clerk advised that after the seminar/training it would appear that the nomination of the Clerk as the Councils designated Data Protection Officer (DPO) is not acceptable as the person requires a qualification in this field to be deemed responsible. It cannot be a Councillor regardless of their expertise in Data Protection. The Clerk presented an email from a company offering the remit of Data Protection Guidance for a fixed fee of £650 per year allowing our Council to be vetted, assessed and audited for compliance. It was **Proposed** by Councillor Neil Hooper, seconded by Councillor Paul Grigg with all those present in favour to review this offer and if it meets our needs proceed. The Clerk advised that all our standard processes and protocols meet guidelines however we need to provide clear guidance and privacy statements.

36/18 Purton Cricket Club

The Chairman of Council Ray Thomas advised that he met recently with the Cricket Club regarding the verges to the side of the entrance. Investigation of options through Wiltshire Council has been sourced and given to the Club. They will be speaking to the landowner with regards to potentially reducing the height of the verges to the right make exiting the site visibility clearer. **Noted.**

37/18 Litter and Dog Waste Bins

- a) Council were asked to consider a request from St Marys School for purchase of a litter/dog bin on the footpath between the two schools (Bradon and St Marys). It was unanimously agreed, **Proposed** by Councillor Kevin Law, seconded by Councillor Paul Grigg with all those present





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in favour that a bin would be purchased provided (i) the school agrees to empty and dispose of contents on a regular basis even in the school holidays and (ii) that it is placed at the end of the pathway between the two schools to enable usage by both schools. It was agreed a Litterbin for dual purpose rather than a dog bin would be preferred.

- b) The Clerk advised that the project to review all waste receptacles had now been handed to the Deputy clerk for onward progression. **Noted.**

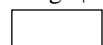
38/18 Planning and Highways

- a) Council **Noted** that the CIL contribution for the former St Marys School site has now been allocated to Wiltshire Council. All Councillors were asked to consider usage of the funds and report back with any suggestions. **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Sue Mathews with all those present in favour.
- b) CATG Issue no 4458 – Chairman Ray Thomas asked the Councillors to consider the allocation of funding for issue 4458 Widham/Station Road traffic calming to a potential sum of £7500. After lengthy discussion it was **Proposed** by Councillor Neil Hooper, seconded by Councillor Paul Grigg that money is ring fenced for a suitable scheme, not necessary this one and any proposal is brought before Full Council not just the planning committee for consideration by all.
- c) A request from Councillor Lay for Purton Council to meet with a member of the Highways Team at Wiltshire Council was considered. It was **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour that if they wish to discuss any particular item they would engage directly with the Authority, but they did not feel the need or benefit of having a meeting at this point.
- d) Details of Village entrance gates were tabled at the request of Councillor Neil Hooper. After lengthy discussion it was **Proposed** that gates were not to be considered however it was suggested that “Welcome signs” would be considered and the usage of CIL funds. The Clerk will bring back to the meeting researched information.
- e) Council **Noted** the Highways Act 1980 section 116 stopping up of Mud Lane.
- f) Additional items added. Council were asked to consider the following planning applications due to time constraints and reduction in Councillors on the planning committee. The following comments were made :-
- 18/00475/TCA - 5 High Street** 30% Crown thin to 1 apple tree, 30% crown reduction to 1 cherry tree and 2 apple trees and reduce hawthorn to 2 metres - **No Objection.**
- 18/00738/PNCOU - Braydon Manor Farm, Braydon.** Notification for prior approval under class Q (a) - change of use of 2 agricultural building to 3 residential dwellings (use class C3) **No Objection.**
- 18/01059/FUL - 48 Vasterne Close.** Proposed single storey extension. **No Objection.**
- All **Proposed** by Ray Thomas, seconded by Sue Mathews with all those present in favour.

39/18 Policies for Consideration and Adoption

Council considered the following policies and agreed to formally adopt. **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.

- a) Pursuing non payment of debt policy.
- b) Children, Youth Persons and Vulnerable Adults Protection Policy
- c) Alcohol and Drug Misuse Policy
- d) Whistle Blowing Policy





40/18 **Christmas Decorations Working Party 2018**

The Clerk requested consideration to a working party to plan 2018 Christmas decorations as a new initiative for the Council. It was **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Sue Matthews with all those present in favour of the following working party : Councillors Paul Grigg, Kevin Law, Neil Hooper and Vicky McKerrow. The Clerk will arrange a suitable meeting.

41/18 **Health and Safety**

Councillors **Noted** the Waste Carrier Licence now in place for grounds man work.

42/18 **Recreation and Play Area Committee**

The committee requested support and advise regarding a potential Consultation Strategy to promote and gain interest for changes to the Venture Play Park. It was **Proposed** by Chairman Ray Thomas, seconded by Councillor Vicky McKerrow that the plans drawn up should be brought to Council for consideration and a strategy created at that point.

43/18 **For Information**

- a) CRPE Wiltshire and Hills Best Kept Village – **Noted.**
- b) HERIC magazine available – **Noted.**
- c) Dragonfly magazine available **Noted.**
- d) Councillors Briefing note 340 Impact on Universal Credit **Noted.**

44/18 **Exclusion of Public and Press**

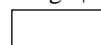
As certain items were expected to include the consideration of exempt information Purton Parish Council RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

45/18 **Land Purchase**

- a) Land Transfer documentation was signed by Councillor Neil Hooper, Chairman Ray Thomas and Clerk Deborah Lawrence and payment authorised for completion of the purchase. It was **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour that as soon as this was completed, a notice would be placed in the public domain.
- b) Purton Tennis Club – the Clerk advised that the 10 year lease is due to expire and a new lease is due to be sent to the Tennis Club. Due to burial land options, it was agreed that a 5 year lease be agreed with a letter advising that unless alternative burial land is sourced within the next 5 years this will be the last term offered. **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.

46/18 **Councillor Update**

The Chairman of Council Ray Thomas updated Councillors on the agreed scheduled meeting which was recorded and since transcribed which took place on Friday 12th January 2018 at 7pm in the Village Hall. Subsequently a letter has been sent and ratification of the contents detailed was required





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in order to move this matter forward. After lengthy discussions it was **Proposed** by the Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all in favour with one abstention by Councillor Sue Matthews that the “responsibilities and conduct” as detailed in the letter were ratified and confirmation of the agreement by Council was reconfirmed and sent. All concerned hope this matter was now resolved and the Council can progress in a positive manner.

47/18 **Purton Parish Council as Sole Trustee to the Institute and Village Hall, War Memorial and Village Centre and Play Close Charities**

Chairman of Council advised Councillors that the Charities are in need of complete re-visit on all aspects of management. He raised concerns over the financial implications levied to sustain these facilities and wished to review the areas of concern with a view to presenting a solid base for future management.

Council were presented with a brief action plan outlining areas to be reviewed. It was **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Kevin Law with all those present in favour of this action being carried out by the Clerk. This action plan will be presented to the charities for discussion and confirmation of action being taken at their next available meeting. No decision was made over the expenditure element of the action plan – this will be discussed further.

48/17 **Staff Holiday Request**

Council considered a request from a member of staff to take annual leave during the whole of December 2018. This was approved. **Proposed** by Chairman of Council Ray Thomas, seconded by Councillor Neil Hooper with all those present in favour.

There being no further business the meeting was closed at 9.15 pm

Dated

Signed.....

