



## ANNUAL COUNCIL MEETING

Parish Councillors are summoned to attend the Annual Meeting of Purton Parish Council to be held at the Village Hall, Station Road, Purton on **Monday 14<sup>th</sup> May 2018, commencing at 7.00 p.m.**

Wednesday 9<sup>th</sup> May 2018

Signed : Clerk to the Council  
Deborah Lawrence

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.*

**Public Questions Time** - *Members of the public are permitted to speak and ask questions during public question time. There is a limit of three minutes speaking time per person. Council is not required to give an immediate answer to a question or debate it at the meeting. Once Public Question Time is over and the Council/Committee has started the main meeting members of the public are welcome to remain for the duration of the meeting but may not participate further. There are occasions however when the public and press maybe excluded from a meeting due to the nature of the business to be discussed.*

*All mobiles phones to be on silent or switched off during meetings and not to be used unless in an emergency.*

### AGENDA

#### 1. ELECTION OF OFFICE

**Chairman of Council** – members are requested to provide nominations for Chairman of Council, all nominations must be seconded.

**Vice Chair of Council** – members are requested to provide nominations for Vice Chair of Council, all nominations must be seconded.

#### 2. ACCEPTANCE OF OFFICE

**Acceptance of Office Forms** -Newly appointed Chair and Vice Chair must sign their acceptance of Office at the meeting.

#### 3. DECLARATION OF INTERESTS

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.

#### 4. STANDING ORDERS

Council to consider :-

- a) Changes in legislation referring to GDPR, FOI, Recording of meetings, Electronic Publications, Public Contracts regulations 2015 have resulted in a change in format of Standing Orders. Council to consider revision. **ATTACHED**



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- b) Changes in Appendix A : Powers and Delegated Authorities of committees and Parish Clerk – changes in relation to GDPR and preparation of accounts for charities. **ATTACHED**
- c) Changes to Appendix B – Guidelines for managing three charities of which Purton Parish Council is sole Trustee – changes to use of Snackbar and date of finance meeting. **ATTACHED**

### 5. FINANCIAL REGULATIONS

Council to consider changes and adoption as follows :-

- a) Financial regulations – changes to remove Staffing from Finance and General Purposes committee meeting, change in name of Annual Return to Annual Governance and Accountability Return (AGAR) **ATTACHED**
- b) Appendix A Financial Procedures Manual – to consider changes to Staff being removed from Finance and General Purposes, Fixed term bond now held at Hampshire Trust Bank and CIL added as funding stream. **ATTACHED**

### 6. MINUTES OF PREVIOUS MEETING

To receive and approve the minutes of the Council meeting held on Monday 16<sup>th</sup> April 2018 .  
**ATTACHED**

To ratify following minutes

Annual Parish Meeting

Monday 9<sup>th</sup> April 2018

Play Area committee

Monday 23<sup>rd</sup> April 2018

**For noting**

Purton War Memorial and Village Centre

Monday 26<sup>th</sup> February 2018

### 7. ELECTION OF COMMITTEE MEMBERS AND CHAIR OF COMMITTEES

The Chairman and Vice Chairman of Council are ex-officio for all committees

The **Committee is elected first** and those elected to the respective committees elect the Chairman. The Vice Chairman of each committee will be elected by the respective committee members at the time of their first meeting unless Council decides otherwise. **ATTACHED**

FINANCE AND GENERAL PURPOSES COMMITTEE

PLANNING AND HIGHWAYS COMMITTEE

To consider holding planning and Highways under full Council or set aside a separate committee

BURIALS AND CEMETERY MANAGEMENT COMMITTEE

STAFFING COMMITTEE

PLAY AREA/RECREATION COMMITTEE

To consider frequency of meetings as proposed in minute reference 21/18 Monday 23<sup>rd</sup> April 2018 meeting.

### 8. CHARITIES

Council to ratify the newly appointed Chairman of Council as Chair of the meetings of Charities when its acts as a trustee. A Vice Chairman, if required, to be elected at the next Trust meeting unless Council wish to nominate at this point.

### 9. REPRESENTATIVES OF OTHER BODIES

To consider who will represent the following bodies on behalf of Purton Parish Council.

- Health and Safety – 2017-18 Ray Thomas



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- Public Transport – 2017-18 The Clerk
- Police Tasking Group Meeting – 2017-18 Kevin Law
- Area Board- October 2017-2018 Ray Thomas
- CATG – 2017-2018 Ray Thomas
- School Liaison – 2017-18 The Clerk
- Youth – 2017-2018 The Clerk
- Hills Liaison – 2017-18 – no representation currently
- Neighbourhood Plan – 2017-2018 Ray Thomas
- Operational Flood Working Group – 2017-2018 Deputy Clerk
- Dementia Friends – 2017-18 The Clerk, Jamie Hurwood

### 10. CHEQUE SIGNATORIES

Councillors to consider the current cheque signatories, with a view to change or keep the current named Councillors.

- 5 signatories required with 3 of the 5 needing internet access. (Currently Ray Thomas, Neil Hooper, Geoff Greenaway, Vicky McKerrow and Elizabeth Wilson).

### 11. PUBLIC QUESTION TIME

Members of the public are invited to make representations to Purton Parish Council on any matters relating to the work of the Council. (Public Bodies admission to meetings) Act 1960.

### 12. INTERNAL AUDITOR

For Councillors information, the current auditor is Auditing Solutions Limited.

### 13. EXTERNAL AUDITORS

For Councillors information, PFK Littlejohn, new auditors, will carry out our external audit.

### 14. CHAIRMANS ALLOWANCE

An annual allowance, currently set at £200 was granted last year. Council to consider keeping this figure or amending accordingly.

### 15. DISCIPLINARY/GRIEVANCE AND APPEALS PANEL

Council to consider representatives for each panel.

Grievance Panel 2017-18 – Councillor Ray Thomas/Vacant

Appeals Panel 2017-18 – Councillors Kevin Law/Neil Hooper

### 16. CALENDAR OF MEETINGS

The meeting dates are set until December 2018. Draft dates for 2019 **ATTACHED** for consideration and approval.

### 17. UNITARY COUNCILLORS REPORT - No report available prior to generation of agenda.

Verbal update at meeting.

### 18. FINANCE

- a) To receive and approve the Income and expenditure sheets for April 2018 (attached for members consideration) **ATTACHED**
- b) To agree to a transfer of £15000 from our Nationwide Account to meet the Councils expenditure for the month.
- c) Pension Fund Employers Update – **ATTACHED**



d) **Council Bank Reconciliation**

<b>As at 30th April 2018</b>	Current	Business Saver	Fixed Term	Total
	Account	Account	Deposit	
Balance per Bank Statement	£15,112.13	£245,333.87	£80,000.00	£340,446.00
<i>Less unrepresented items</i>	£ 500.00	£ -		£ 500.00
<b>Balance per Cash Book</b>	<b>£14,612.13</b>	<b>£245,333.87</b>	<b>£80,000.00</b>	<b>£339,946.00</b>

19. **AREA BOARD** – An update from Councils representative for 2017-2018, Ray Thomas.

20. **LOCALISM ACT 2011 – STANDARDS**

A request has been received from the Associate Director of Legal and Democratic Services at Wiltshire Council to consider the main points of Conduct, Register Interests Ethical Standards and Training and to respond by 11<sup>th</sup> May. Clerk has requested an extension on this date due to the date of our Council meeting and to give consideration by all members. **ATTACHED**

21. **NEIGHBOURHOOD PLAN**

Update from Chairman of Council Ray Thomas.

22. **PLANNING and HIGHWAYS**

a) May Highways Newsletter **ATTACHED**

b) For information : Parking and Waiting restriction Update **ATTACHED**

c) Proposed Traffic Regulation Order for Ridgway Farm – **ATTACHED**

- Letter from resident regarding this concerns over proposal **ATTACHED**

d) Breach of Tree Protection Conditions 3,4 and 5 N/13/005507/FUL **ATTACHED**

e) To consider the following planning applications :-

**18/03389/FUL** Brockhurst Farm, Greenhill, RWB – side and first floor extension to existing garage to provide ancillary accommodation and single storey infill extension to main house

**18/03362/FUL** Field adjacent 31 Stone Lane, Lydiard Millicent – formation of new field access. (Councillor Jacqui Lay has given her concerns to the planners regarding the issues currently experience due to changes in Purton on Manor Hill).

**18/03532/FUL** Folly Down Farm, Packhorse. Proposed stables and hay barn.

**18/03799/FUL** 7 Locks Lane, Purton – convert building to dependant relative annexe.

f) Granted Applications

18/02075/TCA – ST. MARY’S CHURCH, CHURCH STREET. Work to tree’s in a Conservation area. **No Objection.**

18/02094/TCA – 5 CHURCH END. T1 Yew – 20% crown reduction, T2 Sycamore – Fell, T3 Beech – 20% crown reduction, T4 Elm – Fell, T5 Elm – Fell, T6 Sycamore – Fell, T7 Sycamore – 20% crown reduction, T8 Holly – 10% crown reduction, T9 Yew – 20% crown reduction, T10 Elm – Fell, T11 Sycamore – Fell. **No Objection.**

18/01735/FUL – GOSPEL OAK FARM, BRAYDON. Erection of a detached domestic garage, workshop, log store and office/annex ancillary to Gospel Oak Farm. **Approve with conditions.**

18/01941/FUL – 93 PAVENHILL. Two storey extension to side and single storey extension to rear. **Approve with conditions.**

18/03799/FUL 7 Locks Lane, convert existing building into dependant relative living annex.



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- g) Council to consider the proposed Double Yellow Lines, TRO Moredon Bridge 20 mph Zone, time response extension given until after meeting. **ATTACHED**
- h) **18/265/ENF** Ashgrove House – For information since the Council advised breach of parking conditions the owner has now enquired about variance on these conditions. **ATTACHED**

### 23. CAT-G COMMUNITY AREA TRANSPORT GROUP

#### a) **Manor Hill Footpath**

Council to consider a request received from a resident asking for full disclosure of costings and work carried out on this pathway as in their opinion the work is substandard.

**ATTACHED**

- b) Rein and Shine Issue 6289 – speed of traffic through Bradon – Chairman to give verbal update.
- c) High Street Purton – residents concerns over speed of traffic, volume, safety of children trying to cross at High Street to St Marys School. Council to consider a request to CAT-G for consideration of schemes available and possible utilisation of CIL monies.
- d) Action/Notes Log update. **ATTACHED**
- e) Hayes Knolls Junction - Proposed experimental order for prohibition of entry to Hayes Knolls Road. Further to the “round robin” emails regarding this draft proposal, the Chairman of Council has responded on behalf of Purton Parish council and ratification is required. **ATTACHED**

### 24. RIGHTS OF WAY AND OPEN SPACES

- a) For information : Notification of unauthorised removal of hedgerow at Mud Lane SN5 4LW. **ATTACHED**
- b) To consider a request for Footpath Team members to use the Council Van when our staff are not using to transport items to the locations required. **ATTACHED**
- c) CPRE – invite to attend AGM on 18<sup>th</sup> June. **ATTACHED**
- d) Litter Bin update – For information a bin at Purton Stoke which was budgeted for in 17-18 has now been installed and a dog bin on Jubilee/Witts Lane has been swapped for a bigger unit to try to combat the issue of overflowing.
- e) For information one of our loyal footpath team members has decided to leave. This gentleman has given years of excellent service to the people of Purton keeping the footpaths accessible. The Clerk has written conveying the Councils thanks. The Clerk will also arrange suitable thank you at the next Informal Rights of Way meeting in June.

### 25. DEMENTIA FRIENDLY COMMUNITY

**For information** Purton is holding the North Wiltshire Regional Dementia Action day on Monday 21<sup>st</sup> May 2018 from 10.30am to 12.30pm. The Clerk and Sue Giles will present Purton’s Journey along with speeches by Alzheimer’s Society, neighbouring community groups. All Councillors are welcome to attend. This is not an event open to the public. Agenda **ATTACHED**

### 26. OPERATIONAL FLOOD WORKING GROUP (OFWG)

For information – Flood Warning Area updates. **ATTACHED**

### 27. VILLAGE CLEAN UP

A request has been received from Councillor Kevin Law to review areas within Purton that require attention. **ATTACHED**



**28. PEAR DROPS PRE-SCHOOL**

Council to consider an informal request at this stage, from Peardrops Pre-school to use the paddock at the rear of the village hall for outside forest school type activities for the younger children. During term time only 9am to 3pm. All relevant insurance and risk assessments will be done. Any changes required ie: fencing, safety aspect will be brought to Council for consideration at pre-schools cost. Clerks verbal update.

**29. 1<sup>ST</sup> PURTON GUIDES**

Invite to attend EqualiTeas Tea Party on 26<sup>th</sup> June at 20.00. **ATTACHED**

**30. GDPR MAY 2018**

- a) Council to consider and approve the information provided under the Model Publication Scheme **ATTACHED**
- b) For information good news that NALC are lobbying for an amendment to Government legislation regarding the requirement to remove the Data Processing Officer role for Town and Parish Councils.
- c) Website update – notification to all subscribers asking them to accept their continued subscription has been actioned. Very poor response from users to date.
- d) Hall Bookings – letter/email notifications asking for permission to hold data has been sent.

**31. WALC**

Newsletter for May 2018 – **ATTACHED**

**32. POLICY FOR ADOPTION**

Council to consider the following policies for adoption :-

- a) Non Smoking Policy. **ATTACHED**
- b) Investment Strategy and Policy and guidance notes **ATTACHED**

**33. FOR INFORMATION**

- a) Annual Town and Parish Council Report 2017-18 by Councillor Baroness Jane Scott. **ATTACHED**
- b) Councillors Briefing Note 350 – Recruitment of Foster Carers. **ATTACHED**
- c) Councillors Briefing Note 349 – Changes to planning legislation – permission in principle **ATTACHED**
- d) Councillors Briefing Note 352 – Termination of free charge of waste collections **ATTACHED**
- e) Councillors Briefing Note 351 – Update on transformation of adult social care services **ATTACHED**
- f) Councillor Briefing Note 348 – Electoral Review of Wiltshire Council –update consultation of new division boundaries **ATTACHED**
- g) Wiltshire Council News Release – Home building goes local. **ATTACHED**
- h) Dragonfly Magazine available if Councillors wish to read.
- i) Greensquare – The Future of Hooks Hill – circular given to residents. **ATTACHED**

**34. EXCLUSION OF PUBLIC AND PRESS**

In view of the fact that Publicity would prejudice the public interest by reason of the confidential nature arising out of the business to be transacted in accordance with LGA 1972, Sch 12, para 10(2) (b) and 26 (2) (b). Members of the Public and Press are asked to withdraw.



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### 35. LONG GROUND

- a) Council to consider the report enclosed along with Clerks verbal update. **ATTACHED**
- b) Council to consider referral to Environmental Agency for determination.
- c) Council to consider maintenance of land. Clerks update.

### 36. END OF LEASE – The Dingle

Council to consider email to cease agreement from landowner and how to secure the land at the Dingle to stop future access. **ATTACHED**