

**MINUTES OF THE ANNUAL MEETING OF THE STANTON ST QUINTIN PARISH
COUNCIL HELD ON 29th MAY 2018**

- 1. Present:** Mr N. Greene (Chairman); Mrs G. Horton;
Mrs R Whiting;

1 member of the public

- 2. Apologies:** Mr P. Murton

- 3. Absent:** Mr A. Andrews

- 4. Election of Chairman for 2018/19:** Mr Nick Greene was unanimously elected Chairman for 2018/19.

The Acceptance of Office form was duly completed.

Mr Greene stated that he would only be standing as Chairman and a Parish Councillor for one further year

- 5. Election of Vice Chairman for 2018/19:** It was agreed to leave this until more members had been co-opted onto the Council

- 6. Election of Representatives:**

Area Boards	-	Peter Murton/Nick Greene
Parish Forum	-	Gabrielle Horton
Emergency Volunteer	-	Nick Green
Highways	-	Gabrielle Horton
Footpaths	-	Peter Murton
Community Police	-	Peter Murton
Village Hall Committee	-	Nick Greene/Ros Whiting
Neighbourhood Plan	-	

- 7. Calendar of Meetings for 2018/19:**

Tuesday 26 th June 2018	-	Annual Parish Meeting
Tuesday 25 th Sept 2018	-	Council Meeting
Tuesday 27 th Nov 2018	-	Council Meeting
Tuesday 15 th January 2019-		Council Meeting
Tuesday 12 th March 2019	-	Council Meeting
Wednesday 14 th May 2019-		Annual Council Meeting

All meetings to start at 7.30 pm

- 8. Code of Conduct, Standing Orders, Register of Interests, Risk Assessments and Financial Regulations:** Clerk to circulate copies of the terms of the Code of Conduct, Risk Assessments and Financial Regulations. New model Standing Orders received. The Clerk will customise these and circulate for adoption at the next meeting

- 9. Statement of Balances as at 31st March 2018:** The statement of balance as at 31st March 2018 was **£10752.91**

- 10. Public Question Time:** There was one member of the public

The following issues were raised:

Erosion of the grass verges in both the Upper and Lower Village
Grit bins – the one in Newbourne Gardens to be replaced with a larger one and a second bin to be purchased to be positioned by 11 Lower Stanton

- 11. Chairman's announcements and declarations of interest:** The Chairman reported that he had attended the service for the WAAF Memorial Window on 6th May. This had been attended by the Mayor Chippenham together with Air Commodore Barbara Cooper and the Air Cadets. He thanked Graeme and Doreen Pattison for organising a Bring and Share party on the Village Green to celebrate the wedding of Prince Harry and Meghan Markle.
- 12. Co-option to fill vacancy:** Following the recent resignation of John Seale further notices had been put up. The Chairman felt that the Council needed to engage with more parishioners, particularly the younger members, to find people to fill the two vacancies
- 13. Minutes:** The Minutes of the Meeting held on 13th March 2018 were taken as read and signed as being a true record. The Minutes of the meeting held on 27th February 2018 were amended to delete the words "this is a factual inaccuracy and a deliberate attempt to mislead" under item 4. This was on the advice of the Planning Officer. The Minutes on the website will also be amended.
- 14. Matters Arising:**
 - a. Highway issues:**
 - Litter by the garage: The Chairman had sent a message to the new owner but had not heard anything back. The litter was still a problem
 - Damage to the Village triangle/verges in Lower village: On the advice of Paul Bollen it was agreed to put in an Issue Sheet to CATG to address the issue of eroding verges in both the Upper and Lower Villages and suggesting that posts be put along and asking for funding for this
 - Double yellow lines by BP Garage: Letter from Paul Bollen to stating that Wiltshire Council had no funds to reinstate the No Through Road sign. Clerk to raise this as an Issue Sheet with CATG to ask them to fund this.
 - Junction of Seagry Road with 429: This is tied in with the Dyson planning application and the development of the distribution centre at Junction 17 as there would be an increase in the traffic.
 - Parish Steward visits: Clerk to ask why no dates had been received for August and September. It was also agreed to ask him to look at replacing the sign for Church Lane.
 - Fire Hydrant by 8 Lower Stanton St Quintin; Clerk to ask the Fire officer to carry out a check.
 - b. Area Board/Rural Parish Forum:** On-going
 - c. Footpath 11** – Clerk had asked for a Public Footpath sign to be put up by the Deer Farm. This has still not been erected. Mr Murton reported that Dysons had been asked to look at developing the footpath
 - d. Ownership of the Village Green;** An application had been made to Wiltshire Council to register this as an Asset of Community Value. It was also being registered as a Village Green and recorded in the

Neighbourhood Plan as a Green Space

- e. **Dumping of materials on “The Quarry, Avils Lane:** Continue to monitor
- f. **Data Protection:** Following the appointment of the Data Protection Officer, a telephone audit had been carried out and a Report and Action Plan will be received shortly. Data Protection Policy, procedures and Privacy Notice to be drawn up.

15. Neighbourhood Plan: Following the resignation of John Seale, Paul Craven had taken over as Chair of the Steering Group. Roger Starling is now the treasurer and Grahame Pattison is the deputy treasurer.

- Strategic goal:
Maintain the rural aspect of the community
Keep green space between the village and J17 and M4
Increase connectivity between the main and lower developments
Additional dwellings to be part of the connectivity goal
- Waiting details of the survey Monkey which Lemon Gazelle will use in the framework of planning policy to underpin the strategic goals identified in the community engagements
- Application for additional funding had been granted which should carry the plan through to the end of the year
- The Steering Group has asked for support on compiling the technical aspects of the report
- Discussions ongoing with the Wiltshire Council Liaison officer
- Next steps:
Receive the detailed report extracted from the survey monkey by Lemon Gazelle
Speak to Highways; Planners; Dyson; Church, MoD and the school
Ensure the high level goals are consistent with planning requirements
Plan a further community meeting in September

16. Emergency Plan: Draft to be amended and final copy sent to Wiltshire Emergency Planning Officer.

17. Parish Hall: A report was read out. The Committee has asked if the Parish Council could support the Parish Hall Committee with a grant of £500 annual which would go towards the contingency fund for future work to the Hall.

This was discussed and it was agreed that the Parish Council could support this and to look at this with the budget for next year. As no money had been put in the precept for this year a one off grant to be discussed at the next meeting.

18. Correspondence:

- a. **Statutory Pay Awards:** Details of the Pay Award for 2018/19 received. It was **recommended** that the Clerk's salary be increased by 2% to £2050 pa backdated to 1st April 2018
- b. **Mobile Library:** Posters received
- c. **Renewal of defibrillator:** Notification from South Western Ambulance Service that the defibrillators are due for renewal in July 2018 at a cost of £1800 + vat for the first one and £1000 + vat for the second one. It was agreed to look at alternative suppliers. New training due on 11th September.

19. Update re Buckley Barracks: There was no update

20. Annual Governance and Accountability Return 2017/18

As the Parish Council does not have a gross annual income or gross annual expenditure of over £25,000 it meets the qualifying criteria to complete the Certificate of Exemption. This was agreed and signed.

21. Internal Auditor's report: This was circulated and agreed

22. Annual Governance Statement: This was completed and signed

23. Accounting Statement for 2017/18: This was agreed and signed

The notice of public rights to be put on the notice boards and on the website.

24. Planning Enforcement:

Clay Pigeon Shooting at Buckley Barracks: On-going

25. Applications received: The following application was considered:

18/03007/FUL Lane SE of Junction 17
Full planning permission for groundworks and drainage proposals

No comment

18/04222/FUL Avils Barn, Avils Lane
Construction of unfenced gallops

The Parish Council supports the application

26. Accounts for payment: The following accounts were approved for payment.

ICO	-	Registration for Data Protection	35.00
Lemon Gazelle	-	Village Green Registration	200.00
WALC	-	Subscription	226.34
NALC	-	LCR subscription	17.00
Community First	-	Insurance renewal	197.69
Envisage Grounds Main	-	Grass cutting March/April	198.00
SSQ Parish Hall	-	Hire of hall	10.00
SSQ Parish Hall	-	Hire of Hall NDP	10.00

27. Date of next meeting: Annual Parish and Council Meeting – 26th June 2018

Chairman