

**MINUTES OF THE ANNUAL MEETING OF THE STANTON ST QUINTIN  
PARISH COUNCIL HELD ON 14<sup>TH</sup> MAY 2019**

**To be ratified**

- 1. Present:** Mr A. Andrews (Chairman); Mr E. Crossley; Mrs G. Horton;  
Mrs S. Parker; Mrs R. Whiting  
Cllr H. Greenman

11 members of the public

- 2. Apologies:** Nil

- 3. Absent:** Mr P. Murton

- 4. Election of Chairman for 2019/20:** Mr Adrian Andrews was unanimously elected Chairman for 2019/20

- 5. Election of Vice Chairman for 2019/20:** Mr Edward Crossley was unanimously elected as Vice Chairman for 2019/20

- 6. Election of Representatives:**

Area Boards	-	Peter Murton/Adrian Andrews
Parish Forum	-	Gabrielle Horton/Serena Parker
Emergency Volunteer	-	Edward Crossley
Highways	-	Gabrielle Horton
Footpaths	-	Adrian Andrews
Community Police	-	Adrian Andrews
Village Hall Committee	-	Ros Whiting/Serena Parker
Parish Website	-	Nick Greene – he will be paid a retainer for this

- 7. Calendar of Meetings for 2019/20:**

Tuesday 11th June 2019	-	Annual Parish Meeting
Tuesday 24 <sup>th</sup> Sept 2019	-	Council Meeting
Tuesday 26th Nov 2018	-	Council Meeting
Wednesday 15 <sup>th</sup> January 2020	-	Council Meeting
Wednesday 11 <sup>th</sup> March 2020	-	Council Meeting
Wednesday 13th May 2020	-	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:** Copies of the terms of the Code of Conduct, Risk Assessments and Financial Regulations and Standing Orders had been circulated.

- 9. Statement of Balances as at 31<sup>st</sup> March 2019:** The statement of balance as at 31<sup>st</sup> March 2019 was **£14915.16**

**10. Appointment of Internal Auditor:** Mrs K. Garrett was appointed as the Internal Auditor

**11. Public Question Time:**

Concerns were raised about the light pollution re the Dyson application. It was stated that at the present time the light pollution comes from the ammo dump on the camp but this legally has to be lit. Cllr Greenman reported that the Case Officer still has a lot of unanswered questions and he has taken these back to the developers. It was also stated that he could ask for a viewing panel to visit the site. Mr Andrews agreed to speak to Mr Murton about the current situation.

It was reported that one of the grit bins had still not been delivered.

**12. Chairman's announcements and declarations of interest:** It was announced that there is still a vacancy on the Parish Council

**13. Minutes:** The Minutes of the Meetings held on 12<sup>th</sup> and 26<sup>th</sup> March and 23<sup>rd</sup> April 2019 were taken as read and signed as being a true record.

**14. Matters Arising:**

a. **Highway issues:**

- Litter by the garage: Continue to monitor
- Damage to the Village triangle/verges in Lower village: Update from Wiltshire Council. This Highways Improvement request has been added to the list of requests to be considered by the Chippenham CATG
- 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: Dates of future visits
- Grit bins: The grit bin in the Upper village had been stolen. Clerk to order a new one.
- A429 sign: it was reported that there used to be a sign saying "No heavy vehicles through the village". Clerk to raise this as an issue sheet.

c. **Area Board/Rural Parish Forum:** On going

d. **Footpath 11** – The footpath from Hullavington to Stanton is shown on Dyson's Outline plans & it is hoped this will be soon accessible

e. **Ownership of the Village Green;** The application forms had been submitted.

This has also been included as a green space in the Neighbourhood Plan.

f. **Update of signature mandate;** The alterations to the mandate had been approved. Clerk to add Edward and Serena to the list.

g. **Chippenham Parish Forum:** Serena and Gabrielle had attend the meeting.

h. **Chippenham Area Board:** On-going

**15. Neighbourhood Plan:** A report received on the present position. The Neighbourhood Plan was being drafted.

**16. Village Hall Report:** A report was read out. This included the fundraising

planned for the forthcoming year.

**17. Correspondence:**

- a. **Parking in lay-bys:** It was reported that cars are being left all day in the lay-bys which causes problems with visibility. HGVs are also parked. Clerk to raise this with the Highways Enforcement.
- b. **White lines at the junction:** These need repainting. They will be reported using My Wiltshire app
- c. **Thanks:** Letter of thanks to the Council received.
- d. **Code of Conduct:** Letter received following the meeting held on 23<sup>rd</sup> April and raising issues re the Code of Conduct. The Clerk will send a reply
- e. **Use of emails to parishioners:** Following the meeting held on 23<sup>rd</sup> April it had been suggested that the Parish Council emails information to parishioners. It was decided that the Council would not do this as it would be contrary to the General Data Protection Regulations.
- f. **Reporting Issues to Wiltshire council:** The system for reporting issues to Wiltshire council will change on 1<sup>st</sup> June 2019.
- g. **Parish Emergency Assistance Scheme:** Application form for the provision of salt etc. Adrian to deal with this.
- h. **Little Free Library:** letter requesting permission to have a little free library on the Village Green. Permission was given for this

**18. Annual Governance and Accountability Return 2018/19**

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.

**19. Annual Governance Statement:** This was completed and signed

**20. Accounting Statement for 2018/19:** This was agreed and signed

**21. Planning Applications received:** Nil

**22. Application granted:** The following applications had been granted permission:

19/02441/HRN	Land off Church Lane, Stanton St Quintin Temporary removal of 6m of hedge
19/02555/FUL	33 Lower Stanton St Quintin Side conservatory extension

**23. Accounts for payment:** The following accounts were approved for payment.

Lemon Gazelle CiC	-	Neighbourhood Plan	400.00
Mrs K. Garrett	-	Internal Audit	25.00
Community First	-	Insurance	197.69
SSQ Village Hall Com	-	Hire of Hall	105.00
WALC	-	Subscription	222.72

**24. Items of report and future Agenda items:**

Agenda for Annual Parish Meeting: 11<sup>th</sup> June 2019 - Chris Hazelwood from

Dyson and Gigaclear will be attending the meeting

Grass cutting: Clerk to establish whether Envisage Grounds Maintenance will continue with the grass cutting

Grass cutting at junctions: clerk to ask Wiltshire Council to cut this

- 25. Date of next meeting**: Annual Parish Meeting – 11<sup>th</sup> June at 7.30  
Full Council – There will be a short meeting after the APM to consider planning applications

*Meeting closed at 8.30 pm*

**Chairman**