

## MINAL PARISH COUNCIL

### Minutes of the Remote Meeting Held on 13 July 2020

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| <b>1. Present:</b><br>John Bevan – Chairman<br>Brian Devonshire – Vice Chair<br>Chris Webb<br>Ruth Kolish<br>Anna Whitehead<br>Guy Gagen<br>Rob Bailey – Vice Chair | <b>Apologies Accepted:</b><br>None<br><br><b>In Attendance:</b><br>Gordon Pepper<br>Adam Slater<br>Sue Hine Clerk/RFO |
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**Declarations of Interest:** None

This meeting was held remotely via Zoom in accordance with the Coronavirus Pandemic Regulations 2020.

#### **2. Minutes of the meeting held on the 11 May 2020**

JB asked for a correction to the planning minutes to read Home Farm not Warren Farm. This was an error on the WCC planning portal. The Minutes were then approved and will be signed at a later date by the Chairman.

- 3. Matters Arising** – These had been circulated. The actions that have been able to be carried out during the pandemic are transferred to Agenda items. JB reported that the Clerk had investigated the Werg gardens tree removal and decided that this non-compliance with planning was not worth pursuing. The site at Werg gardens is on the market with Birkmyre.

#### **4. Re-opening of the Playpark**

BD and the Clerk have been working through Government guidelines. The Clerk has negotiated daily sanitisation using Marlborough Town Council grounds team. Posters have been put up reminding users of their responsibilities to sanitise their hands regularly and maintain social distancing. Signs have been put up on some of the equipment to restrict numbers. The increased costs will be met by the remains of the SSE Covid 19 grant and the situation will be reviewed in early September. This has been announced on the website and the Minal Community Facebook page and two positive comments have been received. GG commented that some users may not follow the advice and that there is no supervision. He suggested using a free track and trace Q code system similar to the ones pubs and restaurants are adopting. This would ensure the rules are clearly in people's minds and assist the track and trace system. RK said that she was part of the Government Track and Trace team and that any positive tests are interrogated separately.

**Action: GG to send information to Clerk.**

#### **5. Questions from Members of the Public**

Gordon Pepper joined the meeting. JB had circulated a paper from Gordon Pepper about the role of Church warden and forming closer links between the PC and PCC. Many volunteers had come forward for the Covid 19 exercise and

it was thought to build on this. GP reported that he was to become the Church Warden temporarily with support from Honorary Warden Mary Fishlock. A recruitment exercise was underway. CW said that he would attend the PCC meeting and act as liaison between the PC and PCC. GP left the meeting.

## **6. Church Lane – Ash Trees and Drains**

Adam Slater joined the meeting. He moved into Church Lane a few weeks ago and contacted the Parish Council about the large Ash trees opposite his property that are shedding branches and the drains in front of his house that nearly flooded his new floor with recent heavy rainfall. The Clerk and JB have seen two tree surgeons who have given quotes for pollarding/third reduction of the trees. As the trees are old they may not grow back after pollarding and then require more expense to fell. JB asked the Clerk to contact the Tree Officer at Wiltshire County Council for advice. Planning would need to be sought anyway as this is a Conservation Area.

Regarding the drains JB advised AS that this was a long-term problem and had been caused some years ago. It is believed the culverts under the road had been blocked possibly by some building work and WCC were aware. They have previously stated that it would be a huge job to dig up the road and replace the culverts. The Clerk has previously chased this issue and been advised that the gullies are on the priority list for the Council and are cleared regularly. AS is in discussions with the owners of Firbank about clearing that gully but JB advised that the Parish Steward probably would not have time to undertake this job with the time he has available. AS said that he would try and elevate this flooding risk to a higher level. RB reported that the residents of the cul-de-sac are having the road re-laid and this may result in further work to the drains. AS left the meeting. The following day WCC arrived to clear the gulleys. A junction off one of the drains was discovered and a high-pressure hose used to clear the debris. The pipe diverts water across the road and into a drain running down towards the church on the left-hand side and should reduce the threat of flood water from entering Adam's house.

**Action: Clerk to contact WCC Tree Officer**

## **7. Website Review**

Following feedback from various people in the village RB and the Clerk have conducted a review on the website. There have been ongoing problems with the current developer and finding a new developer able to undertake the work using the same language is difficult. RB had circulated a paper with options for the future and various interested village people had been contacted for their views. The main issues are the costs and the purpose of the website. Ease of updating and being able to find information quickly are important for a village website and the current design is rather static and difficult to use. While using another private developer would mean that we had a bespoke village website that could be made to look individual and different, it would be expensive on an ongoing basis, mean we were reliant on that developer and may not meet Accessibility requirements. The conclusion drawn was that the generic model provided by Netwise offered the best solution for parish councils such as Minal. There are on-line tutorials and several people in the village can make updates and notices. RK noted that this would encourage village use. The Clerk said

that websites and social media are different to other forms of more traditional communication such as newsletters and posters. However, they could be mutually beneficial in that an article could be flagged up in the newsletter and then be downloadable from the website and that the PC needed to use all forms of communication. Councillors voted to adopt the Netwise package and thanked Chris Webb for his work on the old website.

**Action: Rob Bailey and the Clerk**

**8. Responsible Finance Officer's Report and AGAR**

The Clerk had prepared and sent the financial statement and a breakdown of expenditure against budget plus a screen print of the balances which were approved. The Clerk reported that the internal audit had taken place and the accounts had been verified. Councillors approved the Annual Accounts for 2019-20 and the Clerk will make the arrangements for public inspection.

**9. Werg Path Gates**

BD reported that Ramsbury Estates have ordered and paid for the gates and are awaiting delivery. The Clerk has contacted G Hobbs who will fit them. He has advised he has a lot of work at the moment.

**10. Any Other Business**

RK reported that the Parish project to support vulnerable residents appears to have slowed down and she has had no more enquiries.

**Meeting finished at 7.50pm – next meeting Monday 14 September**