

MINAL PARISH COUNCIL

Minutes of the Parish Council Meeting Held on 11 September 2023
At 6.45pm in the Village Hall

Draft for approval on 13 November 2023

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| <p>1. Present:
Anna Whitehead, Chair
Guy Gagen
Brian Devonshire, Vice Deputy Chair
Rob Bailey, Vice Deputy Chair
Lesley Green</p> | <p>Apologies Accepted from:
Adam Kebble, Lucy Kirkpatrick
Caroline Thomas, County Councillor</p> <p>In Attendance
Sue Hine, Clerk/RFO</p> |
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Declarations of Interest for Matters being discussed: None.

- 2. Minutes of the meeting held on 10 July 2023**
The Minutes were approved and signed.
- 3. Matters Arising** – These had been circulated and an updated Action sheet accompanies these minutes. The main actions have been transferred to Agenda items.
- 4. Questions from Members of the Public:** There has been a query re Council tax banding from a resident. The Clerk referred this to Caroline Thomas for advice and received a prompt reply from Ian Brown, Head of Revenues and Benefits at Wiltshire Council. As well as the rating on size of property and number of bedrooms Mr Brown mentioned that the valuation was considered at the time. It was evident that small to medium detached properties particularly in the more rural locations in the east of the county were highly valued due to the demand for them even back in the early 90s so this had impacted ratings in Mildenhall. Mr Brown gave some suggestions on appeal which have been passed to the resident.
- 5. Planning Applications**
PL/2022/09014 Appeal Planning inspectorate Eco House Werg Gardens Clerk has sent submission to the Planning Inspectorate. No further news from the Planning Inspectorate.
PL/2023/04938 Iona, Church Lane SN8 2LU - Loft conversion with Velux roof lights, garage conversion, external cladding, new PVU windows, carport and associated landscaping. Concerns about drainage have been raised in Church Lane and the applicant is working with WCC.
- 6. Wiltshire and Swindon Prepared Resilience Event 31 August 2023 Tidworth Garrison**
The Clerk had attended this event with Chris Musgrave who is one of the village's Emergency contacts for Wiltshire Council. The event introduced the emergency planning team at Wiltshire Council and the army liaison. There were display stands for the gritting and gully team and the Parish Stewards and talks from SSE and BT/EE. Participants were divided into teams to undertake an exercise around a severe snow event. Wiltshire Council has a statutory duty for emergency planning which does not transfer to PC's and Town Councils. WCC are looking for local Emergency plans to support the Emergency services and Council team and the PC Emergency Plan meets this criteria. Points to note were that everyone reported difficulties around GDPR and the process of obtaining volunteer permission to hold information and identifying vulnerable members of the community who often do not want to come forward. There were various ideas which will be incorporated into the PC Plan. The

Clerk discussed the snow plough and a new rubber strip for the bucket will be ordered and delivered to Andrew Ainsley. The Clerk will also liaise with regarding a new bracket for the tractor and look at Parish Insurance.

Action: Snow plough Clerk

7. Emergency Plan

The PC Emergency Plan was approved by Councillors subject to the minor changes suggested by the Chair. Wiltshire Council have issued a template and asked that Emergency Plan's are in line with this. The template is a little unclear and as the PC plan meets the criteria sought Councillors felt it was unnecessary to restructure the document. The Clerk will set up a new Whatsapp group for Volunteers and email all volunteers a copy of the plan. A meeting for all volunteers to introduce the plan was discussed but deemed not necessary at this point. Rob Bailey reported that the grant for equipment from SSE has been submitted. The Clerk has drawn up an Emergency Plan checklist to be reviewed by Councillors regularly.

Action: Clerk

8. Local Highways and Footpath Improvement Group

Lucy Kirkpatrick attended the LHFIG in person on 13 July. She reinforced the benefits of the footway and our project was voted into the priority list which means we can now put in a substantive bid for funds to Wiltshire Council. Ramsbury Estates have still not responded to emails despite contacting them twice through both emails and their website contact tool over the last 2 months. The LHFIG need agreement in principle from them before they start any form of costly survey etc, and this may unfortunately delay our bid for substantive council funds, as those funds are allocated end of this month. James Shepard, chair of the LHFIG offered to use his contacts and press Ramsbury on why they have not replied, so we are just waiting for him to come back to me.

9. Financial Reports and Completion of AGAR

The Clerk reported that she had been in discussion with the PKF Littlejohn auditor. The problem appeared to be our increased expenditure last year in comparison to the previous year and further paperwork was sent. Notification of successful completion of audit has now been received, with no issues outstanding and this has been posted on the Notice board. The financial Statement and Expenditure annual accounts were approved by Councillors and GG signed the statement and verified the balances. BD, the Clerk and LG will meet to discuss next year's budget. **Action: Clerk**

10. Website

Emergency Planning and police community pages have been set up on the website. The Clerk suggested a short article in Minal news to draw attention to the information on the website and this will be added to a late Autumn issue. The Clerk advised that landscape photos are required for the front page and Netwise recently picked up an issue where a poster became distorted and did not meet Display screen Regulations. **Action: Clerk**

11. Footpaths/Rights of Way – No issues.

12. Thicketts Road

Guy Gagen reported increased incidents of speeding along Thicketts road. A new dog exercise business has opened in Thicketts wood and new businesses are opening at Grove Farm. These are welcome to the village but customers driving too fast along this narrow road are dangerous. The Clerk will write to business owners asking them to advise customers to drive slowly and a request to LHFIG for 20mph signs will be actioned. **Action: Clerk, LK**

13. Playground

The Clerk received a website contact form regarding a crack in one of the logs at the front of the stepping equipment. This was replaced only a few years ago but GG will look at this while he is treating weeds on the bark. The playground inspection is due and the Clerk will order 4 cubic meters of bark to top up areas and the Gagen boys will spread this as part of their DofE. Thanks were given to Guy Gagen for his sons' work in the village. **Action: GG and Clerk**

14. Any Other Business

14.1 Timing of Meetings As so many Councillors work fulltime it was discussed that a later start time of 6.45pm would be helpful.

14.2 Church Carpark Hedge Clerk has contacted Bush Life. Delay due to work on harvest.

15. Dates of Next Meetings

Meeting closed at 8.30pm **Next meeting Monday 13 November 6.45pm**