

Draft Minutes of a Virtual Meeting of Berwick St John Parish Council held on Monday 7th September 2020

This meeting was held via zoom.

Present; Cllrs Bridges (Chairman), Keyse, Marks, Meade and Sparkes.
In attendance; Mrs C Churchill (Clerk). No members of the public
Apologies Cllr Bell and Hall. Wiltshire Cllr Mrs Green

There were no questions or statements from members of the public on any matter concerning the village.

Report from Wiltshire Cllr Mrs Jose Green. The following report had been circulated.

CATG and SWWAB dates are on Clerk's report

If you need new signage you can place it on the CATG agenda for next time, the PC will be expected to contribute though.

I note the concern about the roads, good luck if you manage to get a road sweeper through. Is there straw on the road? As several villages are requesting the same due to the straw. I see you have/or are intending to write to householders to cut their hedges back, it does help.

Highways have been very good doing some resurfacing in the villages and needless to say the drains required clearing after the tremendous rain storm last week, they came out very quickly. Hopefully they came to BSJ as I read some properties did flood.

Thankfully, the WC overspend due to Covid 19 has lowered considerably, even so there will be stringent days ahead.

At present we are drawing up the agenda for SWWAB (30th Sept'), one important piece of work will be setting the priorities for the future years (the JSNA). You will be hearing a lot more about it.

Did you respond to Tony Deane's paper on improving the Broad Band coverage/ speeds in our area?

Super fast BB must surely be of a high priority as we go into the future. James Body's (from Bowerchalke) project for mobile phone coverage (Ch4lke mobile) featured on Page 3 of the Financial Times a few weeks ago. I met up with him and John Glen and the journalist etc to hear how it's progressing. SWWAB gave Ch4lke mobile a grant and it's very satisfying to see that from seed money it led on to Government funding of nearly £3m.

Cllr Bridges opened the meeting at 7.30pm

0984. Apologies for absence were received from Cllrs Bell (work) and Hall (conflicting social engagement).

Berwick St John PC resolved to accept the apologies for the reasons given.

0985. To approve the Minutes of the Meeting held on 6th July 2020.

Berwick St John PC resolved to approve, without amendment, the previously circulated Minutes which were taken as read and will be signed by the Chairman.

0986. To approve the Minutes of the Meeting held on 28th August 2020.

Berwick St John PC resolved to approve, without amendment, the previously circulated Minutes which were taken as read and will be signed by the Chairman.

0987. Interests.

(i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's register of interests.

None declared.

(ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

None received.

Cllrs were reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date.

0988 To exclude members of the Public and Press. To resolve to exclude, if required, for matters that need to be discussed in confidence. Not required.

0989. Update of actions form the Minutes dated 7th July 2020.

1. (0962.1) Sign for the overflow car park at the Memorial hall - the making of this sign. Cllr Meade confirmed this will be completed by the next meeting. Cllr Meade
2. (0962.3) Emergency Plan. Cllr Hall had circulated an electronic copy. More volunteers were required, it was agreed to circulate an email, place a note on the village website and a request in the next Bulletin asking for volunteers. Cllrs Bridges and Hall to arrange this. Cllrs Bridges / Hall
3. (0962.4) Update on the purchase of a flag and flag pole for the Memorial Hall. Cllr Sparkes confirmed the order has been placed but no delivery received yet. Ongoing
Cllrs Bell, Meade and Sparkes will arrange the putting up of the flag pole and flag.
Cllrs Bell, Meade and Sparkes.

0990. Update of actions form the Minutes dated 28th August 2020.

1. (0982) The audit paperwork has been signed.
2. (0982.v) The Certificate of Exemption has been sent to the External Auditor.
3. (0982.vi) The notice for public rights has been displayed.
4. (0974) An extraordinary meeting was held on 28th August to approve the accounts. Berwick St John PC noted the update.

0991. Parking within the village. Comments have been received regarding cars parking at the Memorial Hall without permission despite notices being displayed. It was noted that there are some cars parked there that have permission from the Hall Committee. Clerk to look into a pro forma disclaimer sign. Clerk

0992. Flooding within the parish. Following recent heavy rainfall some properties were flooded. To consider what action BsJPC can take to ensure this doesn't happen again. Clerk contacted Highways regarding the Ringway team that had been in the parish, they were doing some patching.

The drains have been reported to WC that they require attention (removal of silt).

- Bottom of The Tithe House Drive
- About 10 on The Cross
- Couple at the Top of Water Street
- Also mud on the road from the recent heavy rain.

No update re the checking of drains and map of the drains due to the absence of Cllr Bell.

Clerk to write to landowners asking them to ensure the ditch is clear so that water can flow freely. Clerk Cllr Sparkes will attend the next South Wilts Operational Flood Working Group meeting. Cllr Sparkes

0993. Play Area.

- (i) Grass cutting – no issues.
- (ii) To note any issues or concerns. None reported

0994. Highways

- (i) To receive an update on any matters previously reported to Highways. None of the issues have been attended to.

(ii) To receive an update on the request to WC to clean the roads preferably with a road sweeper. WC Highways has responded and it is hoped the sweeper will be in the parish shortly.

(iii) To note any matters that need reporting to Highways. This was covered on 0992 above

(iv) To note previously reported overgrown vegetation and outcome following sending of a letter. It was not known if the hedge was still an issue.

(v) To receive an update on the letter sent to the owner of Easton Farm re overhanging vegetation. The vegetation has been attended to.

(vi) To note any vegetation overhanging the highway or watercourse and requiring a letter
The hedge opposite Ferne requires cutting back.

The hedge at the junction of Top Road and Main Road is overhanging the highway.

Clerk to write to both landowners.

Clerk

The hedge is obscuring the 30mph sign (Top Rd near Upton Cottages), this will be reported on the MyWiltshire app.

Cllr Bridges

(vii) To receive an update on:

- white lines at the junction of Luke Street / Top Road.
- illegible sign for bend going out of village towards Alvediston.
- missing sign junction of Top and Bottom roads.
- posts for the guard rail on bottom road (east of the junction with Top road)

None of these issues have been addressed although someone has filled in the illegible sign with a black marker to warn drivers.

Clerk to write to Cllr Mrs Green and request these issues are attended to.

Clerk

Cllrs were reminded that any issue should be reported to WC using the app, this ensures it goes on the list.

If possible using a smartphone at the location ensures it is recorded correctly.

(viii) Parish Emergency Assistance Scheme (PEAS). To confirm the requirements.

Clerk has spoken to Cllr Meade and completed the request for salt. Cllr Meade agreed to being the contact so should be contacted by WC when he can collect the requested items.

(ix) Salt bins within the parish. To confirm these will be checked and reported to WC if any require filling or replacing (due to damage). Please note WC are not providing any additional bins, these need to be purchased and maintained by the parish.

It was confirmed that all the salt bins are in good working order and no filling is required.

(x) To note any items to be placed on the Parish Steward list.

Obscured 30mph sign listed in 0994.vi

Rights of Way signs – along Top Rd a directional fingerpost sign (bridleway) and another by Cherry Walby's stone.

Clerk to inform Rights of Way Officer.

Clerk

PLANNING

0995. To consider how to respond to any planning applications received after the publication of this agenda. There were none.

0996. To note any applications for tree work received after the publication of this agenda. None.

0997. To note the following planning decision made by Wiltshire Council.

20/05896. Dormers. Fell a Beech tree – dead, diseased or dangerous. Permitted.

20/06354. Leat House. Fell 1 Birch tree. No objection.

The planning application for the Walled Garden (20/03937) is currently undetermined.

0998. Breaches of deemed planning consent. To receive information relating to any breaches of planning within the parish, this maybe work carried out without appropriate planning consent or not in accordance of planning consent. None reported.

0999. Planning consultation. Council is asked to note the current consultation to changes in the planning system.

Berwick St John PC resolved to note the consultation but resolved not to respond as a parish council.

Cllrs were reminded they can respond as individuals.

All Cllrs

1000. Telephone Kiosk in Water Street. BT wish to remove this kiosk due to the lack of use. The Parish Council has the opportunity to purchase the kiosk for £1. Should the PC resolve to purchase the kiosk the telephony will be removed.

(i) To respond to BT on the decision to remove the telephone kiosk / telephone

Berwick St John PC resolved to agree to the removal of the telephone but wished the kiosk to remain.

Clerk to inform BT.

Clerk

(ii) To resolve whether to purchase the telephone kiosk.

Berwick St John PC resolved to purchase the telephone kiosk for £1.

Clerk

(iii) To consider what the kiosk could be used for should the PC wish to purchase it.

Berwick St John PC resolved that the kiosk should be a library and will require a quote for shelves.

(iv) To agree to the painting of the kiosk.

Berwick St John PC resolved to note that two parishioners have offered to paint / buy paint for the kiosk.

1001. Planting of the Oak Tree to commemorate 100 years since the end of the First World War.

(i) To agree a date for the planting of the tree (weather permitting).

As previously agreed this tree will be planted when conditions permit, it was hoped to plant the tree in late October / early November.

(ii) To consider what sort of event should be held to mark this occasion.

Berwick St John PC resolved that there should be a small event but this will not be a PC event.

1002. To receive an update on the following;

(i) Berwick St John Parish Council website. No issues.

(ii) Covid-19. The support group is still running but a lot quieter.

(iii) Berwick St John village website. No issues.

(iv) Invasive plants within the parish. These have been treated by the new landowners.

1003. Finance. Year ending 31st March 2021.

(i) To note the balance of the accounts.

Opening balance £13,577.20

Total receipts £ 7,303.83

Total payments £ 1,831.30

Closing balance £19,029.73

This includes ring fenced sums totalling £809.61, leaving an available balance of £18,220.12

The ringfenced sum consists of £500 from the sale of the football goals and £309.61 for printer and website training (transparency grant).

Berwick St John PC resolved to note the information, there were no question.

(ii) To note the budget / spend spreadsheet.

Berwick St John PC resolved to note the spreadsheet, there were no questions.

(iii) To vire funds from reserves to budget if required. Not required.

(iv) To note payments made since the last meeting (£95 – 2 x broadband monthly and Information Commissioner standing order, plus payments authorised at the last meeting).

Berwick St John PC resolved to note this information.

(v) To authorise payments due

Berwick St John PC resolved to authorise payments totalling £451.72 plus the flag pole cost paid by Cllr Sparkes.

Cllr Sparkes will send the invoice once the goods have been received. Cllr Sparkes

(vi) To consider whether the allocated sum from the sale of the football goals should be used to purchase a bench to be sited within the parish.

Berwick St John PC resolved to purchase a bench but need to agree a location before purchase. Ongoing

1004. To agree what should be submitted to the Bulletin.

Request for volunteers – Emergency Plan.

Drains and Gullies

Telephone Kiosk

1005. To agree a date for the Clerk's review. Clerk to send availability after 9th October. Clerk

1006. Clerk's Report inc correspondence

Emails re coronavirus

CATG (September) meeting will be held virtually.

WC Planning meeting held virtually – no applications concerning the parish

SWWAB – Virtual meeting on 30th September

Attended webinars on planning, model code of conduct.

Briefing note for holding face to face meetings.

Briefing note re changes to the legislation – the requirement for the Annual Parish Meeting has been removed and the notice specifying date, time and place of a meeting must also include the details of how to access the meeting.

Information regarding potential grant for village halls – f/w to Cllrs Bridges and Meade.

Berwick St John PC noted the information listed.

1007. To note items for the agenda of the next meeting. Any items for the agenda should be sent to the Clerk before Monday 26th October 2020.

Cllrs were reminded that agenda items should include a title, brief description and a proposal.

1008. To confirm the date of the next meeting as Monday 9th November 2020. Please note this is the second Monday to allow time for the precept information to arrive.

This will be the budget setting meeting and Cllrs are asked to notify the Clerk of any items to be added to the budget by the deadline for agenda items.

It was hoped that this meeting will take place in the Memorial Hall, Cllr Meade will send the Risk Assessment for using the hall to the Clerk soon.

Cllr Meade

Cllr Bridges closed the meeting at 8.40pm