

Minutes for the ordinary meeting of Odstock Parish Council

Odstock Councillors met on Wednesday 6th April 2022 for the Ordinary meeting of The Parish Council at The Pavilion, Nunton Recreation Field. The meeting started at 7.30pm

No members of the public were in attendance.

Present: Cllrs Edward Riley (Chair), Jackie Owen (Vice Chair), Sally Nelson, Colin Berry, Nigel Start

Also present: Jay McGowan (Clerk), Cllr Richard Clewer

Agenda

87/21. To receive and consider acceptance of apologies. Cllr T Newman

88/21. Vacancies in Parish Council Office: One.

To consider the Personal Statement received from Mr C Trubshaw regarding the vacancy.

Resolution: The Council thanked Mr Trubshaw for submitting his personal statement for consideration for the vacancy.

* **Item 92/21a – Parish Council Policies was brought forward.** This was so the Co-option Policy could be agreed and adopted.

Cllrs agreed Mr Trubshaw would be a great asset and bring lots of experience and enthusiasm to the Council. **Cllr Riley proposed** Mr Trubshaw being accepted on to the Council and **seconded by Cllr Start**. It was voted on with all in favour. **Mr Trubshaw completed his Declaration of Acceptance of Office.** Action: Register of Interests to be completed.

89/21. Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. None

90/21. To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussions only, no decisions can be taken) None

91/21. To agree any items on the agenda that are to be dealt with following the exclusion of the press & public. Items 103/21 and 105/21, staffing contract will be reviewed and discussed.

92/21. Minutes.

To approve and sign as a correct record Minutes of the Ordinary Council meeting held 2nd February 2022.

Resolution: All attending Councillors approved the Minutes as a true and accurate record. Signed by Cllr Riley.

***92/21a.** Parish Council Policies. To review and adopt the following policies:

Co-option - **Resolution:** All attending Councillors agreed to adopt the policy with immediate effect.

Clerks Delegation for Planning Applications – **Resolution:** All attending Councillors agreed to adopt the new policy.

93/21. Matters Arising:

a) Speed Indicator Device Project: Devices ordered and hoped to be installed in approx. 3 weeks' time. Cllr Riley to advise.

b) Odstock Parish Council website. Cllr Riley gave an update on the website. The website is attracting more viewers, more walks will be added, and additional local history pages will be uploaded.

c) Odstock Play equipment - Following the recent RoSPA inspection, it was highlighted the basketball hoops need to be repainted. On further inspection of the equipment the whole basketball post and hoop will need to be refurbished. The approx. cost of the works will be £30.00.

Resolved: Councillors agreed this cost, Cllr Berry complete the work.

d) Parking on Nunton Field – Following the last meeting the possibility of using the field for parking was proposed. The Estate would support the use of part of the field to be used as a parking area with certain conditions.

Resolved: Cllr Start will prepare a proposal with suitable areas for consideration and costings. It is also noted Downton FC would be willing to contribute towards the cost.

e). CATG Nunton Footway Project: This is on the waiting list of works. No further updates.

94/21. AONB Landscape Improvement Scheme: The proposal has been submitted by Cllr Start. No further updates.

95/21. Queen's Platinum Jubilee Celebrations:

To consider the following:

a) Nunton Field Power – can the power be increased for the event, or a temporary cable be installed. Cllr Riley is looking into the possibility of this and will give an update at the next meeting.

b) Running the Sunday Lunch Event. It was proposed by the Ebblesfest Committee that the Parish Council host the Sunday Lunch Event at the Recreation Field.

Resolved: The Council felt it would be better to tie it in with the river rafting/duck race as that tends to generate more residents. Cllr Owen will shortly be meeting with the Ebblesfest committee so will be update the Council at the next meeting.

c) Tree planting for the event. The Council considered the request to plant some trees in commemoration of the event.

Resolved: Two areas to be considered for planting of trees: Top end of Nunton Recreation Field and Jubilee Gardens. These locations will be put forward to the Ebblesfest Committee.

96/21 Transport, Roads and Footpaths:

a) Avon Valley Path Signpost – this has fallen. This has been noted and is being looked by the Estate Office. It is on the list of works.

b) Avon Valley Path – a tree has fallen and has blocked the path. As above.

c) Parish Steward Visits: Next visit due 12th April 2022. To consider any works that will need to be completed. No specific tasks noted.

d) Rose Lane, Nunton – New Road Sign. It had been noted Rose Lane does not have a road sign. Cllr Berry having consulted with Wiltshire Council gave a brief summary of the costs. The Council considered the approximate cost of £522 (supplied by Wiltshire Council), and all agreed to proceed with fitting of the road signs.

Resolved: Cllr Berry will liaise with Highways follow this through. It was noted there is a number of roads in the villages which do not have a road name, it was proposed, with all in agreement that the Parish Council would try to find the road names with a view to getting road name signs. **Action:** Cllr Start will compile a list of all the roads which are not named and put it forward to the Council for consideration.

97/21. Planning:

- a) **To consider a response to the current Planning Applications received.**
- i) **PL/2022/02191: Brensham, Nunton Drive, SP5 4HZ. Householder Planning**
Permission - block up garage doors and replace with a window to create an office and utility area. Demolish existing front porch and erect a new covered porch. Driveway to be extended using permeable material and 1m picket fence to be erected along perimeter of driveway and frontage with pedestrian access to porch.
Resolved: The application was considered, and The Council have no comments to make regarding the application. **Action:** Clerk to submit the comments to Wiltshire Council.
- ii) **PL/2022/02525: Amber Cottage, Bodenham, SP5 4EN. Notification of proposed tree works in a conservation area - T2 - Beech tree - fell T3 - Acacia - reduce down to height of previous reduction.**
Resolved: This application was reviewed and considered; Councillors do not have any objections to the proposed works. **Action:** Clerk will submit comments to Wiltshire Council.
- iii) **PL/2022/02455: Amber Cottage, Bodenham, SP5 4EN. Consent under Tree Preservation Orders - Oak Tree T1 (TPO) - Removal of broken branches from recent storm and overall crown reduction as falling limbs may damage roof of house.**
Resolved: This application was considered, and The Council have no comments to make regarding this application. **Action:** Clerk to submit comments to Wiltshire Council.
- b) **To consider a response to any Planning Applications received between publishing of the agenda, and date of the meeting.** None.
- c) **To confirm any planning application responses determined by email for applications received since last meeting.**
- i) **PL/2022/00997** – Nunton House, Nunton, SP5 4HP: Listed Building Consent - No Comment
- ii) **PL/2022/00965** – Nunton House, Nunton, SP5 4HP: Householder Planning Consent - No Comment
- iii) **PL/2022/01282** – Maple Cottage, Homington Road, SP5 4JA: Householder Planning Permission – No objection.
- d) **To note any planning decisions made by Wiltshire Council since the last Parish Council meeting.**
- i) **PL/2021/11374** - Nunton Cottage, Nunton Drive East to T Junction at Church, SP5 4HW. *Approved.*
- ii) **PL/2022/00997** – Nunton House, Nunton, SP5 4HP: Listed Building Consent – *Approved.*
- iii) **PL/2022/00965** – Nunton House, Nunton, SP5 4HP: Householder Planning Consent – *Approved.*

98/21. Hosted walks through the Parish. - Following a suggestion from Cllr Nelson regarding walks across the Estate, Mr D Chanty is onboard with this suggestion and willing

to work with the Parish Council to get these up and running. The first hosted walk will take place on Saturday 14th May. Adverts for the walk and details for registering for the walk will be posted on the noticeboards and published on the website. Cllrs Riley and Nelson will monitor the numbers registering.

99/21. To consider a request to use St. Mary's Church car park for parking.

Mr Broadhead has been commissioned by the Director of the Cranborne Chase Area of Outstanding Natural Beauty (CCAONB), Linda Nunn, regarding a proposal to add to the CCAONB website a downloadable circular walk route which will centre upon Odstock. The route he is proposing for this walk leads from Odstock, going east to Nunton and then onto the downs by way of Clearbury Rings and Great Yews. It then descends into Homington, crosses the River Ebble and returns across the field to Odstock. It follows existing public rights of way and quiet lanes throughout. However, so not cause conflict with residents and visitors he is suggesting using the car park for the start of the walk.

Resolved: While the Council are in support of this, it will need to be agreed by the PCC.

Action: Clerk will advise Mr Broadhead to contact the PCC.

100/21. Car Boot Sale. To review the Rotary Club Sunday Car boot sale. Dates of the car boot sales will be published on the website.

Resolved: The Parish Council will look at the possibility of having regular car boot sales. To be discussed at a later meeting.

101/21. Grass cutting contract.

a) To consider the renewal quotation from Bawden for grass maintenance of public areas in the villages.

Resolved: The Council reviewed the quote and all in agreement to accept the quotation.

Action: Clerk will advise Bawden.

It has been agreed with Downton FC they will complete ad hoc cuts if required before matches.

b) The review and consider a grant of £600 to the PCC for grass cutting at The Church.

Resolved: This was agreed by the Council. Payment will be made to the PCC via Adrian Taylor for the grass maintenance of the Church.

102/21. Parish Noticeboards. It has been noted the Parish Council Noticeboards need some repair. The noticeboards in Odstock and Nunton are in a poor state of repair and would need replacing.

Resolved: Cllr Berry and Start will get costings for new noticeboards. To be reviewed at the next meeting.

103/21. Finance:

Bank Balance as at: 31/03/22

Current Account: £40.45

Savings Account: £16,850.00

a) To appoint Mr A Taylor as internal auditor. **Resolved:** All Councillors agreed to Mr Taylor completing the internal audit.

b) To approve any upcoming payments:

Britford Parish Council: £75.00 (50% of cost shared Clerk laptop). Approved

Bawden Invoice: £177.12. Approved

HMRC – Income tax for Clerk: £49.20. Approved

c) To consider the fee for shared cost of Microsoft package. 50% of the monthly fee to be

shared with Britford Parish Council.

Resolved: It was agreed to pay this cost annually.

Payments Out 01/02/2022 – 31/03/2022:

| Date | Payee | Description | Amount |
|--------------|---------------------|----------------------|-----------------|
| 03.02.2022 | Bawden | Grass Cutting | £177.12 |
| 23.02.2022 | C S Berry | Litter Picking Equip | £124.80 |
| 28.02.2022 | J McGowan | Staffing Costs | £217.20 |
| 01.03.2022 | Water2Business | Utility Bill | £28.22 |
| 01.03.2022 | Wessex Mole Control | Mole Control | £160.00 |
| 14.03.2022 | Southern Elect | Utility Bill | £80.05 |
| 24.03.2022 | Bawden | Grass Cutting | £177.12 |
| 24.03.2022 | J McGowan | Staffing Costs | £233.60 |
| Total | | | £1198.33 |

Payments In: 01/01/2022 – 31/03/2022

| Date | Payments From | Description | Amount |
|--------------|---------------|-------------|--------------|
| 09.02.2022 | Lloyds Bank | Interest | £0.15 |
| 09.03.2022 | Lloyds Bank | Interest | £0.14 |
| Total | | | £0.29 |

d) To receive an update of the signatories on bank account. Clerk now has access to online banking and can view the bank account. Clerk to complete the mandate for Full Access to the account: All Councillors in agreement to this, with access being requested for all Councillors in the future.

104/21. Forthcoming Meeting:

a) Southern Wiltshire CATG Meeting 04/05/22: 18.00 22.00 via TEAMS. Cllr Riley to attend.

105/21. Staffing Report: Brief report from Clerk.

National Salary Awards 2021/2022: The Clerk updated Councillor's on the new pay scale rates. The pay award was reviewed.

The Clerk gave a brief report on the handover from the previous clerk. It was agreed a thank you gift for Mr Parsons would be purchased on behalf of the Council.

106/21. Any Other Business/Items to be carried forward

Community Orchard was proposed. Cllr Nelson will look into the possibility of a community orchard.

Vicarage Corner Garden: Rubble has been left on the surface.

To consider a request for 20mph speed limit outside the school and pub.

It was proposed a cleaner should be hired to keep the Pavilion clean and tidy.

107/21. Odstock Parish Council policies: To review and agree the Council policies for publication on new website.

Standing Orders, Financial Regulations and Financial Risk Assessment will be reviewed and considered at the next meeting.

108/21. To consider and agree scheduled meeting dates for 2022.

Wednesday 18th May 2022 – Annual Parish Council Meeting: 7.30pm
Wednesday 28th June 2022 –Wednesday 7th September 2022
Wednesday 5th October 2022
Wednesday 7th December 2022

109/21. To Close the meeting.

The meeting was closed by the Chairman at 9.15pm.