

**Odstock Parish Council**  
**Minutes for Ordinary Parish Council Meeting**  
Jay McGowan, Parish Clerk

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Odstock Parish Councillors met on Wednesday 6<sup>th</sup> March 2024 for the Ordinary Parish Council Meeting held at the Barker Room, Nunton.

The meeting started at 7.30pm.

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**Present:** Cllrs Ed Riley (Chairman), Nigel Start (Vice Chair), Sally Nelson, Liz Stanger, Colin Berry, Shaun Askew, Chris Trubshaw

**Also, present:** Jay McGowan (Clerk), Cllr Clewer plus two members of the public.

**Public Session**

PC Murphy: PC Murphy sent his apologies for not being able to attend the meeting. He has asked residents to keep submitting any incidents through the usual channels.

Nunton Farm:

A Parishioner requested the Parish Council approach the farm to request the track used by the slurry trucks be concreted while works are being carried out on the new buildings.

The Parishioner also requested the Parish Council ask Nunton Farm that when building works have been completed, if fast growing evergreen shrubs/trees could be planted to mask the buildings from Nunton Drove and create a better view for residents.

It was noted the condition of the road on Nunton Drove by the S-bend has considerably deteriorated with large potholes and the verges being eroded. Large vehicles along this stretch of road are causing damage to the roads and private properties. Cllr Start will ask the Parish Steward to fill in these areas on his next visit.

As there are several highway issues on Nunton Drove, a request for a highways engineer to visit the area will be submitted. Cllr Riley will approach the Farm regarding the track and screening of the buildings.

**Agenda**

**105.23 To receive and consider acceptance of apologies.** None.

**106.23 Vacancies in Parish Council Office:** None.

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

**108.23 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.

**109.23 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public.** None.

# Odstock Parish Council

## Minutes for Ordinary Parish Council Meeting

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**110.23 Minutes.** To approve and sign the Minutes of Parish Council meeting held Wednesday 10<sup>th</sup> January 2024. **Resolved:** The Minutes were approved as a true record of the meeting; they will be signed at the next meeting.

### **111.23 Odstock Play Areas.**

a) To consider quotes received for new play equipment: swings and agility rope. Resolved: Cllrs considered all the quotes; both materials and costs, **resolved;** all voted for steel equipment. **Resolved:** A vote was taken on which company to proceed with Redlynch having the majority of 5 votes, Proludic; 1, Abstained; 1. Cllr Nelson will proceed with the quote from Redlynch of approx. £10,200.00

b) As the play area has now been cleared of moles it has left with most of the grass area covered in mole hills; Cllrs considered outsourcing the raking of the field.

**Resolved:** All Cllrs agreed to outsource this.

### **112.23 Bus shelters.**

a) Odstock Bus Shelter. *To be deferred until summer.*

b). A338 Bus Shelter. A panel has come away and needs to be repaired. **Resolved:** Cllr Berry will assess the damage and carry out repairs if possible.

**113.23 Neighbourhood Development Plan.** To consider the need for a published Neighbourhood Development Plan. Cllrs considered the benefits, the time and effort to produce a Neighbourhood Plan. **Resolved:** A vote was taken, and it was unanimously agreed not to proceed any further as it would have very little benefit to the Parish.

**114.23 Radnor Hall.** Cllrs considered appointing a member of the Council to act as a representative for the Council on the Radnor Hall Committee. **Resolved:** Cllr Nelson volunteered to join the committee as a representative of the Parish Council.

**115.23 Pedestrian sign.** To consider a request for sign a 'Pedestrians' to caution to vehicles along Odstock Road. As this is not within the Parish Boundary the clerk will forward the request to the correct Parish. *No further action.*

**116.23 New & Notes Annual Update.** To consider a volunteer to submit an update for News & Notes. **Resolved:** Cllr Trubshaw volunteered to submit regular Parish Council updates for News & Notes.

**117.23 Car Boot Sales.** These have been confirmed for:

12<sup>th</sup> May 2024

9<sup>th</sup> June 2024

21<sup>st</sup> July 2024

8<sup>th</sup> September 2024

**118.23 Financial Policy Review.** To review the Financial Policy. **Resolved:** All Cllrs reviewed the policy and confirmed they agreed with the procedures.

**119.23 Asset Review.** To review and update the Parish Council assets. The Clerk and two Cllrs will complete the review before the end of March.

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## **120.23 Clerk's Report/Matters arising from previous meeting.**

**a. Parish Noticeboards.** The Odstock noticeboard has now been fitted. **Resolved:** It was agreed a sign for the noticeboard would be purchased. Cllrs Berry and Trubshaw will assess the Nunton noticeboard for repairs.

**b. Litter bins.** To consider the quotes received for litter bins and weekly collection service. **Resolved:** Cllrs considered the quotes and agreed to proceed with the quote from Glasdon. **Resolved:** The fixing options were considered, and it was majority vote for the concrete-in anchors fixing. This will bring the total cost to approx. £770.00 (including VAT). **Resolved:** It was agreed Grist Environmental will carry out the regular maintenance of the bins, with weekly emptying during the summer months and then fortnightly throughout the winter.

**c. Defibrillator.** An application to the Department of Health and Social Care Community Automated External Defibrillator Fund scheme has been submitted. **Resolved:** The Yew Tree Inn have confirmed they are happy for the defibrillator to be installed. **Resolved:** All agreed to proceed with the match funding grant of £750 for the second defibrillator.

**d. Parish Steward Visits.** The main focus for the Parish Steward is currently potholes, please submit any reports on the My Wilts App. Cllr Start will continue to submit the monthly worksheets.

## **121.23 Transport, Roads and Footpaths**

**a. Discretionary Gully Service.** This has now been carried out with all drains cleared. **Resolved:** Shepherd's Close will be submitted again on the next worksheet. *The Parish Council would like to thank the Highways Team for clearing all the drains throughout the Parish.*

**b. Unnamed Road Sign.** *No further update, still ongoing.*

### **c. Jubilee Gardens.**

i. Risk Assessment for the area. This has now been completed, awaiting the report.

ii. Parking. **Resolved:** A request for bollards will be submitted to LHFIG.

c. Kissing Gates. Locations have been confirmed with Wiltshire Council. *No further update.*

**d. Report from Highways Matters Event.** Cllr Askew gave a brief report and reiterated the funding allocated for improvements. He was pleased to report back the Odstock speeding figures showed the Parish as one of the lowest, this could be the SID's acting as a deterrent for speeding through the Parish.

## **122.23 Planning**

a. To consider a response to any new planning applications received. None.

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 email for applications received since last meeting.

**PL/2024/00257:** Rosebank, Bodenham, SP5 4EU. *No Comment.*

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d. To note any planning application decisions received by Wiltshire Council.

**PL/2024/00257**: Rosebank, Bodenham, SP5 4EU. *No objection.*

**123.23 Finance**

a. To note bank balance. (01.03.24)

Current Account: £4,265.84

Savings Account: £17,446.85

b. To approve schedule of payments: **Resolved:** All payments approved.

Payments to be approved:

| Date     | Payee     | Particulars              | Amount    |
|----------|-----------|--------------------------|-----------|
| 17.02.24 | S Ford    | Parish Noticeboard       | £650.00   |
| 24.02.24 | J McGowan | Noticeboard Keys         | £15.00    |
| 29.02.24 | Bawden    | Grass Cutting            | £249.50   |
| 27.03.24 | ICO       | Data protection Fee (DD) | £35.00    |
| 29.03.24 | J McGowan | Clerk's Expenses         | £287.50   |
| 31.03.24 | Bawden    | Grass Cutting            | £249.50   |
| 31.03.24 | PCC       | Annual Grant             | £600.00   |
| 30.04.24 | J McGowan | Clerk's Expenses         | £291.66   |
|          |           |                          |           |
| Total    |           |                          | £2,090.66 |

**124.23 Correspondence Received**

- Briefing Notes: 24.01 - 04
- Message from Cllr Clewer, Wiltshire Council Leader – Tourism.
- Invitation to Southern Area Board Volunteer Event: 29<sup>th</sup> April 2024.
- Local Nature Reserve Strategy Event: 12<sup>th</sup> March, Salisbury

**125.23 Forthcoming Meetings**

- South Wiltshire Area Board: 28<sup>th</sup> February 2024 – Wilton.
- Wiltshire Council Town & Parish Clerks Meeting: 29<sup>th</sup> February 2024, 3pm - TEAMS
- LHFIG: 8<sup>th</sup> May 2024 – TBN
- Southern Area Wiltshire Board Meeting: 23<sup>rd</sup> May - TBN

**126.23 Items to be carried forward to the next meeting.**

**127.23 Dates of future meetings.**

- 8<sup>th</sup> May 2024
- 3<sup>rd</sup> July 2024
- 4<sup>th</sup> September 2024
- 6<sup>th</sup> November 2024

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**128.23 To close the meeting.**

**With no further business to discuss Cllr Riley closed the meeting at 9.15pm**