

# WILCOT and HUIISH (with OARE) PARISH COUNCIL

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Minutes of the Meeting of the Parish Council  
Oare School, Tuesday 17 March 2015, at 19.00.

## Present:

Councillors: Mr C Bartlett, Dr C Bouch, Mr L Giddings, Mrs B Lawson, Mrs N Fleet, Mrs A May (Clerk), Dr D Nix (Chair), Mrs P Smith and Ms D Wilson.

## In attendance:

Cllr Paul Oatway, Wiltshire Council  
7 members of the public, 2 staff and 4 pupils from Oare School.

For this meeting only the agenda items were heard out of the usual order to accommodate Oare School Council.

## Actions

### 1. Apologies for absence

Cllr R Fleet

### 2. Declarations of Interest on any agenda item to be discussed

Cllr Smith – item 8.3.

### 3. Presentation from Oare School Council

The meeting welcomed Lily, Hugh, Alex and Joseph, Year 5 and 6 representatives of the School Council, who gave a presentation on their vision statement, how representatives are elected, and the work of the Council. They informed the meeting about their fundraising initiatives and how funds were distributed and then took questions from the floor.

The Chairman thanked the pupils for their presentation and also thanked Oare School for hosting the meeting. The pupils and staff then left the meeting.

### 4. Welcome from the Chairman and Introduction to the Parish Council

As the pupils had left the meeting this item was omitted.

### 5. Report from the Police

PC Richard Barratt sent apologies but his report was read in précis by the Clerk and subsequently made available on the website.

### 6. Projects

#### 6.1 Village Gateways

The Clerk has received a quote from JACS for approximately £500 per gate. An offer has also been received from an Oare resident to supply and fit the gates, for which the Chairman expressed her thanks. Cllr Wilson will approach CATG to see if funding could be applied for, and will check with the County engineer about the procedure. The meeting agreed that this would be a worthwhile project to pursue.

Cllr DW

#### 6.2 School bus stop, Wilcot

The Council have given their commitment to funding to Wiltshire, and the work should be carried out in the near future.

Cllr RF

### 7. To review and provide feedback on new planning applications from Wiltshire Council

(Town & Country Planning Act 1980, sched 1, para 8)

**15/01424/FUL** – Two storey extension to rear elevation of property to

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replace current conservatory. Two storey extension to front/side elevation of property. Monkey Puzzle, Sunnyhill Lane, Oare. The Council expressed concern that the building would extend over the root spread of the monkey puzzle tree, but otherwise had no objections to this application.

Clerk

### 8. Current Parish Issues and Updates

#### 8.1 Kennet and Avon Canal, Wilcot

Following the village clean up day, the Clerk has written to the Angling Club asking that they remind their members to tidy any litter at the end of a session. Clerk also asked about toilet arrangements for angling competitions. Cllr Bartlett offered to remove the ballast that was left on the towpath after a boat sank. A date for the next CRT meeting is awaited and will be published when it is known.

##### 8.1.1 Adopt A Canal Scheme

CRT are promoting a scheme for neighbourhoods to 'adopt' the section of the canal through their area. Volunteers are required for approximately one day per month. The Council felt that this was a significant commitment but would find out more at the next CRT meeting. The Council considered that the Angling Club may be interested in joining in with this scheme; Clerk to contact them. A Wilcot resident has already expressed an interest in participating.

Clerk

#### 8.2 Broadband and phone signal

Cllr Bartlett gave an update for this project. The Wilcot Village Hall and Green Committee have agreed to the village hall being used for a repeater provided it is at no cost to them, and they would be agreeable to a phone line being installed at modest cost to them. The cost of a phone line, permitting broadband, will be explored. A repeater at the Golden Swan is also being investigated. The Wilcot project is ongoing. The repeater at Oare School is progressing as some equipment is already installed there. Vodafone are keen that locations will benefit the community in 'not' spots.

Cllr CB

#### 8.3 Lane to the rear of the village green, Wilcot

Cllr Smith informed the meeting that some repair work to the lane will be carried out imminently. Most residents had contributed and repairs will be made in these locations. The Wilcot Village Hall and Green Committee have agreed to make a contribution of one household's costs as a goodwill gesture. No contribution has been forthcoming from Rights of Way, even though the lane constitutes Footpath 48. Cllr Oatway offered to pursue this with Richard Broadhead from Wiltshire. Some residents expressed concern that there hadn't been a cohesive approach to the problem, although Cllr Smith said all affected residents had been invited to contribute to discussions. The residents were concerned that repairs to the lane will only serve to increase vehicular traffic. Signage is still inadequate and a simple unlocked chain across the path as a deterrent was suggested. To be an agenda item at the next meeting to facilitate further discussion.

Cllr PO

Clerk

#### 8.4 Wilcot War Memorial

The Clerk has chased a company she approached to quote for repairs but had no reply. Cllr Wilson suggested she approach Spire Monuments of Salisbury. Ongoing item

Clerk

#### 8.5 Rights of Way

The Chairman noted that a style has been put on the Rainscombe estate on Footpath 17, and she believes that an additional style has

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been erected at the bottom of the copse. There has been no dialogue with Rainscombe for some time and this needs to be pursued.

- 8.5.1 Village Walk  
The next walk will be Sunday 19 April and will cover footpaths on the Rainscombe estate so that Councillors are familiar with this area. All residents are welcome to join in. Clerk to inform and invite Mr Hiscox. Clerk
- 8.5.2 Additional information  
The style on the Stowell estate at the gate opposite Canal Close in Wilcot appears to have collapsed. Clerk to inform Stowell. Clerk

### 9. Transparency Code of Conduct

- 9.1 Resolve to adopt the Transparency Code of Conduct  
In 2017 Parish Councils with a turnover under £25,000 will be exempt from external audit but instead must adhere to a Transparency Code of Conduct. The Clerk informed the meeting of the Key Principles. This must be in place by 1 July 2015 and requires certain information to be published on the website. The Clerk saw no reason why Council would not be compliant within the timescales. Clerk
- Resolution:** That the Transparency Code of Conduct be adopted.  
**Proposed:** Cllr Wilson **Seconded:** Cllr Bartlett All in favour.  
A further suggestion was made that information about Councillors and Clerk's roles be included on the website, for clarity. Clerk  
Cllr CB
- 9.2 CPD Training for Council  
Wednesday 8 April for a CPD training session for Council, including completing the Parish Council Quality Review. Clerk to book a venue and circulate the Quality Review document for completion by Councillors. Clerk

### 10. Minutes of the last meeting – 13 January 2015

Clerk's action report circulated to Councillors prior to the meeting and made available to the public by request.

Item 12: The Chairman apologised to Oare School as they haven't yet achieved Academy status; this should happen in April.

Item 12: The Chairman thanked all volunteers who helped with the village clean up day in Wilcot and Oare. 3 bags of litter were collected in Oare and the Chairman felt this reflected an improvement in littering. 14 bags were collected in Wilcot. The Parish Council were unable to borrow equipment from Wiltshire Council and so have purchased some, enabling use at any time. Thanks to Cllr Bartlett for sourcing the equipment. As a result of the clean up day a report has been made to the police about a number of cans and bottles that have been dumped in two locations in Wilcot, possibly indicating a drink-driving offence.

**Resolution:** That the minutes be adopted as a true record of the meeting with the above amendment.

**Proposed:** Cllr Bartlett **Seconded:** Cllr Wilson All in favour.

### 11. Budget and Monitoring

- 11.1 Budget and Monitoring Report  
The Budget and Monitoring Report was circulated with the Agenda. All spend is as expected and within budget. Most budgeted payments have been made although not all cheques have been presented yet.  
**Resolution:** That the Budget and Monitoring Report be adopted.  
**Proposed:** Cllr Wilson **Seconded:** Cllr N Fleet All in favour.
- 11.2 Budget 2015-16

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The Clerk circulated the proposed budget for 2015-16. Two items have changed from the previous budget:

Line 2.6, Grant to Messenger was previously unbudgeted and shown as an overspend, as it was unidentified on previous budgets. This is now listed as a budgeted item.

**Resolution:** That the Grant to the Messenger be increased from £35 to £50.

**Proposed:** Cllr Wilson **Seconded:** Cllr Fleet All in favour.

Line 2.10, Grant to PCC Wilcot, was resolved at the last meeting to be set at £95, which is a significant reduction from the £775 previously budgeted.

The Clerk suggested that as the budget for the hire of Oare and Wilcot village halls is set at £80 she would like to increase the actual payments to closer to that figure, and £75 was agreed.

Line 3.1, Clerk's remuneration will be subject to an incremental increase, however the Clerk didn't know what that figure would be. The Staffing Committee will meet to agree this, following which a further short meeting will be held on 1 April at 7.00pm to resolve the 2015-16 budget. Clerk to book a venue.

Clerk

The Chairman thanked the Clerk for her work preparing the budget.

### 12. Chairman's Announcements

A meeting was held to discuss the camp site at the Golden Swan, which included the Chairman, Cllr Oatway, the landlord, the Enforcement Officer and the Planning Officer. No minutes were taken but the Chairman shared her personal notes with the Council. This meeting covered a lot of ground and the Chairman proposed that it be an agenda item for the next meeting for a full appraisal. The areas being fenced off in the field will be for pony paddocks. The areas covered by the Certificate of Lawfulness will be measured by the County Surveyor.

Clerk

### 13. Public Question Time

There was a question from the floor regarding camping at the Golden Swan and whether the matter of a static caravan on the site was raised at the above meeting; it was not. There was a further question regarding whether the parking problem in the vicinity of the pub was raised at the meeting; it was not. A resident said that campers in excess of the approved numbers were noted on the weekend of 14/15 March. The Chairman suggested that residents complain to Wiltshire Council about possible breaches of the 28 day rule, and to Natural England about possible breaches of the 60 day rule. The publican had agreed at the meeting that he would send copies of the exemption certificates for Natural England campers to the Enforcement Officer.

Cllr Oatway informed the floor that the purpose of the meeting had been to understand what the rules were so that, going forward, all parties will know what is right and what is wrong. It was to establish the facts, not raise points for negotiation. It was suggested that a summary of these rules be put on the Parish Council website, to better inform residents, and include relevant links, for example Natural England.

One resident enquired about the location of the proposed bus stop for school children in Wilcot and was shown the plan.

### 14. Correspondence

Clerk's correspondence report was circulated to Councillors prior to the

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meeting, and will be made available to members of the public by request.

The Chairman thanked the Clerk for dealing with all correspondence.

## **15. Policies**

Annual review of policies:

Two policies were raised for annual review, with no changes.

15.1 Publication Policy

15.2 Vexatious Correspondence and Complaints Policy

The Chairman signed both policies.

## **16. Exchange of Information**

16.1 Annual Parish Meeting, Thursday 23 April at Wilcot village hall. The Chairman asked that everyone spread the word to attend this meeting and asked for items for the agenda to be sent to the Clerk. Clerk to advertise the meeting.

Clerk

16.2 It is planned to officially open the new play area at Wilcot at the Annual Parish Meeting. The Chairman asked Cllr Oatway if he would attend.

16.3 Clerk has received application forms for the Best Kept Village Competition and will submit them on behalf of Wilcot.

Clerk

## **17. Proposed additional items for next agenda**

None were raised.

## **18. Date and time of next meetings**

Tuesday 19 May 2015 – AGM – Oare Village Hall

Annual Parish Meeting – Thursday 23 April 2015 – Wilcot Village Hall.

The meeting ended at 20.45

Additional diary dates:

Chairman: .....

Date: .....

## Camping at the Golden Swan

Notes arising from a meeting on the 10<sup>th</sup> March at the Golden Swan to discuss camping on the site.

Attendees: Councillor Paul Oatway (PO), Parish Councillor Dee Nix (DN), Mr Dave Coupland (DC) landlord, Mr Rory O'Donahue (RD) County Planning Officer and Mr Steven Jenkins (SJ) County Enforcement officer.

<b>Item</b>	<b>Action</b>
<b>Complainants</b> The issue of the number of complainants was raised; SJ said there was only one complainant. It was made clear by DN that the main complainant represented at least 11 other complainants. In addition, the Parish Council had received a number of independent complaints. This amounts to a significant number of complainants.	<b>Parish Council</b>
It was agreed that the Parish Council would pass on complaints to enforcement, respecting complainants anonymity.	<b>Parish Council</b>
The Parish Council would encourage individuals to complain independently.	<b>SJ</b>
Steve Jenkins agreed to pass on Complaints anonymously to DC so that DC would be able to take remedial action if necessary.	

DC said that he had not received any complaints directly.

### **The Area of Certificate of Lawfulness**

There was some discussion about the rules covering this area.

RD confirmed that the Certificate covered a total of 10 caravans at any one time on the site.

RD made it clear that the nature of the site within a conservation area and an ANOB and the fact that the Pub is a Grade II listed building is irrelevant to a Certificate of Lawfulness application.

RD suggested that DC may wish to make a full Planning Permission application for the site which would address the nature of the site. If granted it could have a set of stipulations which would need to be obeyed but which would make the rules very clear to everyone.

DN asked that the Area of the Certificate of Lawfulness be measured from the plans since there was doubt about exactly where the boundaries are. This was done and the position of the boundary fence running parallel with Hare street is a number of meters too far from the road making the area considerably larger than it should be. This was slightly moderated if the measurements were taken from the buildings however it was still a significant difference. Given the sensitivity of this issue it was agreed that RD would ask County surveyors to accurately measure the Area and DC would then be able to install the fence in the correct position.

**RD**

**Item**

**Action**

**The field covered by the 28 Day Rule**

Considerable discussion took place over the veracity of the evidence provided to demonstrate breach of the 28 Day Rule. SJ did not believe that the evidence was unequivocal on some days since it was not possible to see which side of the fence the tents were on and that there were a small number on many occasions. SJ mentioned that he had written to the primary complainant to say that the breach was insignificant in planning terms. DN pointed out that further evidence had been provided subsequent to SJ's letter but that the complainant had received no further correspondence from SJ. DN incorrectly mentioned that SJ had asked for photographic evidence, which he had not. [Steven Hawkins from planning enforcement had in fact suggested that photographic evidence would be helpful.]

SJ was insistent that the breaches were trivial and that they would be thrown out of a Magistrates Court if presented.

The nature of the 28 Day Rule was re-iterated and all agreed that it allowed for up to 28 days camping in any one year in the field.

**The field and Exempt Bodies**

DN re-iterated the rules concerning Exempt Bodies and all agreed that they were clear..

1. All Exempt Bodies must have a license, which is held on site and can be requested by anyone. This should be held by the representative of the Exempt Body
2. Where Exempt Bodies are using the field at the same time as individuals covered by the 28 Day Rule then

there should be clear demarcation between the two groups.

3. Any one Exempt Body can use the field for up to 42 consecutive days or up to 60 non-consecutive days in any one year. Where multiple groups use the field the totals should still not exceed the total number of days. Exceeding the number of days would be regarded as overuse. The landowner should let Exempt Bodies know that the land is being overused so they do not book the site.
4. Exempt bodies are required to ensure that there is 6 meters clearance between each tent for safety reasons.
5. The County Council not responsible for policing Exempt Bodies – Natural England is.
6. DC would provide a copy of the license to SJ on each occasion an exempt body used the field. The license number could be made available to the Parish Council so that if complaints were made against any body the correct license could be referred to with Natural England. Hopefully this would also clearly demonstrate that the land is not being over used by Exempt Bodies.  
DC would not welcome people on site who wanted to see the Exemption Certificate, however they could be asked on the Public Highway.
7. Natural England can remove a license from an Exempt Body for a site if it receives complaints about that body on that site.

DC/SJ/PC

### **Future Plans for the field**

DC kindly explained the reasons for the installation of new fencing on the Church Lane side of the field. The newly fenced areas will form three paddocks and horses will use these paddocks. The area between the old stable block and Church Lane is also going to be fenced off.

### **Line in the Sand**

PO suggested that a line in the sand be drawn over the past and that hopefully this season there will be no complaints.

This was agreed but Parish Council needs to consider if it is

happy with this arrangement.

**Subjects not covered**

1. Static caravans on site all winter
2. Car Parking
3. Health and safety concerns due to overcrowding