

# WILCOT and HUIISH (with OARE) PARISH COUNCIL

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Minutes of the meeting of the Council held in Wilcot Village Hall on Tuesday 16 July 2013, from 19.30.

## **Present:**

Councillors: Dr J C Bouch, Mr C Bartlett, Mr L Giddings, Mrs D Nix(Chair), Mrs N Fleet(Temporary Clerk), Mr R Fleet and Mrs D Wilson.

## **In attendance:**

Councillor Paul Oatway, Wiltshire Council, and 18 members of the public.

### **1. Apologies for absence**

There were no apologies for absence

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

Cllrs R & N Fleet, Cllr Bouch and Cllr Giddings declared an interest in item 14.1.

### **3. Chairman's Announcements**

The Chair had no announcements, but asked that members of the public who wished to speak at the meeting remain polite and respect the views of others.

### **4. Public question time**

The Chairman asked if any members of the public wished to raise any other issues not covered at item 5.

Mr Torrens said he wished to discuss a complaint against the Council which he had sent to the Chairman. The Chairman replied that she had referred the complaint to Wiltshire Council and had written to Mr Torrens. As the matter was being reviewed it was not an issue for discussion at that meeting.

### **5. Correspondence from parishioners**

#### **5.1 Mooring and parking between Wilcot Bridge and Cannings Cottage**

Cllr Fleet said that he was aware that two complaints had been made to the Canals and Rivers Trust about boats overstaying the two week limit on mooring in Wilcot. Residents had also raised the issue of the number of vehicles parked along the road between Wilcot Bridge and Cannings Cottage. He said that the previous weekend there had been at least 16 boats and 22 vehicles along that short stretch of the towpath.

Cllr Bouch suggested that Council seek to establish a dialogue with the Canals and Rivers Trust similar to the one that existed with British Waterways a few years ago. It was agreed that the Clerk will write to the Trust and invite them to the next meeting to talk to parishioners about themselves and to listen to concerns.

It was pointed out that the boaters had not been made aware of the meeting and had not had the opportunity to represent themselves. Councillors expressed the hope that their plans to improve communication within the parish would make it easier for everyone to keep themselves informed about meetings.

#### **5.2 Camping at the Golden Swan**

Cllr R Fleet said he had been made aware of a number of complaints to the Planning Enforcement officer concerning camping at the Golden Swan, and had circulated a summary of relevant correspondence to Councillors.

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Residents have complained that even after the granting of a Certificate of Lawfulness for part of the site the legislation continued to be breached, and that the excessive noise and visual impact of the number of campers using the field are unacceptable. Problems have been discussed with the landlords but no solution has been reached. The landlords said that they had gone to great lengths to monitor the noise and not allow camping near the houses. They met with some of the most affected residents last year and thought they had reached agreement but this has been put aside. They do not want to stop the Duke of Edinburgh and other groups using the whole of the field beyond the approved area.

The Chairman said that Parish Council had no enforcement powers but were always willing to listen to parishioners concerns. Problems must be reported to the relevant enforcement agencies – including planning, environmental health and the police. She reminded residents of the police 101 number which can be used for issues that do not require an emergency response. She said that there had to be a sufficient number of complaints before these authorities would take action.

## 5.3 Road safety – Cross Hayes junction

This item was brought forward from 12.7 in view of the serious accident the previous weekend.

Although the vegetation has been cut back, making it lighter, highways have reportedly rejected the proposal of a Stop sign as the visibility is more than 70 meters. However the road condition is often not good and road markings not renewed. Motorists who are not familiar with the road layout (following their Sat Navs) do not realise that they do not have priority at the junction.

Options suggested to improve safely included give way signs on each road, a mini roundabout, changing the priority and extending the speed limit to cover the junction. The problem is cost as any change in the road layout must be advertised nationally.

It was agreed to raise the residents' concern to the Highways contact and liaise with Pewsey Parish Council and the Area Board to press for some effective action before there is a fatality.

## 6. Minutes of the meetings of 14 May and 3 June 2013, and matters arising

There was one amendment proposed to the minutes of 14 May 2013. Councillors resolved to accept this amendment and the Chairman amended the minutes accordingly. They were then adopted as a true record of the meeting.

It was resolved to accept the minutes of 3 June 2013 as a true record without amendment.

## 7. Make-up and running of Parish Council

### 7.1 Co-option of councillors – 2 vacancies

Although the Council has advertised in the Messenger and leafleted every house in Oare and Sunnyhill, no-one has come forward as a candidate in East Ward.

Wiltshire Council expects the Parish Council to fill its vacancies as soon as is practicable. Mrs P Smith had applied to be co-opted and details of her application had been circulated to Councillors. Cllr Bouch proposed that she be co-opted and this was seconded by Cllr Wilson. The motion was carried unanimously. Cllr Smith then signed the Declaration of Acceptance of Office.

### 7.2 Training for councillors

There are 2 courses offered by the Wiltshire Association of Local Councillors. The Chairman will confirm dates and costs.

### 7.3 Parish Council Standing Orders

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Deferred to next meeting

## 7.4 Chair Code of Conduct

Deferred to next meeting

## 7.5 Budget and monitoring

It was agreed that the Clerk will provide the budget information along with the agenda for each meeting.

## 7.6 Emergency Planning

Cllr Wilson spoke about the Emergency Plan. This is a scheme to ensure that isolated and rural communities have plans in place to help deal with emergency situations such as severe weather. Council agreed that Cllrs Giddings and Wilson should work with a representative from Oare to put together a plan.

## 8. Handover of documents and information from previous Clerk

Although some paper records have been handed on, no electronic records have been received from the previous Clerk. This information is required so that the Council can fulfil its obligations under the Data Protection and Freedom of Information legislation. Wiltshire Council have advised the Chairman that Parish Council should refer the matter to the Information Commissioner.

The previous Clerk spoke from the floor to say that he had handed over all relevant documents. He suggested that the Council should request copies of any correspondence from the relevant party. He mentioned that he had continued to deal with the Council's audit requirements after his employment had ended.

The Chairman thanked him for this, however insisted that the electronic data must be handed over to Council. She proposed that Council approach the Information Commissioner for guidance. This was carried unanimously.

## 9. New Parish Clerk

The closing date for applications is Monday 22 July and, so far, there has been one application for the post. Interview(s) will take place in the week commencing 29 July, and it is hoped to have someone in post by the beginning of September.

## 10. Raising the profile of the Parish Council

10.1 It was proposed that generic email addresses be set up for all Councillors and the Clerk. The name of the Council (as decided by the Boundaries Commission) is Wilcot and Huish Parish Council; County Council guidance is that a .gov.uk address should be used. It was therefore resolved that new email addresses be setup under the name @wilcotandhuish-pc.gov.uk.

### 10.2 Keeping residents informed

Cllr Bartlett has researched a number of options for setting up a Parish Council website. He offered to put together and maintain the site himself, which would reduce the cost to Council significantly. The ongoing cost of hosting would be £50 per year. Cllr R Fleet proposed that this cost be met by the Council and this was seconded by Cllr Wilson and carried unanimously. Council expressed their thanks to Cllr Bartlett for his work on the website.

### 10.3 Newsletter

Details of Councillors' new emails, plus the new website address will be published in the next Council newsletter.

## 11. Liaison with County Council

11.1 The Chairman expressed her thanks to Councillor Paul Oatway for his help and support.

11.2 Clarence - phone number 0800 232323

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Unfortunately, when a problem is reported to County through the Clarence phone line, no receipt or acknowledgement is sent out. The Chairman reminded residents that - if they report a problem this way - it is important to keep a note of the reference number given. If they encounter any difficulties with the service they should let both County Council and a Parish Councillor know.

## 12. Sub-committees, structure, membership, remits

### 12.1 Neighbourhood Development Plan

Cllr Wilson said that work on any plan could not start until County Council have put in place its Core Strategy. It was resolved that a sub-committee consisting of Cllrs N Fleet, R Fleet, Smith and Wilson be formed to take forward any plan in due course.

### 12.2 Village Halls and other intra-Parish bodies

Resolved that the representative for Oare village hall be Cllr Nix; and for Wilcot, Cllr Bouch.

### 12.3 Liaison with Parish Steward

The Community Co-ordinator for all matters concerning highways is Stephen Matthews. Contact with him must be made via the Parish Clerk.

### 12.4 Schools liaison (Oare school & pre-school)

Resolved that Cllr Nix will be the schools liaison.

### 12.5 PCAP/Area Board & other outside organisations

Resolved that Cllrs Nix and Wilson will be the contacts for PCAP and the Area Board. Contacts for any other outside organisations will be appointed as the need arises.

### 12.6 Speedwatch (Wilcot/Oare)

Resolved that Cllr Fleet will be the contact for Speedwatch. He will liaise with Ollie Coles of Oare Speedwatch.

### 12.7 Local transport infrastructure – A345, footpaths, road safety

Any problems with footpaths should be reported to the Rights of Way officer at County Council. Resolved that Cllr Giddings take on the role of liaison for Parish Council.

Road Safety issues (including verge cutting) should be reported to the Parish Clerk who will liaise with the Community Co-ordinator (see 12.3).

### 12.8 Lighting

Resolved that Cllr Bartlett be the contact for lighting issues.

### 12.9 Defibrillators

Pewsey Area Board have offered funding of £500 and another £300 is available from Community Heartbeat. In addition Wilcot have been offered a donation from Pewsey running club. Parish Council should consider what contribution it can make at the budget meeting. Suggested locations for the defibrillators include Oare village hall, Huish phone box, and Wilcot village hall or the Golden Swan. However it will be up to the Ambulance Service to decide where they are finally sited.

Resolved that Cllr Wilson will liaise with the various organisations concerning the provision of defibrillators.

## 13. Best Kept Village Competition 2013

### 13.1 Dog bins

There are no bins in either Huish or Oare. Specialised dog bins are expensive because they need to be specially emptied and maintained. It was proposed that Council investigates the cost of providing ordinary litter bins.

### 13.2 Complementary compost

Thanks to the Hills Group Parish Council has been donated 10 bags of Warrior Compost. It was resolved to distribute these equally to the gardening clubs in the villages and offer any that are left over to the pub and pre-school.

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## **14. Planning applications from Wiltshire Council**

- **13/01188/TCA**  
Wilcot Recreation Ground, The Green, Wilcot  
Cllrs C Bouch, N Fleet, R Fleet and L Giddings declared an interest and took no part in the discussion. There were no objections.
- **13/01193/FUL**  
The Rosary, Rudge Lane, Oare  
No objections.

## **15. Articles for the Summer Newsletter**

Suggested topics were feedback on any discussions on road safety at Cross Hayes, appeals for evidence of a 'Slow' sign on Wilcot Bridge, and plans to commemorate the 100<sup>th</sup> anniversary of the start of the First World War. Funding will be available for community projects and residents could be invited to suggest suitable projects for this anniversary. One suggestion was to apply for funds to repair the stonework of the Wilcot War Memorial.

## **16. Exchange of Information**

Cllr Bouch proposed that contacts be appointed to represent Parish Council on the Parochial Church Councils. Resolved that Cllr Bouch will be representative for Wilcot, Cllr Nix for Oare and Cllr Wilson for Huish.

Cllr Nix said that there was a consultation in progress about lighting in Huish Lane which could be included in the Newsletter.

The next meeting will be on Tuesday 17 September 2013 at 19.30 in Oare village hall.

The meeting ended at 21.25.