

# WILCOT and HUIISH (with OARE) PARISH COUNCIL

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Minutes of the meeting of the Parish Council  
Oare Village Hall, Tuesday 17 September 2013, at 19.30.

**Present:**

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

**In attendance:**

Councillor Paul Oatway, Wiltshire Council.

**Actions**

**1. Apologies for absence**

There were no apologies for absence

**2. Welcome and introduction to new Clerk**

The Chairman welcomed Mrs Ann May as the new Parish Clerk and thanked Cllr N Fleet for acting as Temporary Clerk for the interregnum.

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

None given.

**4. Chairman's Announcements**

The Chairman had no announcements.

**5. Public question time**

There were no members of the public present other than Cllr Paul Oatway, who was welcomed to the meeting.

There had been no correspondence from parishioners.

**6. Minutes of the meetings of 16 July 2013 and 13 August 2013, and matters arising**

Matters arising from the meeting of 16 July:

- 6.1 The issues regarding the camp site at the Golden Swan have been passed to the Enforcement Officer.
- 6.2 The previous Clerk had informed the Chairman that he has deleted all electronic records relating to the Parish Council. As the Chairman was concerned about the legal ramifications of this action she has contacted WALC who, in turn, are seeking advice from their Solicitor. The Council expressed concern about fulfilling their legal obligations – they are aware of two outstanding FOI requests but don't know if there may have been others. The Chairman has informed the Data Commissioner that the Council may now be in breach. The Chairman sought advice from Cllr Oatway who suggested she contact Ian Gibbins, Democratic Services legal team for advice from County (cc Cllr Oatway). Cllr R Fleet was concerned that his previous emails to Ian Gibbins had gone unacknowledged and the Chairman was advised to insist on a response from the legal team.

Chair

Apart from the updates given, the minutes were adopted as a true record of the meeting without amendment.

**Proposed:** Cllr Wilson **Seconded:** Cllr R Fleet

There were no matters arising from the minutes of 13 August. The minutes

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were adopted as a true record of the meeting without amendment.

**Proposed:** Cllr Wilson **Seconded:** Cllr Bartlett

## 7. Budget and Monitoring

- 7.1 Cllr N Fleet will continue her work with the financial system, updating signatories for bank accounts and collating the budget, and will hand over to the Clerk following the new budget approval. She distributed copies of the financial status. As Cllr N Fleet did not have the last two statements the dates of four cheques are not known. There are three payments pending, WALC training for 2 Councillors, DPA subscription and website costs. Cllr NF Clerk
- 7.2 Training for new Councillors and new Clerk is likely to incur heavy costs, partially offset by no Clerks salary in recent months. Some training costs may have to be funded from the investment account; this will be built into the budget.
- 7.3 Clerk to research the 'Bible for Clerks' – cost approximately £70, but discount voucher available from WALC. Clerk
- 7.4 Cllr Bouch requested £25 to be spent on a wreath, purchased from the British Legion, and this regular cost had previously been included in the budget.
- 7.5 Request from the PCC for the continuation of a grant of £770 for maintenance of Wilcot Church grounds. The Council considered this comprised a considerable percentage of the precept and was out of balance with grants to Oare and Huish. The Clerk will search records for any contract or agreement between Council and PCC. Council agreed that as the PCC will have built this sum into their budget it should be honoured next year, but that it will be reviewed for the following year. Clerk
- 7.6 Councillors were asked for suggestions for the Project Fund. Cllr Wilson considered this would be a good way to build bridges with parishioners. Cllrs
- 7.7 Cllr Oatway was asked for guidance on what represents a reasonable sum to be held in the Emergency Fund. Citing some examples he suggested £500. Cllr R Fleet suggested that the remainder currently in that fund be used for projects or training.

## 8. Training for Councillors and new Parish Clerk

- 8.1 The Chairman requested that any training be disseminated to the other Councillors to save costs.
- 8.2 Cllrs Wilson and Giddings attended a New Councillors training course. Cllr DW  
They will disseminate to Council on 23 October at 7.30, Wilcot village hall. Cllr LG
- 8.3 A list of training courses to be sourced from WALC for the next meeting.
- 8.4 There are two seminars on Floods and Severe Weather. Clerk will attend if places are still available. Clerk

## 9. Parish Council Standing Orders (carried forward from July meeting)

The Chairman proposed carrying this item forward to the next meeting to allow the new Clerk time to review them. Once Chairman and Clerk have agreed they will circulate them to Council for comment, and then send to WALC for comment. Chairman would like to include a Scheme of Delegation within the Standing Orders. Clerk  
Chair

## 10. Chair Code of Conduct (carried forward from July meeting)

The Chairman proposed carrying this item forward to the next meeting to allow the new Clerk time to review it. Once Chairman and Clerk have agreed they will circulate them to Council for comment, and then send to WALC for comment. Clerk  
Chair

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Under the Localism Act the Code of Conduct which was adopted last year has limited powers and is not enforceable. The Clerk will find the previous issue of the Code of Conduct and circulate it to all Councillors for their consideration prior to adoption at the next meeting. Clerk and Chairman to liaise. Clerk

## 11. Rights of Way – issues and updates

- 11.1 A current Rights of Way map was received. Cllr Bartlett will scan it for the website and noticeboards, then pass it to Cllr Giddings. Cllr Giddings requested a list of Rights of Way - Clerk to find one and pass it on, also a Parish Boundary map which the Chairman will pass on. Clerk Chair
- 11.2 There has been a change in the Rights of Way Officer (ROW) – Esther Daly has now left. Clerk to ensure County have Cllr Giddings name as Parish Council contact. Clerk
- 11.3 Cllr N Fleet has been in contact with Paul Millard from County and asked him to talk at a future meeting. Cllr NF
- 11.4 Clerk to display a notice on the parish noticeboards asking parishioners to contact the Clerk or the ROW Officer with any issues regarding Rights of Way. The Council are happy to try to resolve complaints informally but have no enforcement powers. However, if we are aware of issues we can make sure that the ROW is investigating and that all are made aware of any outcomes. Clerk
- 11.5 Council have a desire to compile a list of walks on major and minor paths for display on the website encouraging parishioners and visitors to use ROW. To show a more constructive approach and pre-empt complaints to landowners, Council will undertake a series of walks themselves, along with any interested parishioners. The first walk will be Sunday 6 October at 2pm. Meet at the White Hart in Oare. Cllrs
- 11.6 Landowners have a responsibility to maintain footpaths, County Council have a responsibility for signage – which must be sympathetic to AOB and conservation area.

## 12. Kennet and Avon Canal – issues and updates

- 12.1 The Chairman has had emails about narrowboat dwellers overstaying their two week limit and blocking footpaths. Similar issues arose about four years ago and were largely resolved with a meeting between Parish Council, Waterways, parishioners and the narrowboat community.
- 12.2 Cllr N Fleet has made contact with Geoff Walters from the Canal Trust and asked if he would talk at an open forum at the November meeting. He is knowledgeable about the waterway and the boat dwellers, although he has a large area to cover. Cllr Oatway asked to be invited to that meeting. Clerk
- 12.3 Wilcot has a specific problem with cars parked alongside the canal. Council considered asking the landowner and Highways to be involved in a meeting (who is responsible for the grass bank that is being eroded by boaters vehicles?).
- 12.4 Council considered the possibility that moorings may become permanent in Wilcot. This couldn't happen without Parish Council consultation, but in that instance narrowboat dwellers would be accountable and the law would be enforceable.
- 12.5 The Council considered that moorings in Wilcot were occupied by narrowboat dwellers leaving no room for tourist boats, which bring income into the area.

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## 13. Highways

- 13.1 Cllr Oatway updated the meeting on Area Board Issue 2469 (linked to issue 3075), the dangerous junction at Cross Hayes, Wilcot, and scene of a number of accidents recently. He is actively pursuing this with County and ensuring it is not removed from the Area Board Agenda. Rumble strips are being considered.
- 13.2 Speed limit on the A345 has now been restricted to 50mph. Some signs have been uncovered and some not.
- 13.3 Request from Highways and Transport that Parish Councils send a list of traffic signs and road markings they consider could be removed. The intention is to reduce excess information to the motorist. Clerk has downloaded a guidance leaflet which she will circulate to Council. Clerk
- 13.4 Clerk to contact the Parish Steward and ask that foliage around road signs be trimmed. Clerk

## 14. Emergency Planning

- 14.1 Cllrs Wilson and Giddings continue to make progress on Emergency Planning and have received a useful guide from County. They need parishioners to volunteer their services in an emergency and are considering an open meeting, perhaps in a pub. Cllr DW  
Cllr LG
- 14.2 Cllr Wilson has been successful in her application for a £500 grant towards purchase and installation of defibrillators at Wilcot and Oare. Council now has 3 months to use the grant. Additional funds need to be raised for the full amount and Cllr Wilson will create a flyer with pledge slip to be delivered to all houses. Cllr DW
- 14.3 Cllr N Fleet is making progress with a newsletter and requires content from Council. Suggestions: Emergency Planning update from Cllr Wilson; Footpath walking dates and information; Chairman's introduction; Councillors bio, starting with Chairman; Huish Lane lighting update. Cllr NF  
Cllrs

## 15. Planning applications from Wiltshire Council

- 15.1 13/02829/FUL**  
Paradise Cottage, Wilcot  
Wood framed garage to replace shed  
No objections.
- 1.1 13/04166/TCA**  
10 The Green, Wilcot  
Removal of a tree in a conservation area  
No objections.

## 16. Exchange of Information

- 16.1 Speedwatch – Cllr R Fleet  
PCC have employed extra staff and this has already made a difference. Three additional volunteers from Wilcot will receive training.
- 16.2 Street lighting – Cllr Bartlett  
The street lights in Oare that were permanently on have now been fixed.
- 16.3 Area Board – Cllr Wilson  
The next meeting of the Area Board is Monday 11 November at 7pm at Pewsey Vale School. The theme is 'Health'.
- 16.4 County Grants – Cllr Oatway  
Cllr Oatway advised that funds are still available for grants for projects and advised that Council compile a list of suggestions. Guidelines for applications are available online. If applications are unsuccessful they could still be made to Heritage Lottery Fund.

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## 17. Date and time of next meeting

Tuesday 19 November 2013 at 19.30, Wilcot village hall.

The meeting ended at 21.40.

Additional diary dates:

02/10/2013 1.30pm: Seminar Operational Flood Working Group/Severe Weather Emergency – Clerk/Interested Councillors (booking required)

06/10/2013 2pm White Hart, Oare: Footpath walk – interested Councillors and parishioners

09/10/2013 1.30pm: Seminar Operational Flood Working Group/Severe Weather Emergency – Clerk/Interested Councillors (booking required)

23/10/2013 7.30 (Wilcot village hall): Dissemination of Councillor training by Cllr Wilson and Cllr Giddings – all Councillors

11/11/2013 7pm Pewsey Vale School: Area Board Meeting – interested Councillors

Chairman: .....

Date: .....