

**MINUTES OF ETCHILHAMPTON PARISH COUNCIL MEETING HELD ON
TUESDAY 1 MAY 2018 AT 8.15pm IN THE VILLAGE HALL**

Present: Mrs Bridewell, Mr Holgate, Mr Nash, Mr Smith (in the Chair) and Mr Woods

Apologies:

In Attendance:

AGENDA

1 Declarations of Interests and Dispensations Requests

Mr Nash declared a family interest in Item 9 and requested a dispensation which was granted.

2 Minutes of the last meeting

The Minutes of the meeting held on 1 May were approved by the Council and signed by the Chair.

3 Matters Arising

- Broadband - Mr Woods reported that there were mixed reports about connection to fibre. Some residents now received very high speeds and others, even businesses, had not been connected at all. Mr Woods said he would follow up issues put to him.

4 Questions/Points from the Public

- Removal of Caravans on Etchilhampton Hill – Mr Woods reported that following unhelpful contact with Wiltshire Council, he had contacted PCSO Sam Burnside of the Neighbourhood Police Team who had successfully encouraged the caravanners to move away.
- Stile neat No5 Church View – Mr Holgate reported that this needed replacement. Mr Woods would contact Wiltshire Council.
- Mud on Central Village Track – Following flooding and vehicle activity the verges between The Old School House and Church Farm had become damaged with mud and water over the track. Mr Holgate had spoken to broadband engineers about water coming out of the manhole cover opposite Whiterig's but they had said they could not do anything about the consequent flooding problem. Mr Woods would ask the Parish Steward to deal with the problem.
- BT Phone Kiosk – Mr Woods advised that this was still run by BT as a public call box because of the lack of proper mobile phone coverage. It was their responsibility to maintain it but he would make enquiries about volunteer painting of it.

5 Treasurer's Report and approval of current invoices and payments

Mr Woods reminded the Council that this was the first year of the new external audit regime. PKF Littlejohn, the auditors, had prescribed a list of actions to be taken which the Council needed to follow hence the need for the separate Item, 6, on the Agenda.

Mr Nash gave his RFO's report:

- Lloyds Bank - £5,0528.41 credit
- IT grant – received from WALC £1,068.93. This was ring fenced for IT purposes
- WALC subscription - £58.09. Agreed
- Wiltshire Child Warning Sign opposite St Andrew's Church - £75. This had been agreed previously and was ratified.
- St Andrews Church green waste emptying charges - £48. Agreed

- Mr Roberts's invoice for safety report on playground equipment – Carried forward awaiting receipt
- Mr Hopgood's invoice for repairs to playground seats – Carried forward awaiting receipt
- Mr D Stevens invoice for grass cutting – Mr Stevens' invoice for 4 cuts had not yet been received. Mr Nash would scan and circulate it in due course.

6 Annual Governance and Accounts

Mr Woods explained that this item reflected PKF Littlejohn's instructions and the Council therefore dealt with it on this basis:

- a List of expenditure over £100, including invoices - noted
- b Register of assets – having discussed the register the Council agreed that Mr Smith would ask his son to find out about a replacement hoop and net for the basketball pole when he next visited the USA where Mr Smith had bought the original.
Mr Woods would make enquiries about plastic goal posts to replace the metal ones.
The outdoor shed and gazebos would need to be on the list and insured.
- c Risk register – Mr Roberts' safety report had not yet been received though Mr Woods had chased him for it. Other risks on the tabled list were agreed.
- d Internal auditor's report – the Council considered Mr Peter Hanson's Internal Auditor's Report and noted that no action was required. Thanks to Mr Hanson were recorded.
- e Annual Governance Statement – the Council considered the AGS and agreed it.
- f Annual Accounting Statements – Mr Nash, RFO, presented the accounts. These were considered. No changes were needed.
- g Approval of the Annual Accounting Statements – The Council resolved to approve the Statements presented in Item 6(f).
- h Public Inspection of Accounts – Mr Nash would adopt the dates suggested by PKF Littlejohn and these would be published.
- i Exemption Certificate – The Council approved the Council's Exemption Certificate for accounts below £25,000. This would be sent to PKF.
- j Mr Nash would scan the accounting documents and forward them to Mr Woods for publication.

Mr Woods thanked Mr Nash for his hard work on the accounts and new arrangements.

7 Correspondence and Consultations (see Annex)

NFA

8 Reports of Meetings

- Data protection – Mr Woods explained the complexity and uncertainties surrounding the new General Data Protection Rules (see Annex Notes 332 and 345) and reported on the Wiltshire seminar he had attended in County Hall on 20 April at which aspects of the new rules had been explained. Very few Wiltshire

Parish Councils had registered with the Information Commissioner and the meeting found itself baffled by most of what was said or proposed and the inconsistencies in advice given by Wiltshire, WALC/NALC and the ICO's office. Mr Woods would take forward compliance and said he hoped that individual Councillors would not have to register as Data Controllers. One hopeful comment at the meeting was that small Parish Councils might not have to appoint Data Protection Officers.

9 Playing field update

- The Council considered the latest developments re tarmacking the access slope, including a site visit by Wiltshire, and repairs to playing field seats. Councillors had met on site with Wiltshire Council Officers, Mr Nigel Charles and Mr Peter Hanson. Wiltshire had agreed that all or any of the tarmacking work could proceed subject to appointing a street works approved contractor and complying with the relevant rules. Mr Nash was asked to follow this up by obtaining quotes from approved contractors. Mr Woods would follow up with Wiltshire Streetworks Department. If and when specific action was agreed by the Council Mr Woods would see if any grants could be obtained within the planning permission he had previously obtained.
- Mr Hopgood had not yet repaired the broken seats. The storage shed would need to be moved further south out of the wet dip in the field.

10 Planning Applications

- Lydeaway possible Station proposals. Mr Woods reported that he and/or Mr Peter Hanson had attended several meetings with Stert and Urchfont Parish Councillors and a meeting with the Devizes Development Partnership.

The latest meeting had been at Stert on 30 April when Mr Philip Whitehead had explained the position. The whole thing had most unfortunately got off on the wrong footing. The first task was to make a railway case ie what would make the rail authorities want to have a new station. If and when that had been done the question of funding would need to be addressed. This would not involve building new houses at Lydeaway as this was in an AONB and would be contrary to Wiltshire's Core Strategy. Any real action was therefore likely to be several years in the future. Mr Whitehead assured everyone that they need not be concerned with any new housing as proposed by DDP.

At the end of his talk Mr Whitehead agreed that he would come to the Etchilhampton Annual Parish Meeting and explain the situation.

This item would therefore simply be carried forward until Mr Whitehead had been able to give his explanation.

- 18/01493/TCA – to fell beech tree at The Lodge. There had been no objections.

11 Ordinary Governance

Mr Woods reported that:

- IT grant and equipment–£1,068.93 had now been received from Wiltshire and would be used to buy a laptop and printer/scanner and other IT matters. Mr Nash had suggested a second-hand laptop from a firm near Swindon but to date this had not proved fruitful. Mr Woods would continue to pursue the matter.
- Data protection – See Item 8, above

- Standing Orders amendments - It was agreed to amend these so that:
 - contracts below £12,000 would not require 3 tenders
 - the Council could go into closed session for data protection and commercial secrecy purposes

12 Dates and invitations for annual meetings in May

The dates, agendas and invitees for these forthcoming meetings were agreed:

- Annual Parish Council Meeting – 22 May, 8.15pm
- Annual Parish Meeting – 24 May, 7pm
- Proposed invitees for 24 May: Mr Philip Whitehead, Wiltshire Councillor; Wiltshire Neighbourhood Police Team

13 Other Business

- Wiltshire Child Warning Sign – Mr Woods agreed to contact Wiltshire Council to see if the sign erected could be replaced with one saying "Slow Children".
- Wiltshire Commemorative Trees – Mr Woods' dispensation on this remained valid. He had been invited to a meeting with Wiltshire.

There being no further business the meeting closed.

ANNEX

- 1 Agenda and supplement for the Devizes Area Board meeting on 19 March 2018
- 2 Wiltshire Briefing Notes:
 - Note 332 – Wiltshire Data Protection individual Councillors
 - Note 343 – Waste Services update
 - Note 344 – Wiltshire Housing Land Supply Statement 2017
 - Note 345 – Wiltshire Data Protection Regulations