

## Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 10 April 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman  
Simon Tomlinson - CPC Vice Chairman  
David Evans - CPC Councillor  
David Grafton - CPC Councillor

Paula Purslow - CPC Parish Clerk  
Anna Shantry

### 3416 Apologies

Apologies were received from Wiltshire Cllr Alan Hill and Councillor John Cavanagh.

### 3417 Declaration of Interests

There were no declarations of interest.

### 3418 Public Participation

No members of the public attended the meeting.

Mrs Anna Shantry was formally co-opted on to the Parish Council - proposed by Cllr S Tomlinson, seconded by Cllr D Evans. Mrs Shantry was warmly welcomed and invited to join the meeting.

### 3419 Minutes of meeting held on 13 February 2018

Cllr S Tomlinson approved the Minutes as a correct record, seconded by Cllr D Evans. Cllr M Purslow signed off the Minutes.

### 3420 Review of Actions

Actions were reviewed from the meeting on 13 February 2018. The following actions were reported:

WWI tree planting – Cllr D Grafton reported that a piece of land at Mile Elm had been offered by Lord Lansdowne for the Calne project. Cllr D Grafton and Cllr M Purslow will attend the next progress meeting on 2 May. Venues are still being sought for Cherhill and Yatesbury trees.

Minor Emergency Groups – Mrs Heather Crawshaw is setting up a ‘Cherhill Good Neighbours’ group. Cllr D Evans had invited Mrs Crawshaw to the next Health and Social Care Forum on 24 April and will circulate the meeting notes. **Action: Cllr D Evans**

Countryside Access Meeting – the next meeting will be on 15 April and 10 am. Relevant parties have been invited to attend.

Councillor vacancies – the Cherhill vacancy has now been filled, however the Yatesbury vacancy remains outstanding. A ‘Notice of Vacancy’ will be posted on Yatesbury noticeboards on 13 April as required by Wiltshire Council.

Defibrillators – Cllrs D Evans and M Purslow to arrange awareness courses sometime in May for Cherhill and Yatesbury. Codes will be provided to the Parish Clerk and kept in a sealed envelope in case of emergencies. **Action: Cllr D Evans and Cllr M Purslow**

### 3421 Accounts

Simon Day & Co invoice for £120 for payroll services - proposed to be approved by Cllr M Purslow, seconded by Cllr D Evans. **APPROVED**

Derek Eadon invoice for £100.36 for the oak sign board at Yatesbury - proposed to be approved by Cllr D Grafton, seconded by Cllr S Tomlinson. **APPROVED**

Clerk's expenses of £55.64 including broadband and phone - proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Grafton. **APPROVED**

Clerk's expenses of £109.99 for Office Outlook software - proposed to be approved by Cllr D Evans, seconded by Cllr D Grafton. **APPROVED**

HMRC payment for Clerk's tax for £101.20 from January to March 2018 – proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Grafton. **APPROVED**

S Cuthbert invoice for £624 for defibrillator installation costs - proposed to be approved by Cllr M Purslow, seconded by Cllr D Evans. **APPROVED**

Clerk's salary for £404.80 for February and March 2018 - proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Evans. **APPROVED**

The Clerk presented the end of Financial Year figures for 2017/18 which were approved by all councillors and signed by The Chairman.

The Responsible Finance Officer (RFO) was approved authority to spend any items below £100 as set out in the CPC Financial Regulations 4.1.

The Clerk produced a list of regular payments throughout the year for authority to enable direct payment by the RFO outside monthly meetings, which was approved by all councillors.

Cllr S Tomlinson and The Clerk had drawn up a budget for F/Y 2018/19 which was discussed. Cllr S Tomlinson suggested a discussion with the Parish regarding the precept figure, as the Parish Council is now very close to its spend limit, with possible large new spend items due to fall on the Parish Council in the near future.

Cllr S Tomlinson had drafted an Asset Management Plan, and a draft List of Fixed Assets was also circulated. It was agreed to discuss these in more detail at the next meeting, but that some of the asset figures needed to be split into individual costs. The Clerk agreed look for previous asset registers in the files and circulate to councillors. **Action: Parish Clerk**

#### 3422 Planning

There were no new planning applications.

There had been an issue recently where a planning application deadline for comments fell between Parish Council meetings, which had meant discussions had to be held outside a PC meeting.

Cllr A Shantry suggested if the situation arises in the future, and a deadline cannot be moved, the planning information received by Wiltshire Council should be put on the PC website, indicating that any member of the public wishing to discuss the application can contact the Parish Clerk, but that any objections should be sent direct to Wiltshire Council. The Wiltshire Council link should also be provided. This was agreed by all. **Action: When relevant - Parish Clerk, Cllr J Cavanagh for the website.**

#### 3423 Travel Issues, Cherhill

The Parish Council had been approached regarding problems with parking in Cherhill, particularly on The Street, by the Village Hall during events. It was agreed to put a 'Be Mindful' notice in the Parish Newsletter. **Action: Cllr D Evans**

A member of the public had expressed concern that the un-named road between The Street and Middle Lane was being increasingly used by heavier and larger vehicles than it can cope with. This had resulted in some verge damage, and it was believed to be a safety hazard. Cllr D Evans agreed to follow this up with the member of the public concerned and ask them to take the details of any companies involved so they may be contacted and advised accordingly. **Action: Cllr D Evans**

### 3424 New Councillors

This item was dealt with earlier in the meeting – items 3418 & 3420

### 3425 WWI Tree Planting Working Group.

This item was dealt with under 3420 – Review of Actions

### 3426 Compliance

As Cllr J Cavanagh had sent his apologies, it was agreed to defer this item to the May meeting.

### 3427 Tommy Croker Playing Field

It was agreed that a separate meeting should be held to discuss the future support of the Parish Council for the playing field management and finances. Mr John Ashcroft should be in attendance. The results of this meeting will then be reported to the next available Parish Council meeting. Cllrs S Tomlinson and D Evans agreed to take this forward. **Action: Cllrs S Tomlinson & D Grafton.**

### 3428 Councillor Responsibilities

Area Board – Cllr Evans reported on the recent Highways report review of road repairs suggested for Cherhill.

The next Health and Social Care Forum will take place on 24 April. Cllr D Evans will attend. Cllr A Shantry agreed to act as deputy for the Parish Council.

CATG – Cllr S Tomlinson reported that a site visit is being arranged for the new gates and sign at Yatesbury. Cllr Jane Vaughan from Wiltshire Council is currently liaising with the police regarding speeding issues in the parish.

Newsletter – it was agreed that the Parish Council should push the E-Newsletter more, and to emphasise the link on the website, to encourage more online readers. **Action: D Evans**

Cllr D Grafton asked for the White Horse Restoration Group, which is a sub-group of the Parish Council to be added to the responsibilities list. Cllr A Shantry agreed to be the deputy.

It was also agreed to add 'Defibrillators' to the list. Revised list below:

<b>Responsibility</b>	<b>Leader</b>	<b>Deputy</b>
Area Board	Cllr D Evans	Cllr M Purslow
Budgeting and Finance	Cllr S Tomlinson	Parish Clerk
Calne Area Parish Forum	Cllr D Grafton	Cllr M Purslow
Facebook Page	Cllr M Purslow	Cllr J Cavanagh
Great West Way	Cllr J Cavanagh	Cllr M Purslow
Countryside Access	Cllr D Grafton	Cllr M Purslow
Health and Social Care	Cllr D Evans	Cllr A Shantry
Hills Waste Solutions Liaison Group	Cllr D Grafton	Cllr D Evans
Liaison with Calne Area Transport Group (CATG)	Cllr S Tomlinson	Cllr M Purslow
Newsletter Production	Cllr D Evans	<i>tba</i>
Parish Steward link	Cllr M Purslow	Cllr S Tomlinson
Website	Cllr J Cavanagh	<i>tba</i>
White Horse Restoration Group	Cllr D Grafton	Cllr A Shantry
Defibrillators	Cllr D Evans	Cllr M Purslow

### 3429 Date of next meeting

Thursday 3 May, 7.30 pm, Cherhill – to include the AGM. The new Headmaster of Cherhill School, Andrew Ind, has been invited to attend to introduce himself. There will be refreshments between meetings. Cllr S Tomlinson sent his apologies.

The meeting date for June in Yatesbury has been changed to **5 June** in order to enable Audit forms to be agreed and returned by 11 June deadline. **Action: Clerk to re-arrange booking.**

The Parish Council wished to thank all those involved in snow clearing during the recent 'Beast from the East' – particularly to Sue and Steve Wilkins, Richard Gantlett and Rob Pickford and their teams.

Thanks were also expressed to Cllr D Grafton for keeping Marsh Lane clear. It was agreed to publish a thank you on Facebook and the Parish Newsletter. **Action: Cllr D Evans, Cllr M Purslow.**

The meeting closed at 9.36 pm.