

# MINUTES OF THE CALNE WITHOUT PARISH COUNCIL

## LANSDOWNE HALL, DERRY HILL MONDAY 5th FEBRUARY 2018 19.30

### CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies Received (A): Did Not Attend (X)

Sue Baker	P	Nigel Cole	P	Jim Cook	P
Richard French	P	Rob Hislop	A	Ed Jones (Chair)	P
Katharina Kronig	A	Lord Lansdowne	P	Matt Maddicks	P
Alan Malpas	P	Charlie Oram	P	Ioan Rees	P
Keith Robbins	A	Adrian Satchell	A	Barry Satchell	P

Wiltshire Council Unitary Councillor (Calne Rural), Christine Crisp, Attended.

#### 1. APOLOGIES FOR ABSENCE

Councillor apologies received from Councillors Hislop, Kronig, Robbins and ASatchell

#### 2. WEST WARD COUNCILLOR

Council welcomed Alan Malpas as the new West Ward Councillor. Councillor Malpas signed his Acceptance of Office.

#### 3. PUBLIC SPEAKING / PUBLIC CORRESPONDENCE

There had been no public requests to speak at this meeting. Correspondence had been received from Studley residents, Mr & Mrs Emmerson and Mr & Mrs Marshall, concerning safety considerations at the Blounts development site.

#### 4. DECLARATIONS OF INTEREST

Lord Lansdowne declared an interest in planning application 17/10483/FUL, which had now been approved, but was included on the planning summary for information.

#### 5. CHAIRMAN ANNOUNCEMENTS

Councillor Jones provided further information on the safety and traffic concerns relating to the Blounts development site, which Councillor Jones had discussed with Councillor Rees and Robbins. Council had already raised safety concerns with the developers. Councillor Jones suggested that West Ward Councillors keep aware of any potential problems.

#### 6. MEETING MINUTES

Lord Lansdowne queried the current status of the World War One, tree planting scheme, which he considered was taking a long time to reach a decision.

Councillor Jones advised the biggest issue was resolving access, but hoped that at the next meeting of the Parish Forum agreement would be made on the way forward. Councillor Malpas and Maddicks asked for details of the proposed location of the scheme. Lord Lansdowne explained a two-acre site at Mile Elm on the A3102, was being considered.

Councillor Malpas proposed that meeting attendance should separately identify those participants who were not elected Parish Councillors as being in attendance, this being the normal convention. After discussion it was agreed to detail other Councillors as in attendance.

RESOLVED

Councillor Malpas queried how Councillors could be included in a unanimous approval, if they were not present at the meeting being approved. Councillor Crisp advised that she had checked this issue previously and that there was guidance that a participant did not have to be in attendance at a previous meeting to approve the minutes. Councillor Cook considered that the minutes should be voted on as normal and that the minutes simply record the outcome of the vote and therefore there was no need to vote on this issue.

Councillor Malpas identified, under Planning paragraph two it should read, 'on the basis that Wiltshire Council would be comfortable'.  
RESOLVED

Councillor Malpas identified, under Planning paragraph six should read A342 not A3142.  
RESOLVED

Councillor Cook proposed Council accept the minutes of meeting 4th December 2017 with the agreed changes, seconded Councillor Rees, Abstained Councillor Malpas. Proposal agreed by majority decision, Minutes signed as a true accurate record.  
RESOLVED.

## **7. RESPONSE TO ACTIONS FROM PREVIOUS MEETING**

### **.1 Hills Group Planning Applications**

Responses to the five planning applications prepared by Councillors Cook and Rees, had been sent to Wiltshire Council.

Councillor Rees queried the target date for a decision on the Hills Waste applications, which he thought was towards the end of February. Councillor Rees considered Council should delegate Councillors to speak at that committee, if an open meeting. Councillor Crisp had no update on the date or attendance of that meeting, but was aware that Jason Day had asked for further traffic movement information from Hills Waste, for the A4 junction at Derry Hill.

Lord Lansdowne considered we should seek further information from Jason Day, on the date and participation of the Strategic Planning Committee meeting, if a public open meeting. Clerk

Lord Lansdowne proposed that should the meeting be open that either or both, Councillors Rees and Cook attend and speak on behalf of Council, seconded Councillor French, agreed unanimously.  
RESOLVED.

Councillor Crisp advised the dates of the next two meetings are the 28<sup>th</sup> February and the 28<sup>th</sup> March.

### **.2 Wiltshire Local Plan Review**

Responses had been sent to Wiltshire Council.

### **.3 Training**

A large proportion of Councillors had attended, many identifying benefits from attending.

### **.4 Community Data Protection**

Councillor Cook advised that data protection work was on going; clarity was required on the forthcoming General Data Protection Regulation, when Council can then decide on compliance. No further

action is proposed at this time.

## **8. ACCOUNTS**

### **.1 Cheque Payments**

The Clerk detailed the cheques for approval.

650	Newquest	Advertising	101.62
651	G Turner	Clerk Salary	2134.29
652	Petty Cash		110.00
653	HMRC	Clerk Salary	533.57
654	Lansdowne Hall	Hall Hire	138.75
655	WALC	Training	310.26

### **.2 Balance & Expenditure Statement**

Councillor Malpas sought clarification on the balances on the expenditure statement, which Councillor Cook summarised, as asking for the accounts be presented in a different way to make it clearer about expenditure in relation to budget.

Councillor Cook suggested that when a new clerk was in place, that he work with Councillor Malpas and the new Clerk to agree a format for presentation of monthly accounts, based on the format used for this years Precept calculation.

Councillor Cook proposed council accept the Accounts, seconded Lord Lansdowne, agreed unanimously.  
RESOLVED.

## **9. PLANNING**

Councillor Jones raised the Geneva Cottage application that had not been approved on the basis of over development, observing the importance of appropriate and considered objections to applications. There were no further planning issues raised.

## **10. HUMAN RESOURCES**

Councillor Cook considered the group training an excellent session, which had confirmed that the Parish Council should have the same rules and compliance processes in place as Wiltshire Council. Councillor Cook proposed the formation of a Human Resources Committee (HRC), being a small number of Councillors, whose first task would be to recruit a new Parish Clerk and then manage Human Resources matters on behalf of Council.

Discussion on the size and make up of the committee ensued. It was eventually decided the HRC should comprise three Councillors. The HRC would be charged with drafting its' TOR for approval by the Council, draft and approve job descriptions, conduct interviews and recommend candidates for advertised positions for approval by the council. Given the time constraints associated with the recruitment of a new Parish Clerk, it was recognised that the HRC would need to make progress with recruitment ahead of agreement to its' TOR by the Council.

Lord Lansdowne proposed the formation of a HRC comprising Councillor Cook, Jones and Rees, with their first task to recruit a new Clerk and then address human resource issues on behalf of the council as defined in its' TOR.

Seconded Councillor Cole, Proposal RESOLVED by majority decision. Councillors Cook, Jones, Rees and Malpas, abstained.

After further discussion Councillor Oram proposed that the committee be tasked to create TOR for the committee by the next meeting.

The committee with Council approval would create a job description and advertise the vacancy for the position of Clerk and make recommendation to the Council about recruitment of a new Clerk. Seconded Councillor French, agreed unanimously.  
RESOLVED

Councillor Malpas raised discussion on budget for advertising the new Clerk position. It was proposed by Councillor Cook that a limit of £500 would be sufficient, seconded Councillor Malpas, agreed unanimously.  
RESOLVED.

The current Clerk had previously advised all Councillors of his intention to retire. The time line proposed to continue as full time Clerk until the end of the financial year, then and to cover at half time April to end May, to support the new Clerk.

## **11. IT STRATEGY**

Councillor Cook explained the Council needed to do more to deliver effective communications with the Parish and improve legislative and regulatory compliance. Many people still require paper but many more require communication through the new channels and that is going to require greater funding.

Time was right now to review our IT services, as set out in the strategy paper distributed to Council. There was also a considerable variance to the funds spent by councils on IT websites, as detailed in the distributed survey. No budgetary information would be available until the investigative work has been completed. However funding from the government Transparency Fund for approx. £1K was possible, to cover the website and movement of content.

Councillor Cook considered the needs were to accept the draft strategy and then form a small working party to look at information technology and how we go forward. Councillor Cook had already had a positive desire from Councillor Kronig to be part of the working party. He thought the amount of work to set the new systems up was not major which he could take forward but was not prepared to manage the site on going. Council thought it was an excellent paper; Councillor Malpas identified an interest in participating.

Councillor Cook proposed acceptance of the IT strategy paper, seconded by Councillor Malpas, agreed unanimously.  
RESOLVED.

Councillor Rees proposed a working party of the IT Strategy to be Councillors Cook, Kronig and Malpas, seconded Lord Lansdowne, agreed unanimously.  
RESOLVED.

Councillor Cook proposed we complete our application for funding from the Transparency Fund, which for a total of £983, seconded Councillor Jones, agreed unanimously.  
RESOLVED.

Clerk

## **12. ELECTORAL EQUALITY AND WARD BOUNDARIES**

Councillor Rees had sent a proposal to Councillors, to consider requesting Wiltshire Council to undertake a Community Governance Review of the parish to resolve boundary anomalies and to consider

rationalisation of wards, and the disparity in the councillor representation between wards.

Councillor Rees explained that at the May election what were believed as boundaries highlighted some anomalies at Studley Hill, Church Road and Devizes Road. Lord Lansdowne viewed Studley Hill and Church Road as anomalies but not A342 western side of Devizes Road.

Lord Lansdowne advised Council, that a lot of hard work had been taken over time to keep the local community on side, which was not helped by trying to steam roller particular decision routes, by leaflets posted in Devizes Road.

Councillor Cook confirmed that it appeared most councillors considered that there were anomalies in Studley Hill and Church Road, but believed that council should not send anything to Wiltshire Council now, it is not a simple issue and that a working party should be formed, whose reference should be to look at ward boundaries, electors and areas.

After discussion it was proposed by Councillor Cook that a working party is formed, to review distribution of electorate, dwellings and boundaries for all wards in the parish and make recommendation to Council in two months. That the working party be formed with one councillor from each ward, seconded Councillor Baker, agreed by majority decision.

Councillor Malpas requested for the voting on this proposal to be recorded, in accordance with standing orders 3q.

For the proposal, Councillors Baker, Cole, Cook, Jones, Lord Lansdowne, Maddicks, Malpas, Oram, BSatchell.

Against the proposal, Councillors Rees and French.

RESOLVED.

Councillor Baker offered to chair the working party with one Councillor from each ward on the working party, namely, Councillors Cook, Oram (to be agreed), BSatchell, and Rees.

### **13. COUNCIL MEETING DAY**

Councillor Crisp explained that it had always been difficult and may become more difficult to attend both Calne Without and Bremhill meetings, both being on the same day of the month and would like Council to consider a change of date. Councillor Cook considered it would be beneficial to have Councillor Crisp at our meetings.

Councillor Malpas asked if Bremhill PC had also been asked about a possible change of meeting date to accommodate Councillor Crisp. Councillor Crisp advised that Bremhill PC had been asked to consider meeting on a different day and that they had declined, adding that Calne Without PC had also declined on a previous occasion.

After discussion it was agreed that a decision would best be made when a new Clerk had been identified.

Council meeting time limit had been reached, it was agreed to continue the meeting for a further 10 minutes over the two hours, to endeavour to try and briefly discuss the items remaining on the agenda.

### **14. SUN EDISON PROJECT SUB GROUP**

Councillor Maddicks advised there had been no new applications; there were still four enquiries from, Calne Youth Rugby, Derry & Studley Fete and Sandy Lane speed signage and further funding for Studley Methodist Hall.

The current TOR state that once requests have been agreed, no further requests can be considered for two years. The sub group had not yet had consensus on a possible change to the TOR. Councillor Cook believed that there was no pre conditions put on the Sun Edison funds. Councillor Baker considered that the sub group meet to agree any TOR changes.

Due to time constraints Councillor Maddicks asked for other Councillor thoughts to be sent to him on possible changes to the TOR.

#### **15. CHURCH ROAD SAFETY REVIEW**

Councillor Maddicks reported that there had been no further meetings and therefore he had no progress to report.

He had Emailed Mark Stansby (Senior Traffic Engineer, Wiltshire Council – Highways), but had no yet received a reply; he asked if any Councillor who might have a dash cam, could possible drive down Church Road to record the entire problem. Can a Councillor assist Councillor Maddicks in taking this forward?

#### **16. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)**

It had been proposed that Councillors consider if and when the council wishes to join the association.

Due to time considerations it was agreed this item should be deferred to a future meeting.

#### **17. OTHER ITEMS**

##### **.1 East Ward**

Councillor Oram advised he wished to speak at the next meeting on the possibility of a new Notice Board for Lower Compton and additional Dog Bins.

Oram

It was agreed this item be proposed at a future meeting.

- .2** Councillor Rees advised that two residents had asked if a limit of 20mph can be imposed in Studley, he had advised them that they should try and get more local support.

- .3** Councillor Malpas considered the changes made by the Clerk to the agenda that identified the business to be discussed and in some cases recommendations or motions for consideration was a positive step forward reflecting the guidance offered by WALC in its' training and in the Good Councillors Guide. He commented that he hoped this would be continued with appropriate support to the Clerk from members.

Meeting Closed

21.43

Next Meeting:

5<sup>TH</sup> March 2018