



## MINUTES

### BAYDON PARISH COUNCIL MEETING

MONDAY 1<sup>st</sup> JULY 2019 – 8.00PM IN THE BYPA HALL, MANOR LANE

**Present:** Cllr. Sarah Chidgey (Chair), Cllr. Hugo Mackenzie Smith (Vice Chair), Cllr. Steve Sutton, Cllr. Brian Billington and Cllr. Marie Hambrecht.

**Clerk:** Mrs K Lloyd.

**In attendance:** 3 members of the public.

#### 1 APOLOGIES

No apologies received. Cllr. Chidgey welcomed Marie Hambrecht to the Parish Council.

#### 2 DECLARATIONS OF INTEREST

No Declarations of Interest.

#### 3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 20 May 2019.

#### 4 PUBLIC QUESTIONS

Barbara Furber reported there were a lot of overgrown weeds (especially under the metal bench) at the entrance to Downsmead. The Clerk was asked to report this to the Parish Steward. Barbara also mentioned the overgrown hedgerow in Paynes Lane. Cllr. Mackenzie Smith (the landowner) said he would look at this. Cllr. Chidgey thanked Barbara for raising these matters.

Mrs Jukes raised comments on the agenda item 11 on purchasing a SID. To have a permanent one at the East end of the chicane would serve to make drivers aware of the right of way.

Mrs Jukes also reported on suspicious activity at the water treatment plant entrance. The Clerk was asked to report this to the local police. Cllr. Chidgey thanked Mrs Jukes for raising these issues.

Mr Jim Grove said this year's Fireworks event, to be held on the 9<sup>th</sup> November, is still looking for caterers. The Brownies had done the catering in previous years but was not doing it this year. Anyone interested in helping, please contact Jim Grove on 07719 733720 or Trevor Dominy on 07836 721777 and please spread the word. If no-one from within the village is able to help the Fireworks Team will have to look outside of the local community.

#### 5 PLANNING APPLICATIONS

**19/04494/FUL** Newtons Barn, 1 Finches Lane.- Construction of detached garage/garden store.

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Members of Council agreed to Support this application, but 'Subject to the Conditions' that the construction of the detached garage/garden store was to go on the hardstanding already in place next to the house, and not behind the house as shown on the planning application.

**19/04701/FUL** / (19/04859/LBC-Listed Building Consent) St Nicholas Church, Off Finches Lane, Ermin Street. Proposed recovering of north aisle roof following lead theft.

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Members of Council agreed to Support this planning application.

**19/06112/FUL Heddons Cottage, Back Lane**- Two storey extension and internal alterations.

**19/06029/FUL Farimead, Aldboune Road** - Proposed rear extension to replace conservatory, new enlarged front porch and internal alterations.

These two planning applications were only received after the agenda were published.

The Clerk advised Members of Council not to comment as the applications were not advertised on the agenda to the public. If someone did have any concerns on either planning application, they would need to write to the Parish Council, (and Wiltshire Council). The Members of Council would then decide whether to hold an extraordinary meeting to open it up to the public.

## **6 UPDATE ON THE DEVELOPMENT OF LAND OFF RUSSELY GREEN.**

Following the last Parish Council meeting it was agreed to send an email to Mr Conor Lee, at Hannick Homes & Developments Ltd. A response was received back from Mr Lee who said he was disappointed with the view taken by the Parish Council and would have liked to further explore the potential to secure some community support for a scheme which addressed housing needs within the village. Mr Lee asked that if the views of the Parish Council changed at any point in the future he would be delighted to come back to speak with the Parish Council. Mr Lee added that Hannick Homes will continue to promote the land within Wiltshire Council's Local Plan review and if any opportunities arise they will be in touch with the Parish Council.

## **7 FINANCE REPORT**

The Clerk previously emailed an updated finance report to the Members of Council. Members **RESOLVED UNANIMOUSLY** to approve the updated finance report. A copy of which appears as [appendix 1](#) in the Minutes.

### **Audit Update**

The Clerk reported the internal audit was complete and the figures on the AGAR presented before the Parish Council in the Annual Meeting were correct. One question raised from the auditor was the whereabouts of the £20 petty cash that was accounted for in 2017/18 but not in 2018/19. Cllr. Billington said he would check the Council's filing cabinet.

The auditor raised the concern of the increased reserves but noted the gradual reduction in the precept. The Clerk asked the auditor if he knew why the Parish Council did not hold a Financial Regulation (FR) document. The auditor advised that the Parish Council seeks to comply with NALC Model Financial Regulation as updated in January 2016 which should probably be amended to reflect more closely the size of the Parish Council and how it operates. The Clerk said she would review and make amendments to a FR model document and will email this to the Councillors for review. The FR document would have to be adopted in a future meeting by the Parish Council. The Risk Assessment document also needs an annual review and re-sign. The Clerk will also look at this document.

### **Data Protection**

The Clerk noted no data protection registration was made in the previous year. Following the new Data Protection Act 2018 (DPA 2018) as a Parish Council, the law says if you are processing personal data you must pay a data protection fee to the ICO. Failure to pay the fee could result in a fine of up to £4,000. The Clerk had already registered with the ICO. Once the email confirmation is received, the Clerk will set up a direct debit payment of £35.00 per annum. It is £40 if you don't pay by direct debit.

## **8 CORRESPONDENCE**

**11/06/19** email from Wiltshire Neighbourhood Watch. Their Annual General Meeting is on the 13<sup>th</sup> July 2019 at 10.30am-12.30 in 'The Bay Window Room'- Police Headquarters, Devizes.

## **9 COMMUNITY POLICE REPORT**

One report – At Five ways, on the 2<sup>nd</sup> June at 1.32am, an unknown male tried the door handle to a property. Cllr. Chidgey said she had met the PCSO Melissa Camilleri who she believes was replacing PCSO Emily Skyes.

Mrs Jukes asked the question if the PCSO was stationed at Marlborough or Devizes depot. The Clerk said she would find out.

## **10 VILLAGE SIGN**

Cllr. Chidgey said a thank you to Mr Colin Phillips for renovating the village sign's post and informed Councillors that Mr Phillips is currently waiting for iron work to strengthen the frame for the actual sign. A thank you was given to Kareen Jackson who is kindly 'sprucing-up' the paintwork and is going to do some work on this during the Baydon Open Gardens event. Both Colin and Kareen are kindly donating their time to this project, but the Parish Council will be reimbursing their expenses.

#### **11 TRAFFIC CALMING**

Cllr. Chidgey reported she had been chasing up the additional 'Keep Clear' sign for vehicles approaching the build out at the junction with Ermin Close.

Cllr. Billington met with Martin Cook the Area Highways Engineer on Friday 28<sup>th</sup> June concerning item 15 and also discussed the matter of the extra white lines that were requested by the Parish Council.

Martin Cook said he would chase up the contractor for both the 'Keep Clear' sign and the 'White Lines' in Ermin close and the entrance to Downsmead.

#### **12 METRO COUNT MANOR LANE**

Cllr. Chidgey reported an email was received from Wiltshire Council Road Safety Team regarding the traffic survey results following the Metro Count in Manor Lane.

The results of the survey for the 7-day period from 07/05/2019 to 13/05/2019 are as follows:

Speeds for a total of 939 vehicles in free-flowing traffic in both directions were recorded. Total traffic volume during this period was 968 vehicles. (This figure may be higher than above due to congestion when 'free-flowing' speeds cannot be recorded). The 85<sup>th</sup> percentile speed was 25.6mph. This is the speed at or below which 85% of the traffic is travelling and is used nationally as a criteria for Community Speed Watch Interventions. The average speed was 20mph. 2.8% of recorded vehicles were exceeding the posted speed limit, with a mean speed of 33.36mph. The thresholds for interventions based on the 85<sup>th</sup> percentile are: 30-35mph there is no further action.

35.1-41.9mph Community Speed Watch

Over 42mph would be Police Enforcement

Based on the 85<sup>th</sup> percentile figure, this location will not be considered for further action and this request will be closed.

Mr Tom McGowran who, on an unofficial basis is helping the Parish Council progress traffic calming in Manor Lane has emailed Martin Cook highlighting that he knows that over the past years there have been three surveys done in the lane and asking if it was possible to share the information.

Mr McGowran has asked to see the 'raw' data and not just the summary data that was supplied to the Parish Council. Mr McGowran has not informed us of any response.

#### **13 REFRESHING OF WHITE LINES**

Cllr. Chidgey reported the refreshing of white lines at road junctions, outside of the school, etc. took place on 28 May 2019.

#### **14 PARKING ISSUES**

Cllr. Chidgey reported on the 23<sup>rd</sup> May an email was received from Mrs Jane Archer with reference to parent's inappropriate parking during school drop-off and pick-up times. The email was passed to the Head Teacher, Mrs Knighton, at St Nicholas School who confirmed that she would once again contact parents about parking. Cllr. Chidgey also contacted Highways and asked if white lines in Ermin Close could be considered.

As noted above under Item 11- Traffic Calming, Cllr. Billington met with Martin Cook (Highways) who confirmed white lines will be painted in Ermin Close and Downsmead, this will hopefully help prevent inappropriate parking.

#### **15 ELECTRONIC SID**

The Clerk had contacted Andrew Jack the Community Engagement Manager at Wiltshire Council to ask for more advice who then referred the Clerk back to Martin Cook (Highways) at Wiltshire Council. The Clerk contacted Martin Cook again who said it might be easier to discuss this matter in person and offer some

advice in the positioning of a device. Martin Cook said strictly speaking the units must be moved frequently and located at a point within the speed restricted area. These units are really to be used as a reminder of the Speed Limit. Whilst units can be attached to our lamp columns, it is usually not possible to utilise the power supply. One of the main issues is the structural integrity of the column. Martin Cook said he was happy to meet on site as it might be easier to discuss this matter in person and offer some advice in the positioning of a device. Cllr. Billington then kindly agreed to meet with Martin Cook on Friday 28<sup>th</sup> June.

Following this meeting Martin Cook asked Cllr. Billington to obtain the post numbers from points where the SID is to be mounted, and to also weigh the current SID and take measurements. Cllr Billington confirmed he will do this. Martin Cook said he would contact the electrical contractor to find out about installing plug points for a SID on the post in question at the chicane once Cllr. Billington supplied the numbers.

The Clerk was asked to contact Ogbourne St Andrew Parish Clerk to ask where they got their SID from following the advice from Martin Cook. The Clerk said on contacting suppliers of SIDS they were averaging out at around £1,500 for a SID alone.

#### **16 GULLY EMPTYING SERVICE**

An email was received from 'The Sewer Crew' at Wiltshire Council offering the service of gully's being cleaned. The email did note that they don't have access to traffic management so this service will be limited to quiet housing estates and low usage roads. The tanker is a large vehicle and parked cars / obstructions can limit the space required to complete the works. After discussion it was believed the gullies in the Parish were cleared out recently and there was no need to request any further work at this time.

#### **17 BYPA Hall**

Following the BYPA Annual Parish Meeting report of a £597 loss in 2018 and it was looking the same for 2019. Council members decided to add this item to the agenda to discuss ways on how to help the hall.

No representatives from the BYPA attended this meeting, therefore the Parish Council agreed to monitor the situation for now.

#### **18 PARISH COUNCIL EVENT SHELTER**

The Parish Council received an email from Pamela Withers reporting a section of the roof structure on the event shelter loaned to PCC had been broken at the Baydon Fete. Mr Cockcroft had ordered the broken part and repaired the shelter at no cost. The Parish Council was asked to pay for the replacement part at a cost to the Council of £33.90 which the Parish Council confirmed would be paid.

Cllr. Chidgey thanked Mr Cockcroft (a former Parish Councillor) for repairing the shelter at no cost.

Cllr. Chidgey also asked if damage was found to Parish Council equipment in the future could the group or person involved please liaise with the Parish Council before ordering replacements and making payments. The Parish Council needs to approve all costs in the first instance.

#### **19 NEIGHBOURHOOD PLAN**

The Parish Council received an email from Simon Nott, Economic Development and Planning Officer at Wiltshire Council on considering a 'Village Design Statement' (VDS) instead of a 'Neighbourhood Plan'. Cllr. Sutton had done some research. VDS was an easier document to produce than a Neighbourhood Plan. If a VDS was adopted by Wiltshire Council they would consider the statement on future planning applications. To produce a VDS, residents would need to help with the plan to give opinions on matters like the landscape, streets, roads, byways, community hubs, shops, public houses, and green issues etc. Cllr. Chidgey asked if more grants would be awarded on having a village statement, Cllr Sutton said possibly it could attract more grants. Cllr Sutton also raised the concern of trying to adopt a common build style of houses in the village would be difficult. If a developer wanted to build out of the village statement build style this would make it more difficult for a developer to obtain planning. Cllr. Mackenzie Smith asked if the VDS could be outsourced to a company if no one from the Parish came forward to take it on.

After discussion the consensus was it would be good to produce a VDS but needed to find out more. Cllr. Sutton said he would talk to the Councillor at Aldbourne who had an involvement in producing a VDS/Neighbourhood Plan. Cllr. Sutton would also research into companies who may offer this service, as outsourcing it might be a viable option.

**20 COUNCILLOR / CLERK REPORTS**

Cllr. Chidgey said she would be unable to attend future CATG Meetings. The next CATG meeting was Thursday 19<sup>th</sup> September 2019. Cllr. Mackenzie Smith said he could attend this meeting. Cllr. Chidgey reminded Councillors that it is important that Baydon Parish Council has a regular presence at these meetings. Cllr Chidgey said she had emailed Cllr James Sheppard and Andrew Jack to let them know that there would be no representation from Baydon at the CATG meeting held on the 20<sup>th</sup> June. Both had said they would raise our outstanding issues of the white lines in Downsmead/Ermin Close and the 2<sup>nd</sup> Keep Clear sign at the junction of Ermin Close/Ermin Street. This was to be done as part of Road Safety Audit - Stage 3. Plus Councillors still being keen to progress moving the 30mph sign further out of the village towards Aldbourne, which is going to be progressed with the moving of the Aldbourne 30mph sign further towards Baydon.

Cllr. Sutton reported he attended the Campaign to Protect Rural England (CPRE) meeting on the 19<sup>th</sup> June 2019.

Cllr. Billington asked the Clerk if any response had been received concerning the pot hole on the bridge on Baydon Road that goes over the M4, the Clerk will chase Highways England again.

The matter of Fly Tipping near Baydon Hole was raised. Cllr Chidgey said that it was to be left in the hands of the Environment Agency and there was nothing more the Parish Council could do at this stage.

A survey was emailed to the Parish Council from Wiltshire Association of Local Councils (WALC) to determine the types of training events that Councillors are seeking. The Members completed the survey in the meeting and the Clerk was asked to send to WALC.

The Councillors Roles sheet was amended following Cllr. Marie Hambrecht joining the Parish Council. For an updated version please see the Baydon website or contact the Clerk.

**21 CO-OPTION OF COUNCILLORS**

No candidates came forward for co-option to fill the two available vacancies.

**22 DATE OF NEXT MEETINGS**

The next meeting was confirmed for Monday 23<sup>rd</sup> September 2019.

Meeting closed at 21:06.

ALL COPY ATTACHMENTS AVAILABLE FROM THE CLERK OR CAN BE DOWNLOADED FROM THE [BAYDON WEBSITE](#)

Following the new (GDPR) Data Protection Regulations 2018 Act. Please inform the Clerk if you do 'NOT' want the Parish Council to divulge your name in the minutes.

Chairman Signatory.....