



**MINUTES
BAYDON ANNUAL PARISH COUNCIL MEETING
MONDAY 20 MAY 2019 – 8.00PM IN THE BYPA HALL, MANOR LANE**

Present: Cllr. Sarah Chidgey (Chair)
(Vice Chair) Cllr. Hugo Mackenzie Smith, Cllr. Steve Sutton, Cllr. Brian Billington,
Clerk: Mrs K Lloyd
In attendance: 7 members of the public

**Following the new (GDPR) Data Protection Regulations
Please inform the Clerk if you do 'NOT' want the Parish Council to divulge your name in the minutes.
(See GDPR note under Agenda item 7)**

1 NOMINATIONS AND ELECTION FOR A CHAIRMAN

Cllr Sutton nominated Cllr Chidgey to remain as Chairman. Cllr Mackenzie Smith seconded this, Cllr Chidgey accepted. Cllr Chidgey signed the Declaration of Office and the Clerk witnessed.

2 NOMINATIONS AND ELECTION FOR A VICE-CHAIRMAN

Cllr Chidgey asked for nominations for Vice-Chairman. Cllr Mackenzie Smith volunteered. Cllr Sutton proposed and Cllr Chidgey seconded. Cllr Mackenzie Smith signed the Declaration of Office and the Clerk witnessed.

3 APOLOGIES

No apologies received.

4 DECLARATIONS OF INTEREST

No Declarations of Interest.

5 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 8 April 2019.

6 PUBLIC QUESTIONS (PQT)

Cllr Chidgey reminded those present that they should adhere to the format of PQT and ask questions politely and respectfully.

Kevin Howell said he had looked at Wiltshire Council's website and confirmed that plot in question was outside of Baydon's Settlement Boundary. Mr Howell also confirmed that Hannick Homes had contacted the Parish Council in 2016 regarding potential development of this plot. The Parish Clerk (at that time) had been asked to respond to Hannick Homes confirming that the plot was outside of the Settlement boundary on 13 June 2016.

Cllr Chidgey thanked Mr Howell for his research.

At this stage four members of the public arrived and Cllr Chidgey requested that Mr Howell repeat his findings.

Mrs Haley Butcher explained to Council the criteria in the Core Policy 44 of the Wiltshire Core Strategy regarding rural exception sites and that this needs to be considered. Cllr Chidgey thanked Mrs Butcher for her comments.

Further public questions were raised concerning the agenda item 15 -Land at Russley Green.

7 PLANNING APPLICATIONS

No planning applications.

8 **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.

The Clerk reported payroll is now set up. The Clerk is to be paid on the 25th of every month following HMRC instructions. HMRC will also be paid on the 25th of every month for the Clerks income tax which is the responsibility of Baydon Parish Council to pay as the employer. The Clerk receives a payslip via email which is then emailed to Council members for approval. A standing order will be set up for the 25th once the Clerk receives the card reader from Barclays for online banking.

The Bank mandate is all complete; Cllr Mackenzie Smith and the Clerk are just waiting for the card reader to be able to carry out online banking payments. .

9 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 2**

The Clerk reported that Baydon is under the threshold of £25,000 for income and expenditure, therefore no external audit is required. The Clerk spoke to PKF Littlejohn, the external auditors who confirmed to the Clerk if no limited assurance review (external audit) is required, an internal audit is not statutory and can be carried out anytime in the year. The Clerk recommended an internal audit but this did mean the AGAR statement could be signed before the internal audit and then amended if applicable. The AGAR has to be on the Baydon Website before the deadline of 1st July, this is a statutory requirement. The Clerk has liaised with Mr McGowan who kindly said he would carry out an [internal audit for Baydon](#) again this year and the Clerk passed the completed file over to Cllr Chidgey for him to complete.

Members of Council reviewed the following and Cllr Chidgey and the Clerk signed all three statements.

[A Certificate of Exemption – 2018/19.](#)

[B Section 1 – Annual Governance Statement 2018/19.](#)

[C Section 2 – Accounting Statements 2018/19.](#)

10 **CORRESPONDENCE**

To note the following correspondence.

[16/04/19](#) email from WC attaching the Annual Town and Council Report -

If anyone would like to read the full report, please email the Clerk.

[2/05/19](#) email from WC with the Highways meeting 01/05 presentation and newsletter

Please contact the Clerk for the full presentation.

11 **STANDING ORDERS**

To review, agree and adopt the Standing Orders. A copy of which appears as appendix A.

Members of Council reviewed the document, previously emailed. No amendments was raised, the standing orders was adopted for 2019/20.

12 **CODE OF CONDUCT**

To review, agree and adopt the Code of Conduct. A copy of which appears as appendix B.

Members of Council reviewed the document, previously emailed. No amendments was raised, the Code of Conduct was adopted for 2019/20.

13 **SCHEME OF DELEGATION**

To review, agree and adopt the Scheme of Delegation. A copy of which appears as appendix C.

Members of Council reviewed the document, previously emailed. No amendments was raised, the Scheme of Delegation was adopted for 2019/20.

14 **REVIEW PARISH POLICY DOCUMENTS**

To review, agree and adopt the Grants Policy, Complaints Policy and Data Protection Policy. A copy of which appears as [appendix D](#).

Members of Council reviewed the documents, previously emailed. No amendments was raised, the Parish Policy Documents was adopted for 2019/20.

15 LAND AT RUSSELY GREEN

Cllr Chidgey reported following discussions at the Parish Council meeting on the 8 April and a wider discussion (more participants) at the Parish Assembly on the 10 May that there are a wide range of views around this proposed development. The Parish Council needs to respond to Connor Lee at Hannick Homes and the most important factor is that, although some villagers felt that there was a need for 'affordable' housing, the proposed development lies outside of the existing Settlement Boundary. In between meetings Cllr Chidgey had various conversations with planning people at Wiltshire Council including Geoff Winslow, Manager Spatial Planning who had emailed saying:

The land outlined in red on the plan sent by Cllr Chidgey is indeed outside the current and proposed Limits of Development (Settlement Boundary) for the village of Baydon.

The planning policy position (Core Policies 1, 2 and 14 of the WCS – Wiltshire Core Strategy) would militate against development proposals on the land in question. In this regard it is clear that there would be a presumption against permitting development to occur in open countryside, outside the limits of development.

In conclusion, the onus will be on the developer to demonstrate why development should proceed on land outside of the limits of development.

If anyone who would like more specific information please see the Wiltshire Local Development Framework – Wiltshire Core Strategy. Cllr Chidgey said she could send this to anyone who would like to see it.

Cllr Chidgey said as the proposed development lies outside of the existing Settlement Boundary. To support the development would set an extremely dangerous precedent regarding applications for future developments.

A discussion took place around what is meant by affordable housing following a question from Marie Hogan and the involvement of housing associations with input from Kirsty Lydiard and Hayley Butcher.

Conclusion

The Parish Council agreed, having considered all the comments from the public over the last two Parish Council meetings and the Parish Assembly, that a response to Hannick Homes will be drafted on the basis that the plot of land in question is 'outside the current and proposed Limits of Development (Settlement Boundary) for the village of Baydon' and that the Parish Council therefore objects to any development on this site in principle.

16 FLY-TIPPING

Cllr Chidgey reported that the Environment Agency (based in Blandford, Dorset) had visited Plot A1 Baydon Hole, and stuck a notice of Powers and Rights on the gate, which explains to the landowner the Environment Agency's right to enter the land and gather evidence. Cllr Chidgey has spoken to Steph Marriot who issued the notice and was told that the Baydon Plot actually falls within the Thames Environment Agency Region. Cllr Chidgey's contact details have been passed to the Thames region and following a conversation with the officer now dealing with the case Cllr Chidgey is confident that the Environment Agency is doing all that it can to resolve this issue and no further action should be taken by the Parish Council or concerned villagers.

17 NEIGHBOURHOOD PLAN

Cllr Sutton gave a report around Baydon producing a Neighbourhood Plan:

A Neighbourhood Plan is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to develop a shared vision for your Neighbourhood.

A key benefit of having a Neighbourhood Plan is that future planning applications would be considered alongside the Neighbourhood Plan before being considered by Wiltshire Council and the Council's Core Strategy.

A Neighbourhood Plan does not mean that the village would be against future development, it is more about working with Wiltshire Council to meet local housing requirements.

A steering group of around 15 members would be needed to drive and carry out the work necessary to produce a plan.

Another benefit of having a Neighbourhood Plan is access to more grants.

Cllr Chidgey confirmed that she had discussed the potential of a Baydon Neighbourhood Plan with Cllr James Sheppard who was keen that every possibility of pursuing this was examined. She also confirmed that in her conversations with Wiltshire Council's Spatial Planning, Geoff Winslow, he had confirmed that grants were available to assist with the cost involved with producing a Neighbourhood Plan and that 'Plans' need not be enormous documents. Wiltshire Council can help with advising on proceeding with a plan and the format.

Cllr Chidgey asked members of council if they would like to pursue the production of a Neighbourhood Plan by talking to a company, given to her by Cllr Sheppard that specialises in the production of Neighbourhood Plans and to an Aldbourne Parish Councillor (Aldbourne is currently working on its Neighbourhood Plan) to finding out more information of the work and costs that would be involved. All members agreed it would be good to find out more.

The Parish Council asked if anyone would be interested in being involved in a steering group, to contact the Clerk for more details.

If there is no interest, the Parish Council sadly would not be able to take a Neighbourhood Plan forward without support from the community.

18 NORTH WESSEX DOWNS LANDSCAPE TRUST 2019

The NWDLT is the only charity with the North Wessex Downs at its core. The Trust was established to promote wider awareness and engagement with the NWD AONB so that future generations can visit, live, learn and work within it, while protecting and enhancing the landscape and environment. The NWDLT is seeking support from parish councils by inviting them to become a NWDLT supporter for an annual contribution of £75.

Members of Council were previously emailed all the details and Members RESOLVED UNANIMOUSLY to support the Trust for the annual contribution of £75.

If you would like to find out more, please visit the link below.

<http://www.nwd-landscapetrust.org.uk/>

Some of the areas the Trusts have supported and helped in the past are;

Water provision improvements for Hungerford allotments,

Conversion of the Great Bedwyn telephone box into a visitor information kiosk,

Shalbourne village hall improvement works,

Avebury sports and community pavilion.

19 ELECTRONIC SID

The Clerk had contacted suppliers of electric SIDs which was looking at costing around £1,500.

The Clerk was informed by suppliers that the Parish Council would need to have authorisation from Wiltshire Council highways before installing a permanent fixture to an authority's column. One SID supplier said some local authorities don't always agree to where a Parish Council would like one to go. It all depends on the area, the size of the SID and sometimes data will be collected on the speed of vehicles before an authority agrees. The Clerk had spoken to Martin Cook at Wiltshire Council Highways, who said they only advise a SID to be in place for 14 days and to make a SID portable as motorists become complacent as they know from the permanent 30mph VAS signs.

The Clerk asked the Members of Council if they wanted the Clerk to pursue with Highways to find out first if this would be an option.

All members agreed for the Clerk to find out more. The Clerk also said she would speak with Andrew Jack at CATG for advice before contacting Highways.

20 BEATING THE BOUNDS DAY/SPONSORED WALK – 6th May.

Cllr Chidgey reported a good turnout of 18 villagers, mainly made up of the Rolfe family, but it was good to see different faces. The sponsored walk element rose over £400 for the Church. Well done Baydon.

21 VILLAGE GREEN BENCH MAINTENANCE.

Cllr Chidgey said thank you on behalf of the Parish Council and the village to Jim Grove for kindly working on the bench. It now looks as good as new. Also thanks to Cllr Sutton who helped Jim get the bench from the Green to Jim's workshop and back again.

22 MAGNOLIA TREE ON THE GREEN.

Cllr Chidgey reported the tree looked just about alive and asked villagers to water the tree if they felt this was necessary.

23 PLAYGROUND GATE AND MAINTENANCE UPDATE

Cllr Chidgey reported that the big gate had fallen off its hinges when Pittams opened it to do the grass cuttings. Jim Gove and Cllr Sutton kindly fixed it. If it happens again, it may have to have additional work done to secure the hinges.

24 ITEMS TO NOTE FOLLOWING PUBLIC QUESTIONS

Hannick Homes as detailed in Item 15.

The Clerk said the Village Hall item concerning the loss of income was not added to this agenda, as mentioned in the Parish Assembly. It will be added to the next agendas meeting.

25 COUNCILLOR REPORTS

Allotments

Cllr Chidgey reported that Mrs Gribble has pointed out that there was an issue with the rabbit fencing and it needs tensioning, Cllr Chidgey and Mrs Gribble are looking at costings to tighten/tension the rabbit wire and the cost of potentially installing another water tap to serve the plots at the top – i.e. when you turn right as you go in the gate.

26 CO-OPTION OF COUNCILLORS

Cllr Chidgey asked the members of public present in the meeting if anyone was interested in joining the Parish Council. Marie Hogan nominated herself. Marie signed the Declaration of Office and has now become a member of the Parish Council; the Parish Council thanked and welcomed Cllr Hogan. This still leaves two available vacancies.

27 DATE OF NEXT MEETINGS

To confirm the date of the next meeting on Monday 1st July 2019.

Meeting Closed. 9.04pm

ALL COPY ATTACHMENTS AVAILABLE FROM THE CLERK OR CAN BE DOWNLOADED FROM

THE [BAYDON WEBSITE](#)