

**Minutes of the Winterslow August monthly Parish Council meeting held at Winterslow Village Hall, on Monday 5th August 2024 at 7.30 hrs.**

**Present: Cllr Taylor, Cllr Port, Cllr Warnes, Cllr Prew, Cllr Haynes, Cllr Bradley, Cllr Thomas, Cllr Sheppard, and the Clerk, Jane Tier.**

**1 Members of the public**

*A member of the public requested information regarding a footpath in the village that has become overgrown. The Councillors advised there is not a Parish Council footpath group to be able to cut back overgrowth on footpaths. The overgrowth is on land that is not owned by the Parish Council the resident is advised to contact the relevant land owner.*

**140.24 To receive apologies.**

*Cllr Moody sent his apologies which were duly accepted by the Parish Council.*

**141.24 Declarations of Interest:**

(a) To receive **Declarations of Interest** in respect of matters contained in this agenda.

*None.*

(b).To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered. *None.*

**142.24 Minutes**

To consider and resolve to approve the minutes of the 1st July Monthly Parish Council meeting.

*Winterslow Parish Council resolved to approve the 1st July minutes without amendment.*

**143.24** To consider any **urgent business** raised by the public in public discussion, and any other urgent matters or items of information from councillors, or for referral to the appropriate working party.

*Cllr Thomas briefed the Council on Parkmoor Pond, and the issue of a caravan which has been placed on Common Land. After discussing the issue, the Councillors were in agreement to seek a cost for the removal of the caravan.*

*Action: Cllr Prew*

**144.24 Planning applications.** *None.*

**145.24 Planning Application update.**

*Application Ref PL/2024/04406 - Householder Application Address: Middleton Manor, Clough Lane, Middle Winterslow, Salisbury, SP5 1RP Proposal: Revision to the approved plans to remove 2 no. rear facing windows and Inclusion of a roof lantern, enlargement of existing entrance to the driveway to include new gates, removal of small section of garden wall, enlargement of existing doorway through garden wall (amendment to PL/2022/05788) Applicant Name: Mrs Lucy Minter Case Officer: Amy Houldsworth Decision Date: 17-07-2024 Decision: Approve with Conditions Application Link:* [*https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006AZ7V*](https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006AZ7V)

*Application Ref Address: Proposal: PL/2024/04713 - Works to a Listed Building Middleton Manor, Clough Lane, Middle Winterslow, Salisbury, SP5 1RP Revision to the approved plans to remove 2 no. rear facing windows and Inclusion of a roof lantern, enlargement of existing entrance to the driveway to include new gates, removal of small section of garden wall, enlargement of existing doorway through garden wall (amendment to PL/2022/06166) Applicant Name: Mrs Lucy Minter Case Officer: Amy Houldsworth Decision Date: Application Link: 17-07-2024 Decision: Approve with Conditions* [*https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006NJDu*](https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006NJDu)

**146.24 Finance** - **To Resolve to agree the August monthly payments and agree the Bank.**

*Winterslow Parish Council approved the following payments and Bank:*

*C.Rogers, £180, Virgin Media, £38.40, Water2Business, £361.45, Calor Gas, £17.99*

*£1267.81, M.Taylor, £152.98, B.Cooke, £125, J.Tier, £1597.66, Water2business, £101.22*

*Business Stream, £29.28, S.Nightingale, £89.77.*

*Total payments £3961.56*

*Bank £135960.97*

**To Resolve to agree the new Model Financial Regulations for 2024.**

*Winterslow Parish Council resolved to agree and accept the new Model Financial*

*Regulations for 2024.*

**To Resolve to agree to transfer £100,000 from the current account at Lloyds,**

**to a savings account, at 4.00% with a 90 day withdrawal period.**

*Winterslow Parish Council resolved to agree to transfer £100,000 from the current account at Lloyds, to a savings account at 4%, with a 90 day withdrawal period.*

**147.24 To Acknowledge Highway & Footpath report from the Clerk.**

*Winterslow Parish Council resolved to acknowledge the Highway and Footpath report from the Clerk, highlighting the Discretionary Gully Report and the Parish Stewards report. See attached.*

**a) To Resolve to discuss and vote on the employment of a person to carry out**

**strimming and path clearing in the village.**

*Cllr Port asked the Parish Council to consider the employment of a local person to undertake strimming and path clearing in the village. The Council discussed the matter and were in agreement for Cllr Port to contact the person and report back to the Parish Council. Action: Cllr Port*

**To Resolve to agree for the Clerk to seek a quote for a replacement gate at the end of the footpath opposite Witt Road, and to accept the quote if less than £500.**

*Winterslow Parish Council resolved to agree for the Clerk to seek a quote for a replacement gate at the end of the footpath opposite Witt Road.*

**Traffic Management at Lopcombe – To receive a report from Cllr Warnes.**

*Cllr Warnes updated the Parish Council on an email from Wiltshire Council, detailing the*

*results a Radar Speed monitoring system, along the A30 and A343 roads at two specific locations. Cllr Warnes is going to contact Lopcombe residents regarding the results of the report and update the Parish Council at the September meeting.*

*Please contact the Clerk for a copy of the report.*

**148.24 Recreation**

**To Resolve to agree the quotes for the repair of the play equipment, and areas, at the**

**Recreation ground.**

*Winterslow Parish Council resolved to agree a quote for the maintenance of existing play equipment to ensure that it is Rospa compliant; Roundabout, Toddler multi-play,*

*Grass matting replacement for cradle swing and junior swing; £3900.00*

*Winterslow Parish Council resolved to agree a quote for the replacement of some of the wooden play items that are under warranty, to include, installation, delivery and fixings;*

*£1321.00*

**149.24 Barry’s Field**

**To receive and discuss a report from Cllr Taylor.**

*Prior to the meeting Cllr Taylor sent in a report regarding the tasks that need to be undertaken at Barry’s Field, both current and future concerns. See attached*

**To Resolve to agree a price increase for the Tuesday Club***.*

*Winterslow Parish Council resolved to agree a price increase for the Tuesday Club.*

**To Resolve to agree to discuss the existing agreement with Scouts, regarding storage,**

**use and Insurance of air rifles.**

*Winterslow Parish Council discussed the permission of allowing the Scout Group to store*

*air rifles in a secure container at Barry’s Field. Winterslow Parish Council resolved to agree to contact the Scout Group to ascertain their requirements, usage, Insurance, Risk Assessments, Public Liability, Licenses, etc.*

**To Resolve to support Clarendon Juniors, Scouts and Youth Club Projects, with a £1000 donation from the Parish Council.**

*Winterslow Parish Council resolved to support the group grant application from Clarendon Juniors, Scouts and the Youth Club, with a donation of £1000, with the proviso that the relevant information is sent to the Councillors.*

**To Resolve to accept the booking for the Scouts 50th Celebrations for Barry’s Field for**

**July 2025, and to agree a price.**

*Winterslow Parish Council resolved to accept the Scouts booking for the Scouts 50th Celebrations, at Barry’s Field, at no cost, as it will be a community event.*

**To Resolve to agree to apply for planning permission for an ISO container for the Scouts, to be situated at Barry’s Field.**

*Winterslow Parish Council resolved to apply for planning permission for an ISO container for the Scouts, to be situated at Barry’s Field.*

**150.24 To receive an update from Councillor Haynes on the bus routes in Winterslow.**

*Cllr Haynes advised he has been trying to contact the local bus company regarding the routes for the buses, from and too the village and surrounding villages. He will report at the September meeting.*

**151.24 To receive an update from Cllrs Haynes and Warnes on a Winterslow Parish Council**

**Facebook page and to discuss Community Engagement.**

*Cllr Warnes advised that she has created a new Parish Council account on Facebook*

*which will be used to inform residents*

**152.24 To Resolve to agree for all Councillors to have a .gov.uk email address in accordance with Freedom of Information Requests and General Data Protection Requirements.**

*Winterslow Parish Council resolved to agree for the Parish Councillors to have a*

*registered .gov.uk email address in accordance with Freedom of Information and*

*General Data Protection Requirements.*

**153.24 To Resolve to agree to accept the quote from Bawdens for an Annual inspection of the trees that are on Parish Council land.**

*Winterslow Parish Council resolved to accept the quote from Bawdens for an Annual*

*Inspection of the trees that are on Parish Council land.*

**154.24 Telephone change from Analogue to Digital – to discuss and agree a suitable communication forum for informing residents.**

*Cllr Prew discussed the forthcoming Analogue to Digital switchover and how it could potentially affect Community members.*

**155.24 To discuss the potential installment of a pharmacy vending machine at the Doctors**

**Surgery.**

*Cllr Sheppard discussed the potential installation of a pharmacy vending machine at a local surgery.*

**156.24 Southern Area Board meeting on 5th September at Winterslow Village Hall.**

*A reminder for Councillors to attend the Southern Area Board meeting.*

**157.24 Correspondence**

*Wiltshire Council Briefing note 24-16 Launch of Home Upgrade Grant with EDF Energy.*

*Wiltshire Council Briefing note 24-15 Local Nature Recovery Strategy 2.*

*Wiltshire Council Gypsy and Travellers Plan Consultation document.*

*Email from a resident regarding Highways and Speeding issues.*

**158.24 To confirm the date of the next full council meeting.**

*The next meeting is on 2nd September 2024, at Barrys Field Sports Pavilion*

**159.24 To close the meeting.**

*The meeting closed at 21.39pm.*



Parish Steward

*In Ivan’s absence I filled out the Parish Stewards task list with basic tasks of cutting back overgrowth in the village as well as filling in a few small potholes. The Steward is limited to what tasks he can undertake and this is due to a few reasons.*

*Timescales. A steward is in the Parish for 2 days a week, once a month.*

*Task – A steward is not able to generally work on a road, exceptions are made for smaller tasks, small potholes, cleaning a road sign, etc.*

*Availability – A steward can be called away by Wiltshire Council to work on urgent matters, such as flooding, snow, etc. and they do not work for a Parish Council in August, due to Wiltshire Council requirements.*

*The steward is expected back in September.*

*Discretionary Gully service by Wiltshire Council*

*Wiltshire Council Highways Department sent in a report on the recent visit to Winterslow by the Gully service and Vactor.*

*The Plantation – ‘Both gullies are clear and running’.*

*Woodland Drive x 6 - ‘6 now clear and running’.*

*Pump House x 1 – ‘1 now clear and running’.*

*The Common – The Vactor machine has cleared the Common and is due to come out and finish the tasks in the next week or so.*

*Saxon Leas – This is on the next Gully clearing service and Wiltshire Council will inform the Council when they are due to visit, to request a clear road to be able to clear the drains.*

*Witt Road – This is on Wiltshire Council’s list for the small Vactor machine as it is too narrow for the larger machine.*

*Footpaths*

*Wiltshire Council has forwarded a file from a resident, to raise an issue regarding overgrown vegetation on a path near to the salt-bin at Weavers Close.*

*I did query this as it is a tarmac footpath (tarmac footpaths are generally the responsibility of Wiltshire Council, however, the request is for the hedge / tree to be cut back, which is leaning onto the footpath.*

*Action needed: A councillor to visit the resident and ask them to cut back the overgrowth.*

*A resident has raised a concern about a footpath which leads out on to Gunville Road – opposite Witt Road. There is an old gate in place but there is nothing to close it against. The concerns raised are that a child could run straight out into the road.*

*Action needed: This is on the agenda to replace the gate.*

*I received an email from a resident regarding a Bridleway that runs up a track, WSL082. This is very overgrown and difficult to access. This is along Livery Road.*

*Action needed: To ascertain the ownership of the footpath and take appropriate action.*

*Footpath 41 This footpath is at the back of the Village Hall and has been cut recently by a resident. However, when I contacted Wiltshire Council, they advised that it had been removed from the list – they did not know why. I have been trying to ensure that the whole path is put back on the cutting list.*

*Action needed: To contact Wiltshire Council to request this is put back on the list. (This has been requested several times).*

*Footpath Clearance Training*

*I contacted Wiltshire Council to request details of training for volunteers to cut back footpaths and overgrowth. I was briefly informed that training is est. £150.00 - £200 per person and the correct equipment, insurance and Risk Assessments are necessary.*

**Barry’s Fields action list**

**Updated 31.7.24**

**Needs attention:**

1. Toilet problem in mobile gents. (Jerry)
2. Lights not working in mobile gents. Reported fixed sometime ago? JT to check
3. Ants in kitchen. Ant traps in place. Needs clean behind fridge.
4. Gas cylinders to be removed. Scouts action.

**In progress:**

1. Review user contracts/charges MT
   1. CJ: significant changes under discussion.
   2. Joint CJ, Scouts, YZ, grant application, PC contribution?
   3. Scouts contract changes, storage, flag, notice board etc
   4. Scouts. Air rifles
   5. Scouts ISO container, supply RP.
      1. Condensation risk. Sought advice via Clive Broadley MT
      2. Planning permission via Colin Burrows. MT
   6. TC, price proposal pending PC approval
   7. Documented informal working relationship agreed by CJ/Scouts/YC
   8. Need review of YZ situation.
2. Document regular users’ days, times, use of pavilion, toilets etc. JT
3. Send Jerry heating/water time clock schedule for each month. JT
4. Diary on website is not synchronised with jane’s copy.
5. Jerry quoting for outstanding maintenance problems. MT
6. Bookings for Monday mornings: Cleaner to be advised. Scouts to vacuum floor if required on leaving. MT
7. Smart meter install JT
8. Weed kill patio. Weedkiller purchased. Jerry will use it.
9. Bar now available for use. Move TC trolley to store room when bar is required.
10. Plan for first floor clear out, furniture changes etc JT
11. Clear out non allocated kitchen cupboards, and allocate one to scouts. Jerry to fit locks.
    1. TC and YZ confirmed that nothing is theirs beyond allocated cupboards.
12. Gutters leaking badly, need clearing out. Jerry has actioned
13. Check history of water charges. JT
14. Clarify sewer system and potential charges.
    1. Check with water company JT
    2. What is in original plans? MT via Colin B?
15. Picket fence round patio not to be used...safety risk to children/elderly.
16. Outside tap...isolation valve fitted in RH ladies cubicle.
17. Dispose of lost property.

**Short term (3 month?) action needed:**

1. Quote for 1 hour Heating/hot water ‘boost’ control.
2. Sort out PC post handling, and PC storage in cleaners room. JT
3. Gas tank lid replacement and protection.
   1. Waiting advice from Calor gas
   2. Cost of metal fence panels. SP
4. Need indication of boiler life and cost of replacement if sudden failure. JT via SGS
5. Quotes for treatment of all wood cladding suffering plus repair window frames, sills and changing room external door. Include CJ shed, fence round toilets and cricket score hut.
   1. Peter Pearce. Will quote for repairs MT
   2. Local decorators? RP
6. Install external defib SP
   1. Contact Mike Rampton on electric supply RP.
7. Review finance - pricing structure,
   1. Is it competitive?
   2. VH charges?
   3. Is it simple to use and consistent?
   4. Is it on website?
8. Update 24/25 forecast income/expenditure
9. Scribe Booking system not suitable for complex nature of BF bookings. No action.
10. Check and label all keys in the boiler room. New key safe?
11. Check...5year electrical test due? Done in 2023.
12. Electrical solution for electric hand driers in toilet.
    1. Seek advice from Mike Rampton RP

**Longer term (6 month?) concerns:**

1. Need professional evaluation of future heating options, solar panels etc
   1. Local contact SP
   2. SGS. JT
2. CCTV not considered worth the investment.
3. Shelving in storeroom? Hidden storage in YZ area? Pending provision of scouts container and completion of first floor ‘sort out’.
4. Rubbish/recycling collection service. Too expensive. No action.
5. Review car park condition/surface. Advice from W George JT
   1. Entrance to grass parking area. Maybe Suregreen surface matting? JT (Ivan when fit)
6. Future strategy, alternative funding streams such as sponsorship, weddings, main scouting events, sporting activities such as park runs etc etc.
7. New urinals. Jerry quoting.
8. Website review
9. Budget for 25/26
10. Winter...remove lower branches on car park trees

**Key objective:**

Produce a comprehensive BF financial, operating and maintenance manual clearly setting out how the facility is managed. Complete before the May 25 election.