

Fovant Parish Council

Minutes of the Parish Council Meeting held on the 28.07.2024 at 19:00hrs.

Venue: The Waterside, Fovant Youth Club, High Street, Fovant, Salisbury, Wiltshire
Present: Cllr. A Phillips (Chair), Cllr. M Wallis, Cllr. D Horne, Cllr. A Cousley, Cllr H Coxe,
Cllr W Hobbs (from 19:20) Cllr. N Najar (from 19:15)
Attendees: Clerk in waiting J Wallis.
No members of the public present

01.28.07.24 Apologies

None received.

02.28.07.24 Declarations of Interest

None Declared

03.28.07.24 Chairmans Introduction

The Chairman announced that following the resignation of the Clerk/Responsible Financial Officer Tim Culver-James the 13.06.24, the Council's files and computer had been handed to the Locum RFO Simon Pritchard on 24 June, ready for him to complete the preparation of the Accounts and AGAR and arrange an Internal Audit for FY 2023-24. Mr Pritchard had arranged a relaxation of the deadline for submission to the External Auditor to 31 July, and progress is good. Mr Pritchard is updating our records using a Scribe Software package purchased by the PC and when he has finished we will transfer the software and records to a more modern PC that we have purchased.

04.28.07.24 Resolution of Minutes

The minutes of the Parish Council meeting held on the 28.05.24 which had previously been circulated to all members were **unanimously agreed by the PC** and signed by the chairman.

05.28.07.24 Appointment of proper office/RFO in waiting

Chair introduced the new clerk in waiting and following discussion of the job description the clerk was duly appointed into post. They will have delegated authority for a maximum of 15 additional hours per month to enable ongoing projects and allow for unexpected emergencies. The clerk is appointed with an immediate additional 25 hours to support training and set up of new IT systems.

06.28.07.24 Report from Wiltshire County Councillor

Cllr. Najar was pleased to report that the Wiltshire Cultural Strategy had been approved, he further stated that the council had voted to open up Gypsy and travellers in the local plan although he stressed this did not affect Fovant as we do not currently house any traveller encampments. A motion had been passed regarding rogue housing associations which he reported would benefit those in certain housing associations. There is currently a 7-million-pound underspend, and the council are planning on using this for road upgrades so resurfacing of poor roads should see an upturn. He confirmed that the current council will remain Conservative as there were no imminent

local elections and it was noted that the newly elected MP John Glen had visited Fovant twice during the general election.

Cllr Wallis informed the meeting of a recent visit to Gillingham police station and was concerned by the lack of available police to cover Fovant, Cllr Najjar expressed that the county council had no influence on the rates of policing this would sit with the Police and Crime Commissioner.

The Clays Orchard/Trout farm redevelopment and the possibility of the County purchasing the paddock now for sale at the Trout Farm was discussed, The chairman voiced concern about the lengthy delay and whether the council should get an expression of interest, Cllr Wallis has been corresponding with Christine Brown at the council and has now received correspondence from the Trout Farm estate agents who have been instructed to re advertise the property from the 01.08.24 The meeting debated the risks to a prolonged decision by Wiltshire Council, the outcomes of changes to the land uses and the potential for applying for an asset of community value for the land.

Action: Cllr. Wallis to write to Christine Brown of Wiltshire Housing Dept asking for the development to be prioritised and progress made clear to the Parish Council, cc Cllr Najjar, Chair and Cllr. Horne. Cllr Najjar to enquire with County council as the current position.

07.28.07.24 Planning matters requiring consideration.

PL/2024/04352 – East Farm, erection of agricultural building

This planning application has had 2 applications one of which has already been refused by Ecology due to the plans impact on its surroundings, Chair suggested no comment.

Outcome: Council agreed no comment Action: Chair to forward response of no comment

PL/2023/09325 – Mill Cottage, Mill Lane, Written appeal 10.06.2024 - Appeal from resident on a condition made during the planning phase.

Outcome: Council agreed no further action Action: Chair to forward response of NFA

08.28.07.24 Financial matters requiring consideration/resolution.

a) Severance pay for previous clerk.

Previous clerk paid until the end of June 2024 plus three months' severance pay this will be subject to tax and national insurance. Chair has discussed this and agreed with the wages clerk.

b) Contract with Clerk/RFO in waiting

Unanimous welcome to Mrs Julie Wallis. Contract signed today by the Chair. Includes increased flexibility in arranging additional hours needed for ongoing projects or exceptional circumstances including aid to residents in emergencies.

c) Fees for locum RFO and internal auditor

Chair informed the meeting that as discussed earlier Simon Pritchard continues as the locum RFO his fees could be as even much as £1000 when the auditor is appointed.

d) Scribe software fees for set up and monthly debit - £148.40 +£37.29 monthly.

Cllr Horne informed the meeting that Scribe was being set up with the direct debit being on 01.08.2024. He hoped to update more soon.

e) Purchase cost to replace outdated computer - £459.

Cllr Horne informed the meeting that a Dell laptop had been purchased and a Windows package 365 had also been purchased at £39.99, Clerk in waiting reported that the machine was set up and already in use.

f) Printing cost for household booklets, village hall/emergency hub/FRIN

Cllr Wallis informed the meeting he had received a quote to cover the potential 350 houses in the village with four pages cost at £75 for black and white and £300 for colour an additional glue stick cost £10 will be required.

Action: Unanimous decision to go ahead with the printing of black and white; Cllr Wallis to move forward

g) WALC annual membership due 05.2024 -£306.35

Chair informed the meeting this is now all paid and we are up to date, Clerk to write to Ian Nuckold for access to the members section so that we can use all the resources.

Action: Clerk to write to Mr. Nuckold for access to members side of WALC and NALC website – complete

h) Foot path strimming -£105

Cllr Hobbs informed the meeting an external gardener had undertaken the work on two footpaths and had been paid., The meeting discussed that the footpaths were on private land and the responsibility of the landowner. Cllr Hobbs responded this should be regularly but will probably be in response to complaints.

i) Paving to rear of Waterside.

Cllr Wallis informed the meeting that this project was complete.

j) Annual web costs - £366.30

Costs paid to Derryn Hinks who manages the web site..

k) Annual bookkeeping fee -£150

Chair informed the meeting that the Bookkeeper Marie Hedley has been paid.

l) Chairmans expenses £59.99

Chair informed the meeting he had renewed his subscription for Microsoft 365 as a Chairman's expense.

m) Future contract for grass cutting in children's playground and football field.

It was discussed that there was an historic grass cutting service which was still operating intermittently, but the contract holder is long out of contract.

Action: Clerk seek details of previous contract holder and pass to chair

Cllr Wallis informed the meeting that he had obtained a grass cutting quote from Geoffrey Feltham at £100 per visit; and following a complaint from Southern Highways about the hedges in the road, East Farm had offered a quote at £30 per hour for 2 hours yearly.

Action: Cllr Wallis, Cllr Coxe and G. Feltham to meet at playground and agree a way forward

- n) Clerk asked about the last ROSPA inspection. Agreed this needed investigation.
Action: Clerk to enquire with ROSPA then hand over to Cllr Coxe Outcome: Complete

09.07.24.24 Other matters requiring consideration/resolution.

- a) Revision of delegation of powers for the clerk

The circulated delegation of duties policy was discussed and **unanimously agreed by the PC**, this was signed by the chair and placed in the policies file.

- b) Standing orders revision – virtual attendance

Chair introduced the potential of virtual attendance to future meetings, Councillors agreed with the concept of hybrid meetings if that was able to make them more efficient and shorter. Another view was that face to face meetings aided communication and understanding between councillors. Any procedural changes would need to be introduced to the standing orders and have council approval.

- c) Annual Insurance for Councillors

Chair is concerned with the current insurance and its ability to cover councillors when they are undertaking Parish Council business.

Action: Clerk to make enquiries to insurance company and feed back to chair

- d) Progress reports Clays Orchard, survey of Power lines water mains and sewers

Cllr Wallis and Cllr Coulsley have yet to start Power and telephone line survey. Councillors reported minimal resident complaints during the recent drain relining although one was mentioned on social media.

Action: Nominated councillors to undertake survey

- e) Complaint from resident via County Resident Engagement team.

Council have received a complaint from a resident of Clays Orchard following a football from the playing field in Sutton Road hitting their windows. Following discussion portfolio councillor to check the safety netting for holes, Chair will write back to County officer to update on decisions at the meeting.

Action: Cllr Cox to check the netting, Chair to write to County

- f) LHFIG and area reports: A30 buildout and Greater Good pavement

Chair updated the meeting, he has spoken to the responsible Highways Engineer who says that costed plans for the buildout will be produced in time to be presented at the LHFIG decision making meeting on 28 August. The project costs are expected to be around 30K which will mean the LHFIG submitting an application to the County Substantive Bid fund for next FY. There are outstanding issues with a residents regarding the relationship of the buildout with the householder's land but this is not expected to affect or hold up the application. Works are not expected to commence before the spring of 2025. The changes to the Greater Good pavement have been accepted as a separate project. New signs are expected to be erected this month at the entrances to village to indicate the lack of pavements for pedestrians.

- g) SIDS data. Response from PCC and Warminster CPT

Cllr Horne updated the meeting on a recent police presence around the A30 at Brook Street, with 11 cars found to be in excess of the speed limit. Councillors discussed the issues with noncompliance of the 20 MPH speed limit through the village, Police Inspector Louise Oakley

has been asked to look at this, various options for the future including the recording on dash cams was discussed however it was decided that the SIDS data should be sufficient and Cllr Horne will continue to produce reports.

h) Timeline for new SID on A30

Cllr Wallis reported he continued to await highways to erect the two new extension poles. Cllr Horne has agreed to register the new SID so that when the new pole is in place, they can be sited.

Action: Cllr Horne to register the new SID

i) Defibrillator training plans

Cllr Cousley reported that an external contractor had been contacted who can provide the training on the 18th of September 2024 in the Village Hall at a cost of £100 for the session which will not be certificated and will be advertised as a Defibrillator awareness session for villagers. The meeting unanimously voted to approve the spend.

ACTION: Clerk to book the Village Hall for the event – action complete

j) Matters Arising

1. Cllr Coxe reported back from the village hall committee, they will be undertaking a flood survey following the recent weather events, they are very keen to gain village commitment to clearing the pond as it was felt this contributed to the recent water ingress into the village hall this would tie into the upcoming PC newsletter drop. Cllr Coxe was requested to forward the minutes of the meeting for the council.

Action: Cllr Coxe to supply a copy of the Village Hall committee meeting minutes

2. Clerk has a copy of the latest WALC newsletter which may be of interest to councillors

ACTION: Clerk to distribute the newsletter – Completed

3. Cllr Wallis requested the meeting consider applying for Asset of Village interest on the green H17 protected area of the Trout Farm.

4. Discussion took place regarding the stream and the pond by the village hall, whilst the Riparian leaflet was distributed by Cllr Wallis to all the houses adjacent to the stream the pond area now has a build up of debris from up stream. Cllr Wallis felt very reluctant to intervene again this year to clear the debris as residents appear to not be upholding their Riparian duties.

5. The chair has recently had need to complain regarding some tree felling which he became aware of. Cllr Wallis voiced his concern that tree felling/pollarding/crowning application that was submitted did not seem to be reflect the actual work taking place. The chair reported that Enforcement had taken place on the land at the back of Swanshurst on the A30 and that the farmer has been instructed to replace the hedge row.

- k) Date of next meeting to be confirmed but is likely to be the last week in September.

Meeting concluded at: 9.15 pm

