

Minutes of the Ordinary Pitton and Farley Parish Council meeting

held on Wednesday 26th May 2021 at 8.30pm at Farley Village Hall.

Present:

Cllr David Ball (Chairman)
Cllr Sarah Ackrill (Vice Chairman)
Cllr James Boswell
Cllr Clive Gutteridge

In attendance: Nadine Fortune, Parish Clerk

Also present: Wiltshire Councillor: Cllr Richard Britton; 1 member of the public

Public session

Any matters or questions from the public had been raised during the Annual Parish meeting earlier in the evening. There were no further items raised at this later stage.

COUNCIL BUSINESS

1. **To receive apologies** - None
2. **To receive any Declarations of Interest and decide upon any Requests for Dispensations** - None
3. **To consider any urgent matters raised in the public session, and any other urgent matters or items of information from councillors (For discussions only, no decision can be taken)** – Area surrounding Coldharbour Barn, to include Item 5a.
4. **Exclusion of the Press & Public. To agree to any items on the agenda that are to be dealt with following exclusion of the press & public.**

5. Planning

Planning Applications

a. Application Ref PL/2021/03402 - Householder Application. Proposal: Proposed conversion of existing integral garage to bedroom at Coldharbour Barn, High Street, Pitton, SP5 1DQ.

This application was discussed as part of Item 16.

b) To consider a response to applications notified between the publication date of the agenda and the date of the meeting, if necessary.

A Pre-Application email had been received on 26th May 2021 from a resident regarding a barn conversion on Whitehill, Pitton. This will be discussed once the official planning application has been received from Wiltshire Council. The Clerk has responded to the applicant to confirm this.

c) Planning Decisions: To receive planning decisions made by Wiltshire Council. Council is asked to note the below decisions:

None reported

The issue of using specific planning criteria to assist in planning decisions was discussed. It was agreed that it would be useful to follow certain measures but that each application would still need to be considered on an individual basis.

Action: Cllr Gutteridge to circulate basic guidelines which were compiled previously to assist the planning decision process.

Action: Clerk to locate a map of Pitton and Farley that can be used to identify properties when applications are received. The map should also show conservation areas and settlement boundaries.

6. Flooding and Flood Amelioration

a) It was confirmed that the DVD showing the historical flood issues in Pitton has been viewed by the Flood Action Group Representative

b) The report from the Environment Agency is now due in late June. This is to be sent to the Parish Council Clerk directly.

c) It was agreed that the Parish Council will work to maintain a positive working relationship with the Flood Action group via the representative. The option of the Flood Action Group as a sub-committee of the Parish Council was discussed. Cllr Britton proposed that a working party/task group would be more appropriate as this would alleviate their requirements for agendas and minutes at meetings.

d) The Clerk explained that an email has been received from Wessex Water outlining the opportunity for grants to help areas in South Wiltshire with flood issues. No application has been sent yet. The deadline for the application is mid-June.

Action: Once the report from the Environment Agency has been received, The Clerk and Flood Action Group Representative to discuss how to best maintain the relationship with the Flood Action Group, whilst maintaining their long-standing relationship with the Environment Agency.

Action: Clerk to circulate grant information to the Flood Action Group and feasibility of grant application in a tight timescale to be explored.

7. Traffic Calming

No update - awaiting date for installation of Speed Monitoring Devices

8. Highways/Parish Steward/CATG/Footpath Issues

a) 'No Parking' signs on Church Road, Farley

The Clerk confirmed that Wiltshire Highways have visited the school to remind them that the 'no parking' signs are not permissible. They are waiting to see if the school applies for road markings or similar. If no application is received Wiltshire Highways will visit them again.

b) **Concrete blocks on High Street, Pitton**

The Clerk reported that Wiltshire Highways have confirmed that the concrete blocks were placed on the road to protect from pipes. Residents have been told blocks are a trip hazard and they need moving. The ducts belong to Openreach. It is planned that the Streetworks team will meet on site as the ducts are too shallow for where they are. Verge markers may then go in instead.

[Action Clerk to chase Wiltshire Highways for latest status.](#)

c) **Drain outside Pitton Primary School**

The school had raised concern of the blocked drain to the Clerk. It has been reported to Wiltshire Highways. It is felt that the issue is not currently too problematic but during times of more rain it is worse, although area is passable. It was agreed that the issue is to be escalated again if it becomes a safety concern.

d) **Pot-Holes** - No update [Action: Clerk to chase Highways for plan to deal with these over coming months. Concerns remain particularly for older residents or horse-riders.](#)

9. Finance

a) To note the bank balance as at 1 May 2021 - £31,762.41

b) Bank Signatories

The Clerk is to commence the role of RFO from June onwards. The Parish Council currently has one bank signatory. Access to banking and payment methods needs to be addressed as a priority, along with IT access and support (see Item 10 d).

c) **Payments Made:**

Final payment to former RFO - £130.00

Grant for memorial bench - £200.00

Website domain renewal - £8.64

Pitton Village Hall Hire 19/05/21 - £18.25

Payments Due:

Insurance Renewal - £229.41 (TBC)

Farley Village Hall Hire 26/05/21 - £18.00

10. To review other ongoing matters

a) **Training of Clerk and Councillors**

- The 2 options of training (WALC or ILCA) for Clerk and Councillors were discussed. It was agreed that the ILCA 'Training Fundamentals' course would be more beneficial as it is more in depth and can be completed remotely at any stage over a 12-month period.
- All in support of the training being completed for the Clerk and 3 Councillors at a cost of £120 per person. Course to also be completed by any new Councillors following the co-option process. [Action: Clerk to circulate link for booking training and to liaise with ILCA to arrange group invoice.](#)

b) **Co-option of new Councillors**

All present read through the advert. It was agreed that the closing date may be reviewed. It is initially valid until 18th July 2021. [Action Clerk to display vacancy notices in Farley and advertise role through Dun Valley News](#)

c) **Insurance Renewal**

Clerk confirmed that the insurance is auto-renewing for a further 2-year period, applicable from June 2021. [Action Clerk to check with insurance company how to add any specific items or areas to the policy.](#)

d) **G Suite and IT Support**

A date was discussed for an extraordinary meeting to discuss G Suite usage, IT support and financial systems. Date to be agreed for week commencing 15th May 2021. [Action all to make Clerk aware of dates that are not possible.](#)

e) **Position of noticeboard in Farley**

It was discussed that there are currently 2 notice boards in Farley, both of which are in poor condition.

It was proposed that only one Farley notice board is required. This needs to be refurbished and placed centrally in Farley near the Church.

The Pitton board is to also be refurbished and its positioning reviewed.

The 2 boards will need to be as similar in style as possible and are to have one side that is locked for Parish Council use only. [Action Cllr Ackrill to advise of the condition of Farley boards.](#)

f) **Document Review** – to finalise review of Standing Orders document and co-option document. Resolved: No changes to documents

g) **To consider new format of minutes and agendas**

A suggestion was made for a 'tabulated' format for the minutes and agendas. [Action Clerk to explore this option.](#)

11. Report from the Parish Clerk

The Clerk confirmed that items to be reported on had arisen elsewhere in the meeting. It was reiterated that IT and financial systems need to be addressed as a priority.

The Clerk was asked to arrange the Annual Inspection of the Play Area. [Action Clerk to confirm date of inspection to Health & Safety Representative.](#)

12. Matters raised in correspondence.

a) To note email received from resident re public footpath in Farley

The meeting discussed the email from a resident about the footpath in Farley being blocked and aggressive dogs making them feel uncomfortable. [Action Cllr Ackrill to walk up the footpath concerned and report back findings to the Clerk.](#)

b) To note email received from WCC Homes4Wiltshire

Homes4Wiltshire have confirmed how many applicants are on the register for housing in Pitton and Farley and how to be added to the register. [Action Clerk to maintain regular contact for up-to-date information and to circulate this information to the Pitton and Farley representatives.](#)

c) To note email received from 'Keep Britain Tidy' about 'Great British Spring Clean'

The Clerk summarised the campaign. It was established that similar work was carried out previously. Posters are available to download from the Keep Britain Tidy website. The campaign ends in mid-June.

13. Appointments

To address any queries following the recent new appointment of representatives - Resolved, no queries

14. Wiltshire Council and Parish Council elections

Any developments following the elections had been discussed during Cllr Britton's report earlier in the evening.

15. To note dates of the next ordinary meetings:

Wednesday June 23rd 2021 at 19.30 at Pitton Village Hall - *Subject to change

Wednesday July 28th 2021 at 19.30 at Farley Village Hall

Wednesday September 22nd at 19.30 at Pitton Village Hall

Wednesday 27th October 2021 at 19.30 at Farley Village Hall

Wednesday 24th November 2021 at 19.30 at Pitton Village Hall

*At same time as Pitton Village Hall Committee Meeting

16. Press & Public excluded during the discussion of Confidential Items

To resolve under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media to be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted:

Application for proposed changes at Coldharbour Barn, High Street, Pitton. Cllr Ball to progress

17. Close of meeting – the meeting closed at 22.05

Members of the Council must consider the following matters in consideration of their public duties:

Equal Opportunities (race, gender, sexual orientation, marital status and any disability),
Crime and Disorder, Health and Safety, Human Rights.