

CHILTON FOLIAT PARISH COUNCIL
Minutes of a Meeting of Chilton Foliat Parish Council
TUESDAY 8th March 2022, 8pm, Chilton Foliat Village Hall

Attending: Cllr. Coome, Cllr Outridge, Cllr. Campbell, Cllr. Sutton, Cllr. Stokoe, Cllr. Hynes
A McMath, Clerk and one member of the public.

Meeting Commenced: 2001hrs

1 Apologies for absence received from Cllr. Quinton

2 Minutes of the meeting held on 11th January 2022 were approved as a true record and signed by the Chairman.

3 To receive Declarations of Interest in accordance with the Code of Conduct and to receive requests for dispensation - none declared.

4 Outstanding matters from previous minutes not itemised separately

SSEN - the Chairman reported that he is still awaiting feedback and costs for an alternative location for the electrical transformer.

It was reported that the goal posts on the new recreation ground will be removed and are to be replaced with suitable permanent fixtures.

5. Planning:

a) **PL/2021/09420** Recreation Ground, Stag Hill (resubmission) – planning committee yet to consider.

b) **Other issues**

Upcoming Reserved Matters planning application for Walkers Logistics (Membury)

Council received advanced notice of the informal consultation being undertaken pre submission. The area of interest for the Parish Council is access to the site. The Parish Council objected to the original planning application. It was resolved that the Chairman will write, on behalf of the Parish Council, to the pre submission consultation. The Chairman will submit comments to West Berkshire Council when the planning application is submitted. He will ask West Berkshire Council planners to consider the installation of the 'No HGV' signage at the north end of the B4001 as a central premise if the planning application is to go ahead. Pre submission deadline 18 March.

Popham Close including the relocation of the above ground transformer see item 4

Recreation Ground (Field View) – Council awaiting the process of final sign off. The Parish Council reserve the right to commission their own independent review to ensure it is fit for purpose as agreed at the last meeting.

6. Parish Steward: Another case of fly tipping was flagged up by the Parish Steward. This was reported and cleared within 5 days by Wiltshire Council. Next visit scheduled for 16th March and 13th April. It was asked that pot holes be addressed for the next visit.

7. Community Area Transport Group: The PC has one issue on the agenda – 40 or 50 speed restriction at West end of the village (B4192) from existing 30 mph sign to Manor Farm Cottages. The contractor has made a site visit and completed checks. A report is to be raised by the end of the month. At the meeting it was asked if data gathered from the Speed Indication Device could contribute toward the review? It was agreed that the presence of the SID was having an impact on traffic speed in the village.

8 Signage – Proposal for council to consider the purchase and installation of a noticeboard at Crooked Soley A specification was agreed. Costs to be gathered for a wooden (sustainable timber) noticeboard, 2 posts, preferred size A2. Toughened glass. Cllr. Sutton and Cllr. Stokoe to explore exact location options and report back., Council will then contact the relevant landowners for permission.

9. Environmental Management Plan- the Council unanimously approved the proposal to

develop an Environmental Management Plan to encourage the improvement and maintenance of the village environment for the benefit of residents and wildlife alike. Cllr. Outridge and Cllr. Stokoe outlined plans to engage the wider community and village organisations such as the School, Church and local special interest groups. Action River Kennet (ARK), the farming community and local landowners to be contacted, other suggestions were supplied. The first step is to map the area to raise awareness of what exists, identify areas to focus on and measure project success. It is a complex long term project with anticipated short-term projects within it. Immediate plans include sourcing maps, forming a committee, holding a public meeting in the summer. A suggestion of a possible Jubilee tree planting ceremony was made if a suitable location can be found. There will be a report back at the next meeting, to include any budget requests.

10. Finance:

a) Parish Account

Balance b/f £32,645.18

(*includes CIL Payment Ref: Recreation Ground Dev.£22,469.72)

Items settled

Bank Charges (January, February) £10.00

Salary £462.00

HMRC (by 19th January) £102.00

Scofell Landscapes 27258 Plane Tree Surround £5,455.51

Income: £0.00

Cashbook Balance £26,615.67

Items to be settled

Idverde Invoice: 10831006 – ref: Public Litter Bin £255.12

*Website Domain names, renewal for 3 years (2022-23 expenditure) £325.00

*Audit Fee £48.00

*Payroll Fee £96.00

*Salary £500.00

*HMRC £105.00

*Bank Charges (March) £5.00

Noted that invoices are pending for these items *. Permission in advance is requested for spend up to set amount.

Projected Balance £25,390.55

Proposal to accept the financial report and list of payments settled, Cllr. Stokoe, seconded Cllr. Outridge, agreed by all.

b) Charity Account

Balance b/f £4,219.62

Income – Coal Fund Return £120.00

Items settled

Cllr. Coome Expenses (Cards) £5.99

Bank Charges (January, February) £10.00

Cashbook Balance £4323.63

Income £193.00

Items to be settled

Village Hall Payment £38.23

Balance £4,478.40

Proposal for Council to accept the financial report for the charity account, Cllr. Outridge, seconded Cllr. Campbell, agreed by all.

c) Bank Reconciliation – completed prior to the meeting, Cllr. Outridge

d) Proposal for Council to approve administration arrangements for the new bank account. Cllr. Outridge outlined key changes. All councillors are signatories on the account. Three people (two signatories & one preparer) required to make a payment. Payments over

£250 must have the Chair or Vice Chair as a signatory. A user manual for the new system will be circulated. Proposed by Cllr. Coome, Seconded by Cllr, Hynes, all in agreement.

- e) **Proposal for Council to approve the payment of £500.00 to Cllr. Outridge in order to send a cheque for the same amount made out to the Chilton Foliat Parish Council to Unity Bank,** by Cllr. Coome, seconded by Cllr. Hynes, all in agreement. It is noted this is a necessity as the existing account does not have a cheque book.
- f) **Proposal for Council to approve arrangements to merge the charity account with the general account.** The Charity account is currently separate and incurring separate costs. By merging, there will be one charge, and accounts can continue to be reported separately. CIL funding will continue to be reported separately. Proposed by Cllr. Coome, seconded by Cllr. Hynes, agreed by all
- g) **Proposal for Council to approve the Financial Standing Orders for 2022.** All in agreement to approve the financial standing orders.
11. **Asset Register 2022** – Council approved the Asset Register -all in agreement.
Risk Assessment 2022 - Council approved the Risk Assessment – all in agreement.
12. **Grass Cut 2022**, it is confirmed that only area requiring maintenance is Orchard Green. Maintenance costs to be circulated.
13. **Village Jubilee Celebration 2022.** A village event is planned for 5th June. The next meeting of the organising committee is on 16th March. Cllr. Outridge to attend on behalf of the PC as Cllr. Quinton is unavailable. The committee has asked the Parish Council for a funding contribution. Council unanimously agreed a contribution of £250. It is asked that suggestions for other celebratory ideas be circulated to Council.
14. **Correspondence, matters of parochial interest and items for next agenda - not for debate**
Email from CPRE – Best Kept Village Competition 2022
Telephone enquiry to Cllr. Coome regarding advertising on village gates – permission refused
- Cllr. Coome is meeting Mr. Danny Kruger, MP to discuss the provision of fibre broadband in the village. This is following the response from BT Openreach to the Parish Council and Mr. Danny Kruger, confirming that there are no plans to introduce fibre broadband to the village. It is only being supplied to the school. Cllr. Coome was asked to specifically raise the issue of poor broadband provision at Crooked Soley and West Soley. Cllr. Coome to report back to Council.
15. **Dates of next meetings:** 10th May at 7.30pm (AGM & APM), 12th July at 8pm
- Standing orders suspended 21 21hrs***
16. **Public Forum:** A question was asked regarding the relocation of the SSEN transformer in the new development at Popham Close. There is frustration at the lack of information about the possible options to relocate it. It was questioned as to how the transformer was allowed to be put up in a conservation area and in a parking bay? The Chairman confirmed that he is doing all he can to get the location changed. The area which forms the parking bay is not designated as parking on the plans. He recognises the intense frustration over the situation.
- Standing orders re-instated 2125***
- Meeting concluded 2126hrs**

Draft and approved minutes will be published on the website (www.chiltonfoliat.com) and on the village notice board. Hard copies can be made available, please contact: amcmath_cfpc@btinternet.com

Chairman:

Date: