

**MINUTES OF THE MEETING OF NETTLETON PARISH COUNCIL  
HELD IN WEST KINGTON BAPTIST CHAPEL ON THURSDAY 12<sup>th</sup> SEPTEMBER 2013**

PRESENT: Cllrs Kerr (Chair), Bush, Flint, Pearce, Wright, Maddock, Beare, Shanahan,  
Unitary Cllr Scott, Emma Walker (Clerk)

AP		ACTION
1.	<b>Apologies for Absence.</b> Cllr Bell	
2.	<b>Declarations of Councillors' personal or prejudicial interests</b> None.	
3.	<b>Chairman's Announcements</b> Nothing to report.	
4.	<b>Approval of the Minutes of the meeting held on 15<sup>th</sup> August 2013</b> – Proposed Cllr Pearce, seconded Cllr Shanahan.	
5.	<b>Matters Arising</b> Cllr Pearce reported that the Northern Area Planning Committee had granted permission to extend <b>Stonewell House, The Street, Burton</b> and that the Committee did not consider that the proposed extension represented over-development of the site.	
6.	<b>Public Participation</b> None.	
7	<b>Planning matters</b>	
7.1.1	Cllr Pearce reported to the meeting that following the Examination in Public of the proposed <b>Core Strategy</b> , the Planning Inspector has asked Wiltshire Council to consult on the major and minor changes to the document, prior to the release of his report. Cllr Pearce suggested that as there is no alteration to the total number of houses proposed in rural areas and the status of the villages, NPC should not comment/respond but await publication of the Inspector's Report.	
7.1.2	<b>No. 2 Tolldown Way</b> Cllr Pearce reported that the applicant proposes to extend the dwelling over the integral garage, which will be absorbed into the living accommodation of the house. The extension will not affect the footprint of the property and two parking spaces will be retained. A utility room window will be built into the new side elevation. Wiltshire Council has received two letters of objection to the application; the first from the neighbouring property (1 Tolldown way) cites concern re loss of amenity, overall size of the extension and the use of render. The second from the other neighbouring property relates to the loss of an off-road parking space (Cllr Pearce informed the meeting that the application does comply with current guidance which recommends two parking spaces per property). After some discussion, Councillors agreed unanimously to respond to Wiltshire Council approving the principle of the application but objecting to the use of render to the extension, and requesting that a	Cllr Pearce to respond to WC.

<p>7.1.3</p> <p>7.1.4</p>	<p>condition be imposed requiring the applicant to use appropriate and sympathetic materials, having regard to the visual amenity of the property and the character and appearance of the area. Councillors also requested that conditions be imposed limiting the number of windows in the new side elevation to just that indicated on the plans and, in order to protect the neighbouring property from being overlooked, asking that the window be glazed using obscure glass.</p> <p><b>Orangery, Burton Farm Close.</b> Cllr Pearce reported that the applicant intends to replace a small conservatory to the rear of the dwelling with an orangery, to be constructed of stone with a flat roof containing a lantern light. Wiltshire Council has received no objections to this proposal. Cllr Pearce recommended that NPC should approve the application, seconded by Cllr Shanahan – adopted unanimously.</p> <p><b>Definition of the Planning Process</b> Cllr Shanahan presented to the meeting a draft document relating to NPC’s objectives in determining planning applications and the process used to reach a decision, both for the benefit of bringing clarity to the system for Councillors and for members of the public. Cllr Pearce proposed that he and Cllr Shanahan undertake further work to produce an efficient and effective system and present their findings to the next meeting. It was noted that this needs to take account of Wiltshire Council’s intention to move towards fully electronic distribution of documents.</p>	<p>Cllr Shanahan and Cllr Pearce</p>
<p>8.</p>	<p><b>Financial Matters</b> Cllr Kerr reported that he and Cllr Pearce had completed paperwork to enable them both to become signatories to the NPC bank account - Mr Peter Broadhurst will be removed.</p> <p>Cllr Pearce recommended and Cllr Shanahan seconded payment to:- West Kington Baptist Chapel   £ 30.00 Emma Walker (Clerk)           £220.68 Adopted unanimously.</p>	<p>Clerk</p>
<p>9.</p>	<p><b>Website</b> Cllr Maddock reported that the Minutes of 2013 NPC meetings are now on the website. On request from Cllr Kerr, Cllr Maddock will upload the 2012 Minutes and maintain this system on a two year rolling programme. Cllrs agreed that the current agenda only should be on the website at any one time and that dates and venue for NPC meeting should be displayed. It was agreed that meeting dates should be listed on the website. Cllr Shanahan thanked Cllr Maddock for his work in refreshing the website and uploading documentation. Cllr Shanahan to arrange for the previous website to point to the new one.</p>	<p>Cllr Maddock</p> <p>Cllr Maddock</p> <p>Cllr Shanahan</p>
<p>10.</p>	<p><b>NPC Procedures for Publication of Council Information</b> Cllrs agreed that reports presented to the Parish Council will be available on the website, or hard copy on request to the Clerk, both</p>	<p>Clerk/Cllr Kerr/ Cllr Maddock</p>

	<p>with the agenda for a meeting and then subsequently, as an addendum to the Minutes, incorporating any agreed alterations/amendments. Unitary Cllr Scott informed Cllrs that policy and procedure documents should be made available on the website including NPC's Risk Register, Code of Conduct and Register of Interests – in the latter two instances, links to Wiltshire Council's website will suffice.</p>	
11.	<p><b>Parish Lands</b></p> <p>Cllr Kerr updated the meeting on the continuing investigations intended to shed some clarity on the ownership of parish lands.</p> <p><b>Nettleton Land.</b> A plan was tabled by Cllr Pearce showing the location and that there are 3 separate areas: a "green lane" which gives access to fields to the West; a small triangular area, adjacent to the road; a larger rectangular area, which had been fenced along the green lane as agreed at the previous meeting. Cllr Kerr reported that a fence on the roadside has subsequently been moved. Cllr Kerr proposed that efforts will be made to speak to a parishioner who, local knowledge suggests, has been occupying and using the triangular part of the land, possibly for a period of up to 12 years. Cllr Flint believes that this small triangular area was never owned by NPC.</p> <p><b>Burton Land.</b> Locally held knowledge suggests that the land in Burton was given to the Parish/Community by the Castle Combe Estate – and the Parish Council become involved when the condition of the hut on the site necessitated the building being demolished in the 1980's. Another matter being investigated is whether SEEB have any record of a way leave for the pole that they have on the land – and if so who is recorded as the owner. Also it is believed that there is a water pipe through the land for which the water board asked permission from the Parish Council at some time in the past.</p> <p>Unitary Cllr Scott reported to the meeting that no land in Nettleton Parish is recorded on the Wiltshire Council Lands Assets Register – although she informed the meeting that this could have occurred as the result of an oversight in the 1970's when the structure of the District Council altered.</p> <p>Cllr Pearce proposed that the investigative report be completed and presented to the NPC meeting in October. Adopted unanimously.</p>	<p>Cllr Kerr/ Cllr Beare</p>
12	<p><b>Highways</b></p> <p>Cllr Beare reported to the meeting that Richard Dobson (Highways and Streetscene Co-ordinator) has indicated that the works on the schedule prepared by Cllr Beare will be undertaken in the w/c 7<sup>th</sup> October (including repair of identified potholes, placing of new drainage grips and placing of scalping in passing places) – with the exception of the resurfacing, which is the responsibility of the Major Maintenance team. Cllrs discussed the road safety implications of potholes, which are very severe in a number of locations in the parish. Cllr Beare confirmed that he would alert Richard Dobson to the presence of two dead trees (Dark Lane and opposite the Baptist Chapel in Nettleton) and that the drains between Burton and The Gibb have been reported and are due to</p>	<p>Cllr Beare</p>

	<p>be cleaned by the Highways Teams.</p> <p>Cllr Wright reported that overgrown hedges are significantly reducing the carriageway width in specific locations in the parish and need to be cut back. Cllr Beare will visit landowners to request that they carry out these works . Cllr Maddock will speak to his neighbour in The Gibb to request that he cut back his hedge.</p>	Cllr Maddock
13.	<p><b>Speed Limit on the B4039 between The Gibb and Burton</b></p> <p>Cllr Maddock reported that Unitary Cllr Thomson (Cabinet Member with responsibility for Highways) had responded positively to the request that the speed limit on this section of road be reviewed. The issue will be reported to the Area Board, as a joint submission with Castle Combe Parish Council.</p>	Cllr Maddock
13.	<p><b>Snow Plan</b></p> <p>Cllr Beare proposed that an Emergency Snow Committee be formed comprising himself, Cllr Pearce and Cllr Wright.</p> <p>Cllr Beare presented a draft snow plan to the meeting with the intention of finalising the document for publication following the next meeting of NPC in October. Cllr Beare explained that the actions contained in the plan would be triggered by the issue of a Snow Warning by Wiltshire Council. Locations for the storage of grit need to be identified and farmers in the parish contracted to clear an identified network of roads leading into and out of the parish, using snow ploughs supplied by Wiltshire Council.</p> <p>Snow Wardens need to be recruited at each village in the Parish (Burton, Nettleton and West Kington), preferably having use of a 4x4 vehicle and trailer to allow the transport of grit from storage to the bins (other duties as per the draft snow plan circulated).</p> <p>Cllr Beare confirmed that Wiltshire Council will not supply new grit bins – but will relocate the current bins on request.</p>	<p>Cllr Beare, Pearce and Wright.</p> <p>Cllrs Shanahan, Bush and Wright to let Cllr Beare have contact info for Snow Wardens by 2/10.</p>
14.	<p><b>Any other Business</b></p> <p>Cllr Pearce reported that a <b>Government Consultation document has been issued relating to changing the use of buildings such as farm buildings.</b> This might affect Nettleton PC both in terms of changes of use of agricultural buildings to dwellings and the replacement of existing buildings with dwellings. Cllr Pearce will prepare a paper for the October meeting.</p> <p>Cllr Maddock reported that he has located an archive of Minutes of NPC dating from 2000-2003 (electronic copies). He will contact the history centres to check if they have them.</p> <p>Cllr Kerr confirmed, on the raising of a query by Cllr Maddock, that he would respond to correspondence from Mr A Caie, on behalf of NPC relating to the issue of parish lands. Cllr Kerr will circulate a draft for comment to all Cllrs prior to a letter being sent.</p> <p>Cllr Wright’s offer to routinely check the condition of the benches owned by Nettleton PC (on the Green in Nettleton and in West</p>	<p>Cllr Pearce</p> <p>Cllr Maddock</p> <p>Cllr Kerr</p> <p>Cllr Wright</p>

	Kington) was gratefully accepted. Cllr Wright thanked Cllr Shanahan for her efforts and work on behalf of the Parish Council during her time as Clerk.	
15.	<b>Date and time of next meeting – 10<sup>th</sup> October at 7:30 pm.</b>	

Meeting closed: 9:45 pm.