

**MINUTES OF THE MEETING OF NETTLETON PARISH COUNCIL
HELD IN WEST KINGTON BAPTIST CHAPEL ON THURSDAY 8TH JANUARY 2015**

PRESENT: Cllrs Kerr, Beare, Caie, Wright, Maddock, Shanahan, Flint, Bush,
Scott (Wiltshire Council)
Clare Fabray, Clerk
Members of Public: Peter Coyle

AP		ACTION
1.	Apologies for Absence. Cllr Pearce	
2.	Declarations of Councillor’s personal or prejudicial interest in any Agenda item. None.	
3.	Chairman’s Announcements Cllr Kerr welcomed Cllr Flint back following her recent illness.	
4.	Approval of the Minutes of the meeting held on 11th December 2014. Item 7.2. Cllrs Beare & Caie agreed that the wording ‘generates a need for’ be replaced by ‘recommends a payment of’. This was amended. Item 11. Cllr Beare requested that the sentence ‘especially as Woodchester parish is very similar in size to Nettleton’ should be deleted. This was amended. Acceptance of the minutes was proposed by Cllr Kerr, seconded by Cllr Beare, 5 in favour, 3 abstentions.	
5.	Actions from Previous Minutes Where Not the Subject of an Agenda Item Item 10b – November minutes): WC Householders Guide for Emergencies Cllr Caie has obtained a quotation for printing copies. Item 9: Parish Forum Meetings Insurance for Parish Council volunteers. Cllr Scott had offered to look for the relevant response and forward it to Cllr Kerr. Item 10: Burton Gateway Proposal: Cllr Caie to submit a request for the gates proposal to WC for funding: Cllr Caie stated that he had spoken to Tristan Hitchins who had been advised that it may in fact be best for Burton Community Association to make the request, supported by the Parish Council. Item 11: Emergency Planning Cllr Caie to discuss way forward with Cllr Kerr outside NPC meeting. Item 12: Flooding Issues Ordering of sandbags. Item 13: Highways - Flooding of Brook Farm yard, West Kington Cllr Scott had offered to find information on past investigation of this issue.	Action Ongoing Cllr Caie/Kerr Action Ongoing Cllr Scott Action Ongoing Cllr Caie Action Ongoing Cllr Caie Action Ongoing Cllr Kerr Action Ongoing Cllr Scott

	<p>Item 16a) – Shortening of NPC Meetings Cllr Kerr stated that in future he may need to curtail lengthy discussion and to defer some items to the next meeting.</p> <p>Item 16b) – Clearing of Public Footpath by Green Cottage. Action passed to Cotswold Footpath Warden</p>	
6.	<p>Public Participation</p> <p>None</p>	
7.	<p>PLANNING MATTERS</p> <p>Planning Update</p> <p>7.1 No planning applications received.</p> <p>7.2 Motion from Cllr Kerr: <i>‘To consider the status of Section 106 payments proposed by WC under Planning applications 14/08698 & 13/00086, in the light of correspondence provided by Cllr Beare and Cllr Caie, and to decide if NPC should meet with WC to clarify matters.</i></p> <p>14/00086: 7 houses, Nettleton Road. Cllr Caie obtained a note from Sarah Holloway in December which concluded “This development generates a need for £25,580 in offsite open space contribution to be used for a play area within the village”. More recently Cllr Beare had spoken to Sarah Holloway and issued a note of his conversation in which options for use of money were wider. Also, there has been a recent government guidance note issued for developments of less than 10 houses which appears to withdraw the option of section 106 agreements.</p> <p>14/08698: 1-2 Nettleton Road generated a sum to be used for open space. This is not in the planning decision, but a section 106 agreement is in place.</p> <p>Cllr Kerr proposed that he meet with the appropriate planning office at Wiltshire Council - and that Cllr Caie should also attend - to clarify the situation. Cllr Scott suggested meeting with Brian Taylor, the Senior Planning Officer and that she will make Mr Taylor aware that Cllr Kerr will be contacting him.</p> <p>Proposed by Cllr Kerr, seconded by Cllr Beare, vote in favour unanimous.</p>	<p>Action Cllr Kerr</p>
8.	<p>Financial Matters</p> <p>a) Payment of £115.30 to Clerk for December. Proposed by Cllr Kerr, Seconded by Cllr Shanahan. Vote in favour unanimous.</p> <p>b) Payment of invoice for £150 to David Taylor Services for clearing of grips. Proposed by Cllr Kerr, seconded by Cllr Shanahan, vote in favour unanimous.</p> <p>However Cllr Shanahan pointed out that this cost should have been agreed by council members formally prior to work proceeding. Cllr Caie moved this should be outside standing orders in this instance to enable this invoice to be paid and as work had already been done.</p> <p>Seconded by Cllr Shanahan, vote in favour unanimous.</p>	
9.	<p>Procedure for Publication of Parish Council Meeting Minutes</p> <p>Motion from Cllr Beare: <i>That NPC reverts to publishing Minutes of council meetings only once approved at the next PC meeting.</i></p> <p>Cllr Beare stated that on balance he felt that it would be better to only distribute the minutes once they have been approved.</p>	

	Proposed by Cllr Beare, Seconded by Cllr Shanahan, 3 in favour, 4 against, 1 abstention. Motion defeated. Therefore draft minutes will continue to be published.	
10.	<p>Revised Standing Orders and new Financial Regulations</p> <p>These should be adopted at the annual NPC meeting in May. The last set of Standing Orders was adopted in 2012 and have not been updated since. Cllr Kerr will prepare drafts of both documents and circulate in February/ March so that they can be discussed at the March/April meetings.</p>	Action Cllr Kerr
11.	<p>Tracing of Parish Records 1950 – 1990 (approx.)</p> <p>Cllr Kerr explained that the minute books for this period are missing from the records held at the History Centre in Chippenham. The records officer has said that all records from the Trowbridge store were transferred to the new History Centre. Previous clerks have been asked if they have any knowledge of these records whereabouts but none have any recollection. Cllr Kerr will ensure a note is put on file explaining what has been done to try and find the lost records</p> <p>Cllr Scott suggested it may be worth emailing the records office to see if any Burton Village Hall Committee records have been lodged.</p>	Action Cllr Kerr Action Cllr Kerr
12.	<p>Land at Nettleton Road, Burton</p> <p>Motion from Cllr Beare: <i>That the parcel of land at Nettleton Road, Burton should be fenced immediately in order for the 12 year period required to register Adverse Possession commences.</i></p> <p>Proposed by Cllr Beare, no seconder, therefore motion rejected.</p> <p>Cllr Kerr tabled an alternative motion to the above: <i>To ask the relevant land agent to assist with investigating if there is a record of the transfer or loan of the land to the community.</i></p> <p>Cllr Shanahan felt this approach would not be advisable. Proposed by Cllr Kerr, seconded by Cllr Beare, 3 in favour, 5 against. Motion defeated.</p> <p>Cllr Scott wondered if there was any mileage in applying for the land to have village green status which would stop it having any value for residential or farming use. She suggested contacting WALC for advice as they have the lawyers that are used to looking into this sort of issue.</p> <p>Motion from Cllr Kerr: <i>That the Parish Council note the wish of the Burton Community Association (BCA) to use this land for a Play Area for Children and that the BCA keep the Parish Council informed of their proposals as they develop.</i></p> <p>It was decided to minute this as a comment, not a motion.</p>	Action Cllr Kerr
13.	<p>Flooding Issues in the Parish</p> <p>The first meeting of the NPC Flood Working Group took place on Tuesday 6th January. Cllr Kerr distributed a note of the discussions that had taken place and the actions proposed (note attached to these minutes for reference). He noted that he intends to raise the question of responsibility for dealing with water draining onto or from highways at the WC Flood Group meeting. WC drainage engineer has said that this is not a WC responsibility which seems surprising. Cllr Scott commented that there may be a WC drainage bylaw about this.</p>	Action Cllr Kerr

	NPC recommends that riparian owners and landowners are reminded of their legal responsibilities regarding maintenance of watercourses/ditches as appropriate and necessary.	
14	<p>Highways Update</p> <p>Cllr Beare distributed a report showing recent actions on this subject (attached to these minutes for reference).</p> <p>Item 5 on notes: Pipes in wall opposite entrance to Pound Barn, West Kingston. Proposed payment to David Taylor for £100. It was proposed that this work will be authorised on this occasion, but any further requests must be on the NPC meeting agenda accompanied by a written estimate. Proposed by Cllr Kerr, seconded by Cllr Beare, 4 in favour, 1 against, 3 abstaining.</p> <p>Item 6 on notes: Grassed area by bench near Brook Farm. Proposed payment to David Taylor for £50. Not supported.</p> <p>Cllr Beare is making a map of all drainage works being carried out.</p> <p>Cllr Caie reports that no action has so far been taken to replace the damaged grit bin at the north end of Edgecorner Lane. Cllr Beare stated that WC are not keen to replace the bin as it is not known who caused the damage in the first place. Cllr Beare to progress further with WC.</p>	Action Cllr Beare
15.	<p>Any Other Business</p> <p>a) Cllr Wright reported that the drain covers on the sunken pavement in Burton are raised and quite dangerous. Cllr Wright to photograph these and send to Wiltshire Council.</p> <p>b) Cllr Kerr announced that WALC have issued a letter inviting a council member to be put forward to attend a Buckingham Palace Garden Party. It was decided not to put anyone forward on this occasion.</p>	Action Cllr Wright
16.	Date and time of next meeting – 12th February at 7:30 pm.	

Meeting closed: 9.30 pm.