

FROXFIELD PARISH COUNCIL

MINUTES

Clerk to the Council

Esther Cope
Ground Floor Annexe, Oakhill Farmhouse,
Upper Oakhill, Nr Marlborough, Wiltshire,
SN8 3JT

Contact Information

Telephone: 07876 114588
Email: clerk@froxford.org

Minutes of the Meeting held on Monday 26th July 2021 At the Memorial Hall. The meeting began at 7.30pm

Present: Cllr Vanya Body (Chair), Cllr Steve Heppenstall, Cllr Rob Smith, Cllr Arran Miles, Cllr Toby Till, Cllr Claire Wilson and Esther Cope (Clerk).

There were 6 members of the public present.

1) **Apologies for absence:**

None

2) **Declarations of interest:**

Cllr Wilson lives adjacent to the building work at Green Farm (Item 6.6) but raises no objections.

3) **Review and agree minutes of previous meeting:**

Cllr Body proposed and Cllr Heppenstall seconded

4) **Matters outstanding:**

4.1) **Policy documents**

Cllr Body (Chair) explained that the Standing orders have been prepared and agreed at the March 21 meeting. The Clerk offered to send to all Cllrs by email as a reminder, also to post to the Parish website. **Action: Clerk**

4.2) **Damage to the village green by resident's car parking**

Pewsey CatG board are unable to assist. A meeting with Wiltshire Council highways engineer has been arranged for early August by Cllr Body, a Cllr from Pewsey area board will also attend. Cllr Body requested Cllr Heppenstall join, he agreed.

An area between the A4 junction on the green and the bus stop has been identified as a potential parking area and will be proposed. Cllr Body suggested this item be discussed further at the next meeting. **Action: V.B and S.H**

4.3) The siting of the SSE Electricity transformer, Green Farm Rise

Cllr Heppenstall reported that Wiltshire Council planning department have been consulted but are yet to respond. Cllr Heppenstall has sent email and spoken in person to Neil Smith (Development Control Technical Support Officer, Wiltshire planning office), who confirmed himself waiting on a response from SSE.

Cllr Body expressed concern that no planning permission was required within an Area of Outstanding Natural Beauty. **Action: S.H**

4.4) Removal/Replacement of the damaged benches on the village green

Removal prior to the Beer ad Music Festival has been requested by Pat Adams, Froxfield Social Committee. Cllr Body asked for assistance from the Cllrs with the removal, Cllr Till offered to remove and dispose the two benches, the other Cllrs agreed to this solution.

Action: T.T

4.5) Traffic calming on entry to the village via B' roads

Cllr Body proposed this item to be moved to the next meeting as further discussion with Mark Stansbury (Senior Traffic Engineer, Wiltshire Council) is required to formalise plans. Cllr Miles seconded. **Action: V.B**

4.6) Requirement for an additional Councillor

Cllr Body spoke of the need for an additional Councillor, suggesting approaching the college residents also posting a notice in the upcoming Parish newsletter. **Action: V.B**

4.7) Letter to Mr Bailey and Miss May regarding their boundary at the rear of the water meadow

As requested, the Clerk has prepared a letter requesting Mr Bailey and Miss May, 11 Manor Park adhere to the formally identified boundary between the Parish owned water meadow and their property as marked by Woolley & Wallis, Marlborough.

Boundary reference: WT419659 11 Manor Park/WT446753 Froxfield water meadow, Cllrs were shown the content of the letter and agreed suitable.

Cllr Body signed during the meeting. **Action: Clerk**

5) New Matters:

5.1) Annual inspection of the community play equipment sited on the village green

Wicksteed Leisure are due to complete the annual inspection during November. The Clerk has requested a copy of the previous inspection report as during the transfer of files the original has been misplaced. Cllr Body proposed to move the item forward to the next meeting. Cllr Miles seconded

5.2) Request from the local church committee for a donation to cover the cost of maintaining the churchyard

Cllr Body explained that a request had been received from Kim Freeman (LCC Treasurer, All Saints' Church, Froxfield) for a donation of £500.00, which would continue the Parish Council's support, with grass mowing and other small maintenance jobs within the churchyard. Cllr Body asked for any thoughts or comments. Cllr Wilson explained that the community payback scheme has been completing the work for the past few years and have proven excellent value for money. No objections were made. Cllr Body proposed, Cllrs Wilson and Heppenstall seconded. The Clerk reminded the Cllrs the need to provide balanced support through donation within Parish groups. It was agreed that the FY22/23 budget would include an amount to be agreed for such requests. **Action: Clerk**

5.3) Update to responsibilities to grass and verge cutting &

5.5) Grass and verge maintenance by Wiltshire Council and Froxfield

Wiltshire Highways Department altered their cutting schedule this year from May to September without notice. As a result, the Chair and the Clerk received several complaints from residents regarding the A4 pathway to the Eastern boundary of the village (between Manor Park and the Pelican car park).

Cllr Body and the Clerk met with Martin Cook (Area Highways Engineer for Northern Wiltshire) to discuss. Mr Cook explained that the change to the cutting schedule was an error in the process of being re-instated, the A4 verge will return to being cut 3 x per season. He would organise for the footpath to be turned back to ensure its full width, it was also discussed the aim of ensuring best value for money by ensuring the Highways Department work in parallel with the current contractor employed by the Parish Council, DGM Landscape and Ground Maintenance Services. Cllr Till pointed out that the Millennium beech hedge requires cutting back. Cllr Heppenstall commented that 2 cuts per year were preferable. Cllr Wilson confirmed the residents had already trimmed the hedge opposite Church Lane (sides only). Cllr Body proposed an email be sent to DGM requesting the hedge to be cut during August, Cllrs Miles and Heppenstall seconded. **Action: Clerk**

5.4) Clerk's training opportunity

The Clerk requested the opportunity to attend 'New Clerk's' training organised by Wiltshire Council during August at a cost of £70.00. Cllr Body proposed, Cllr Miles seconded

5.5) See 5.3)

5.6) Purchase of suitable padlock to enable wheeled access into college fields

Martin Gibson (Action for the river kennet, ARK) had suggested to the Chair a suitable combination lock be purchased for the new gate, the number could be stored with the Clerk. All agreed acceptable. The Clerk suggested a figure of between £20-£50.00 and offered to purchase and reclaim via expenses. Cllr Body proposed, Cllr Smith seconded

6) Planning Applications since the last meeting:

Cllr Heppenstall assisted by Cllr Miles presented their findings and conclusions against each application received between May and today's meeting. Copies of the applications were passed to the Cllrs for their perusal.

6.1) Application ref PL/2021/03639 – 44 Brewhouse Hill, SN8 3LD – The due date has passed for comment; however, the application is still under consideration at Wiltshire Planning Department.

6.2) Application ref PL/2021/05274 – 44 Brewhouse Hill, SN8 3LD – Listed Building – no comment.

6.3) Application ref PL/2021/04473 – 6 Manor Park, SN8 3LF – Approved with conditions, no comments.

6.4) & 6.5) Application ref PL/2021/05887 & ref PL/2021/06876– Agricultural Buildings opposite Harrow Farm, SN8 3HT – Cllr Heppenstall clarified the response date as 12th August, time remains for discussion. Wiltshire Planning have already expressed concerns over noise and additional traffic flow. Overall, the council is in favour with reservations to be noted on environmental and noise impact concerns.

6.6) Application ref PL/2021/05662 – Land at Green Farm, SN8 3YD – Cllrs Heppenstall and Miles to submit the council's comments and concerns.

6.7 / 6.8 / 6.9) Application ref PL/2021/05920, ref PL/2021/05098, ref PL/2021/06370 – Rudge Farmhouse. Wiltshire Planning are investigating the presence and allowance for the resident bat population. The Cllrs confirmed no objections.

7) Finance:

The Clerk detailed all income and expenditure since the 17 May meeting

Income:

Recovery of bank charges and compensation received from Nat West Bank

Bank charges	£69.00
Compensation	£200.00

Expenditure:

Grass Cutting	-£450.00
Clerk expenses	-£127.84
Insurance	-£234.08
Audit fees FY20/21	-£150.00
Clerks Q1 salary	-£623.90
Water meadow	-£6,684.77
Gate for college fields	-£360.00

All invoices received since 17 May have been paid in agreement with the Chair.

The £5,500.00 Pocket Parks Grant has been moved from the Community account to the current account to ensure adequate funds for the remaining financial year.

A Vat reclaim has been submitted for all applicable purchase invoices dated from Nov 20 to June 21.

The Clerk expects to receive a refund of £3,758.33 in due course.

A review of the budget to date was explained to the councillors, with formal discussion planned for the half-year mark. Clerk to circulate the budget update by email. **Action: Clerk**

Cllr Body was pleased to announce the water meadow project completed well within budget. An amount will be agreed for ongoing improvement, upkeep, and maintenance.

An invoice is expected imminently from Wiltshire Highways Department, for the traffic calming measures, marking the entrance to the village to slow traffic. The Eastern gates, near the Pelican pub is a scheme supported by the Marlborough Community Area Transport Group (CatG).

8) Any other business/correspondence received:

Cllr Body has received correspondence from a concerned resident regarding the drainage ditch and water supply to the ponds on the water meadow, investigations to ensure continued supply will be ongoing with assistance from Action for the river Kennet (ARK).

Helen Ford, resident enquired whether there could be a wildflower area created within the village green. She is happy to continue assisting with the water meadow project. Cllr Body suggested the creation of a working party and will be sending an email to all current volunteers. Pat Adams, resident suggested a year-on-year plan and the need to be low impact when working on the site.

Cllr Heppenstall asked if Anna from ARK could assist with the creation of the plan. Cllr Body recognised the volunteers would like to continue to be involved in the improvement and creation as well as general maintenance work. Cllrs agreed this was a good idea.

Suggestions for an information board and a quiet seating/picnic area using natural materials was put forward.

CLlr Body asked Pat Adams about the defibrillator situated at the Memorial hall. Pat confirmed she tests the equipment monthly and reports online to the British Heart Foundation. Barry Adams resident noted that the door to the defibrillator appeared to be faulty, this will be investigated. CLlr Body asked Pat Adams about residents training opportunities for the defibrillator, asking if it could be incorporated with events and meeting held at the Memorial hall. **Action: Clerk**

Barry Adams is to liaise with CLlr Till on the removal of the damaged benches (Item 4.4)

Resident Mr Ewing commented on the planning application – Green Farm, stating that is possible to request the addition of an Agricultural Tie and questioned the apparent excessive size of the proposed property.

There being no further questions, the Chair called the meeting to a close at 9.13pm

Signed.......... (Chair) 27/9/21 Date