

**MINUTES OF A MEETING OF THE SAVERNAKE PARISH COUNCIL 21<sup>ST</sup> MAY 2020  
MEETING HELD ONLINE VIA SKYPE DUE TO COVID-19**

**PRESENT**

Guy Singleton (Chairman) (GS)	Councillor
Nigel Eayrs (NE)	Councillor
Nikki Boutal (NB)	Councillor
Martin Phipps (MP)	Councillor
Andrew Smithson (AS)	Councillor

Suzie Singleton (SS)	Parishioner & interim Clerk
Helen Jarratt (HJ)	Parishioner

ITEM		ACTION
<b>0</b>	<p><b>ARRANGING THE MEETING</b></p> <p>As Wiltshire Council had shown concern about the security of Zoom for online meetings it had been decided to use Skype for this meeting.</p> <p><i><b>Post meeting note:</b> Broadband width seemed to be a problem as several people had trouble keeping a connection to the meeting, &amp;/or the video freezing or not showing at all.</i></p>	
<b>1</b>	<p><b>APOLOGIES</b></p> <p>None</p>	
<b>2</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
<b>3</b>	<p><b>APPROVAL OF MINUTES</b></p> <p>The minutes of the meeting on 23<sup>rd</sup> April 2020 were approved. A copy will be emailed to NB for inclusion on the SPC website.</p>	GS 29/05/20
<b>4</b>	<p><b>MATTERS ARISING FROM PREVIOUS MEETINGS</b></p> <ul style="list-style-type: none"> <li>• <u>Councillors new email addresses</u> <ul style="list-style-type: none"> <li>○ All councillors confirmed that they were using their new email addresses for council business. GS confirmed that he had been checking the old Hotmail address and that most legitimate contacts were now using the new one so he will stop the forwarding, and just check periodically to ensure that nothing that the Council needed to see was still being directed to the old one.</li> <li>○ He will also add an auto-response message on the Hotmail amount.</li> <li>○ The new email addresses appears to be attracting some junk and spam emails but it is hoped that in time the system will filter them off to the junk box as the Hotmail account has been doing.</li> </ul> </li> </ul>	GS 29/05/20

ITEM		ACTION
4	<ul style="list-style-type: none"> <li>• <u>Parish Councillor Roles</u> <ul style="list-style-type: none"> <li>○ The Councillors were all satisfied with their allocated roles, but it was reiterated that if anyone was unable to carry out a specific task, or their allocated role for any reason, they should let the others know so that someone else can step in to ensure smooth running.</li> </ul> </li>   <li>• <u>Policy Documents for Website</u> <ul style="list-style-type: none"> <li>○ SS had circulated draft policy documents: “Code of Conduct”, “Data Protection Policy”, “Privacy Notice” &amp; “Record Retention policy” and some small amendments had been made after email consultation. The documents were formally adopted and are to be uploaded to the website.</li> <li>○ There was some discussion as to who should be responsible for overseeing the documents and updating them as required. Although some documents fall mainly under one role or other of the Council, GS agreed to oversee them for the next year. It was also agreed that they should be reviewed annually, around the time of the May meeting, and updated if required. It was hoped that in future a Parish Clerk would be able to assist in advising what policy documents should be published and what they should include.</li> </ul> </li>   <li>• <u>Parish Clerk</u> <ul style="list-style-type: none"> <li>○ NE had circulated an email with suggestions on the responsibilities and remuneration for a Parish Clerk. The councillors were all happy with the suggestions so NE intended to contact the potential Clerk to see if she is still willing to take on the role.</li> </ul> </li>   <li>• <u>Cadley Bus Shelter</u> <ul style="list-style-type: none"> <li>○ AS is planning to wash the shelter down and repaint it with Cuprinol or similar. GS will assist if needed, in accordance with social distancing.</li> </ul> </li>   <li>• <u>Steps at Chopping Knife Lane</u> <ul style="list-style-type: none"> <li>○ MP, who has taken on the overview of infrastructure for the Council, will contact the Footpath officer or the County Steward to see if this work can be done under their remit.</li> <li>○ MP also asked about the area of footpath between the Grand Avenue and the White Road. He had in the past tried to keep it tidy but no-one else seemed to be doing so. It was suggested that the Stewards or the Footpaths officer would be possible offices to contact about this.</li> </ul> </li>   <li>• <u>Number of Parish Councillors</u> <ul style="list-style-type: none"> <li>○ GS confirmed that letters had gone out to everyone in Maurice Way to let them know the council would be pleased to welcome a parishioner from Maurice Way onto the Council. To date no responses had been received.</li> </ul> </li> </ul>	<p style="text-align: center;">NB 29/05/20</p> <p style="text-align: center;">NE 05/06/20</p> <p style="text-align: center;">AS &amp; GS</p> <p style="text-align: center;">MP 05/06/20</p>

ITEM		ACTION
	<ul style="list-style-type: none"> <li>• <u>Covid-19 Update</u> <ul style="list-style-type: none"> <li>○ None of the Councillors had received any other request for help and, as far as it was known, there were no major Covid-19 related problems within the parish.</li> </ul> </li> </ul>	
6	<p><b>PLANNING</b></p> <p>As Helen Jarratt had joined the Parish Council meeting, the Planning Applications pertaining to Foxhill House were discussed early in the meeting so that she could explain some of the background to the recent and current applications.</p> <p>Foxhill House, Foxhill Cottage and Foxhill Chapel, the kennels to the south of the main house and the water tower across the lane had once all been under one ownership. Foxhill Cottage and Foxhill Chapel had been sold separately some years ago.</p> <p>When Mr &amp; Mrs Jarratt bought the property a couple of years ago they wanted to improve the unused buildings on the property. They had submitted two previous Applications which were withdrawn, firstly, to rebuild the kennels for use as HJ is a Clinical Animal Behaviourist (withdrawn partly as neighbours were unsupportive of their being used as kennels again) and secondly, a PIP (Planning in Principle) to investigate changing the use of the kennels plot from business to residential; they intend shortly to resubmit the PIP on the plot with some further information.</p> <p>HJ provided a little more information on the new Application to convert the water tower and garage across the lane into a separate residential dwelling. They had not finalised what they intended to do with it long term, but did mention that Covid-19 had made some options, such as using it as a holiday rental, a bit less uncertain.</p> <p>Although the Kennels plot and the Water Tower are completely separate Planning Applications the councillors found it useful to have a bit more background to the site as a whole, especially as the PIP for the kennels site is due to be resubmitted.</p> <p>Other Planning matters:  <u>Confirmation of responses submitted following email consultation:</u></p> <ul style="list-style-type: none"> <li>• 20/03259/PIP - Application for permission in principle for the removal of existing kennel buildings and the erection of one dwelling at Foxhill House. <ul style="list-style-type: none"> <li>○ It was noted that the application had been withdrawn. See above.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• 20/02205/FUL - Proposed single storey extension 31 Cadley. No response had been submitted prior to the deadline of 23<sup>rd</sup> April. <i>Post meeting note: The application has been approved.</i></li> </ul> <p><u>Current planning applications:</u></p> <ul style="list-style-type: none"> <li>• 20/03400/FUL - Retrospective application for a Heavy Duty Dark Green Polythene Tunnel for a light aircraft maintenance workshop, anchored to the grass via concrete pads - Culleys Farm. <ul style="list-style-type: none"> <li>○ It was resolved not to object to the Application, but again to make the point that previous conditions may not have been complied with.</li> </ul> </li> <li>• 20/03442/FUL - Proposed new timber close board fence - Granham Thatch. <ul style="list-style-type: none"> <li>○ It was resolved to support the Application subject to conditions, in that the good side of the fence should face the road.</li> </ul> </li> <li>• 20/03635/FUL - Proposed double garage, workshop &amp; utility extension - Ballards Piece. <ul style="list-style-type: none"> <li>○ It was resolved not to object to the Application, but to make the point that the project still appear to be quite large, and to ask the Planning Officers to consider if it was too big. It was agreed that it was a better proposal than the previous one.</li> </ul> </li> <li>• 20/03568/FUL - Conversion and extension of garage and old water tower at Foxhill House into a residential dwelling. <ul style="list-style-type: none"> <li>○ It was resolved to support this Application, as it is a good way of retaining the old water tower.</li> </ul> </li> </ul>	
7	<p><b>PARISH COUNCIL INSURANCE</b></p> <p>Prior to the meeting NE had circulated an email with the results of his investigation into the current situation, in that SPC did not appear to carry insurance for public liability, legal expenses or property insurance on the bus shelters.</p> <p>The options he submitted were discussed and it was agreed that SPC should arrange for full cover on all aspects, using the information NE had found as a starting point. It was agreed to proceed as per option 3 in NE's email.</p> <p>MP agreed to take on the job of sourcing additional quotes and arranging for insurance cover.</p>	<p style="text-align: right;">MP 15/06/20</p>

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8	<p><b>WEBSITE</b></p> <p>NB had been a little later than she had intended circulating the bullet points of the outcome of her research into the current website and alternate options but gave a brief overview during the meeting.</p> <p>The highlights of her research were that the current website did not comply with Web Content Accessibility Guidelines (WCAG) 2.1, which was a standard all Parish council websites needed to achieve to allow parishioners of all abilities and limitations to access the content.</p> <p>Also, there was currently no Service Level Agreement (SLA) in place so there was no backup beyond possibly a couple of weeks should the site go down, and no active monitoring of it.</p> <p>NB had highlighted 3 potential options:</p> <ul style="list-style-type: none"> <li>○ To stay with the current provider, but they had quoted £2,000 to get the site WCAG compliant, and £1,800 for an SLA - without providing an itemised list of what that would comprise.</li> <li>○ To use a Company called Hugo Fox who are a specialist in Council websites. Their services are free as they cover costs with websites for commercial companies etc. However, NB understood that they would also get some revenue from putting adverts on the website, and SPC would not have any control over what adverts were shown.</li> <li>● MyParishCouncil was her preferred option as they are a specialist in Parish Council websites (created by a Councillor in Berkshire) and hosting. The website would be fully compliant (GDPR &amp; WCAG) with contract and SLA. Already tailored for Parish Council use, simple interface with tutorials provided. £10/month.</li> </ul> <p>It was agreed that the third option sounded the preferred one, for the same cost as the current site but up to date and easier for the councillors to update themselves, unlike the current one.</p> <p>NB is going to find out more and take this project forward and in particular check for hidden costs.</p>	<p>NB 30/06/20</p>
9	<p><b>RECORDING MEETINGS</b></p> <p>It was agreed that there was no need to retain any recordings of Parish Meetings beyond the minutes of said meeting being accepted. Therefore SS would delete the Zoom recording made of the April SPC meeting. The current Skype meeting was not being recorded and NE noted if a meeting is to be recorded all participants need to be notified.</p>	<p>SS 24/05/20</p>

ITEM		ACTION
10	<p><b>FINANCE OFFICER'S REPORT</b></p> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>- Since the last meeting, <ul style="list-style-type: none"> <li>a) Payments made: Nil</li> <li>b) Invoices received, in the process of payment: <ul style="list-style-type: none"> <li>01 Apr - £115.97 – WALC – Advisory services</li> <li>19 May - £84.00 – Andrew Ross – Audit</li> </ul> </li> </ul> </li> <li>- Total funds as at the date of meeting are £ 8,739 and are held as follows: <ul style="list-style-type: none"> <li>Payments a/c - £ 137.92</li> <li>Interest a/c - £ 8,600.64</li> </ul> </li> </ul> <p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>- NE and GS have signed the year-end accounts and the Annual Governance and Accountability Return (AGAR), and NE has completed the review process with the auditor.</li> <li>- Total funds as at the date of meeting are as follows: <ul style="list-style-type: none"> <li>Precept a/c - £6,380.76</li> <li>CIL a/c - £2,357.80 (nb. Must be spent by 14<sup>th</sup> May 2023 or forfeited)</li> </ul> </li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>- Precept account: Income of £1,300.00 has been received (WC precept) and expenses to date including the WALC and Audit invoices are £267.54 (21% of Income)</li> <li>- CIL account: No additional funds have been received and expenditure to date has been £297.00 (11% of this year's opening balance) for Cadley bus stop maintenance.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- NE has reviewed the WC guideline for declaration of CIL funds / expenditure, and the MTC website as an example, and found that the SPC accounts statement covers everything required.</li> </ul> <p><b>Audit</b></p> <p>NE confirmed that the accounts have now been audited and approved</p>	
11	<p><b>MARLBOROUGH AREA NEIGHBOURHOOD PLAN (MANP)</b></p> <p>Following the COVID 19 provisions work on had been put on hold, however work is now commencing again using video conferencing. The plan cannot be completed until after May 2021 as it has to be put to a referendum, and the Government has postponed all elections and referenda until then.</p>	

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	<p>Work can however be undertaken putting the plan together so that it is ready to go to a referendum after May 2021.</p> <p>One of the recent jobs, started just prior to lockdown was to produce a list of Significant Non Listed Properties within the MANP Area. A draft of such buildings in the Savernake Parish has been forwarded to Councillors, but no further properties were suggested for inclusion. This list will now be sent into MANP.</p>	<p>GS 30/05/20</p>
<p><b>12</b></p>	<p><b>DATE AND VENUE OF NEXT MEETINGS</b></p> <p>The suggested dates were agreed, and it was assumed that at least the next meeting in July would also need to be held online.</p> <p>14<sup>th</sup> July 2020            10<sup>th</sup> November 2020            9<sup>th</sup> Feb 2021            11<sup>th</sup> May 2021            Late May 2021 - APM</p>	<p>ALL</p>

Signed ..... *Guy Singleton* .....

Date .....14<sup>th</sup> July 2020 .....

Name..... **J G R Singleton, Chair** .....