

# Manningford Parish Council

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Minutes of the Annual Meeting of the Parish Council held on Monday 17<sup>th</sup> May 2021 at 7.30 p.m. in the Village Hall

**Present:** Parish Councillors Richard Netherclift (Chairman), David Proto, Sue Lymposs and Andy Reed. Parishioners to be co-opted - David Wheen and Bridget Lanyon  
Clerk Ruth Kinderman

**1 Apologies**

Unitary Councillor Paul Oatway

**2 Election of Chairman for 2021/2022**

Cllr Lymposs proposed that Cllr Netherclift be elected as chairman; seconded by Cllr Proto, all in favour.

**3 Election of Vice-Chairman for 2021/2022**

Cllr Netherclift proposed that Cllr Reed be elected as vice-chairman; seconded by Cllr Lymposs, all in favour.

**4 Co-option of David Wheen to Council**

Cllr Netherclift proposed that David Wheen be co-opted on to the council; seconded by Cllr Lymposs, all in favour.

**5 Co-option of Bridget Lanyon to Council**

Cllr Lymposs proposed that Bridget Lanyon be co-opted on to the council; seconded by Cllr Proto, all in favour.

**6 Appointment of Responsible Finance Officer**

Cllr Netherclift proposed that Cllr Wheen be re-appointed as Responsible Finance Officer; seconded by Cllr Proto, all in favour.

**7 Pecuniary and other interests**

Cllr Wheen – planning application PL/2021/03069 Paradise House

**8 Minutes of meeting held on 8<sup>th</sup> December 2020**

All agreed that these were an accurate record; signed accordingly by Cllr Netherclift.

**9 Matters arising**

The broken bin on the Abbots triangle has been reported but not yet repaired.

A final letter had been sent to the residents and businesses of the garden centre complex, wishing them well for their future as part of Woodborough parish.

**10 Finance**

Cllr Wheen said that Annie Diston had checked the accounts and had signed them off as complete and correct. All documents had been circulated by email prior to the meeting for councillors' perusal.

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- approve Exemption Certificate

Cllr Netherclift proposed that this council be exempt from Limited Assurance Review. Seconded by Cllr Lanyon, all in favour.

- approve AGAR Section 1 Governance Statement

Cllr Netherclift proposed that this council approve the Governance Statement; seconded by Cllr Lanyon, all in favour.

- approve AGAR Section 2 Accounting Statements

Cllr Netherclift proposed that this council approve the Accounting Statements; seconded by Cllr Lympos, all in favour.

The financial overview is attached as an appendix to these minutes.

## **11 Planning applications**

To note decisions by Wiltshire Council since last meeting:

20/06782/FUL – Dragon House

20/09786/FUL – Minty's Barn

20/10022/FUL – Land at Manor Farm, Manningford Bohune

These applications had all been approved by Wiltshire Council with extra conditions attached.

To note applications considered by parish council since last meeting:

20/07735/FUL - Abbotswood - Erection of a powder coated aluminium glasshouse sited on a dwarf brick wall

21/00475/FUL - Southgate - retention of existing dormer window

21/00670/FUL – Southgate - Existing garage - timber cladding, alteration to existing opening, minor increase in building height by 225mm

21/00669/CLE – Southgate - Certificate of Lawfulness for existing Garage structure and Shed

21/00865/FUL – Dragon Cottage - Resubmission of 20/01022/FUL - single storey extensions and material change to roofing materials

21/00928/FUL – The Beeches - Add a first floor extension to the smallest part of the existing single storey extension. Extended second storey to have an adjacent wooden balcony at first floor level supported on pillars to replace the veranda roof and instal small second storey window in the North Elevations

21/01346/FUL - Tamarisk - Proposed single storey rear extension and associated ground floor internal alterations to produce study area and additional en-suited bedroom

No objections had been submitted by the parish council. All these applications had been approved by Wiltshire Council subject to standard conditions of time-frame for works and conformity with approved plans.

21/02227/FUL – Pendulum - second storey extension over existing rear extension  
No objection had been submitted by the parish council; Wiltshire Planning Department was due to publish its decision on 28<sup>th</sup> April but has not yet done so.

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## To agree response to applications:

PL/2021/03024 – Southgate - Proposed single storey extension  
Comments by 19<sup>th</sup> May

PL/2021/03069 - Paradise House - Erection of a Studio/office, garden room and garden equipment store Comments by 27<sup>th</sup> May.

It was agreed to submit no objection to these applications.

Clerk had submitted some comments about the new planning portal to PCAP, which has collated a list of problems for Wiltshire Council's consideration as it fine tunes the new system. Once resolved, parish councils will be issued with log in details for use when responding to planning applications.

## **12 Allotments update**

It was agreed that the site looks amazing now that it is almost all under cultivation; the allotment holders, spurred on by the enthusiasm of Chris Wardell, have transformed the entire plot. The parish council expressed appreciation for their efforts and also for Jeff Milsom who had helped dig out the new parking area.

- approve layout

Cllr Netherclift explained that one tenant felt that her plot was too large and would prefer to have only half. A plan of the site had been drawn up as a result, showing the final layout of seven, rather than six, plots. It was agreed that this was a good idea and that this plan of the site should be approved for the allotment record file.

- agree rental

Clerk noted that at the commencement of the site refurbishment two years ago, it had been agreed to proceed with a charge of £0.50 per square metre in order to allow for varying plot sizes. It was agreed to abandon this price decision as it would involve a considerable increase to the current £25 per plot. It was agreed that any increase at present was undesirable, especially as the tenants had worked so hard to improve the site.

It was agreed to review the rental next year, now that the plot sizes are known.

## **13 Parish Council projects**

i) Playground maintenance

The inspection had been carried out and Cllr Reed has the materials to repair the multi-play unit as advised.

The inspector has decreed that the climbing frame must have safety matting installed, or else be removed altogether. As previous quotes for advisory safety matting have been financially prohibitive, Clerk has made

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enquiries with the Area Board/Youth Budget as to whether funding might be available. Cllr Oatway is supportive and a decision is awaited as to whether an application can be made.

Cllr Reed will tape off the climbing frame in the meantime.

ii) **Defibrillator training**

SWAST is due to recommence training sessions in July. Cllr Lympson will arrange a date, in consultation with the village hall committee.

## **14 Highways**

Cllr Proto reported that Community Speedwatch will be starting up again next week along the C52.

The parish steward had attended to the manhole cover opposite the layby on the A345.

It was noted that the overgrowth at the C52/A345 junction is obscuring visibility; Wiltshire Council has a statutory duty to keep junction splays trimmed.

There was considerable discussion about the Cross Hayes C52/C8 junction and the Manningford Abbots C52/C261 junction, due to the recent accidents at both crossroads. It was agreed to raise both matters again with Cllr Oatway: to propose STOP and ACCIDENT BLACKSPOT signs at Cross Hayes, with rumble strips; to draw attention to the national speed limit in place along the C52 despite the poor visibility at the Abbots crossroads; to request Wiltshire Council respond to the challenge of how many accidents they consider to be acceptable at both junctions.

It was agreed that despite the 'Local Traffic Only' signs at each end of the C52, many vehicles are still using it to avoid the Pewsey section of the A345. It was agreed that other options for controlling C52 traffic should be explored again.

## **15 Footpaths**

Cllr Reed reported that the damaged kissing gate rail has been replaced by the landowner but that the post has fallen over, having rotted through. It is unclear whether this is due to the boggy surroundings or whether it was not replaced at the time the kissing gate was first installed. Cllr Reed will arrange for a new post to be installed.

## **16 PCC**

The PCC had held its annual meeting; there was nothing further to report.

## **17 Localism, environment and flooding**

Nothing to report, despite the recent heavy rains.

## **18 Village hall**

Cllr Lympson reported that the committee had cleared the brambles behind the hall and trimmed the hedge. A Local Restriction Grant had been received and the

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committee is seeking quotes to replace the outer door and the store room door and also to replace the soffits and fascias with UPVC products. The committee will be holding its AGM shortly.

**19 Website**

Cllr Lymposs has worked with Sandra Hossack to discuss requirements for a new website; the proposal should be available for councillors to consider at the next parish council meeting.

**20 Correspondence**

None received.

It was noted that the bus stop on the A345 opposite Indigo needs new glass and also that the overgrowth needs cutting back to expose the footway.

Appreciation was expressed for Gordon Smart's prompt action recently in removing the fallen tree on the C52.

**21 Date of next meeting**

**Tuesday 13th July at 7.30 pm in the Village Hall**

	H	I	J	K	L
1	<b>FY19 as at Year end</b>		<b>Manningford Parish Council</b>	<b>FY20 as at year end</b>	
2	£ 8,141		Balance at start of year	£ 6,237	
3	£ 10,700		Income	£ 7,950	
4	-£ 9,556		Expenditure	-£ 5,221	
5	£ 9,284		Lloyds Bank Balance as at 30 March 21	£ 8,966	
6	-		Creditors FY17	£ -	
7	£ 9,284		Manningford Account is currently worth		
8	-£ 3,047		7 villages with SID	£4192 now in a separate account	
9	<b>£ 6,237</b>		<b>Manningford PC owns</b>	<b>£ 8,966</b>	
10					
11					
12	<b>Income</b>	<b>Expenditure</b>		<b>income</b>	<b>expenditure</b>
13		£ 107	Loan Repayment		
14		£ 444	Subscriptions, fees & website		£ 296
15		£ 900	Secretary's salary		£ 900
17		£ 2,145	External maintenance		£ 2,680
18		£ 494	Insurance		£ 500
19			Defibrulator	£ 650	
20	£ 38	£ 640	Allotment	£ 50	
21	£ 3,500	£ 2,862	SID 7 villages		
22		£ 500	SID Manningford		£ 300
23			village hall		
24	£ 46	£ 738	Miscel payments	£ 300	£ 473
25	£ 6,400		wilts council	£ 6,950	
26	£ 716	£ 725	HMRC (VAT)		£ 71
27	£ 10,700	£ 9,556	Sub totals	£ 7,950	£ 5,221
28	£ 1,143		Excess income over expenditure	£ 2,729	
29					
30	£ 9,284		Bank Balance brought forward	£ 8,966	
31					
32					
33			David Wheen	Richard Netherclift	
34			Responsible Finance Officer	Chairman PC	

Covid-19 Risk Assessment for Meeting of the Parish Council – 17<sup>th</sup> May 2021

N.B. This Risk Assessment relates only to the risks posed by Covid-19 and does not gauge any other risks associated with the meeting of the Parish Council.

Potential Hazard	Potentially Affecting whom	Assessment of hazard	Controls implemented to mitigate hazard	Implemented by whom?
1. Transmission of coronavirus	Councillors Clerk Parishioners in attendance.	LOW.  i) HM Government removed Covid-19 from the High Consequence Infectious Disease list on 19 <sup>th</sup> March 2020 *	Seating apart of at least 1m.  Meeting to be held outdoors if weather suitable.  Only one person to handle chairs and tables.  Attendees are recorded for the minutes.	Person who places chairs.  All.  One member.  Clerk.
2. Danger of developing Covid-19 from coronavirus	Councillors Clerk Parishioners in attendance.	LOW.  i) Published deaths with Covid-19 as at 9th July showed more than 95% having a pre-existing condition and more than 53% being over the age of 80 years old.**  ii) All councillors and clerk are under the age of 80. iii) Average number of parishioners in partial attendance per meeting since January 2019 is below 0.5.	Controls implemented to reduce transmission as outlined in section 1 above mean danger from contracting Covid-19 coronavirus is insignificant in the context of the meeting.	

\*<https://www.gov.uk/guidance/high-consequence-infectious-diseases-hcid#status-of-covid-19>

\*\*<https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-daily-deaths/>