

Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Wednesday 17 January 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Vice Chairman
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow - CPC Acting Clerk
5 members of the public

3386 Apologies

There were no apologies. Cllr M Purslow reported that Councillor Mike Wilkins had resigned from the Parish Council.

3387 Declaration of Interests

Declaration of interest from Cllr M Purslow and Acting Clerk P Purslow for Agenda item 3399, Parish Clerk Recruitment.

3388 Public Participation

Mrs Una Cavanagh reported on the background of the setup of the Countryside Access Meeting, started by Sue Raven and the ongoing work. Contact had been established with many interested parties and much work has been done to date. It was suggested that Mr Steve Leonard, Mr Richard Broadhead, Rights of Way and Countryside Manager at Wiltshire Council, and Mr David Sabin are invited to attend the meetings in future. Mrs Anne Henshaw asked for the remit of the group to be widened to encompass local farmers, who could help by providing farm machinery.

Concern was expressed that the previous meeting had been cancelled and following Cllr M Wilkins' resignation a future meeting had not yet been set up. Cllr D Grafton agreed to lead the group with Cllr M Purslow as deputy, and set up a meeting date as soon as possible. **ACTION: Cllr D Grafton.**

Mrs A Henshaw asked for clarification on the wording of 12 December Minute No 3383 regarding Precept spend. Cllr S Tomlinson explained the policy put forward in the paragraph.

Mrs A Henshaw also asked for an update on the planning situation at The Hangars. Cllr M Purslow replied that there had not yet been any update from the developers.

Mr P Ricketts reported that he will start clearing the Yatesbury pond during the third week in January, which was agreed with the Parish Council.

Mr P Ricketts asked if the road outside The Vulpits could be filled again as the potholes had reappeared. Cllr S Tomlinson advised that potholes should be reported through the 'My Wiltshire' App. Cllr M Purslow agreed to action on this occasion. **ACTION: Cllr M Purslow.**

Mr D Sabin asked if it was possible to temporarily close Jugglers' Lane to enable the badly worn track to recover.

3389 Minutes of meeting held on 12 December 2017

Cllr D Evans approved the Minutes as a correct record, seconded by Cllr J Cavanagh. Cllr M Purslow signed off the Minutes.

3390 Review of Actions

Actions were reviewed from the meeting on 12 December 2017. The following Actions are still outstanding:

Action No	Person	Summary of Action
3320	M Purslow	Wooden Sign, Yatesbury. A written quote and drawings are still awaited.
3359	M Purslow	The Calne Area Parish Forum WWI Tree Planting Working Group - Cllr Purslow to advise Cllr Grafton of meeting date when received.
3363	Acting Clerk	Minor Emergency Groups - Seek advice from Wiltshire Council on informal minor emergency groups within parish. An e-mail had been sent to J Vaughan at Wiltshire Council and a reply awaited. Cllr D Evans agreed to follow up with Ms J Vaughan

Regarding item 3354, re-direction of mail, mail should now be being forwarded to the Acting Parish Clerk. Cllr Evans reported that Cllr M Purslow is now a signatory on the Lloyds Bank Account, and Bank Statements will be forwarded to the new Parish Clerk when appointed.

3391 Accounts

Cherhill Village Hall invoice for £18 for hall hire - proposed to be approved by Cllr M Purslow, seconded by Cllr D Grafton. **APPROVED**

Kennet Print invoice for £26 for printing - proposed to be approved by Cllr S Tomlinson, seconded by Cllr M Purslow. **APPROVED**

Acting Clerk's fee £250 for Dec 17 - proposed to be approved by Cllr D Evans, seconded by Cllr S Tomlinson. **APPROVED**

Acting Clerk's expenses of £36.72 including broadband and phone - proposed to be approved by Cllr J Cavanagh, seconded by Cllr D Grafton. **APPROVED**

Cllr J Cavanagh expenses of £441.99 for Tesco purchase of office IT equipment following the Council's receipt of a grant from the Transparency Fund - proposed to be approved by Cllr M Purslow, seconded by Cllr S Tomlinson. **APPROVED**

3392 Planning

There were no current planning applications. Cllr J Cavanagh had sought advice from WALC on how to deal with planning applications with deadlines for responses between Parish Council meetings. It was noted that in order for the Parish Council to discuss such applications at the next available meeting, it is permissible to seek extension of the deadline for comments received from Wiltshire Council.

3393 Website

Cllr J Cavanagh had made enquiries of potential costs to the Parish Council of taking over the domain registration and hosting of the website. The cost would be approximately £50 a year. Cllr J Cavanagh agreed to make enquiries and seek advice about transferring the website and will report back to the February meeting. **ACTION: Cllr J Cavanagh.**

3394 Speed Awareness Gates

Cllr S Tomlinson had made a request to Ms J Vaughan to reply before the next CATG meeting regarding the possible grant for two thirds of the cost of the gates, but that this may not be until the next Financial Year.

3395 Countryside Access Meeting/Rights of Way

This was discussed earlier in the meeting during item 3388, Public Participation.

3396 Councillor Vacancies

There are now two vacancies, one for a Cherhill councillor and one for a Yatesbury Councillor. An expression of interest had been received for the Cherhill vacancy, but the interested party is currently on holiday. **ACTION: Cllr J Cavanagh to follow up.**

3397 Compliance

It was agreed to hold an open Compliance meeting on 8th February at 7.30 pm in Yatesbury to discuss and agree the documents relating to Publication Scheme, Code of Conduct, Standing Orders and Financial Regulations. All Councillors to ensure draft documents are available prior to the meeting. **ACTION: All Councillors, Acting Clerk to set up the meeting.**

3398 Calne Area Parish Forum WWI Tree Planting Working Group

An e-mail had been received from Ms J Vaughan at Wiltshire Council stating that Parish Councils should be starting to think about contacting the relevant officers to sort out permissions where necessary. For highways land (verges etc.) contact Cllr Bill Parks at bill.parks@wiltshire.gov.uk, for other Wiltshire Council land, the contact is Richard Broadhead (Rights of Way and Countryside Manager): richard.broadhead@wiltshire.gov.uk

It was agreed to talk to Ms J Vaughan at the next Calne Area Parish Forum. Cllr M Purslow agreed to find out the date and attend the next meeting. **ACTION: Cllr M Purslow.**

3399 Parish Clerk Recruitment

Acting Clerk, Mrs P Purslow left the room for this discussion.

The Recruitment sub-committee reported on the recent interviews and provided recommendation to the Parish Council on the selected candidate. The candidate was **APPROVED** for appointment by the Parish Council and would be made public once all the candidates had been contacted. *[Update following the meeting - the new Parish Clerk, Mrs Paula Purslow, has been recruited, and will commence employment on 1 February 2018]*

3400 Councillor Responsibilities

The allocation of deputy responsibilities was agreed, with the proviso that this may change once new Parish Councillors are appointed.

Responsibility	Leader	Deputy
Area Board	Cllr D Evans	Cllr M Purslow
Budgeting and Finance	Cllr S Tomlinson	Parish Clerk
Calne Area Parish Forum	Cllr D Grafton	Cllr M Purslow
Facebook Page	Cllr M Purslow	Cllr J Cavanagh
Great West Way	Cllr J Cavanagh	Cllr M Purslow
Countryside Access	Cllr D Grafton	Cllr D Grafton
Health and Social Care	Cllr D Evans	<i>tba</i>
Hills Waste Solutions Liaison Group	Cllr D Grafton	Cllr D Evans
Liaison with Calne Area Transport Group (CATG)	Cllr S Tomlinson	Cllr M Purslow
Newsletter Production	Cllr D Evans	<i>tba</i>
Parish Steward link	Cllr M Purslow	Cllr S Tomlinson
Website	Cllr J Cavanagh	<i>tba</i>

3401 Date of next meeting

Thursday 8 February, 7.30 pm, Yatesbury - Compliance Meeting
Tuesday 13 February, 7.30 pm, Cherhill
Tuesday 10 April, 7.30pm, Cherhill

The meeting closed at 9.20 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 13 February 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Vice Chairman
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow - CPC Parish Clerk

3402 Apologies

There were no apologies.

3403 Declaration of Interests

There were no declarations of interest.

3404 Public Participation

No members of the public attended the meeting.

3405 Minutes of meeting held on 17 January 2018

Cllr S Tomlinson approved the Minutes as a correct record, seconded by Cllr D Grafton. Cllr M Purslow signed off the Minutes.

3406 Review of Actions

Actions were reviewed from the meeting on 17 January 2018. The following actions were reported:

The wooden sign in Yatesbury is progressing and will be installed very soon. **Action: Cllr M Purslow to advise Will Woodland on the siting of the sign.**

WWI tree planting – Cllr D Grafton gave a report on other local council's intentions so far and there was a discussion about Cherhill Parish Council's requirements. It was suggested that eight trees, one for every serviceman who died, be planted in Cherhill, together with commemorative plaques, with a similar amount in Yatesbury – the correct amount to be checked by Cllr M Purslow. **Action: Cllr M Purslow.** Cllr Grafton suggested the Parish Council pay for larger trees, rather than whips, to be more impactful.

There was a discussion on possible locations for the trees, and it was agreed to discuss in more detail at the April meeting. **Action: Clerk for the April agenda.**

Minor Emergency Groups – Wiltshire Council discussions had drawn a blank on possible training sessions. However, Cllr D Evans reported that there will be a Health and Social Care Forum on 24 April. It was suggested Cllr D Evans invite Heather Crawshaw to the Forum. **Action: Cllr D Evans**

The Parish Steward had recently fulfilled his tasks in Yatesbury and Cherhill and it was noted that he had done a very good job of clearing all the gulleys in Yatesbury.

3407 Accounts

Community Heartbeat Trust invoice for £240 for fitting the Yatesbury defibrillator - proposed to be approved by Cllr D Grafton, seconded by Cllr D Evans. **APPROVED**

Acting Clerk's fee £250 for January 18 - proposed to be approved by Cllr J Cavanagh, seconded by Cllr S Tomlinson. **APPROVED**

Acting Clerk's expenses of £15 for broadband and phone - proposed to be approved by Cllr D Grafton, seconded by Cllr J Cavanagh. **APPROVED**

3408 Planning

Application No	Address	Conclusion
18/00519/TCA	The Old Rectory, 2 Main Road, Cherhill, Calne, Wiltshire, SN11 8UX	No objections

Planning application 18/00881/FUL had been received too late to discuss at this meeting and a request for an extension of the deadline had been made to enable discussion at the April meeting.

3409 Website

Cllr J Cavanagh reported that Barry Seed had agreed to give up ownership of the 'cherhill.org' domain. He had had discussions with a storage company, 'Free Virtual Servers' who can host 'cherhill.org' at a cost of £4 plus VAT per month, together with an initial set up cost of £12 plus VAT. It was agreed by all council members to go ahead with this service.

ACTION: Cllr J Cavanagh to follow up.

3410 Compliance

The meeting on 8 February had been very productive and all documents discussed to date (Publication Scheme, Code of Conduct, Standing Orders and Financial Regulations) were now ready to be adopted by the Parish Council. The Clerk agreed to ensure all the documents were produced in a house style, and a hard copy kept on file. The documents would then be published on the Parish Council website. Councillors will 'take ownership' of their own document to ensure they are kept up to date regularly. **Action: All.**

Cllr M Purslow thanked everyone for their hard work so far.

The next tranche of compliance documents for work on adoption were divided as follows:

- Appraisal – Cllr S Tomlinson
- Equality – Cllr J Cavanagh
- Complaints and Grievance – Cllr J Cavanagh
- Health and Safety – Cllrs M Purslow and D Grafton.

3411 Countryside Access Meeting/Rights of Way

Following up on discussions with interested parties, Cllr D Grafton suggested a meeting in the Spring be set up to identify areas where work is required. The Parish Council could produce a form for interested parties to fill in whenever they are out and about in the parish to bring to the meeting. Once areas needing work have been established, they can be mapped, and then Wiltshire Councillors, Richard Broadhead and Steve Leonard would be invited to the next available Parish Council meeting to take this forward.

All councillors approved Cllr D Grafton's idea and it was agreed he will take this forward, with a meeting date of 8 April in Cherhill Village Hall. **Action: Cllr D Grafton**

3412 Councillor Vacancies

There had been no response from Yatesbury villagers following a request for councillors. Cllr J Cavanagh agreed to follow up on the expressions of interest from Cherhill. **ACTION: Cllr J Cavanagh.**

3413 Defibrillators

Cllr M Purslow reported that the defibrillator in Yatesbury had now been installed and is just waiting to go live. Contact had been made with the contractor and the phone box will be repaired very soon. Cllr D Evans reported that the defibrillator in Cherhill was now installed and is also waiting to go live. An invoice from Steve Cuthbert for his work will follow shortly.

Potential dates of 12 April in Cherhill and 26 April in Yatesbury were agreed to set up awareness courses for villagers, providing The Community Heartbeat Trust can attend.

It was noted that there are codes for each defibrillator box, and records of the codes should be kept by the Clerk. **Action: Cllrs M Purslow and D Evans to provide codes when received to the Clerk.**

3414 Councillor Responsibilities

Responsibility	Leader	Deputy
Area Board	Cllr D Evans	Cllr M Purslow
Budgeting and Finance	Cllr S Tomlinson	Parish Clerk
Calne Area Parish Forum	Cllr D Grafton	Cllr M Purslow
Facebook Page	Cllr M Purslow	Cllr J Cavanagh
Great West Way	Cllr J Cavanagh	Cllr M Purslow
Countryside Access	Cllr D Grafton	Cllr D Grafton
Health and Social Care	Cllr D Evans	<i>tba</i>
Hills Waste Solutions Liaison Group	Cllr D Grafton	Cllr D Evans
Liaison with Calne Area Transport Group (CATG)	Cllr S Tomlinson	Cllr M Purslow
Newsletter Production	Cllr D Evans	<i>tba</i>
Parish Steward link	Cllr M Purslow	Cllr S Tomlinson
Website	Cllr J Cavanagh	<i>tba</i>

Budgeting and Finance – Cllr S Tomlinson reported that requests for funding from CATG for the gates and sign at Yatesbury had been made. Metro counts from the A4 in Cherhill have not yet been received from CATG and will be reported at the next CATG meeting on 2 May. Cllr M Purslow agreed to attend in Cllr S Tomlinson's absence. **Action: Cllr M Purslow.**

Newsletter – Cllr D Evans requested items for the next newsletter by **15 March**.

3415 Date of next meeting

Tuesday 10 April, 7.30pm, Cherhill
Thursday 3 May, 7.30 pm, Cherhill
Tuesday 12 June, 7.30 pm, Yatesbury

The meeting closed at 9.17 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 10 April 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Vice Chairman
David Evans - CPC Councillor
David Grafton - CPC Councillor

Paula Purslow - CPC Parish Clerk
Anna Shantry

3416 Apologies

Apologies were received from Wiltshire Cllr Alan Hill and Councillor John Cavanagh.

3417 Declaration of Interests

There were no declarations of interest.

3418 Public Participation

No members of the public attended the meeting.

Mrs Anna Shantry was formally co-opted on to the Parish Council - proposed by Cllr S Tomlinson, seconded by Cllr D Evans. Mrs Shantry was warmly welcomed and invited to join the meeting.

3419 Minutes of meeting held on 13 February 2018

Cllr S Tomlinson approved the Minutes as a correct record, seconded by Cllr D Evans. Cllr M Purslow signed off the Minutes.

3420 Review of Actions

Actions were reviewed from the meeting on 13 February 2018. The following actions were reported:

WWI tree planting – Cllr D Grafton reported that a piece of land at Mile Elm had been offered by Lord Lansdowne for the Calne project. Cllr D Grafton and Cllr M Purslow will attend the next progress meeting on 2 May. Venues are still being sought for Cherhill and Yatesbury trees.

Minor Emergency Groups – Mrs Heather Crawshaw is setting up a ‘Cherhill Good Neighbours’ group. Cllr D Evans had invited Mrs Crawshaw to the next Health and Social Care Forum on 24 April and will circulate the meeting notes. **Action: Cllr D Evans**

Countryside Access Meeting – the next meeting will be on 15 April and 10 am. Relevant parties have been invited to attend.

Councillor vacancies – the Cherhill vacancy has now been filled, however the Yatesbury vacancy remains outstanding. A ‘Notice of Vacancy’ will be posted on Yatesbury noticeboards on 13 April as required by Wiltshire Council.

Defibrillators – Cllrs D Evans and M Purslow to arrange awareness courses sometime in May for Cherhill and Yatesbury. Codes will be provided to the Parish Clerk and kept in a sealed envelope in case of emergencies. **Action: Cllr D Evans and Cllr M Purslow**

3421 Accounts

Simon Day & Co invoice for £120 for payroll services - proposed to be approved by Cllr M Purslow, seconded by Cllr D Evans. **APPROVED**

Derek Eadon invoice for £100.36 for the oak sign board at Yatesbury - proposed to be approved by Cllr D Grafton, seconded by Cllr S Tomlinson. **APPROVED**

Clerk's expenses of £55.64 including broadband and phone - proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Grafton. **APPROVED**

Clerk's expenses of £109.99 for Office Outlook software - proposed to be approved by Cllr D Evans, seconded by Cllr D Grafton. **APPROVED**

HMRC payment for Clerk's tax for £101.20 from January to March 2018 – proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Grafton. **APPROVED**

S Cuthbert invoice for £624 for defibrillator installation costs - proposed to be approved by Cllr M Purslow, seconded by Cllr D Evans. **APPROVED**

Clerk's salary for £404.80 for February and March 2018 - proposed to be approved by Cllr S Tomlinson, seconded by Cllr D Evans. **APPROVED**

The Clerk presented the end of Financial Year figures for 2017/18 which were approved by all councillors and signed by The Chairman.

The Responsible Finance Officer (RFO) was approved authority to spend any items below £100 as set out in the CPC Financial Regulations 4.1.

The Clerk produced a list of regular payments throughout the year for authority to enable direct payment by the RFO outside monthly meetings, which was approved by all councillors.

Cllr S Tomlinson and The Clerk had drawn up a budget for F/Y 2018/19 which was discussed. Cllr S Tomlinson suggested a discussion with the Parish regarding the precept figure, as the Parish Council is now very close to its spend limit, with possible large new spend items due to fall on the Parish Council in the near future.

Cllr S Tomlinson had drafted an Asset Management Plan, and a draft List of Fixed Assets was also circulated. It was agreed to discuss these in more detail at the next meeting, but that some of the asset figures needed to be split into individual costs. The Clerk agreed look for previous asset registers in the files and circulate to councillors. **Action: Parish Clerk**

3422 Planning

There were no new planning applications.

There had been an issue recently where a planning application deadline for comments fell between Parish Council meetings, which had meant discussions had to be held outside a PC meeting.

Cllr A Shantry suggested if the situation arises in the future, and a deadline cannot be moved, the planning information received by Wiltshire Council should be put on the PC website, indicating that any member of the public wishing to discuss the application can contact the Parish Clerk, but that any objections should be sent direct to Wiltshire Council. The Wiltshire Council link should also be provided. This was agreed by all. **Action: When relevant - Parish Clerk, Cllr J Cavanagh for the website.**

3423 Travel Issues, Cherhill

The Parish Council had been approached regarding problems with parking in Cherhill, particularly on The Street, by the Village Hall during events. It was agreed to put a 'Be Mindful' notice in the Parish Newsletter. **Action: Cllr D Evans**

A member of the public had expressed concern that the un-named road between The Street and Middle Lane was being increasingly used by heavier and larger vehicles than it can cope with. This had resulted in some verge damage, and it was believed to be a safety hazard. Cllr D Evans agreed to follow this up with the member of the public concerned and ask them to take the details of any companies involved so they may be contacted and advised accordingly. **Action: Cllr D Evans**

3424 New Councillors

This item was dealt with earlier in the meeting – items 3418 & 3420

3425 WWI Tree Planting Working Group.

This item was dealt with under 3420 – Review of Actions

3426 Compliance

As Cllr J Cavanagh had sent his apologies, it was agreed to defer this item to the May meeting.

3427 Tommy Croker Playing Field

It was agreed that a separate meeting should be held to discuss the future support of the Parish Council for the playing field management and finances. Mr John Ashcroft should be in attendance. The results of this meeting will then be reported to the next available Parish Council meeting. Cllrs S Tomlinson and D Evans agreed to take this forward. **Action: Cllrs S Tomlinson & D Grafton.**

3428 Councillor Responsibilities

Area Board – Cllr Evans reported on the recent Highways report review of road repairs suggested for Cherhill.

The next Health and Social Care Forum will take place on 24 April. Cllr D Evans will attend. Cllr A Shantry agreed to act as deputy for the Parish Council.

CATG – Cllr S Tomlinson reported that a site visit is being arranged for the new gates and sign at Yatesbury. Cllr Jane Vaughan from Wiltshire Council is currently liaising with the police regarding speeding issues in the parish.

Newsletter – it was agreed that the Parish Council should push the E-Newsletter more, and to emphasise the link on the website, to encourage more online readers. **Action: D Evans**

Cllr D Grafton asked for the White Horse Restoration Group, which is a sub-group of the Parish Council to be added to the responsibilities list. Cllr A Shantry agreed to be the deputy.

It was also agreed to add 'Defibrillators' to the list. Revised list below:

Responsibility	Leader	Deputy
Area Board	Cllr D Evans	Cllr M Purslow
Budgeting and Finance	Cllr S Tomlinson	Parish Clerk
Calne Area Parish Forum	Cllr D Grafton	Cllr M Purslow
Facebook Page	Cllr M Purslow	Cllr J Cavanagh
Great West Way	Cllr J Cavanagh	Cllr M Purslow
Countryside Access	Cllr D Grafton	Cllr M Purslow
Health and Social Care	Cllr D Evans	Cllr A Shantry
Hills Waste Solutions Liaison Group	Cllr D Grafton	Cllr D Evans
Liaison with Calne Area Transport Group (CATG)	Cllr S Tomlinson	Cllr M Purslow
Newsletter Production	Cllr D Evans	<i>tba</i>
Parish Steward link	Cllr M Purslow	Cllr S Tomlinson
Website	Cllr J Cavanagh	<i>tba</i>
White Horse Restoration Group	Cllr D Grafton	Cllr A Shantry
Defibrillators	Cllr D Evans	Cllr M Purslow

3429 Date of next meeting

Thursday 3 May, 7.30 pm, Cherhill – to include the AGM. The new Headmaster of Cherhill School, Andrew Ind, has been invited to attend to introduce himself. There will be refreshments between meetings. Cllr S Tomlinson sent his apologies.

The meeting date for June in Yatesbury has been changed to **5 June** in order to enable Audit forms to be agreed and returned by 11 June deadline. **Action: Clerk to re-arrange booking.**

The Parish Council wished to thank all those involved in snow clearing during the recent 'Beast from the East' – particularly to Sue and Steve Wilkins, Richard Gantlett and Rob Pickford and their teams.

Thanks were also expressed to Cllr D Grafton for keeping Marsh Lane clear. It was agreed to publish a thank you on Facebook and the Parish Newsletter. **Action: Cllr D Evans, Cllr M Purslow.**

The meeting closed at 9.36 pm.

Minutes of the AGM of Cherhill Parish Council held at Cherhill Village Hall on Thursday 3 May 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
John Cavanagh - CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
Anna Shantry – CPC Councillor

Paula Purslow - CPC Parish Clerk
Alan Hill – Wiltshire Councillor
4 members of the public

3430 Apologies

Apologies were received from Councillor Simon Tomlinson.

3431 Minutes

The Minutes of the Annual Parish Meeting dated 10 May 2017 were approved as a correct record by Cllr D Grafton, seconded by Cllr D Evans.

3432 Annual Parish Report

Chairman Councillor M Purslow distributed copies, and read out his annual report for 2017-18. He reported on the sad news of the passing of the Parish Clerk, Barbara Raven, after 30 years' service, and thanked the new Clerk, Paula Purslow for covering the position before being made permanent in February 2018. He also thanked Mike Wilkins, who resigned in January 2018, for his efforts as Councillor, and welcomed Cllr Anna Shantry as new Councillor in April. Special thanks went to Cllr John Cavanagh for driving the compliance process through so far, to Cllr Simon Tomlinson and the Clerk for updating the finance systems, to Cllr David Grafton for his work on the Calne Area Parish Forum, and to Cllr David Evans for helping with the files after Barbara's death, and for the Parish Newsletter. The full Chairman's Report will be available on the website.

3433 Public Participation

Cllr J Cavanagh reported that the fly tipping app was working successfully, and Cllr A Hill welcomed any suggestions for improving the app in the future.

The meeting closed at 8 pm and refreshments were served.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Thursday 3 May 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
John Cavanagh - CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
Anna Shantry – CPC Councillor

Paula Purslow - CPC Parish Clerk
Alan Hill – Wiltshire Councillor
4 members of the public

3434 Apologies

Apologies were received from Councillor Simon Tomlinson.

3435 Declaration of Interests

There were no declarations of interests.

3436 Public Participation

Mrs A Henshaw showed councillors pictures of some location ideas for the gates and speed calming measures at Yatesbury and asked for a more natural look to the signs, with possibly a wooden surround. It was noted that speeding was becoming a real issue in Yatesbury.

Mrs A Henshaw asked the Parish Council to support the 'Make a Fuss' Campaign for the restoration of the Lansdowne Monument. Councillor A Hill mentioned that the Area Board had agreed to support the repair of the monument but strong evidence was needed as to who actually owned it first. The Parish Council agreed to support the campaign.

Mrs A Henshaw asked if the Parish Council were going to continue membership of the CPRE and stressed its importance at local and government level.

Mr P Ricketts reported that there were now nesting newts in Yatesbury pond so it will not be cleared until late June. He will also be removing the excess of flag irises at this time.

It was requested the sign to Yatesbury church has an arrow put on it to make it clearer. **Action: Cllr Purslow** to follow up with Derek Eadon.

Mr Renny and Mrs Cindy Manclark spoke about the problem of heavy lorries using the link road in Cherhill and damaging nearby banks and driveways. A water hydrant is also on the bank and could be damaged. There were also concerns raised about safety, as the road is blind and children are often nearby. There were discussions on how to take this forward and it was agreed the issues would be raised at the next CATG meeting, where it would be requested that restrictions on larger vehicles are made, and a survey of usage undertaken. It was noted there would be a cost to the Parish Council if signs were put up in the area. **ACTION: Cllr S Tomlinson** to take to the CATG meeting.

3437 Election of Chairman

It was proposed by Cllr J Cavanagh and seconded by Cllr D Grafton that Cllr M Purslow continue as Chairman for another year.

3438 Election of Vice-Chairman

It was proposed by Cllr D Grafton and seconded by Cllr D Evans that Cllr S Tomlinson continue as Vice-Chairman for another year.

3439 Minutes of meeting held on 10 April 2018

Cllr J Cavanagh approved the Minutes as a correct record, seconded by Cllr D Evans. Cllr M Purslow signed off the Minutes.

3440 Review of Actions

Actions were reviewed from the meeting on 10 April 2018. The following actions were reported:

Defibrillators – Cllrs D Evans and M Purslow had now arranged defibrillator awareness sessions to be held on **16 May at 7.30 pm in Yatesbury** and **30 June at 10.30 am in Cherhill**. These dates will be published on the website, Facebook Page and Newsletter.

3441 Accounts

Clerk's expenses of £15 for broadband - proposed to be approved by Cllr D Evans, seconded by Cllr D Grafton. **APPROVED**

Clerk's expenses of £109.99 for Office Outlook software - proposed to be approved by Cllr D Evans, seconded by Cllr D Grafton. **APPROVED**

WALC Subscription for 2018 for £308.47 - proposed to be approved by Cllr M Purslow, seconded by Cllr J Cavanagh. **APPROVED**

3442 Planning

There were no new planning applications.

Cllr A Hill thanked the Parish Council for their proactive new process for dealing with planning applications whose deadline for comments fell between meetings. He urged that if the Parish Council had any concerns regarding the deadline of an application, to contact himself in the first instance so he can request an extension. He stressed that Wiltshire Council welcomes all comments on applications received and the Parish Council does carry weight where planning is concerned.

Cllr A Hill reported that the Hills Application, due on 25 April has now been delayed until either the May or June meeting.

3443 Compliance

The latest tranche of compliance documents were discussed and agreed (Appraisal Scheme, Health and Safety Policy, Grievance Procedure and Complaints Procedure). **Action: All Councillors** to send completed documents to the **Parish Clerk** to produce in the house style, with a hard copy kept on file and documents published on the website.

Cllr J Cavanagh agreed to draft a Risk Assessment document and Data Protection document to bring to the next meeting for discussion. **Action: J Cavanagh**. It was noted that the Assets Register needs to be completed to tie in with the Risk Assessment document. **Action: Cllr S Tomlinson and Parish Clerk**.

It was suggested the documents be also sent to WALC to check they are happy with the content. **Action: Parish Clerk**.

3444 Membership of Society of Local Council Clerks (SLCC)

It was agreed the Parish Clerk could join this Society for an initial term of one year. Proposed to be approved by Cllr D Evans, Seconded by Cllr D Grafton. Approved.

3445 Councillor Responsibilities

Area Board – The next meeting is to be held on 29 May. Please provide any issues to Cllr Evans by 22 May.

Cllr D Evans and Cllr A Shantry attended the Health and Social Care Forum on 24 April. **Action: Cllr D Evans** to circulate the Minutes.

Countryside Access - An email from a Cherhill resident had been received relating to the footpath from Redbarn running East to the Downs, which is subject to an informal arrangement to allow use by horse riders. The path has now become hazardous and it was suggested the Parish Council reverse the permissive use from bridleway back to footpath only. It was agreed to discuss this at the June meeting. **Action: Parish Clerk** for the Agenda.

Hills Waste Solutions Liaison Group - The next meeting is on 9 May.

CATG – The Parish Council discussed the proposals for gates and signs at Cherhill and Yatesbury following Cllr M Purslow’s meeting with Mr Mark Stansby from Wiltshire Council Highways. It was agreed that in Marsh Lane a new planter would be placed on the other side of the road from the existing one, but that permission would need to be sought first from the landowner. Cllr A Shantry pointed out that the WI were maintaining the original one and she would ask if they are prepared to maintain the new one. **Action: Cllr A Shantry.** It was also agreed to add a sign ‘Beware, Children & Animals’ on the existing post on the bend, together with a ‘Slow’ sign by the river.

For Yatesbury, the gates were approved, together with cattle grid markings’ and a ‘Slow’ sign in the Avenue. Cllr M Purslow agreed to look into the costings of a wooden surround for the signs with Derek Eadon. **Action: Cllr M Purslow.**

Newsletter – Any items for the next Newsletter to be discussed at the June meeting. **Action: Parish Clerk** for the Agenda.

Parish Steward – Cllr Purslow agreed to chase up with the Parish Steward when he is next intending to visit the Parish. **Action: Cllr M Purslow**

Defibrillators – The WI are holding a First Aid Awareness Course on 16 July and will be briefly discussing defibrillators.

Responsibility	Leader	Deputy
Area Board	Cllr D Evans	Cllr M Purslow
Budgeting and Finance	Cllr S Tomlinson	Parish Clerk
Calne Area Parish Forum	Cllr D Grafton	Cllr M Purslow
Facebook Page	Cllr M Purslow	Cllr J Cavanagh
Great West Way	Cllr J Cavanagh	Cllr M Purslow
Countryside Access	Cllr D Grafton	Cllr M Purslow
Health and Social Care	Cllr D Evans	Cllr A Shantry
Hills Waste Solutions Liaison Group	Cllr D Grafton	Cllr D Evans
Liaison with Calne Area Transport Group (CATG)	Cllr S Tomlinson	Cllr M Purslow
Newsletter Production	Cllr D Evans	<i>tba</i>
Parish Steward link	Cllr M Purslow	Cllr S Tomlinson
Website	Cllr J Cavanagh	<i>tba</i>
White Horse Restoration Group	Cllr D Grafton	Cllr A Shantry
Defibrillators	Cllr D Evans	Cllr M Purslow

3446 Date of next meeting

Tuesday 5 June, 7.30 pm, Yatesbury
 Tuesday 31 July, 7.30 pm, Cherhill

The meeting closed at 9.55 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 5 June 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
John Cavanagh - CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
Anna Shantry – CPC Councillor

Simon Tomlinson – CPC Councillor
Paula Purslow - CPC Parish Clerk
1 member of the public

3447 Apologies

Apologies were received from Wiltshire Cllr Alan Hill.

3448 Declaration of Interests

There were no declarations of interest.

3449 Public Participation

Mr Paul Ricketts asked for an update on footpath clearance around the area. Cllr D Grafton reported that there are currently no meetings set up and road planings are still awaited.

Mr Paul Ricketts reported that he will be cleaning the Yatesbury pond soon, and clearing out some of the excess irises.

3450 Minutes of meetings held on 3 May 2018

Cllr D Evans approved the Minutes as a correct record, seconded by Cllr J Cavanagh. Cllr M Purslow signed off both sets of Minutes.

3451 Review of Actions

Actions were reviewed from the meetings on 3 May 2018. The following actions were reported:

Travel Issues – It was noted that the heavy vehicle use on the building site at Cherhill was now lessening so hopefully the verges would now be safe from damage. Cllr D Evans had spoken to the complainant.

Tommy Croker Playing Field – Cllr D Grafton agreed to set up meeting with J Ashcroft. **Action: Cllr D Grafton**

Health & Social Care Forum - 24 April – Cllr D Evans agreed to circulate the minutes once they have been approved. **Action: Cllr D Evans**

Signs - Yatesbury – Cllr M Purslow reported that Mr Derek Eadon had now painted the arrow on to the wooden sign at Yatesbury. He had also contacted Mr Eadon regarding costings for a wooden surround to any further signage.

Parish Steward – Cllr M Purslow agreed to circulate the latest Parish Steward calendar. **Action: Cllr M Purslow**

3452 Accounts

Clerk's expenses of £160.24 for refreshments, stationery, mobile phone and SLCC Membership - proposed to be approved by Cllr D Evans, seconded by Cllr J Cavanagh. **APPROVED**

It was agreed the SLCC Membership fee of £92 should be recorded separately on the expenditure spreadsheet to ensure it is not lost within expenses, for audit purposes.

There followed a discussion on the use of online banking for Cherhill Parish Council. Cllr M Purslow had approached Lloyds Bank regarding setting up an online account. It was agreed that the Parish Council should proceed with online banking, and that one approver for each transaction would be sufficient. It was also agreed that the Parish Clerk as the Responsible Finance Officer should also have responsibility to authorise payments online. Cllr M Purslow agreed to follow up discussions with Lloyds Bank regarding how to set up the process. **Action: Cllr M Purslow**

It was noted that the Standing Orders will need to be amended to reflect the change.

3453 Planning

Application No	Address	Conclusion
18/04125/FUL	11 Middle Lane, Cherhill, Calne, Wiltshire, SN11 8XX	No objections

Cllr S Tomlinson stated that there had been negative comments received regarding the siting of a mobile toilet by Ozzies' Kebabs. He asked if permission had been given to locate the toilet in its current position and whether the Parish Council's request to place a condition on the Street Trading licence that the site should be cleared at the end of each day had been included, in which case the toilet should not be left overnight. He also asked if this was a planning or street trading issue.

It was requested the Parish Clerk follow up the legalities regarding the siting of the mobile toilet with Wiltshire Council. **Action: Parish Clerk.**

3454 Countryside Access

As a result of serious damage to the footpath running from Redbarn East to the Downs, a request to reverse the permissive use of the footpath as a bridleway was discussed. This was agreed by the Parish Council. Cllr D Grafton agreed to provide a paragraph for Cllr D Evans to put into the Parish Newsletter. **Action: Cllr D Grafton**

3455 Newsletter

Councillors provided articles for Cllr D Evans to put into the next Parish Newsletter as follows:

- Verge mowing – once a year only now so 'pedestrians be aware' notice
- Form to fill in and return, provided by Cllr J Cavanagh, for requesting of e-mail copies of the Newsletter (to be compliant with GDPR) – **Action: Cllr J Cavanagh**
- Defibrillator awareness session at Cherhill – date reminder
- Wiltshire App for fly tipping reporting
- Thank you to WI for maintaining the Cherhill planters and to note new planter being bought.
Action: Cllr A Shantry to provide paragraph
- WI First Aid course on 16 July from 1 - 3 pm, Cherhill Village Hall
- Update and link/s to the New Village Hall project – **Action: Cllr J Cavanagh/Cllr S Tomlinson to provide**

Any further items for the Newsletter to Cllr D Evans by **15 June**.

3456 Annual Governance Statement (AGAR)

The Parish Clerk reported that the Internal Auditor had signed the audit form for the accounts to Year End 2017/18. The Internal Auditor had requested it be Minuted at this meeting the following:

'The new Parish Clerk had acted on a self-employed basis as Acting Clerk for Cherhill Parish Council for the period 10 October 2017 to 31 January 2018 at a fee of £250 per month, before being interviewed and receiving the permanent, salaried position, commencing on 1 February 2018.'

Proposed to be approved by Cllr D Evans, seconded by Cllr A Shantry. **APPROVED**

The Annual Governance Statement, which had previously been circulated to Council members, was discussed and approved by all Councillors at the meeting. It was noted that the reduction in the cost of the Parish Council Assets following the update and change of figures now reflect purchase costs instead of insurance values.

The Accounting Statements were approved by all Parish Councillors.

Action: Parish Clerk to return all the forms to the auditors and to ensure publication of the dates for the 'Period for the Exercise of Public Rights'. All relevant financial information will then be published on the Cherhill Parish Council website.

3457 Compliance

Cllr J Cavanagh had produced the Privacy Notice and Data Breach Policy to ensure compliance by the enactment date of 25 May. A Risk Assessment document had also been drafted. The documents were proposed to be approved by Cllr M Purslow, seconded by Cllr S Tomlinson. **APPROVED**

Action: Parish Clerk to produce the documents in the house style, with a hard copy kept on file and documents published on the website.

3458 Councillor Responsibilities

Area Board – Cllr D Evans reported on the meeting held on 29 May.

The next Health and Social Care Forum will be held on 17 July.

CATG – The Parish Council discussed the amended proposals by Mr Mark Stansby from Wiltshire Council Highways for the siting of gates and signs at Cherhill and Yatesbury. It was agreed Cllr M Purslow will reply to Mr Stansby requesting the original locations proposed by the Parish Council be kept in place if possible. **Action: Cllr M Purslow**

Website – Cllr J Cavanagh reported that the website had been hacked over the previous weekend. The support company had been extremely helpful in getting the site back up and running safely. Extra security measures have now been put in place to dissuade potential hackers.

Defibrillators – Cllr M Purslow reported that the Yatesbury defibrillator session had successfully been held.

Cllr S Tomlinson mentioned another car had been abandoned by the Church in Cherhill. He agreed to contact the Council using the Wiltshire App. **Action: Cllr S Tomlinson**

3459 Date of next meeting

Tuesday 31 July, 7.30 pm, Cherhill
Thursday 30 August, 7.30 pm, Cherhill
Thursday 27 September, 7.30 pm, Yatesbury
Thursday 25 October, 7.30 pm, Cherhill

The meeting closed at 9.42 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 31 July 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Anna Shantry – CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow - CPC Parish Clerk
18 members of the public

3460 Apologies

Apologies were received from Cllr S Tomlinson and Wiltshire Cllr Alan Hill.

3461 Declaration of Interests

There were no declarations of interest.

3462 Public Participation

The issue of Redbarn footpath is Minuted under item 3467, although discussed at this time.

Mr Chris Caswill expressed his concerns that the post box beside Bell House had been painted black. Cllr J Cavanagh replied that the box had to be painted black because it was no longer operational.

Mr Chris Caswill had written to the Parish Council complaining about the slurry smell in Cherhill during the hot spell of weather. Cllr D Grafton replied that strict guidelines on slurry spreading and the exceptionally dry weather had meant that the local farmer was not able to inject the land as it was too hard. Following recent rains the ground had now softened a little and the farmer would now be injecting again, so hopefully the issue would be a one-off incident.

3463 Minutes of meeting held on 5 June 2018

Cllr J Cavanagh approved the Minutes as a correct record, seconded by Cllr D Evans. Cllr M Purslow signed off both sets of Minutes.

3464 Review of Actions

Actions were reviewed from the meetings on 5 June 2018. The following action was still outstanding:

Tommy Croker Playing Field – Cllr D Grafton agreed to set up meeting with J Ashcroft. **Action: Cllr D Grafton**

3465 Accounts

Clerk's expenses of £94.86 for broadband, stationery, printer inks and mileage for Networking Day - proposed to be approved by Cllr D Evans, seconded by Cllr D Grafton. **APPROVED**

Councillors approved the reconciliation of accounts spreadsheet to end June 2018. **Action: Cllr J Cavanagh to publish on website**

3466 Planning

Application No	Address	Conclusion
18/06807/HRN	Land to Est of Park Lane, Cherhill, SN11 8XN	No objections

18/06245/FUL	White Acres, Maiden Lane, Cherhill, SN11 8UZ	Object - See below
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18/06245/FUL – Concerns were expressed by members of the public regarding the access to the site, which could result in cars having to reverse onto the busy A4. The road had been labelled as a “quiet lane” which was disputed by many. The Parish Council suggested that Wiltshire Council Highways department conduct an urgent site survey in respect to the new access road. A number of trees would probably have to be felled in order to improve the access and it was pointed out that the site lies within the conservation area. Members of the public had already sent in their objections directly to Wiltshire Council. **Action: Clerk to respond to Wiltshire Council**

The Clerk reported that following consultation with Wiltshire Council, the site at Ozzie’s Kebabs was now clear of street furniture and the mobile toilet had been moved to a more discrete location. The Council thanked the Clerk for her work on this matter.

3467 Redbarn Footpath - **CHER27**

As a result of serious damage to the footpath running from Redbarn East to the Downs, a request to reverse the permissive use of the footpath had been agreed at the June meeting. However, following a number of complaints from horse riders it had been agreed to re-open the discussion.

Cllr D Grafton gave a detailed summary of the history of the issues with the footpath and offered some suggestions to enable multiple use of the path as follows:

- Monitor weather conditions and minimise use by horses in extremes of weather
- Cut back and open the width and overhang along the existing path using a forestry mulcher - this will allow users to choose a point to pass safely and reduce compaction and damage that is at present severely restricted to the centre line. Further cutting and chainsaw work may be required to achieve the full width
- Modify the gate to maintain closure to livestock on the Downs in conjunction with the National Trust, without using a padlock

It was suggested that informal notifications of any issues arising between walkers and horse riders could be made via the local riders’ Facebook site and/or to a representative, in order to resolve issues before they escalate.

Representation from the many riders at the meeting identified that any other access to the downs involved a ride along the A4 which due to traffic speed and size would be extremely dangerous (statistics were provided by a bridleways representative). The relevant members of the public attending were in agreement with the proposals put forward.

The Parish Council agreed to undertake the proposals suggested, within the budget available (Approx £750 for the current financial year). **Action: Cllr D Grafton to obtain three quotes for the work.**

3468 Lansdowne Monument

Mrs Anne Henshaw asked the Parish Council to support the CHAMPS campaign to restore the Lansdowne Monument. Members of the public were in agreement, and the Parish Council agreed to support the campaign. It was noted the campaign had already been published on the website and Facebook page, and members of the public were encouraged to support it.

A resolution in support was carried and approved by the Parish Council.

3469 Cherhill Village Hall Project

Cllr J Cavanagh reported that Wiltshire Council have now completed their formal consultation on the new village hall proposal and comments made can be viewed on Council’s Consultation Portal.

3470 Parking concerns - Cherhill

Cllr J Cavanagh had been asked to raise concerns about parking on the grass verge of the A4 at the junction with Olivers Hill. Apart from the damage to the verge, the practice constitutes a hazard, restricting sightline for drivers emerging from Olivers Hill onto the A4. Cllr D Grafton replied that the problem was more of a concern during school term time. It was agreed to monitor the situation and to put 'parking issues' on the agenda for the August meeting. **Action: Clerk for the Agenda**

3471 Business and the cherhill.org website

The Parish Council had been approached by a number of businesses asking if they could be promoted locally on the village website. It was agreed to set up a page listing local interests within the area, including, schools, pubs etc, providing links to individual websites. **Action: Cllr J Cavanagh**

3472 Setting up a Cherhill Good Neighbours list

Cllr Evans asked the Parish Council if they would consider setting up a Good Neighbours List for the village, following on from the Health and Social Care meeting. Cllr A Shantry agreed to participate. The Council agreed such a list should be set up but pointed out that Data Protection issues needed to be adhered to. **Action: Cllr D Evans/Cllr A Shantry**

3473 Community Land Trusts

The Parish Clerk had been approached by Vicky Bodman, Wiltshire Council's Community Housing Project Manager, asking if Cherhill Parish Council would be interested in forming a Community Land Trust or would like more information about Community Housing. It was agreed to invite Ms Bodman to a future Parish Council meeting to discuss. **Action: Clerk to reply to Ms Bodman**

3474 Compliance

Cllr J Cavanagh agreed to produce a draft Press and Media Protocol document for the Standing Orders. It was agreed that the Parish Council Chairman would be appointed as Press and Media Officer. **Action: Cllr J Cavanagh**

3475 Councillor Responsibilities

Calne Area Parish Forum – the next meeting is on 13 August. Cllr D Grafton and Cllr M Purslow will attend. Cllr D Grafton reported that a location is still being sought for the WWI trees. **Action: Cllr D Grafton agreed to contact Will Woodland.** Cllr M Purslow suggested the lighting of churches and a beacon during the WWI celebrations.

Great West Way - It was agreed to remove this item from the responsibilities list as it was no longer relevant to the Parish Council. Cllr J Cavanagh agreed to replace this responsibility with that of 'Librarian for the website'.

Cllr D Evans reported that on the evening of 12 September there will be a Heritage talk on "Coaching from 1750 to 1850" at Cherhill Village Hall.

Newsletter Production – Cllr A Shantry agreed to be deputy to Cllr D Evans.

Parish Steward Link – It was reported that some of the actions on the Parish Steward list had not yet been completed. Cllr M Purslow agreed to chase. **Action: Cllr M Purslow**

Defibrillators – Cllr D Evans expressed concern that cars had been parking too close to the defibrillator outside Cherhill school, resulting in difficulty accessing the defibrillator should an emergency occur. Cllr D Evans agreed to speak to the school headmaster. **Action: Cllr D Evans**

Cllr D Evans expressed his disappointment that only seven Cherhill residents had turned up to the defibrillator session, and no-one from the school had attended.

Cllr M Purslow reported that refurbishment of the old telephone box housing the Yatesbury defibrillator had almost been completed, but that hot weather had held up the painting.

3476 Date of next meeting

Thursday 30 August, 7.30 pm, Cherhill
Thursday 27 September, 7.30 pm, Yatesbury
Thursday 25 October, 7.30 pm, Cherhill

The meeting closed at 9.10 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Thursday 30 August 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Anna Shantry – CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor

John Cavanagh - CPC Councillor

Simon Tomlinson – CPC Councillor
Paula Purslow – CPC Parish Clerk
Alan Hill – Wiltshire Councillor
Vicky Bodman - Community Housing Project
Manager – Wiltshire Council
1 member of the public

3477 Apologies

There were no apologies.

3478 Declaration of Interests

There were no declarations of interest.

3479 Public Participation

Ms Clare Hinder voiced her concerns over the recent noise levels experienced from The Black Horse Pub. The Parish Council had received two further complaints and was aware there was also conversation from residents on the Cherhill Facebook page.

Approaches had been made to the Landlords of the pub by Ms Hinder and some Council members. The Landlords indicated they were happy to engage with residents over the issue and claimed that noise levels were being monitored and were below permitted levels. The complaint in question arose from a private function, during the hot weather and the Landlords had said would not be a regular occurrence.

Councillor A Hill pointed out that noise issues were the responsibility of Wiltshire Council and reports of noise should be addressed to them in the first instance.

The Council agreed it would be best if villagers and the Landlords try to resolve any future issues in an amicable manner as having a pub in the village was an asset to the community and it would be a shame to lose it. It was suggested that noise levels could be reduced as a matter of courtesy after about 11 pm.

The Parish Council agreed to monitor the situation going forward and to engage with the public and the Landlords.

3480 Minutes of meeting held on 31 July 2018

Cllr D Evans approved the Minutes as a correct record, seconded by Cllr A Shantry. Cllr M Purslow signed off the Minutes.

3481 Review of Actions

Actions were reviewed from the meeting on 31 July 2018. The following actions were still outstanding:

Tommy Croker Playing Field – Cllr S Tomlinson agreed to set up meeting with J Ashcroft. **Action: Cllr S Tomlinson**

Setting up of Good Neighbours List – Cllrs D Evans and A Shantry have set up a meeting in September in which approx 7 volunteers had agreed to attend.

Parish Steward Link – Cllr M Purslow agreed to circulate the updated action sheet. **Action: Cllr M Purslow**

Redbarn Footpath - To obtain 3 quotes for carrying out widening work and work to the gate – one quote had been received with 2 more to follow very soon.

Defibrillators - to talk to Head teacher regarding parking in front of defibrillator after the school holidays. **Action: Cllr D Evans**

3482 Accounts

There were no new invoices to approve this month.

3483 Planning

There were no new planning applications to review this month.

3484 Parking Concerns – Cherhill

Concerns had been raised over the ongoing parking issues in Cherhill, particularly with regard to Oliver's Hill during school term time, which was getting worse. There had been incidents when residents and pub goers had been blocked in and emergency vehicles were unable to gain access.

Cllr J Cavanagh agreed to monitor the situation and take photographs as necessary, and the issue would be raised again at the September meeting. **Action: Cllr J Cavanagh**

Cllr A Hill asked if the vacant Divine Café site was producing any parking issues, but it was agreed this was not a problem currently.

3485 Community Land Trusts

Ms Vicky Bodman, Community Housing Project Manager from Wiltshire Council attended to give a presentation on Community Led Housing and Community Land Trusts – a non-profit, community-based organisation that develops housing or other assets at affordable levels for long-term community benefit.

3486 World War I Copse

An e-mail of proposals from Mark Edwards, Calne Town Council had previously been circulated for approval by 1 September of the following:

- purchase a parish tree for the copse (½ standard Yew at a cost of £50 to be planted in November 2018)
- commit to the 100 year lease of the copse, fund for the duration of the lease and nominate a representative to the management group
- agree to contribute £100 per annum from April 2019 for five years (reviewed after year 4)

However, Cllr D Grafton reported that the site was now deemed unsuitable and further sites were being sought.

Cllr S Tomlinson and Cllr A Shantry opposed the commitment to the WWI copse, preferring to invest available funds in a local memorial to commemorate the folk of Cherhill and Yatesbury who gave their lives.

It was agreed the Parish Council would prefer a more local site to Cherhill but that in principle the Council would APPROVE the above proposals.

Cllr D Grafton reported on ongoing discussions regarding potential sites for the trees at Yatesbury/Cherhill.

Action: Cllr M Purslow agreed to send a photograph of the War graves at Cherhill to Cllr D Grafton.

3487 Compliance

The Standing Orders (2018 version) and Press Media Policy were both adopted. **Action: Parish Clerk to put in house style. Cllr J Cavanagh to publish on the website.**

3488 The Purpose of the Parish Council

Cllr S Tomlinson raised the issue of the purpose of the Parish Council in the modern world and how we could better reach the local community. There had been a few recent examples where there was a lack of clarity within the Council, and it was felt the general public did not fully know its role.

There was a discussion on how to take this forward and a sub-group was suggested. It was agreed that Cllr S Tomlinson would draft some notes for further discussion at the September meeting.

Action: Cllr S Tomlinson

Cllr D Evans agreed to look back at the questionnaires from the public which were received following the previous work on the Parish Plan and forward to Cllr S Tomlinson. **Action: Cllr D Evans**

3489 Councillor Responsibilities

Area Board – the next meeting is on 15 September.

Countryside Access – Cllr D Grafton reported that work on the Redbarn footpath was scheduled to take place in approximately 10 days.

CATG – Cllr S Tomlinson reported that the Yatesbury signage scheme has been delayed due to lack of resource and the issue should be raised at the December meeting. He also reported that Wiltshire Council Highways are seeking approval for 30% (£137.44) of the cost of funding the agreed 'Slow' signs. APPROVED. **Action: Parish Clerk** to reply by e-mail to Jane Vaughan. The agreed planter at Marsh Lane was again raised and Cllr D Grafton agreed to look into the different types available to purchase. **Action: Cllr D Grafton**

Newsletter - Cllr D Evans asked for items for the next Newsletter by **15 September**.

Health and Social Care Forum – the next meeting is on 23 October.

Defibrillator – Two new pads are required for the Cherhill defibrillator. Cllr D Evans agreed to purchase these on behalf of the Parish Council. **Action: Cllr D Evans**

3490 Date of next meeting

Thursday 25 October, 7.30 pm, Cherhill

Thursday 13 December, 7.30 pm, Yatesbury (to include Precept meeting)

Thursday 31 January, 7.30 pm, Cherhill

The meeting closed at 9.30 pm.

Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Thursday 27 September 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Anna Shantry – CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Simon Tomlinson – CPC Councillor
Paula Purslow – CPC Parish Clerk
Andrew Ind, Head Teacher, Cherhill School
2 members of the public

3491 Apologies

Apologies were received from Wiltshire Councillor Alan Hill.

3492 Declaration of Interests

There were no declarations of interest.

3493 Public Participation

Mrs Anne Henshaw asked the Parish Council to chase up the planings for the large hole which has developed behind the cottages at Jugglers Lane. Cllr Grafton agreed to follow up with Steve Leonard.
Action: Cllr Grafton

Mrs Henshaw reported she had recently approached several trail bikers and a car who had been using the bridleway from Compton Bassett. When challenged they stated there were no signs indicating the bridleway, and they drove off across fields. She had approached Compton Bassett Parish Council who had proposed a staggered gate at Compton Bassett, and she asked Cherhill Parish Council if they would consider putting a similar gate at the Nolands end. The Council agreed to discuss the proposal at the next meeting. **Action: Clerk for Agenda**

Mr Paul Ricketts reported he had started work on the clearing of the Yatesbury pond and digging up the excess flag irises. He also expressed concern that there were some holes around Yatesbury lane which needed filling before they became puddles.

3494 Minutes of meeting held on 31 July 2018

Cllr Evans proposed approval of the Minutes as a correct record, seconded by Cllr Cavanagh. Cllr Purslow signed off the Minutes.

3495 Review of Actions

Actions were reviewed from the meeting on 30 August 2018. The following actions were still outstanding:

Defibrillator – Cllr Evans had spoken with the Head Teacher and it had been agreed to provide a notice next to the defibrillator asking people not to park too close as access is required at all times.

Tommy Croker Playing Field – Cllr Tomlinson agreed to set up meeting with J Ashcroft. **Action: Cllr Tomlinson**

Parish Steward Link – Cllr Purslow reported that the Parish Steward had recently been to Yatesbury and carried out the works requested. Cllr Tomlinson asked for clarification on whether litter picking was in the Parish Steward's remit. Cllr Purslow agreed to follow this up with Alan Hill. **Action: Cllr Purslow**

Redbarn Footpath – work had now been carried out and many members of the public had expressed their thanks for the work done. The Parish Council thanked Cllr Grafton and Andrew Pearce for their hard work.

War Graves photograph – Cllr Purslow to provide a photograph to Cllr Grafton. **Action: Cllr Purslow**

3496 Accounts

Paul Stilwell's invoice of £200 for the renovation of the Yatesbury defibrillator box - proposed to be approved by Cllr Cavanagh, seconded by Cllr Grafton. **APPROVED**

HMRC invoice for Clerk Q2 tax from 6 July to 5 Sept 18 – proposed to be approved by Cllr Tomlinson, seconded by Cllr D Grafton. **APPROVED**

An urgent invoice had been received too late for the Agenda from Andrew Pearce for £840 for the clearing of the Redbarn footpath which was proposed to be approved for payment by Cllr Purslow and seconded by Cllr Tomlinson. **APPROVED**

3497 Planning

Application No	Address	Conclusion
18/08441/FUL	Honeycroft House, Maiden Lane, Cherhill, SN11 8UZ	No objections

3498 Welcome to Andrew Ind, Head Teacher, Cherhill School

The Parish Council welcomed Mr Andrew Ind, who became the new Head Teacher of Cherhill School in January 2018. Mr Ind outlined his hopes and aims for the school, which had gained a good OFSTED inspection. He hoped to work within the local community, extending the curriculum to take the children out into the local area.

There were discussions with Mr Ind on the local parking concerns near the school, particularly during drop off and pick up times. Mr Ind agreed to work closely with parents and the Parish Council going forward to try to resolve any issues, particularly with regards health and safety.

3499 Parking concerns, Cherhill

Although addressed with Mr Ind earlier in the meeting, it was agreed that parking issues within Cherhill should be discussed in more detail at a further meeting and an information gathering exercise should be undertaken in order to follow up with Wiltshire Council and CATG. Cllr Cavanagh agreed to gather evidence of parking concerns and the matter should be put on the agenda for the October meeting, asking Cllr Hill to participate to offer assistance. **Action: Cllr Cavanagh and Parish Clerk for the Agenda.**

3500 The Purpose of the Parish Council

There was a discussion following Cllr Tomlinson's paper which had raised the issue of the purpose of the Parish Council and how it can better reach the local community. Concerns were raised over the use of the current Precept, how it could be put to better use within the community, and whether it needed to be increased. Cllr Grafton mentioned a few urgent costly expenses which would have to be addressed within the next few years.

3501 WWI Planning

Cllr Grafton reported that various parish councils had declined to commit the maintenance costs, so the Calne WWI tree planting project is subject to further discussions on site, sponsorship and agreements to be confirmed before progressing any further.

It was suggested a bench or a memorial stone could be erected in Cherhill and Yatesbury and the potential site of the new village hall in Cherhill was mentioned. Cllr Shantry advised that there would be a maintenance cost involved which needed to be given consideration.

Cllr Shantry reported that the WI were working on a memorial document for the village which could be tied into any work done by the Parish Council.

3502 Parish Clerk laptop

Cllr Purslow reported that two experts had looked at the Parish Clerk's new laptop and agreed it was not fit for purpose. Cllr Cavanagh agreed to strip the laptop and, if a rebuild was not successful, to get a refund and purchase a better model. **Action: Cllr Cavanagh**

3503 Councillor Responsibilities

Budgeting and Finance – Cllr Tomlinson asked the Parish Clerk to provide an up to date budget printout for every Parish Council meeting. **Action: Parish Clerk**

Health and Social Care – the next meeting of the Cherhill Good Neighbours will be held at 2.30 pm on 17 October.

Newsletter – Cllr Evans had drawn up a spreadsheet to aid with e-mail vs paper deliveries in Cherhill.

Defibrillator – Two new pads had been received for the Cherhill defibrillator. The bulb had blown in the Yatesbury box and Cllr Purslow agreed to try to replace it provided the bulbs were still available.

3490 Date of next meeting

Thursday 25 October, 7.30 pm, Cherhill

Thursday 13 December, **7.00 pm**, Yatesbury – **note the** meeting will be closed to the public from 7pm to 7.30pm to discuss the precept. Public can attend from 7.30 pm.

Thursday 31 January, 7.30 pm, Cherhill

The meeting closed at 9.50 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Thursday 25 October 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Anna Shantry – CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Simon Tomlinson – CPC Councillor
Paula Purslow – CPC Parish Clerk
5 members of the public

3505 Apologies

Apologies were received from Wiltshire Councillor Alan Hill.

3506 Declaration of Interests

There were no declarations of interest.

3507 Public Participation

Mr Colin Webb expressed concerns over the access issues at the Redbarn footpath. He thanked the Parish Council for improving the access to the path but was concerned that with the imminent bad weather approaching horses could potentially damage the ground again. He had spoken to dog walkers in the area who agreed there could be a health and safety issue. He had also spoken to the Rights of Way Warden at Wiltshire Council with regard to the official designation of the path. Cllr Cavanagh pointed out that the horse riding community were exchanging information about protecting the surface and he offered to provide examples. He also pointed out that there was an informal agreement with horse riders not to use the path during the Winter months, and that this would be monitored throughout the season.

Mr Webb also expressed his concern over the state of the roof of the Redbarn which had become dangerous as a result of previous bad weather. Cllr Grafton agreed to talk to the owner. **Action: Cllr Grafton**

Mr Webb mentioned that bus drivers had been seen speeding through the village. Cllr Grafton asked Mr Webb to get the bus details and he would then report it.

Mrs Anne Henshaw reported that the signboard by the letter box at Nolands Road had blown over during the recent storms and was now warped and damaged. She asked if the Parish Council would consider buying a new metal board. She also asked if the new board could be re-located as the current location was being over-run with snails. Cllr Tomlinson agreed to get prices for a new notice board once provided with dimensions from Mrs Henshaw/Mr Sabin. Agreement will be needed from the Parish Council before purchase. **Action: Cllr Tomlinson**

Mr David Sabin expressed concerns about recent increased trail bike and quad bike riders on the bridleways causing extensive damage. The subject was later discussed under item 3513.

3508 Minutes of meeting held on 27 September 2018

Cllr Cavanagh proposed approval of the Minutes as a correct record, seconded by Cllr Tomlinson. Cllr Purslow signed off the Minutes.

3509 Review of Actions

Actions were reviewed from the meeting on 27 September 2018. The following actions were still outstanding:

Tommy Croker Playing Field – Mr J Ashcroft attended the meeting as a member of the public and Cllr Tomlinson agreed to talk to him after the meeting.

Parish Steward Link – Cllr Purslow agreed to follow up with Alan Hill whether litter picking is in the remit of the Parish Steward. **Action: Cllr Purslow**

Pot Holes, Jugglers Lane – Cllr Grafton had not yet had any success in obtaining planings for the holes and agreed to follow up again with Steve Leonard. **Action: Cllr Grafton**

No parking sign by Defibrillator, Cherhill - Cllr Evans showed the new sign which had been produced for the wall by the defibrillator at the school. He had paid the invoice of £33.35 and asked for the Parish Council to reimburse his expenses.

3510 Accounts

Clerk's expenses from 1 Aug to 31 Oct 18 for Broadband, mobile phone, stationery and a defibrillator box light - £58.95 - proposed to be approved by Cllr Grafton, seconded by Cllr Evans. **APPROVED**

3511 Planning

There were no current planning applications to review

3512 Parking and traffic issues, Cherhill

Cllr Cavanagh had been monitoring the traffic situation in Cherhill and showed some aerial drone photographs indicating the increased level of traffic from 2.15 pm to school pick up times, compared with traffic levels in the morning. There was clear evidence of an impact on both Oliver's Hill and Middle Lane areas. Information gathering is still underway.

Cllr Cavanagh raised the issue, previously discussed at the April Parish Council Meeting (Item 3423), regarding the use of the Middle Lane/The Street link by inappropriately large vehicles. Mr John Hinder had supplied photographs which were shown at the meeting. It was suggested an 'unsuitable for HGV's' sign could be erected, but concerns were expressed over how this may impact on the legitimate use of vehicles, for example, bin lorries. The matter was considered a Highways issue, but Cllr Cavanagh agreed to raise an issue on the Area Board Issues log and put a note on Facebook and the website asking residents to consider using smaller lorries where possible. **Action: Cllr Cavanagh.**

3513 Use of the Bridleway at Nolands

Mrs Henshaw had been in discussions with Mr Peter Barnett at Compton Bassett Parish Council and they had agreed to put up two small signs to deter trail bikers at their end of the track of the bridleway to Nolands. Mrs Henshaw showed a photograph of a potential larger sign, costing approximately £80 a while ago, which she asked if the Parish Council would be prepared to fund. Cllr Tomlinson expressed his concern about putting too many signs in the countryside, but accepted a sign was necessary in this case. If in the future the sign was not working, it was agreed to look into the possibility of staggered gates at both ends of the path. **Action: Cllr Purslow agreed to look into the costings for a sign.**

3514 Cherhill Good Neighbour Scheme

Cllr Shantry reported on the meeting of 17 October. She had been advised by Wiltshire Council that DBS checks would be required at a cost of £15.50 per person in order for members of the Scheme to enter other people's homes where help was required. There was much discussion amongst councillors on the implication of formalising the Good Neighbours Scheme and it was felt that the Parish Council could not become involved because of potential data handling and financial implications. The Parish Council thanked Cllrs Shantry and Evans for their hard work to date.

3515 North Wessex Downs AONB Management Plan Review - Sept 18

Cllr Tomlinson had read the Management Plan Review in detail and believed the document to be very unwieldy and not understandable to the general public. He asked if a reply could be sent by the Parish Council asking for a more readable, relevant document in order to be able to engage with the community. Cllr Shantry stated that the Parish Council was on the border of the area and that there had been no mention of the Cherhill Downs or the Monument. It was agreed that the Clerk would reply acknowledging the report but that the Parish Council would like a more focussed document with a clear action plan for the area. It was suggested a representative could be invited to a Parish Council meeting next year. **Action: Parish Clerk to reply**

3516 Parish Clerk laptop

Cllr Cavanagh had received a refund of £250 for the Parish Clerk laptop and it was agreed to purchase a new laptop. The Parish Clerk and Cllr Purslow agreed to source an appropriate laptop and advise the Parish Council prior to purchase. **Action: Parish Clerk & Cllr Purslow**

3517 WALC Member Services

An e-mail had been received from WALC on a proposal to extend its member services with added employment services, asking for members' views. This service would mean an increase of 4% per annum on its subscription fees. The Council agreed to the proposal. **Action: Parish Clerk to reply**

It was pointed out that Cllr Shantry had not yet received any information on Councillor training from WALC following a request. The Clerk had received some dates for Clerk training which she had unfortunately not been able to attend. The Clerk agreed to follow up any further training dates with WALC. **Action: Parish Clerk**

3518 Councillor Responsibilities

Budgeting and Finance – Cllr Tomlinson asked for the Clerk to circulate the budget information via e-mail before each monthly meeting. **Action: Parish Clerk**

Calne Area Parish Forum - Cllr Grafton had attended the meeting and reported that a better site had been located for the Calne WWI tree planting project, which was just awaiting legal formalities. The Parish Council would not need to contribute to any funding.

It was suggested a silhouette of a soldier could be erected in Cherhill and Yatesbury churchyards, but that the deadline was too short for November 2018. However, it was agreed a silhouette would be a good idea and could be purchased for the 'Peace Year 2019'. Cllr Tomlinson agreed to look into the costs involved. **Action: Cllr Tomlinson**

The WI memorial document for Cherhill was being presented to the church on 11 November. Cllr Grafton suggested booklet copies of the document could be printed at a later date and distributed to any parishioners who would like one, sponsored by the Parish Council. Cllr Shantry agreed to talk to the WI. **Action: Cllr Shantry**

The Parish Council agreed to having a beacon on Sunday 11 November at dusk. Cllr Grafton would talk to Mr Keith Steggall of the National Trust to seek his permission and Cllr Cavanagh agreed to publicise on the website and Facebook etc. **Action: Cllrs Grafton and Cavanagh**

Countryside Access - Cllr Purslow agreed to chase up the 'missing' CCTV camera from Mr Mike Wilkins. **Action: Cllr Purslow**

White Horse Restoration Group - The next horse whitening is scheduled for May 2019.

3519 Date of next meeting

Thursday 13 December, **7.00 pm**, Yatesbury – **note the** meeting will be closed to the public from 7pm to 7.30pm to discuss the precept. Public can attend from 7.30 pm.

Thursday 31 January, 7.30 pm, Cherhill

The meeting closed at 9.25 pm.

DRAFT Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Thursday 13 December 2018 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson – CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow – CPC Parish Clerk
Alan Hill - Wiltshire Councillor
JR Auvray - New CPC Councillor
3 members of the public

3521 Apologies

Apologies were received from Cllr Anna Shantry

3522 Declaration of Interests

There were no declarations of interest.

3523 Public Participation

Mrs Anne Henshaw asked the Parish Council if they would look into what permissions Ozzy Kebab have on the A4 layby. She was concerned at the amount of advertising that was appearing on the road and was worried about what will happen to the portable toilet during the Festive Season. The Parish Council asked the Clerk to check with Wiltshire Council. **Action: Parish Clerk.**

Mrs Henshaw had attended the Countryside Access Forum meeting and was concerned that Wiltshire Council had decided Rights of Way are to become a reactive policy going forward due to reduced staffing levels.

3524 New Councillor

Mr JR Auvray was formally co-opted on to the Parish Council - proposed by Cllr Purslow, seconded by Cllr Tomlinson. Mr Auvray was warmly welcomed and invited to join the meeting.

3525 Minutes of meeting held on 25 October 2018

Cllr Tomlinson proposed approval of the Minutes as a correct record, seconded by Cllr Purslow. Cllr Purslow signed off the Minutes.

3526 Review of Actions

Actions were reviewed from the meeting on 25 October 2018. The following actions were still outstanding:

Pot Holes, Jugglers Lane – Cllr Grafton had chased up the planings which were shortly to arrive. He agreed to ask Steve Leonard if there will be any transporting costs involved. **Action: Cllr Grafton**

Roof - Redbarn - Cllr Grafton reported that the roof is due to be mended before Christmas. He had replied to the e-mail enquirer.

Noticeboard at Nolands - Cllr Tomlinson had looked into the costs of obtaining a new noticeboard which were approximately £500. Cllr Purslow agreed to check whether there would be a Highways cost of installation and he would also contact Jane Vaughan at Wiltshire Council to explore the possibility of an emergency grant. It was agreed to discuss whether the Parish Council can afford to replace the board at the January Parish Council meeting. **Action: Cllr Purslow, and Parish Clerk for the Agenda.**

Bridleway at Nolands - Cllr Purslow reported that a Bridleway sign at Nolands would cost approximately £140. Mrs Henshaw stated she would be happy to contribute to any installation costs.

WWI Activities - There was a discussion on whether the purchase of two memorial seats at a cost of £1.5k was affordable to commemorate the 2019 Year of Peace. It was agreed to discuss at the January Parish Council meeting. It was suggested asking the community to help raise funds for the cost of the benches. **Action: Parish Clerk for the Agenda**

No parking sign by Defibrillator, Cherhill - Cllr Evans reported that the new sign appeared to be working and there had not been anyone blocking the defibrillator access since it had been installed.

Planter for Marsh Lane - Cllr Tomlinson had located a robust planter at a cost of £400. The matter will be discussed along with other Parish Council finances at the January meeting. **Action: Parish Clerk for the Agenda**

3527 Accounts

HMRC - Clerk Q3 tax from 6 Oct to 5 Dec 2018 at £151.80 - proposed to be approved by Cllr Grafton, seconded by Cllr Evans. **APPROVED**

Clerk's expenses from 1 Nov to 13 Dec 18 for a new Clerk laptop - £358.99 - proposed to be approved by Cllr Tomlinson, seconded by Cllr Cavanagh. **APPROVED**

Cllr Tomlinson signed off the approved Q2 reconciliation of accounts spreadsheet.

3528 Planning

There were no current planning applications to review

3529 Tommy Croker Playing Field

Mr John Ashcroft had met informally with Cllrs Tomlinson and Grafton to discuss the current financial situation regarding the Tommy Croker playing field, where it was re-established that the Parish Council carry the maintenance costs and the Charity pay for any new equipment.

There had been some ongoing problems setting up new members on the bank account which had caused financial issues, and Mr Ashcroft had personally covered the costs incurred and was now substantially out of pocket. The following costs were proposed to be approved for payment by Cllr Tomlinson, seconded by Cllr Grafton:

2016	Invoice 8	£65.46 for petrol and mower maintenance costs to J Ashcroft
2017	Invoice 9	£128.71 for petrol and mower maintenance costs to J Ashcroft
2018	Invoice 10	£331.35 for petrol and mower maintenance costs to J Ashcroft
2018	Invoice 1183	£92.78 for repairs and bearings to The Children's Playground Co Ltd

APPROVED

3530 Flood/Emergency Plan

An e-mail had been received from Renate Malton, The Flood Resilience Officer at Wiltshire Council regarding the data protection impact on Parish Council emergency plans, and asking the Parish Council to consider making a more detailed Emergency Plan with reference to flooding in the parish.

Cllrs Grafton and Purslow agreed to look further into the matter and seek approval from relevant parties to use their details. **Action: Cllrs Grafton and Purslow**

3531 Resilience Planning

An e-mail had been received from the Scottish and Southern Electricity Networks as the Parish had been identified as suffering a high number of faults on the electricity network over the past year. The

SSEN wanted to ensure the Parish had a resilience plan in place so they could help in the event of an outage. It was agreed to pass The Parish Council's contact information on as requested (with primary contacts being Cllr Purslow for Yatesbury and Cllr Cavanagh for Cherhill), but that there was no resilience plan in place. **Action: Clerk to respond**

Cllr Cavanagh suggested forwarding the e-mail to Heather Crawshaw of the Cherhill Good Neighbour Scheme as she may be interested in the information. **Action: Clerk**

3532 Traffic Calming Measures, Yatesbury

Cllr Tomlinson reported that since Spring 2018, costings for proposals for traffic calming measures had doubled to £5k. CATG had agreed the Parish Council could cover 30% of any costs spent and they would pick up the rest of the cost up to the £5k limit. It was agreed that this figure was too high for the Parish Council to afford and there were discussions regarding how to solve the problem.

It was agreed that Cllr Tomlinson should ask for a re-quote for flat gates, cattle grid and a Yatesbury sign only. **Action: Cllr Tomlinson**

3533 Councillor Responsibilities

Newsletter – Cllr Evans asked for contributions to the next newsletter by **15 December**.

Parish Steward - Cllr Purslow agreed to chase up the next dates for visits by the Parish Steward.
Action: Cllr Purslow

Cllr Purslow reported that he will step down as Chairman in May 2019.

3534 Date of next meeting

Thursday 31 January, 7.30 pm, Cherhill
Thursday 28 February, 7.30 pm, Cherhill
Thursday 4 April, 7.30 pm, Yatesbury

Action: Clerk to book the Village Halls

The meeting closed at 9.15 pm.

DRAFT Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Thursday 31 January 2019 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson – CPC Councillor
JR Auvray - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow – CPC Parish Clerk
0 members of the public

3535 Apologies

Apologies were received from Cllrs Anna Shantry and David Evans, and Wiltshire Councillor Alan Hill

3536 Declaration of Interests

There were no declarations of interest.

3537 Public Participation

There was no public participation.

3538 Minutes of meeting and notes of the Precept meeting held on 13 December 2018

Cllr Tomlinson proposed approval of the Minutes as a correct record, seconded by Cllr Grafton. Cllr Purslow signed off the Minutes.

Cllr Cavanagh proposed approval of the Notes of the Precept meeting as a correct record, seconded by Cllr Tomlinson. Cllr Purslow signed off the Notes.

3539 Review of Actions

Actions were reviewed from the meeting on 13 December 2018 and reported as follows:

WWI Activities - Cllr Shantry to talk to the WI about producing a WWI memorial document booklet for parishioners. **Action: Cllr Shantry**

Pot Holes, Jugglers Lane - Cllr Grafton is to meet with Stephen Leonard on 22 February and will discuss the pot holes with him then.

Flood Resilience Planning - Cllr Grafton agreed to work on the Emergency Plan document in relation to the Data Protection issues and circulate to all councillors. **Action: Cllr Grafton**

Traffic Calming Measures - Yatesbury - Cllr Tomlinson had spoken with Mark Stansby, who will provide a re-quote in the New Year. He reported that the next CATG meeting is on 21 February. Cllr Purslow will attend.

3540 Accounts

Clerk's expenses from 14 December 18 to 31 January 19 - 3 month's Broadband costs at £45, printer inks at £15.91, mobile phone top up at £5 and A4 paper at £2.95. Proposed to be approved by Cllr Cavanagh, seconded by Cllr Tomlinson. **APPROVED**

CPRE Membership at £36 for 2019. It was discussed whether the Parish Council should be a member of the CPRE. It was unanimously agreed that the Parish Council should remain independent and therefore membership will NOT be renewed for 2019. **NOT APPROVED**

3541 Planning

Application No	Address	Conclusion
18/11566/LBC	The Stables, Back Lane, Yatesbury, SN11 8YE	No objections
18/11127/FUL	The Stables, Back Lane, Yatesbury, SN11 8YE	No objections

3542 Precept

The Precept figure for 2019 was formally agreed by all Councillors.

There was some further discussion amongst Councillors about taking budget discussions to a public meeting for next year's Precept. It was suggested a closed discussion meeting take place at around September 2019 to discuss confidential elements of the detailed budget, followed by an open Precept budget discussion meeting in October/November 2019. The Precept would then be agreed as usual at the December meeting.

3543 Financial Planning

Cllr Tomlinson reported on the current budget to date and estimated end of year spend figure.

All Councillors AGREED to purchase and erect the new noticeboard at Nolands at a maximum cost of £450.

Cllr Grafton reported that the Millennium Bus Shelter will need some maintenance in 2019 at a cost of approximately £80.

There was some discussion on whether to fund a WWI memorial exercise celebrating the 2019 Year of Peace. It was suggested a budget of £1,200 for the exercise dependent on whether Section 106 can be obtained for this spend. Cllr Grafton to investigate with the new owners of Will Woodlands whether the original idea of a coppice could be a possibility. **Action: Cllr Grafton**

Cllr Cavanagh had forwarded an e-mail stating that the Parish Council had some outstanding Section 106 funds still available (now called Community Infrastructure Funds, or CIL). He questioned whether some of the budgeted expenditure projects above could be included within this money. It was agreed the Clerk should investigate the terms of the funds available with Wiltshire Council and put on the Agenda for discussion at the next meeting. **Action: Parish Clerk**

Cllr Auvray asked that, if there was any money available in the budget, could a sign or gates be erected at the Bridleway at Nolands. There was a discussion on what the appropriate measure should be to discourage the use of 4 X 4's and trail bikes, and it was agreed a barrier would be the best method. Cllr Grafton agreed to investigate the costs of barriers with the Rights of Way team at the next meeting. **Action: Cllr Grafton**

3544 Marsh Lane Planters

In her absence the Clerk read out an e-mail from Cllr Shantry questioning how to proceed, if at all, with a new planter at Marsh Lane, and reporting the damage to the existing planter. Councillors asked if Cllr Shantry could go back to the WI to see if they would be willing to maintain two new planters should new, more robust ones be bought. It was agreed to delay the decision until a Spring Parish Council meeting. **Action: Cllr Shantry**

3545 The Role of the Parish Council

Cllr Tomlinson gave a brief resumé on his thoughts about how the Parish Council can engage more with the community, and how we can let people know the role of the Parish Council. There were discussions on how this project could be taken forward.

Cllr Tomlinson agreed to forward some suggestions to councillors, asking them to take on a specific mini-project to report back for discussions at a later informal meeting. **Action: Cllr Tomlinson to forward discussion paper. Councillors to volunteer to look at a mini-project to report back for discussion.**

3546 Bridleway at Nolands

This item was covered earlier under Financial Planning (3543).

3547 Councillor Responsibilities

In his absence, Cllr Purslow read out an e-mail from Cllr Evans regarding a high profile National Trust meeting he had been asked to attend by Mrs Henshaw on 22 January regarding the repairs to the Lansdowne Monument. It was agreed that in future, the Parish Council should be formally invited to attend such important meetings so a representative can always be available. Cllr Purslow agreed to follow this up with Mrs Henshaw. **Action: Cllr Purslow**

Website - Cllr Cavanagh reported that the Website had briefly gone down, but there had been a very good response from the support team.

Website Librarian - Cllr Purslow agreed to act as deputy to Cllr Cavanagh

White Horse Restoration Group - Cllr Grafton to follow up a lead who may be able to source some chalk for the re-chalking of the White Horse. **Action: Cllr Grafton**

3548 Date of next meeting

Thursday 28 February, 7.30 pm, Cherhill

Thursday 4 April, 7.30 pm, Yatesbury

The meeting closed at 9.20 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Thursday 28 February 2019 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Anna Shantry - CPC Councillor
David Evans - CPC Councillor
David Grafton - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow – CPC Parish Clerk
Alan Hill - Wiltshire Councillor
2 members of the public

3549 Apologies

Apologies were received from Cllrs Simon Tomlinson and JR Auvray.

3550 Declaration of Interests

There were no declarations of interest.

3551 Public Participation

Mrs Clare Attfield and her son attended the meeting to discuss their concerns regarding planning application 19/00735/FUL - the erection of 2 detached dwellings on site of former bungalow at Cedarwood, Middle Lane, Cherhill. Mrs Attfield read out a note which she intends to submit to Wiltshire Council, and stating she was looking for support from the Parish Council.

A discussion ensued and Cllr Hill gave some guidance on how the Parish Council could proceed, and asked if the Parish wished to call in the application. Cllr Evans proposed calling in the application, seconded by Cllr Purslow. AGREED.

All councillors AGREED to recommend objection. **Action: Clerk to return form with accompanying letter outlining reasons for objection.**

Cllr Cavanagh agreed to attend the planning meeting on behalf of the Parish Council. **Action: Cllr Cavanagh.**

3552 Minutes of meeting held on 31 January 2019

Cllr Shantry proposed approval of the Minutes as a correct record, seconded by Cllr Evans. Cllr Purslow signed off the Minutes.

3553 Review of Actions

Actions were reviewed from the meeting on 31 January 2019 and reported as follows:

WWI Activities - Cllr Shantry reported that the memorial booklet had now been completed and a small amount of copies would be available.

Pot Holes, Jugglers Lane - Cllr Grafton has contacted Stephen Leonard regarding the pot holes and Mrs Anne Henshaw would also raise the issue with him.

Flood Resilience Planning - Cllr Grafton is still working on the template for the Emergency Plan document in relation to the Data Protection issues. **Action: Cllr Grafton**

Financial Planning - to investigate the costs of barriers with the Rights of Way team at the next meeting. **Action: Cllr Grafton**

Financial Planning - to investigate with the new owners of Will Woodlands whether the original idea of a coppice could be a possibility for a WWI memorial. **Action: Cllr Grafton**

Planters - Marsh Lane - Cllr Shantry reported that the WI are willing to maintain two new planters provided more robust ones are bought. **Action: Cllr Shantry** to send a recommended list of robust perennial plants to PC.

Cllr Grafton suggested using some painted used tractor tyres which was agreed by the Parish Council. Cllr Grafton agreed to provide the tyres and obtain compost to fill them. **Action: Cllr Grafton**. The WI were concerned that some of the plants had been stolen from the existing planter.

The Role of the Parish Council - volunteers to S Tomlinson to take on mini-project to report back for discussion. **Action: All Councillors**

NT Meetings - Cllr Purslow had spoken with Anne Henshaw about attending important National Trust meetings. Cllr Hill expressed his concerns that the Parish Council had not been informed about the meeting previously and agreed to forward the date of the next meeting to the Clerk.

Cllr Hill also expressed concern that the Parish Council had not received the planning application details regarding the scaffolding for the monument, and he agreed to forward the details to the Clerk. **Action: Cllr Hill**. The Clerk was asked to contact the Planning Officer at Wiltshire Council to ensure the Parish Council receive all future applications. **Action: Parish Clerk**

3554 Accounts

Clerk's expenses from 1 to 28 February 19 - printer inks at £47.76, mobile phone top up at £5. Proposed to be approved by Cllr Cavanagh, seconded by Cllr Evans. **APPROVED**

Defibrillator battery replacement to the Community Heartbeat Trust at £282. Proposed to be approved by Cllr Grafton, seconded by Cllr Purslow. **APPROVED**

3555 Planning

Application No	Address	Conclusion
19/00207/FUL	3 Chalkstones, Park Lane, Cherhill, SN11 8XN	No objections
19/01609/FUL	3 Park Lane, Cherhill, SN11 8XN	No objections
19/00735/FUL	Former Cedarwood Bungalow, Middle Lane, Cherhill, SN11 8XX	Object (see 3551)

3556 Community Infrastructure Levy (CIL) Funds

The Clerk had spoken to Mr Alex Howie from Wiltshire Council regarding potential funds available to the Parish Council. Unfortunately, although not yet confirmed at the time of the meeting, it appears the figure sent to the Parish Council was an accounting error and there are no funds due. The Clerk is awaiting confirmation from Mr Howie.

3557 New salt bins - Cherhill and Yatesbury

Cllr Purslow had approached Wiltshire Council twice regarding a replacement bin for the damaged and empty bin in Yatesbury, but had not received any response.

Cllr Evans had been approached by Cherhill residents asking for a new salt bin at Maiden Lane near to the A4 as traffic had been having difficulties during the recent icy weather.

It was agreed in principle to purchase two new salt bins as above provided there is enough money in the budget for the next Financial Year.

3558 Defibrillator, Cherhill School

Cllr Evans reported that in July 2018 a member of the public had reported to the S W Ambulance Service that the defibrillator was talking inside the cabinet, resulting in the battery running down. A replacement battery had to be purchased urgently in order for the defibrillator to be effective.

Concerns were expressed as to why the cabinet had been opened and it was agreed that some measures should be taken to prevent this from happening again.

3559 Neighbourhood Watch Website

Cllr Evans had been approached by Mrs Heather Crawshaw who wanted to set up a Neighbourhood Watch Scheme within the Parish. It was agreed that if individuals wanted to set up a scheme the Parish Council would not object.

3560 Councillor Responsibilities

Area Board - the next meeting will be on **12 March 2019**

Budgeting and Finance - The Clerk reported on the spend figures to the end of February.

The Clerk had attended a Finance and Budgeting course run by WALC which had covered the role of the Responsible Finance Officer and briefly discussed VAT in local council.

Countryside Access - Cllr Grafton had met with an Avebury Parish Councillor to discuss ongoing issues regarding 4 x 4 damage, particularly near to Windmill Hill. He also reported that the Redbarn had now been demolished on the Downs.

Health and Social Care - Cllr Evans had recently attended a 'Live Well, Die Well' seminar, which had been very informative.

CATG - Cllr Purslow reported on the CATG decisions at the recent meeting relating to the Parish as follows:

- Warning Signs at Marsh Lane Cherhill had been installed
- Yatesbury The Avenue - Gates and signs - The revised design, estimated at £2,770.85 (with a 30% contribution from the Parish Council) had already been approved and were given the go ahead to proceed
- The Street / Middle Lane, Cherhill HGV issue - Highways officers were of the opinion that this was not a through traffic issue but related to delivery vehicles so did not support. The Parish Council agreed into looking at purchasing a one-off sign saying 'Unsuitable for HGVs'.
Action: Cllr Evans to follow up
- Yatesbury The Lymers – request for drop kerb was not supported as the costs would be too high

Newsletter Production - All articles for the Spring Newsletter to Cllr Evans as soon as possible please. **Action: All relevant Councillors**

Parish Steward link - the next Parish Steward visit will be on **28 March**. It was pointed out the ongoing action to cut back the Black Horse path had not yet been completed.

3561 Date of next meeting

Thursday 4 April, 7.30 pm, Yatesbury

Thursday 23 May, 7.00 pm, Cherhill - Annual Parish Meeting and AGM

Thursday 27 June, 7.30 pm, Yatesbury

The meeting closed at 9.08 pm.

Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Monday 15 April 2019 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Councillor
David Grafton - CPC Councillor
JR Auvray - CPC Councillor
John Cavanagh - CPC Councillor

Paula Purslow – CPC Parish Clerk
3 members of the public

3562 Apologies

Apologies were received from Cllrs David Evans and Wiltshire Councillor Alan Hill.

3563 Declaration of Interests

There were no declarations of interest.

3564 Public Participation

Mrs Anne Henshaw asked the Parish Council to be aware of concerns being expressed locally about potential local developments, such as the site of the old Divine Café, and she was concerned the parish would be more vulnerable to developers without a Neighbourhood or Parish Plan.

The Parish Council had previously discussed at length the possibility of a Neighbourhood Plan but as small parishes do not have to have one, it had been decided not to go ahead.

3565 Minutes of meeting held on 28 February 2019

Cllr Tomlinson proposed approval of the Minutes as a correct record, seconded by Cllr Cavanagh. Cllr Purslow signed off the Minutes.

3566 Review of Actions

Actions were reviewed from the meeting on 28 February 2019 and reported as follows:

Financial Planning - CIL/S106 Funds - The Clerk had received a reply from Mr Alex Howie from Wiltshire Council regarding potential funds available to the Parish Council which had still not clarified whether the funds were available. It was agreed that the Clerk should ask Cllr Alan Hill for help regarding this matter. **Action: Clerk to talk to Alan Hill**

WWI Activities - Cllr Auvray had spoken with the new owners of Will Woodlands, who had expressed their willingness to help with a potential coppice for a WWI Memorial site.

White Horse re-chalking - Cllr Grafton reported that the White Horse is due to be re-chalked on 4 May, and any volunteers to help would be appreciated. Cllr Cavanagh stated that the Great West Way Team wish to shoot a promotional video of the White Horse and it would be good to do this when it is newly whitened.

Flood Resilience Planning - Cllr Grafton is still working on the template for the Emergency Plan document in relation to the Data Protection issues. **Action: Cllr Grafton**

Financial Planning - to investigate the costs of barriers with the Rights of Way team at the next meeting. **Action: Cllr Grafton**

Planters - Marsh Lane - Cllr Grafton agreed to provide the tyres and obtain compost to fill them and to report on progress to Mrs Anna Shantry/WI. **Action: Cllr Grafton.**

Unsuitable for HGV's sign - David Evans to look into the costs of purchasing a sign for Middle Lane.
Action: Cllr Evans

3567 Accounts

Clerk's expenses from 1 March to 15 April 19 - Finance Course, Warminster at £32.45. Proposed to be approved by Cllr Cavanagh, seconded by Cllr Tomlinson. **APPROVED**

HMRC - Clerk Q4 Tax from Jan to March 19 at £163.80. Proposed to be approved by Cllr Auvray, seconded by Cllr Tomlinson. **APPROVED**

Reimbursement to Cllr Cavanagh for Website Hosting fee at £59.99. Proposed to be approved by Cllr Purslow, seconded by Cllr Auvray. **APPROVED**

The Clerk as Responsible Finance Officer reported on the End of Year 2018-19 Finances:

- The Financial Summary for Year-end spend was produced and APPROVED by all Councillors. The Chairman and RFO signed off the Summary.
- Councillors APPROVED authority to spend by the RFO as set out in the Financial Regulations
- The once a year authorisation of regular payments to enable direct payment by the RFO outside monthly meetings was proposed for approval by Cllr Purslow, seconded by Cllr Tomlinson, on the proviso that the PKF Littlejohn audit figure of £100 was removed from the list. APPROVED
- The Fixed Asset Register was APPROVED by all Councillors.
- Parish Clerk Salary - The Parish Clerk left the room for this item. All Councillors agreed to raise the Clerk's salary in line with the NALC negotiated pay scale. APPROVED

Cllr Tomlinson led a discussion on the draft figures for the 2019/20 budget, indicating the tight budget for the year ahead. It was agreed to drop the item Community Speed watch.

Cllr Tomlinson reported that the quarterly audit was up to date.

3568 Planning

Application No	Address	Conclusion
19/00735/FUL	Former Cedarwood Bungalow, Middle Lane, Cherhill, SN11 8XX	No further action following previous objection (28 Feb Mins item 3555)

3569 Vacancy for new Councillor

Following the resignation of Cllr Anna Shantry, a Notice of Vacancy had been posted with a deadline of 7 May 2019. An election to fill the vacancy will be held if ten electors from the Parish of Cherhill (Cherhill Ward) write to the Returning Officer asking for an election to be held. If an election is not requested by that date, then the Parish Council will be able to fill the vacancy by co-option.

Cllr Tomlinson had been approached by Cherhill resident Mr Nick White who had expressed an interest in the vacancy.

3570 The Role of the Parish Council

The sub-meeting had gone well and progress was being made. It was agreed to keep this as a standing item for each meeting Agenda for the time being.

3571 Second Dog Bin Request - Cherhill

A request had been received by Cherhill resident Ms Nicola Cuthbert for a second dog bin for the top end of Cherhill in the area of Park Lane. It was discussed that although the cost of the dog bin would

probably not be large, emptying the bin could be an issue. It was agreed for that the Clerk would explore the costs of purchasing and maintaining a second bin with Waste Services at Wiltshire Council. **Action: Parish Clerk**

3572 Trail Bike issues

The Parish Clerk had been approached by the Clerk to Compton Bassett Parish Council regarding the co-ordination of plastic signs around the bridleways between Cherhill and Compton Bassett. Unfortunately, previous attempts at laminated signs had been removed, and Councillors did not believe further signs would be any more effective in deterring trail bikes.

Mrs Anne Henshaw had sent out an e-mail to six local Parish Councils around the area requesting a joint working group to discuss rights of way within their combined boundaries, and was looking for representatives from each Parish Council to attend a meeting in June. It was agreed that a co-ordinated response within this meeting would be a more effective way of attempting to resolve the issue of trail bikes. Cllr Grafton agreed to attend the meeting. **Action: Cllr Grafton.**

3573 The Black Horse Pub, Cherhill

Cllr Cavanagh proposed nominating The Black Horse Pub in Cherhill as an Asset of Community Value, following concerns that it could potentially be closed without any consultation within the Parish. As an Asset, the community could potentially be given 6 months' notice to take steps such as a community purchase should such a situation arise in the future. All councillors APPROVED and it was also APPROVED to reimburse Cllr Cavanagh the £23.94 cost of obtaining the Land Register.

3574 Training and Networking Day, Salisbury

Cllrs Cavanagh and Auvray agreed to attend the Networking Day on 9 May.

3575 Preparation for Annual Parish Meeting/AGM

Due to elections now taking place on 23 May, it was agreed to move the meeting to **Wednesday 22 May** at Yatesbury. **Action: Clerk** to book the Village Hall and amend the diary.

3576 Councillor Responsibilities

Hills Waste Liaison Group - Cllr Grafton reported that the link road is due to be completed in June/July 2019, and with co-mingled waste collections due to start in September.

Countryside Access - Cllr Auvray agreed to deputise.

Health and Social Care - Cllr Purslow agreed to deputise.

CATG - Cllr Purslow will attend the next meeting on 23 May 2019. **Action: Cllr Purslow**

Parish Steward link - the next Parish Steward visit will be on **26 April**. It was requested the Parish Steward repair some of the pot holes in Yatesbury if possible.

Cllr Cavanagh requested that Mr Ian Wilson, surveyor for the Lansdowne Monument be invited to talk about the Monument at the June meeting. He agreed to forward his details to the Parish Clerk to send out an invitation: **Action: Cllr Cavanagh, Parish Clerk**

3577 Date of next meeting

Wednesday 22 May, 7.00 pm, Yatesbury - Annual Parish Meeting and AGM - **note change of venue and date**

Thursday 27 June, 7.30 pm, Yatesbury
Tuesday 13 August, 7.30 pm, Cherhill

The meeting closed at 9.15 pm.

Minutes of the Cherhill Parish Council Annual Parish Meeting held at Yatesbury Village Hall on Wednesday 22 May 2019 at 7.00 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Councillor
David Grafton - CPC Councillor
JR Auvray - CPC Councillor
John Cavanagh - CPC Councillor

David Evans - CPC Councillor
Alan Hill - Wiltshire Councillor
Paula Purslow – CPC Parish Clerk
5 members of the public

3578 Apologies

There were no apologies received

3579 Annual Parish Report

Chairman Councillor Purslow read out his annual report for 2018-19. The year had been very busy with much happening and good achievements made by the Parish Council. Mr JR Auvray was welcomed as a new Councillor in December 2018 and Cllr Anna Shantry resigned from in March 2019.

Some of the highlights of the year were getting the Parish Council on to more efficient online banking, the improvement of traffic calming measures at Marsh Lane, Cherhill, following approval by CATG in February 2019 and the refurbishment of the Yatesbury old BT telephone box, complete with new defibrillator. A contentious issue with an overgrown permissive footpath was resolved with the help of Cllr Grafton so that both horses and pedestrians can now share access up to the Downs.

Thanks went to Cllr Cavanagh for driving the compliance process and to Cllr Evans for his good work with the quarterly newsletter. Parish Council finances have been accurate and professionally maintained by Cllr Tomlinson and Parish Clerk, Paula Purslow.

The Chairman reported that he had decided to stand down as Chair of the Parish Council and wished the new Chairman all the best for the coming year. The full Chairman's Report will be available on the website.

Cllr Tomlinson led the thanks and appreciation from the Parish Council to Cllr Purslow for his hard work as Chairman.

3580 Public Participation

There was no public participation.

The meeting closed at 7.15 pm and refreshments were served.

Minutes of the Annual General Meeting of Cherhill Parish Council held at Yatesbury Village Hall on Wednesday 22 May 2019 at 7.30 pm

Present:

Martin Purslow - CPC Chairman
Simon Tomlinson - CPC Councillor
David Grafton - CPC Councillor
JR Auvray - CPC Councillor
John Cavanagh - CPC Councillor

David Evans - CPC Councillor
Alan Hill - Wiltshire Councillor
Paula Purslow – CPC Parish Clerk
5 members of the public

3581 Apologies

There were no apologies received

3582 Declaration of Interests

There were no declarations of interests

3583 Public Participation

Mr Paul Ricketts said that he had cleared out half of the weeds in the Yatesbury pond over the Winter and was now waiting to clear the rest of the weeds once the newts had spawned. He also mentioned that there were some overgrown branches at Barrow Way which he offered to trim after the nesting season was over.

Mr John Ashcroft reported that there had not been a meeting of the Tommy Croker committee for a few years and that the paperwork and finances were still in a state of flux. Cllr S Tomlinson agreed to investigate further. **Action: Cllr Tomlinson.**

3584 Election of Chairman

It was proposed by Cllr Purslow and seconded by Cllr Grafton that Cllr Cavanagh be elected as Chairman. Five voted for, none against this proposal, which was **APPROVED**.

At this point Cllr Cavanagh took over the role as Chairman of the Parish Council.

Action: Clerk to provide the necessary paperwork for signature

3585 Election of Vice-Chairman

It was proposed by Cllr Grafton and seconded by Cllr Evans that Cllr Tomlinson continue as Vice-Chairman for another year. Five voted for, none against this proposal, which was **APPROVED**.

Action: Clerk to provide the necessary paperwork for signature

3586 Minutes of the meeting held on 15 April 2019

Cllr Purslow proposed approval of the Minutes as a correct record, seconded by Cllr Auvray. Cllr Cavanagh signed off the Minutes.

3587 Review of Actions

Flood Resilience Planning - Cllr Grafton had almost completed the template for the Emergency Plan document in relation to the Data Protection issues. The annual PEAS application form for applying for PEAS equipment had been received which Cllr Grafton agreed to complete and circulate.

Action: Cllr Grafton

Financial Planning - to investigate the costs of barriers with the Rights of Way team at the next meeting on 3 June. **Action: Cllr Grafton**

Unsuitable for HGVs sign - David Evans to look into the costs of purchasing a sign for Middle Lane.
Action: Cllr Evans. It was agreed that Cllr Purslow would raise the issue at the CATG meeting to ask what regulations were required for such a sign. It was suggested by member of the public Mr Nick White that it would be a good idea to source possible signs online before attending the meeting.
Action: Cllr Purslow

Planters - Marsh Lane - Cllr Grafton had provided, filled and painted some tyres at the entrance to Marsh Lane and he was thanked for this hard work.

Dog Waste Bin, Cherhill - The Clerk had contacted Wiltshire Council who stated that they no longer supply or empty dog waste bins, and only advise that all dog owners take their dog waste home with them to dispose of in normal household bins. A discussion ensued about the responsibility of Wiltshire Council to empty existing bins. It was agreed that Wiltshire Councillor Hill would provide a contact to the Clerk and the Clerk would contact Wiltshire Council once more with a number of further questions: **Action: Wiltshire Councillor Hill, Parish Clerk**

3588 Accounts

Clerk's expenses from 16 April to 22 May - Broadband costs, stationery and refreshments for the AGM at £25.75. Proposed to be approved by Cllr Evans, seconded by Cllr Grafton. **APPROVED**

WALC Subscription for 2019-20 at £304.85. Proposed to be approved by Cllr Purslow, seconded by Cllr Tomlinson. **APPROVED**

BHIB annual insurance renewal 2019-20 at £1,168.66. Proposed to be approved by Cllr Tomlinson, seconded by Cllr Purslow. **APPROVED**

Simon Day & Co Payroll Services Apr 18 to Mar 19 at £126. Proposed to be approved by Cllr Evans, seconded by Cllr Auvray. **APPROVED**

Noticeboard Company for new noticeboard at Nolands at £465.60. Proposed to be approved by Cllr Purslow, seconded by Cllr Evans. **APPROVED**

3589 Planning

There were no current planning applications

3590 Annual Governance Statement (AGAR)

The Parish Clerk reported that the Internal Auditor had signed the audit form for the accounts to Year End 2018-19. The Internal Auditor had requested it be Minuted at this meeting that the Year End Financial Summary 2018-19 had an error of £5 due to the omission of a mobile phone charge, which had appeared on the Bank statement but not on the Summary. A new Summary, correcting this error was produced, **approved by all** and signed by the Chairman.

The Annual Governance Statement, which had previously been circulated to Council members, was discussed and approved by all Councillors at the meeting.

The Accounting Statements were approved by all Parish Councillors.

Action: Parish Clerk to return all the forms to the auditors and to ensure publication of the dates for the 'Period for the Exercise of Public Rights'. All relevant financial information will then be published on the Cherhill Parish Council website.

3591 New Community Sports Pavilion in Avebury

Cllr Purslow had been approached by Mr Dominic Fry, Chairman of Avebury Sports and Social club who are in the process of building a new community sports pavilion in Avebury, asking for a letter of support from the Parish Council, following a merger with Cherhill Cricket Club in 2017.

The Club had made a successful application to the Marlborough Area Board for funding, and had £5,000 towards the project. It had been suggested that it would be a good idea to explore similar funding from the Calne Area Board. To drive this forward the Club were looking for a letter of support from Cherhill Parish Council, and would be happy to provide a suitable draft letter if it would help the administrative burden. The Parish Council agreed they were willing to provide support with such a letter. **Action: Cllr Purslow** to follow up.

3592 S106 Fund Request

Since the last meeting, the Clerk had followed up the possible S106 funds to the Parish Council and it was confirmed that there was £7,400 available which must be claimed by 20 November 2019 to be used '*towards the cost of providing or improving adult or children's sport, play or recreation facilities*'.

There was a discussion regarding the possible use of such monies. Mr Ashcroft and Mr White agreed to have discussions on ideas for more equipment and maintenance that the money could be spent on, and report back to the meeting in June. The Parish Council asked the Clerk to reply in principle to the S106 committed to say 'yes' we would like to make use of the money, and to forward the application form details to the rest of the Parish Council.

Action: Mr Ashcroft and Mr White, and Parish Clerk

3593 Request for dog bin, Cherhill

This item was discussed earlier in the meeting.

3594 The Role of the Parish Council

Cllr Tomlinson is no longer able to attend the next meeting, due to be held on 25 June, so he will e-mail councillors to find another date to progress discussions on the Role of the Parish Council.

Action: Cllr Tomlinson

3595 Councillor Responsibilities

Area Board - Cllr Evans is currently awaiting the Minutes of the last meeting.

Countryside Access - Cllrs Grafton and Auvray will attend the next group parish discussion on 3 June.

Health and Social Care - Cllr Evans will attend the next meeting of the Calne Health and Social Care Forum meeting on 16 July at James House, Calne.

CATG - Cllr Purslow will attend the next meeting on 23 May 2019

Newsletter - the next newsletter is due at the end of June. All items to Cllr Evans by **15 June** please. **Action: All**

Defibrillators - Cllr Cavanagh reported that the defibrillator sign by the school was working well and cars were not now parking too near to the defibrillator.

3596 Date of next meeting

Thursday 27 June, 7.30 pm, Yatesbury

Tuesday 13 August, 7.30 pm, Cherhill

Thursday 26 September, 7.30 pm, Yatesbury

The meeting closed at 9.15 pm.

Minutes of the meeting of Cherhill Parish Council held at Yatesbury Village Hall on Thursday 27 June 2019 at 7.30 pm

Present:

John Cavanagh - CPC Chairman
Simon Tomlinson - CPC Councillor
David Evans - CPC Councillor
Martin Purslow - CPC Councillor

Alan Hill - Wiltshire Councillor
Paula Purslow – CPC Parish Clerk
4 members of the public

3597 Apologies

Apologies were received from Councillors David Grafton and JR Auvray

3598 Declaration of Interests

There were no declarations of interests

3599 Public Participation

Mr Paul Ricketts reported that he will soon be cutting back the vegetation at Barrow Way, Yatesbury, and the grass around the village pond.

3600 Appointment of new Councillor

Mr Nick White was formally co-opted on to the Parish Council - proposed by Cllr Evans, seconded by Cllr Tomlinson. Mr White was welcomed and invited to join the meeting.

3601 Minutes of the AGM and Annual Parish meetings held on 22 May 2019

Cllr Tomlinson proposed approval of the Minutes of the Annual Parish Meeting as a correct record, seconded by Cllr Purslow. Cllr Cavanagh signed off the Minutes.

Cllr Purslow proposed approval of the Minutes of the AGM as a correct record, seconded by Cllr Tomlinson. Cllr Cavanagh signed off the Minutes.

3602 Review of Actions

Flood Resilience Planning - Cllr Grafton had completed the PEAS form and ordered 20 bags of salt to be collected in November.

Financial Planning - to investigate the costs of barriers with the Rights of Way team at the next meeting on 3 June. **Ongoing action: Cllr Grafton**

Unsuitable for HGVs signage - Cllr David Evans had arranged a meeting with Mark Stansby, Senior Highways Engineer with two neighbours on Friday 28 June to discuss how to warn large HGV vehicles that the cut between The Street and Middle Lane was very restricted and had in the past caused damage to the high banks of neighbours land. **Action Parish Clerk for August Agenda.**

Dog Waste Bin, Cherhill - The Clerk to continue dialogue with Wiltshire Council regarding the siting and emptying of the existing bin within the village. **Action: Parish Clerk**

Tommy Croker - Cllr White reported that the new committee was now up and running and the bank account is almost in place. There are ongoing discussions about the potential new equipment to be purchased with the S106 monies available. It was noted that there is a tight timescale for completing the purchase and the item should be on the Agenda for the next meeting. **Action: Parish Clerk for the Agenda**

3603 Accounts

Clerk's expenses from 23 May to 27 June - refreshments for the AGM at £10.29. Proposed to be approved by Cllr Evans, seconded by Cllr Cavanagh. **APPROVED**

HMRC tax for Q1 2019-20 at £154.80. Proposed to be approved by Cllr Evans, seconded by Cllr Purslow. **APPROVED**

3604 Planning

Application No	Address	Conclusion
19/04542/FUL	Poachers Croft, Cherhill, Calne, Wiltshire, SN11 8XY	Object - see note below
19/04784/FUL	Yatesbury Manor South, Church Lane, Yatesbury, SN11 8YE	No objections
19/05452/LBC	Yatesbury Manor South, Church Lane, Yatesbury, SN11 8YE	No objections
19/05704/HRN	Manor Farm, The Old Rectory, Yatesbury, SN11 8YE	Object - see note below
19/05343/VAR	Yatesbury House Farm, Yatesbury, SN11 8YF	No objections
19/05172/FUL	Park View, Park Lane, Cherhill, SN11 8XW	No objections

19/04542/FUL - Cllr Tomlinson expressed concerns over the application, stating he had doubts the criteria had been met regarding tourism, extra employment, access and safety, and the visual impact from The Downs. Councillors asked Wiltshire Councillor Hill to give consideration to calling in the application to the Planning Committee if the Planning Officer is minded to approve the application. It was agreed the Parish Clerk should send an e-mail to Wiltshire Councillor Hill expressing the Parish Council's concerns over the application. **Action: Parish Clerk**

19/05704/HRN - Parish Councillors were unhappy about the way the application had been put together as one large amount of hedgerow instead of individual pockets of land. Councillors had insufficient information and wanted justification for each element of gap widening and hedge removal. They felt that the case had not yet been made for this.

16/05962/OUT - There had previously been concerns about drainage issues on this application. Cllr Cavanagh had spoken with the developer who had assured him that the tarmac laid was porous and would not cause a problem. It was agreed no further action was required.

3605 Lansdowne Monument

Mr Ian Wilson, National Trust Surveyor attended the meeting to give a report on the current status of the Lansdowne Monument. He began by apologising for the state of the monument and the planning issues regarding the scaffolding.

Mr Wilson reported that a condition survey had been undertaken but that the National Trust did not have confidence in the report by the stonemason on how to repair the monument. They were commissioning an architect to undertake a new survey. He went on to elaborate on the funding issues surrounding the monument and the timescale for the works which will take place after the Wellington Monument has been renovated, hopefully starting fund raising from 2021-22. Concerns were expressed by councillors over the timescale and it was suggested that fund raising should start whilst the ongoing works are taking place at the Wellington Monument and not after works had been completed. It was agreed that the National Trust should be in regular communication with the Parish Council regarding the status of the monument, at approximately 6 monthly intervals.

3606 Youth engagement CTC/Area Board funded project

The Parish Council had been approached by Mr Mark Edwards from Calne Town Council who are working with the Area Board to fund some youth outreach sessions in the local area, asking if the Parish wished to take part.

After discussion it was decided that at present there would be no need for these sessions but the Council would like to be kept informed of any future events. **Action: Parish Clerk to respond**

3607 Section 106 Funds

This was discussed earlier in the meeting, regarding the Tommy Croker playing field. It was agreed to bring the item back to the August meeting for further discussions, with more detail on the budget and equipment required. **Action: Cllr White to provide further information**

Wiltshire Councillor Hill reminded the Parish Council that as well as the allocated S106 funds already available, potential monies from CIL funds could be applied for in the future.

3608 Combined Rights of Way Meeting

As Cllr Grafton was unable to attend this item was deferred to the August meeting. **Action: Parish Clerk for the Agenda**

3609 Cherhill and Yatesbury Good Neighbours

Mrs Heather Crawshaw reported on the hard work done by the Good Neighbours Group in producing an information booklet for the parish. It had become apparent that a lot of parishioners were not able to access the internet and it had been agreed to publish a quantity of hard copies to be available at a cost of approximately £300. Mrs Crawshaw asked if the Parish Council would be happy to contribute £100 to the one-off cost of the printing of the booklets, which was agreed by all councillors.

APPROVED. The Parish Council thanked Mrs Crawshaw for her hard work and the quality of the booklet.

Action: Mrs Crawshaw to provide bank details and invoice to the Parish Clerk to enable payment.

3610 The Role of the Parish Council

The sub-group had met to progress discussions on 24 June.

3611 Councillor Responsibilities

Area Board - The next meeting is on 10 September.

Budgeting and Finance - a Q1 review of accounts is due now. **Action: Cllr Tomlinson and Parish Clerk to arrange a meeting**

Hills Waste Solutions Liaison Group - Wiltshire Councillor Hill reported that the link road, due to open at the end of July looks on track to meet this target.

CATG - The new gates at Yatesbury have now been installed with road markings to be laid down shortly. Concern was expressed that the Minutes were not being received for the meetings. **Action: Cllr Tomlinson to chase Alexa Davies**

Parish Steward - since putting the link in the Newsletter there had been a lot of requests for works, some of which unfortunately were not the responsibility of the Parish Steward.

3612 Date of next meeting

Tuesday 13 August, 7.30 pm, Cherhill
Thursday 26 September, 7.30 pm, Yatesbury
Tuesday 29 October, 7.30 pm, Cherhill

The meeting closed at 9.45 pm.

Minutes of the meeting of Cherhill Parish Council held at Cherhill Village Hall on Tuesday 13 August 2019 at 7.30 pm

Present:

John Cavanagh - CPC Chairman
Simon Tomlinson - CPC Councillor
David Grafton - CPC Councillor
Martin Purslow - CPC Councillor
JR Auvray - CPC Councillor

Nick White - CPC Councillor
Alan Hill - Wiltshire Councillor
Paula Purslow – CPC Parish Clerk
6 members of the public

3613 Apologies

Apologies were received from Councillor David Evans

3614 Declaration of Interests

There were no declarations of interests

3615 Public Participation

Mrs Anne Henshaw asked the Parish Council to consider reinstating the Neighbourhood Watch Scheme in Cherhill. It was agreed to raise the issue at the September meeting. **Action: Clerk for the Agenda**

3616 Minutes of the meeting held on Thursday 27 June 2019

Cllr Tomlinson proposed approval of the Minutes as a correct record, seconded by Cllr Purslow. Cllr Cavanagh signed off the Minutes.

3617 Review of Actions

Dog Waste Bin, Cherhill - The Clerk was still awaiting a response from Mr Tim Woolford at Wiltshire Council with more detailed information regarding the siting and emptying of the existing bin and the possible provision of a new bin within the village. Mrs Henshaw recommended the Clerk speak to Mr Stuart West at Calne Town Council who may be able to help further. **Action: Parish Clerk**

3618 Accounts

Clerk's expenses from 28 June to 13 Aug - Broadband, mobile phone top up at £20.00. Proposed to be approved by Cllr Auvray, seconded by Cllr Tomlinson. **APPROVED**

The Q1 Reconciliation Statement was **APPROVED** by all councillors.

3619 Planning Applications

Application No	Address	Conclusion
19/07138/FUL	5 The Street, Cherhill	Object - see note below
19/06846/FUL	Divine Café, Main Road, Cherhill, SN11 8UU	Object - see note below

19/07138/FUL - Cllr Tomlinson expressed concerns over the lack of detail and inconsistencies contained within the application, an example being there were no drawings of the garage. There were concerns by councillors that the proposed building will be too tall, extending about 10 metres above road level, and that no local design elements had been reflected.

19/06846/FUL - Three Cherhill residents attended the meeting to give their objections to the proposal. Mr Cliff Taylor expressed concerns over noise, pollution levels and health and safety issues as well as the detrimental effect to the village as a whole. Mr Gerald Hynes and Mr Martin Pearce echoed Mr Taylor's comments adding that important and relevant information had been omitted from the

application. Councillors then discussed their objections which reflected those above, especially that the application lacked significant information. Wiltshire Councillor Hill gave a detailed breakdown of some of the aspects of the Wiltshire Council Core Policy that the application did not meet. It was unanimously agreed to object to the proposal.

3620 Standing Orders - Planning applications

Cllr Cavanagh tabled a Planning Application Process flow chart for approval by councillors showing the process to be followed if a planning application deadline falls outside of a council meeting. Cllr Purslow proposed approval of the flow chart, seconded by Cllr White. **APPROVED. Action: Parish Clerk to add to the Standing Orders as an Appendix.**

3621 Section 106 Funds and Tommy Croker Playing Field

Cllr White had prepared the documentation for the Section 106 Funds, including a proposal from The Children's Playground Co Ltd which the Tommy Croker Management Committee had voted to accept. The proposal will involve adding new features to the existing climbing structure. The value of the quote is more than the S106 monies, and the shortfall will be made up from existing TCMF funds. **Action: Cllr White and Parish Clerk to ensure all of the documentation accurate and complete and to return the form to Wiltshire Council**

3622 Combined Rights of Way Meeting

Cllr Grafton and Mrs Henshaw reported on the meeting held on 3 June 2019. The main issue was the need to seek volunteer assistance within each parish and it had been agreed that one councillor per Parish Council should take responsibility for rights of way issues. Notes of the meeting are attached to these Minutes at *Appendix 1*.

3623 Access by HGVs/large vehicles to link road between Middle lane and The Street

As Cllr Evans was not at the meeting, it was agreed to defer this item to the September meeting. **Action: Clerk for the Agenda**

3624 Parking - Middle Lane, Cherhill

It was reported that ongoing problems with parking, particularly at peak times were still a major issue. Cllr White agreed to approach the new tenants of the Black Horse pub to re-establish permission for parents to park there at peak times. If this is granted, Cllr White will speak to the school to publicise this. **Action: Cllr White**

Cllr Tomlinson agreed to raise the issue again at the next CATG meeting. **Action: Cllr Tomlinson**

3625 The Role of the Parish Council

The sub-group had met to progress discussions on 8 August.

3626 Councillor Responsibilities

Hills Waste Solutions Liaison Group - Cllr Grafton reported that as soon as ANPR cameras are fitted the link road will be completed.

Clerk Admin Matters - It was agreed that this item should be added to the list of Councillor Responsibilities.

The Clerk asked all councillors to ensure their Register of Interests information was up to date and agreed to forward the e-mail link and password to ensure all councillors amend their records where necessary. **Action: All**

The Clerk had been recommended the NALC publication 'Local Councils Explained' and asked councillors for permission to purchase it. **APPROVED** by all councillors.

3627 Date of next meeting

Thursday 26 September, 7.30 pm, Yatesbury

Tuesday 29 October, 7.30 pm, Cherhill

Thursday 5 December, 7.30 pm, Cherhill *preceded by Precept meeting at 7 pm*

The meeting closed at 9.40 pm.

Appendix 1

COMBINED PARISHES RIGHTS OF WAY GROUP

NOTES ON MEETING HELD 3 JUNE 2019 AT AVEBURY SOCIAL CLUB

Present: David Grafton (Cherhill) Stephen Stacey (Avebury) Jane Marshall (Compton Bassett) Jeff Files (Hilmarton) Tim Lewis, Judy Hible, Peter Gallagher (Ramblers Association) Anne Henshaw (Yatesbury) Stephen Leonard (Wiltshire Council)

The principle issues discussed were:

- a. How to establish a way of auditing the paths within each parish by category and importance
- b. The need to seek volunteer assistance within each parish
- c. To understand how the multiplicity of paths of all categories within each parish affect other parishes through their linkages and condition
- d. To seek information from similar groups already in existence in other parts of the County (Cotswold wardens)
- e. The levels of improvement and maintenance which parishes can aspire to before needing to refer to Wiltshire Council

Stephen Leonard recommended contacting the North Wessex Downs AONB office for information on funding for rights of way maintenance. He said to look on the Footpath ToolKit advice which can be obtained on the Wiltshire Council website. Contact Jane Hughes at WC to get a Parish specific map of all the paths.

Jane Marshall suggested that CATG might be approached at some time for funding and possibly propose this group as a sub-group of CATG working on rights of way.

It was agreed that each parish needs to discuss these issues at their PC meetings and look for a group of parishioners to be volunteer footpath wardens and co-ordinators. They would carry out the audits.

As Parish Councils we need to note the following:

If we have overgrown paths that we need help on, contact the Ramblers association
If we have major issues we can contact Stephen Leonard at Wiltshire Council
Find one councillor in each PC to take responsibility for footpath issues.
Find out what is happening with the White Horse Way and play our part for the stretch in our parish.

It was agreed that a further meeting would be arranged in the early autumn to see how parishes have progressed with setting up actions, and feedback information gathered from other sources.

Options on dates to be circulated.