

# KEEVIL PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM AT 7.30pm ON MONDAY JULY 6<sup>th</sup> 2020.

**Present:** Cllrs Ginny Sherman (Chair), Suzanne Wickham, Rosemary Banfield, Malcolm Cupis and Rodney Meatyard. Clerk, Richard Culverhouse in attendance. + 10 parishioners

Before the official Parish Council meeting there was a very interesting and informative talk given by Colonel Paul Britton (and Capt Rob Goodman) from 47<sup>th</sup> Regiment Royal Artillery with regard to the use of Keevil Airfield for the Watchkeeper Tactical Unmanned Air System.

It is anticipated that the training would start towards the end of September for about 90 days although they may not be consecutive due to various reasons, but mainly weather conditions. Flying should be during daylight hours, Monday to Friday. There would be a control cabin at the airfield. Always flown under strict restraints and dedicated air space. There will be an open invitation for residents to view it all when they have installed everything.

There were various questions put forward by Councillors and public and answered by Paul Britton

The Clerk read out a letter from Pat Bartholomew praising the Parish Council for their work in the present covid-19 conditions especially over the Playing Field. Also one from Pat Tucker over verge outside 81 Main Street and Cllr **Wickham** added she had already contacted Jonathon Seed with regard to verge opposite Wisteria Cottage. This has already been chased in early March but the covid 19 situation had meant some officers had been deployed elsewhere and we may well have to wait for future actions.

**20/21 – 1      Apologies for Absence**  
County Councillor Jonathon Seed

**20/21 – 2      Declaration of Interest**  
None

**20/21 – 3      a/ Minutes of the Parish Council Meeting of March 2<sup>nd</sup> 2020**  
These were proposed by Cllr Cupis and seconded by Cllr Meatyard as a correct record. All agreed. Will be signed at next physical Parish Council Meeting.  
**b/ Minutes of the Parish Council Planning Meeting of May 18<sup>th</sup> 2020**  
These were proposed by Cllr Meatyard and seconded by Cllr Cupis as a correct record. All agreed. Will be signed at next physical Parish Council Meeting  
**a/ Minutes of the Parish Council Planning Meeting of June 1<sup>st</sup> 2020**  
These were proposed by Cllr Wickham and seconded by Cllr Cupis as a correct record. All agreed. Will be signed at next physical Parish Council Meeting

There had been no Annual Meeting in May because of the covid 19 restrictions at the time. It had therefore been postponed and it was proposed that this will be reviewed at the September Council meeting.

**20/21 – 4      Updates**  
**Trees in Martins Lane** – The Clerk was requested to try and make contact with Paul Millard at Wiltshire Council. The previous Clerk had put in several MyWiltshireApp requests for the Council to confirm the dead trees are safe.  
**Village gates** – Cllr Banfield gave an update but it will involve a cost and need to take into account opinions of local parishioners. Deferred to September Meeting.

**98 – Location of Future Planning Meetings** – it was decided to be conducted virtually during the present covid 19 situation. Leave appointment of a Councillor responsible until full complement of Councillors

**100 – VE Day celebrations** – It had been suggested planting a tree but because of covid 19 that did not take place. Cllr Sherman stated that the Parish Council had promised to replace at least one bench in Playing Field. She had circulated an idea of one which was recycled and long lasting but fairly expensive at £581.26 + VAT. Cllr Cupis suggested the lighter colour and there would be little maintenance. The price would include underground fixtures but not actually fixing to base and cost of concrete. It was suggested we approach the supplier to get an alternative price for inclusive fixing cost. It was proposed by Cllr. Banfield and seconded by Cllr Meatyard that we should purchase the bench and decide on how we fixed it later. All in favour. Money would be forthcoming from Playing Field reserves. Cllr. Sherman to arrange for wording for plaque.

**101 – Verges** – It was agreed that contact be made with Jonathon Seed to ask Highways Officer to meet with representatives of the Parish Council.

**101 – Neighbourhood Planning Reports**

Transport/Bus – Cllr Newton had resigned and no further report

Parking/Speeding – The meeting planned for March did not take place

Roads, Verges, Rights of Way – Coming up on Agenda

Housing Development – The Working Party had submitted its final report

**102 – Rural Housing Needs Survey** – The Clerk was asked to follow this up

**114 – Signage for Towmead Lane** – Cllr Sherman had submitted a formal request to Wiltshire Council with regard to appropriate signage (unsuitable for motor vehicles) but CATG meetings are currently suspended. The cost should be under £200 it should be fully funded by Wiltshire Council.

**20/21 – 5**

**Wiltshire Council**

Jonathon Seed had given his apologies and no report was given. Discussion arose over parking at School. Acorn Trust stated that parking (lay by) has taken back seat. Focus on getting a higher fence.

**20/21 – 6**

**Police Matters** – No apologies and nothing to report. Circular report back at beginning of June stating virtually all crime was in Melksham Town itself.

**20/21 – 7**

**Casual vacancies** - Since the last full Council Meeting in March, two Councillors had resigned but at that time the advice from Wiltshire Council was that no elections could be held. However in June they gave permission that an Election could take place. This was duly advertised but no Election was asked for by Parishioners so the Parish Council can now go ahead and co-opt. It was agreed that a notice be placed on the notice board, magazine and web site. Closing date for submission of applications would be midnight Friday August 28<sup>th</sup> and prospective candidates will be asked also to speak at next Parish Council meeting on September 7<sup>th</sup>. Clerk was going to ask advice on selection procedure and secret ballot.

It was felt that the Council should purchase 7 new copies of Councillors Handbook (Good Councillors Guide) at £3.49 (+p&p), from WALC. Proposed by Cllr. Wickham and seconded by Cllr. Sherman. All agreed

**20/21 – 8**

**Planning Summary**

**Received**

**Decision**

20/02878/LBC – Listed building consent 84 Keevil	29/4/2020	19/6/2020
20/02283/FUL – conversion at 84 Keevil	29/4/2020	19/6/2020
20/03685/TCA – Tree work	1/5/2020	16/6/2020
20/04001/TCA – Tree work	14/5/2020	17/6/2020
20/03153/FUL – Sheds at School	28/4/2020	
20/03722/FUL – Cow Shed Woodhouse FM	18/5/2020	
20/03723/FUL – 2 s/d dwellings at 16 Main St	18/5/2020	

Details can be found on Wiltshire Council Planning Portal

- 20/21 – 9 Rights of Way** – Cllr Cupis remarked that the covid 19 lockdown had put pressure on rights of way use and access was sometimes difficult for all sorts of reasons. Need for maintenance through ‘wear and tear’ especially styles. Need to take rights of way more seriously than in the past. He stated that it was difficult to access parts of ‘White Horse Way’ and although Paul Millard from Wiltshire Council had been to a previous meeting in 2019 a promised gate/style had not been forthcoming. Unfortunately Cllr Cupis had not been able to contact Paul Millard. Need to come up with a plan of action. Cllr Wickham suggested working with the local ‘Ramblers’. Cllr Cupis asked Cllr Wickham if she could find out if Paul Millard was still in his position at Wiltshire Council. However she also mentioned how the ramblers could help. Need to have everybody working together. Cllr Cupis will contact the ramblers
- 20/21 – 10 Highways** – Cllr Cupis had kindly offered to take over roll of liaising with Parish Steward. Cllr Cupis had recently met the Steward and asked him to concentrate on cutting back foliage at road junctions and also concentrate on railings at far end of village going towards Bulkington. Severe corrosion. Cllr Cupis also mentioned Towmead Lane which was very overgrown and it was agreed the Steward will try and schedule in a tractor. Steward had fixed bollard in Pyatts Corner. Discussion arose of ownership of railings.
- 20/21 – 11 Keevil Emergency Group** – Cllr Wickham reported that Keevil Parish Council had joined with David Bouault at the start of Covid-19. They wanted to make sure that anybody could ask for help throughout the pandemic. Over 30 people on list and over 100 occasions help given. Thanks to all and system is still there. There is still 19 vulnerable people. Cllr Sherman thanked David Bouault and he really used the Emergency Plan recently during a power cut. There was an issue with SSE during that power cut and the Plan should have been helpful but seemingly not used by SSE. Cllr Cupis thanked David for all the hard work during that recent power cut, echoed by all Councillors.
- 20/21 – 12 Playing Field** – Cllr Sherman stated that Parish Council was sad that it had to close the Playing Field but had to follow Government guidance. It was re-opened on Saturday (July 4<sup>th</sup>) after a lot of work in respect of risk assessments and liaising with other authorities. Cllr Sherman gave thanks to the Clerk for his work. An inspection was done and weekly inspection by a Councillor and our ROSPA inspection was up to date. There is some maintenance to be done especially the baby swings. Also looking at removing one piece of equipment and updating some equipment. There was question of guarantee on one piece of equipment. Cllrs Banfield/Sherman also mentioned the state of the Banwell plot. It was agreed that the Clerk to write again although letter sent in November. Suggested kept in good order. Cllr Sherman remarked that in the minutes of Mat 2019 it was suggested the Parish Council buy another picnic table but aim for

next year. Cllr Cupis suggested the Council look at one which would match the new bench.

- 20/21 – 13 Website** – Cllr Sherman stated that as a public body we need a web site that is compliant both in accessibility and content by September 23<sup>rd</sup> 2020. Cllr Cupis had obtained a good price of £79.88 per annum for a suitable site which also meets the needs of data protection. The present web site does not meet the new criteria. Cllr Sherman asked for comments on having our own web site. Clerk is prepared to keep it up to date provided it is set up. Cllr Sherman suggested a sub-committee be set up. Everything has to be accessible by those with difficulties and the Council has to be fully compliant and will be checked. Cllr Cupis had already acquired a suitable web site address. It was put forward by Cllr Sherman that the Parish Council set up its own web site. This was proposed by Cllr Wickham and seconded by Cllr Sherman. All agreed. Suggested Cllr Cupis was on the sub-committee. Cllr Cupis also spoke on the good work and excellent current Keevil web site and to point out that this in no way was an attack on that. However we need to be in control our own site. Cllr Sherman proposed a vote of thanks to Sarah Dow and Bob Ayers for their excellent work in hosting the Council information over the last few years.
- 20/21 – 14 Keevil School** – No meeting held
- 20/21 – 15 War Memorial** – Mira Link had been looking after the garden at base of War Memorial but could no longer do so. A replacement is needed. It was suggested that Pat Bartholomew and Cllrs Wickham and Sherman share the work.
- 20/21 – 16 Financial Statement** - The Clerk explained the financial statement submitted to the Councillors and explained he would produce a comparison against budget for the September meeting.
- 20/21 – 17 Bank Accounts** – Opening balance in **Treasurers Account** on April 1<sup>st</sup> was £433.85. £2500 transferred from BUS Bank instant minus cheques paid of £1541.11 left **closing balance of £1392.74**. In the **BUS Bank Instant** the opening balance on April 1<sup>st</sup> was £12948.91 add Precept of £7361 and £1.50 in interest less £2500 to Treasurers account leaves **closing balance of £17811.41**
- 20/21 – 18 Annual Accounts** – The Clerk had circulated Annual Accounts and AGAR Exemption form. Pat Phillips had done the internal audit. The Clerk explained there had to be ‘wet’ signatures. The Clerk explained that the previous Clerk had produced the figures. It was proposed by Cllr Banfield and seconded by Cllr Meatyard that the Accounts and AGAR Exemption be accepted. All agreed. Cllr Sherman asked the Clerk to write a thank you letter to Pat Phillips.
- 20/21 – 19 Donations** – No requests yet received. Usually discuss in November for decision at January meeting.

**20/21 – 20 Cheque Approval –**

	Net	VAT	Total
WALC Subscription	£159.94	£31.99	£191.93
Clerk’s Salary	£560.05	-	£560.05
HMRC	£127.00	-	£127.00

Clerk's Expenses (as summary)	£66.49	£5.80	£72.29
Keevil Accountancy	£25.00	-	£25.00
<b>Total</b>	<b>£926.49</b>	<b>£37.79</b>	<b>£976.27</b>

It was proposed by Cllr Cupis and seconded by Cllr Wickham that these be paid. All agreed

**20/21 – 21 Wild Flower Meadow** – A report will be forthcoming

**20/21 – 22 Correspondence** – Cllr Sherman read out extracts from an email, which was received from Pat Tucker when the Recreational Ground was closed. Pat Tucker stated that the ground was given to village by a deceased farmer, no restrictions but Parish Council responsible for the maintenance of it. There is vehicle access. Cllr Sherman did reply and read out relevant extracts. Cllr Sherman stated that the Banfield Recreation Ground was purchased by the Parish Council in February 1994 from the MOD. As owners, the Parish Council has responsibility of maintenance, insurance and other matters in respect of land used by the public. It was conveyed with access during reasonable hours of the day in order for maintenance (and no other purpose), via the strip of land marked brown on the plan (strip of land crossing the Airfield from Martins Road). Mr Tyler does not own this land just the right to farm.

The Clerk read out an email from Jan Maskrey (President of Keevil and District WI). She said in 2017 the WI funded a bench on the Playing Field and since then it has been the custom of the WI, during the summer, to meet at the bench for drinks and snacks. It had been agreed that in 2020 they would meet on July 8<sup>th</sup>. She said that it seemed this was not now possible as the posters indicated that food or drinks were not allowed on the Playing Field. She said she could not find information with regard to Playing Fields for eating and drinking. However the advice given to the Parish Council from WALC was aimed at play equipment. The notices were aimed at play equipment. There was also the problem of having groups of more than 6 people (from 2 households) and socially distanced, as per Government guidelines. The Parish Council could not support a gathering which was seen to be illegal. It was suggested the notices be moved from the table to around the play equipment. Discussion arose over separation of groups. It was agreed to move other picnic table away from play equipment. The Parish Council would reply reinforcing the guidance from the government over 'groups' of people meeting together. The Clerk was asked to respond accordingly, sending a draft round the Councillors before sending.

**20/21 – 23 Any other competent business** – Cllr Cupis brought up the problem of dog fouling and not being cleaned up. Small number of irresponsible owners. Put an article reminding people in magazine and web site and even notice board. Cllr Meatyard also asked for a similar reminder be placed about dogs being off leads and driving out wildlife. Also fouling in field is dangerous to livestock.

Cllr Sherman had been asked to remind people about cutting back hedges and tree foliage. Dangerous as people had to walk in road. Quick contact with the landowners involved.

Date of next meeting, September 7th

Signed.....

Date.....