

CHIPPENHAM PARISH COUNCIL

Minutes of an Ordinary Meeting held at the Village Hall on
Monday 8th February at 6.30pm

Present: Parish Councillors:

F Maxwell (FM)- Chair, N Bennett (NB), Wendy Parsons (WP), Paul Fishpool (PF), Nick Wright (NW)

Members of public: none

Minute		Action
15-16/99	Apologies for absence: N Parsons	
15-16/100	Declaration of Interest: FM declared a personal interest in item 15-16/109 ix.	
15-16/101	Minutes of the last meeting: Signed as a true copy with one amendment: item 15-16/94i was assigned to PF not NB.	SH
15-16/102	Public Participation: None	
15-16/103	District Council Report None	
15-16/104	County Council Report: None.	
15-16/105	Planning: i.15/01508/FUL – 1 Phantom Cottages The council reviewed the plans. There were no objections. ii.15/01527/FUL – Chippenham Lodge Stud, gates The council reviewed the plans. Feedback was that the gates should be in keeping with the village and no higher than the existing gates at Chippenham Park. Plain gates without a logo would be more appropriate for the setting. The Clerk will pass these comments to the planning officer. iii.15/01500/FUL – Waterhall Cottage The council reviewed the plans. There were no objections. iv. CLT – Debbie Wildridge (ECDC) Debbie outlined the concept of CLTs (Community Land Trusts) and explained how some villages in the district are using them to provide affordable housing within their communities. The trusts are a mechanism to bring together land owners, developers and communities to work together to develop housing on sites outside of the village envelope. More details can be found on ECDC's website at http://www.eastcamb.gov.uk/housing/community-land-trusts There are no plans to develop a CLT in Chippenham at the current time.	SH
15-16/106	Matters Arising: <u>i. Play Areas – U12</u> Helen Starkey had applied for funding from Waitrose on behalf of the council and Play Park Committee for ongoing costs towards the maintenance of the Play Parks. Waitrose have donated £300. The council thanks Mrs Starkey for her ongoing work for the Play Park Committee. Mrs Hughes has asked FLP for a quote for replacement of the rotten beams in the park. She will also ask them to tighten the zip wire at the same visit. <u>ii. Play Areas – Phase 3</u> Richard Kerr is still waiting for a response from Fresh Air Fitness regarding the two outstanding issues with the fitness equipment. <u>iv. Lights</u> Balfour Beatty has asked which lights in Scotland End need to be modified. PF and WP will check and report back to the Clerk. <u>v. Village Hall</u> A new carpet has been fitted in the committee room. A new lock has been fitted on the main door. <u>vi. Phone Box/BHF</u> No update <u>vii. Charity Accounts</u> No further update.	SH PF/WP WP

	<p><u>viii. Clerk's Pension</u> FM will get guidance from LCPAS regarding the council's obligations.</p> <p><u>ix. Grants</u> This item will be carried forward to the next meeting.</p> <p><u>x. Emergency Plan</u> No further update</p> <p><u>xi. Grass Verge – Isleham Road</u> The Clerk has asked the Highways Dept about the feasibility of creating a footpath behind the hedge at the corner of Isleham Road, where it leads to the public footpath. Highways has said they will look into the matter. The ownership of the land also needs to be established.</p> <p><u>xii. Allotment Footpath</u> The access licence has now expired. The path is no longer being used but has yet to be repaired. Carter Jonas has said that this will be done when the weather has improved.</p> <p><u>xiii. VMWG</u> As there is only one member of the VMWG, it was agreed that this group should be suspended for the time-being. Issues will still be dealt with in the usual way. This item can be removed from the agenda.</p> <p><u>xv. Newsletter distribution</u> Anna-Marie Grant has offered to take over the Scotland End round. The Clerk will ask Mrs Van de peer if she would take over part of Mrs Maxwell's round.</p>	<p>FM</p> <p>SH</p>
15-16/107	<p>Highway Matters Neil from the Highways Dept has visited the junction of Isleham Road, where there have been several accidents recently. He and the Safety Officer acknowledged that the junction could do with some improvement and noted that the Give Way signs do not stand out very well because of the white house in the background. They will look into funding and then report back to the council</p>	
15-16/108	<p>Village Matters</p> <p><u>i. Risk Assessment</u> Nothing to report</p> <p><u>ii. Queen's 90th birthday beacon</u> The council had been asked by ECDC whether they or any community groups were thinking of lighting a beacon to commemorate the Queen's 90th birthday. The council voted to not take this idea forward as there is very little time in which to organise such an event.</p>	
15-16/109	<p>Correspondence and Financial Matters</p> <p><u>i. Policy – councillors undertaking work for the council</u> A policy has now been drafted and is with NP. It will be considered and formally adopted at the next meeting.</p> <p><u>ii. 8 Palace Lane</u> Work has progressed well and most of the scheduled work has been completed. New tenants have been found and they moved in on 5th February. NB has project managed the job very well and brought the project in on budget. The council thanked Nick for his excellent work on this project.</p> <p><u>iii. Standing Orders</u> Carry forward to the next meeting</p> <p><u>iv. Code of Conduct</u> Carry forward to the next meeting</p> <p><u>v. HR Policies</u> LCPAS has provided core HR policies which are with NP for consideration.</p> <p><u>vi. Closed Session Policy</u> Carried over to the next meeting</p> <p><u>vii. Parish Council Vacancy</u> The council had received applications from three interested parties. All three were strong candidates. Following a council vote Mr Len Byatt was co-opted onto the council. The Clerk will contact Len and will also contact the two other applicants to thank them for their interest.</p> <p><u>viii. Honorariums</u> As discussed at previous meetings, the council have awarded honorariums to Mrs Starkey and Mr Kerr for their work on the Play Park Committee in appreciation for all that they have done for the village.</p> <p><u>ix. Grant for Seniors Lunch Club</u> The council had been approached by Mr Broad to request a grant for funding to start up a monthly lunch club for older members of the community. The council agreed to this request and funding was providing from the Delamere and Francis charity account.</p>	<p>NP</p> <p>NP</p> <p>NP</p> <p>SH</p> <p>SH</p> <p>SH</p>

	<u>x. Financial Training</u> The Clerk has attended a Financial Training session which was run by LPCAS. The training course recommended some bespoke financial software packages which the Clerk will investigate.	SH
15-16/110	Items for the next agenda 8 Palace Lane Project	

DRAFT

FINANCIAL STATEMENT

PAYMENTS

Cheques signed before the meeting

Date	Chq	Amount	Payee	Description
21/1/16	947	£240	PKF Littlejohn	Audit
20/1/16	948	£1000	R Bowman	Refurb 8 Palace Lane
21/1/16	949	£144.38	Browns Burwell	Oil – 8 Palace Lane
21/1/16	950	£780	Green Wood Tree Surgery	Tree removal – 8 Palace Lane
	951		Void	
22/1/16	952	£389.99	Banham (T Cross)	Village hall locks
28/1/16	953	£1000	R Bowman	Refurb 8 Palace Lane
28/1/16	954	£550	Point 2 Point Electrical	Refurb 8 Palace Lane
	955		Void	
28/1/16	956	£1550	Newmarket Flooring	Refurb 8 Palace Lane
29/1/16	957	£300	Green Wood Tree Surgery	Tree removal – 8 Palace Lane

Cheques signed at the meeting

Date	Chq	Amount	Payee	Description
8/2/16	958	£20.00	Micron Windows	Locks – 8 Palace Lane
8/2/16	959	£435.00	B Rutherford	Roofer – 8 Palace Lane
8/2/16	960	£1008.21	R Bowman	Refurb – 8 Palace Lane
8/2/16	961	£30.00	E Maynard	Cleaning – 8 Palace Lane
8/2/16	962	£2292	FloHeat	Boiler
8/2/16	963	£904.74	N Bennett	Refurb – 8 Palace Lane
8/2/16	964	£116.28	NewPrint	Newsletter printing
8/2/16	965	£200.00	H Starkey	Honorarium
8/2/16	966	£200.00	R Kerr	Honorarium
8/2/16	967	£88.80	HMRC	National Insurance

Standing Orders and Direct Debits

26/01/16 £806.88 Administration
Jan 16 £121.33 S Procter – gardening services
Jan 16 £65.00 S Desborough – cleaning

Acacia Management Fees

01/16 £71.82 Procter

RECEIPTS

Bank interest

Jan 16 Lloyds Bank 25p
Jan 16 Scottish Widows (paid quarterly) £22.65

Other

5/1/16 £225 ECDC Recycling Credit

Precept

Palace Lane – monthly receipt

Jan 16 £665.00 S Procter, rent 10 Palace Lane

Bank Transfers