Winterbourne Stoke Parish Council

Meeting of the Winterbourne Stoke Parish Council held at the Stonehenge Visitor's Centre, Winterbourne Stoke on Thursday 2nd January 2020 at 7.05 pm

In Attendance: Parish Councillors: Dr A Shuttleworth, T Pywell, T Dengel

Apologies: Nil
Parishioners: 11
Clerk: J Carr

1 Opening Statement from the Parish Clerk

The Clerk welcomed all present and asked for a volunteer for Chairman. Cllr Pywell volunteered, albeit reluctantly, Cllr Dr Shuttleworth and Cllr Dengel accepted his offer. The new Chairman asked for a volunteer for vice-Chairman; Cllr Dr Shuttleworth volunteered, again reluctantly. Cllr Pywell and Cllr Dengel accepted his offer.

Post Meeting Note (10/02/20):

Since the meeting, it has been brought to the Parish Council's attention that the resignation letter from Cllr R Watts was not read out and has not been published. This was an oversight by the Parish Council, for which we apologise. The email of resignation is reproduced in full below:

All, given everything that has been going on over the past few weeks, I have been compelled to considered my position on the council. I have been wrestling with this decision, but it is with a heavy heart that I tender my resignation from Winterbourne Stoke Parish Council forthwith. I would be grateful if you would respect my decision.

I have enjoyed my time over the past few years and wish the current councillors all the very best for the future.

Best Regards - Richard Watts

2 Adjournment for Parishioners' Questions.

Question from Mrs J Pratt:

I would like to know if the Parish Council will be issuing an apology to the
parishioners for its conduct at the meeting of the 25th November? More specifically,
the reading from the 'Councillor's Guide to Handling Intimidation' and the premature
closure. All parishioners perceived this as you implying that there was a person or
persons present that you, without justification, deemed a threat to safety. This is
unacceptable behaviour. In your Code of Conduct it states that 'you are accountable
for your decisions to the public', so I am asking if you will be showing some
accountability and integrity by offering an apology.

Cllr Dr Shuttleworth stated that an apology may be issued once it has been established who the Parish Council should be apologising to and why an apology is required. All cllrs agreed that it was unfortunate that the meeting had to be cut short but that in light of information received this was the most appropriate course of action.

Question from Mt J Batchelor:

This was regarding the letter he had received from the Clerk detailing expenditure over £100 in FY 2018/19. He queried the PAYE payment of £1122.40 on 14 December 2018; the Clerk noted that this was an unfortunate typographical error and the value should have been £122.40 in-line with similar payments in July 2018, September 2018 and March 2019.

Questions from Mr D Hillier:

Mr. Chairman.....

I would like to take this opportunity to make 2 brief statements. Firstly,,, in reference to the Parish Councils meeting held on Monday 25th of November 2019.

In particular... the funding of the "Parish Children's Christmas Party".. Therefore I would like to QUOTE......

*From..... PART 3..... *THE GOOD COUNCILLORS GUIDE*

SECTION 9..... "BEING PREPARED"

"It is actually unlawful to make a decision, especially a decision to spend money, without sufficient (three clear days) warning. Vague Agenda items that don't specify exact business (such as Matters Arising, Correspondence and Any Other Business) are dangerous and should be avoided, because the council cannot make unexpected decisions".

Also..... May I QUOTE,,,,,

From....."THE ESSENTIAL CLERK" ... FROM THE WEBSITE OF THE "SOCIETY OF LOCAL COUNCIL CLERKS"SECTION 5..... FINANCE..///... FINANCIAL PROCEDURES.

*Remember, the council must not agree to spend money on the spur of the moment (they need three clear days' notice) and individual councillors must never commit the council to spending money on the council's behalf.

Therefore, Mr. Chairman, I believe that the Parish Council may have acted unlawfully or improperly in making this decision.

D. Hillier. 5 Church Street.

All Cllrs noted Mr Hillier's concerns over, what he saw as, unlawful actions; however, it was pointed out that Cllrs had been made aware of this request prior to the meeting and that there was a significant urgency to the request because without it there would be no Christmas party for the children of parishioners. There had been no pressure on Cllrs to agree expenditure and all cllrs are aware that pressure will never be made to bear on them for a particular decision to be made.

Secondly, Mr. Chairman,

In reference to the draft Minutes published for the meeting of the 25^{7h} November 2019.

I would like to raise a point to the accuracy of the minutes that the Parish Council have duly proposed.

I totally agree that the Clerk suggested an amount of £400, of which all Councillors agreed.

However, neither I, or the other 5 Parishioners in attendance that evening can recall the Clerk stating "that the money was available and that such spending was within the powers of the parish Council" and furthermore, I, or any of the Parishioners present can't recall, Cllr. Pywell suggest "that instead of a grant, that the organisers could be granted £400 on which they could drawdown expenditure"- of which apparently was agreed unanimously.

To conclude, I believe that the proposed draft minutes stated for the meeting held on the 25th of November are an outright Fabrication.

D.Hillier 5 Church Street.

Cllrs Pywell and Shuttleworth stated that they too had seen this error and that it would be corrected under Item 4.

Question from Mrs K Blair:

Can a co-opted cllr be the Chairman? The Clerk replied yes.

3 Apologies Received

No apologies were received.

4 To confirm the minutes from the previous Parish Council meeting

The minutes from the meetings held on 16th September 2019 and 25th November 2019 were accepted and signed by the Chairman and Clerk; however, Cllr Dr Shuttleworth pointed out that it was him, not Cllr Pywell, that proposed that the children's Christmas party grant should be drawndown rather than paid-out in full. The Clerk would update the minutes on the website and amend the hardcopy.

5 To report, for information only, any matters arising from the minutes

The following actions were outstanding from the previous meeting:

- a. (01/17 07) It has been agreed that the Parish requires an Emergency Plan. Cllr Zacks-McGoldrick and the Clerk have made contact with Mr Rennie, who has experience with such matters, but although he is "on-board" he is very busy. The Clerk will ask WALC for advice and a recommendation on other avenues for the provision of an Emergency Plan for the Parish.
- b. (01/18-02) Since the Chairman contacted and met with the Dog Warden in the village to discuss the issue signs have been erected; however, it

Action:

Clerk - on-going

is agreed that, although the problem has reduced on Church Street, the meadow walk to Berwick St James is still bad. Following consultation consideration is being made to implement a bylaw requiring all dog walkers to carry at least two dog poo-bags; Cllr Dr Shuttleworth will draft a form of words. It has also been noted that the Dog Warden will not take action until hard evidence has been obtained – photographs are required of the culprit(s) in action!

<u>Action</u>: Cllr Dr Shuttleworth – on going

- c. (09/18-03) The Clerk has submitted the list of replacement street signs to Wiltshire Council. **Action Closed**.
- d. (01/19-05) Cllr Dr Shuttleworth will investigate whether or not we need to resort to the original sign-up method for the website in order to reduce east European fake sign-ups. The website providers are investigating the implementation of CAPTCHA algorithms.
- e. (09/19-01) Cllrs are to review the Policies, Procedures and Standing Orders (13 items) and report back any deficiencies at the next meeting. See Item 6 below. **Action Closed**.

<u>Action</u>: Cllr Dr Shuttleworth – on going

6 Parish Council Administration

Publications: Cllrs reviewed the Policies, Procedures and Standing Orders (13 items) and made the following decisions:

- Email and Website Policy (Jan 2020) readopt with no changes.
- <u>Financial Regulations</u> (Sep 2019) defer until the start of the new financial year to sweep up any NALC recommendations.
- <u>Harassment Policy</u> (unadopted) needs more work, defer until the next meeting.
- Standing Orders (Sep 2018) readopt with no changes.

Action: Cllr Dr Shuttleworth (01/20-01)

Cllr Dr Shuttleworth also proposed an amendment to the Publication Scheme to make it clear how parishioner's questions raised at a Parish council meeting, or outside a Parish council meeting, would normally be handled.

Parishioners questions raised at a Parish Council Meeting will normally be scheduled for discussion at the next Parish Council meeting. However:

If a written response is requested at the PC meeting, a response will be provided with 15 working days¹ of the date of the meeting. The Clerk, at his or her discretion, may still schedule the question for discussion by the Parish Council.

Written (letter or email) requests for information sought outside a Parish Council Meeting will be responded to within 15 days of the date of receipt of the request by the Parish Clerk - to whom all requests this type should be addressed.

It may not be possible to provide the information requested by a Parishioner for a wide variety of reasons within the 15 day self-imposed deadline. In this situation, the Parishioner will be informed within 15 days of a date by which the information can be provided, or given a reason explaining why the information cannot be provided - eg it does not exist. The Parish Council's response will be published on the Parish Council website, subject to any legal or procedural constraints that might apply.

1. Working days refer to the days when the Parish Clerk would normally be available to undertake work on behalf of the Parish Council. Consequently, days when the Clerk is on holiday, travelling or working away from his/her home are not regarded as working days.

It was noted that formal questions should be directed at the Clerk or Chairman and that questions must be discussed by Cllrs before a response is given. Cllrs agreed to the amendment.

	Training:	Fraining : Nothing to report			
	Finance:	Finance: Money in Account (at close of business 24 Dec 19): £11,481.22			
		Less un-cleared cheques:	Xmas Party Presents Xmas Party Ents HMRC Q3 Bawdens Bawdens	£14.99 £20.00 £256.40 £105.44 £105.44	
		Commitments:	Bawdens	£105.44	
		Bills awaited:	Yellow lines 20mph Study	£500.00 £625.00	
					Action: Clerk (01/20-02)
7	Planning Ap	onlications			
	Nothing to re				
		cport.			
8	Services including Recreation Facilities				
	findings: all being greater be available IT inc Broad November and all the second sec	The RoSPA report was received in September. There were ten were assessed as either low or very low risk with no risk score than five. Cllrs discussed each finding. A copy of the report will on the Parish Council website. Iband and Website: There were issues with the website in and December, but these were swiftly resolved.			
9	Highways &				
	General: Nothing to report. Current A303: Nothing to report.				
	A303 Scheme: The Inspectors' report should have been submitted to the Secretary of State on the first of January; he has three months to respond. Even if the scheme is not adopted there could still be benefits – for example, the crossroads at the Rollestone Camp could still be altered to reduce the lure of rat-running through Shrewton.				
		are reminded that they should site for updates:	keep a close eye on the	e Parish	
	www.winterbournestokepc.org.uk				
10	Environmer	nt including Emergency Plan	nning		
	Cllr Dr Shutt residence on	tleworth raised the issue of a rethe Berwick St James road; it circulating in the garden. He	noise nuisance emanating noise appeared to be fr	om	Action: Cllr Dr Shuttleworth (01/20-03)
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	had been encouraged to keep a "sound log" and encouraged others to do the				
	same; he said that he will put details on the website and the Facebook page.				
11	World Heritage Site				
	Nothing to report.				
12	Police				
	Nothing to report.				
13	Reports from Councillors				
	Cllrs: Nothing to report.				
	Village Events Committee: The Clerk informed the meeting that he had been				
	informed that an Events Committee EGM is to be called soon.				
	Wiltshire Cllrs: None present.				
	The Next Meeting				
	The meeting closed at 8:40 pm. Future meetings will be held on the first Action:				
	Thursday of alternate months; the next Parish Council meeting will be on All cllrs.				
	Thursday 5 th March 2020 at the Stonehenge Visitor's Centre <u>following the</u>				
	Annual Parish Meeting (this will commence at 7:00 pm).				

J H Carr Clerk of the Council

5th March 2020

A Pywell Chairman of the Council

5th March 2020