

Minutes of the Parish Council Meeting, Wednesday 4 September 2024 at 7.30pm East Knoyle Village Hall

Councillors Present -Neil Southerden (Acting Chair), Deb Bateman, Ian Tait, Hugo Middleton, Ann White, Rob McCarthy, John Tyson, Ann Ambrose, Garry Staunton.

Clerk - Martin Brown. **Guest** - Cllr B Wayman

Members of the Public present – Mrs S Southerden

1. **Apologies for absence** – Cllr Sue Entwistle
2. **Notices of Interest** – None
3. **Public Open Forum** – n/a
4. **Minutes of Parish Annual Assembly held on Wednesday 17th July 2024** – Proposed Cllr Tait / Seconded Cllr McCarthy - Approved and Signed as a true record.
5. **Matters Arising** –
 - i. Bridleway/FP29 (EKNO29/10) – holes still there and Clerk unable to ascertain situation with Wessex Water – ongoing – still no response via MyWilts/WC Footpaths/Wessex Water.
Action – Cllr Ambrose/Cllr Wayman continue to seek repairs
 - ii. Replacement trees – Cllr Tyson suggested possible site on the footpath from the Fox and Hounds pub. Need to decide on what trees to be planted.
Action – Cllr Tyson and CLAROW to investigate suitable native trees for the site/ Cllr Ambrose to investigate grants via Cranborne Chase
 - iii. Neighbourhood Plan – no progress – make agenda item October PC meeting
Action – Agenda Item October plus Councillors to investigate need/resources.
6. **Planning Applications:**
 - i. **PL/2024/07326 - CHURCH ROAD, EAST KNOYLE, SP3 6AE** - Notification of proposed works to trees in a conservation area, 2 x Lime trees - high pollard and reduce height by 50% - **WITHDRAWN**
Note – Planning Applications and any comments submitted by East Knoyle Parish Council are available on the Wiltshire Council website – under Planning and Building Applications.
7. **Cllr Bridget Wayman’s Report** –
 - i. New Housing target for Wiltshire is over 23000 more homes over 15 years, which raises concerns as to what land might be used – e.g. farmland – and for what purpose – e.g. renewable energy sources
 - ii. A350 – Speed Assessment. Wiltshire Council are now processing the current request and there are new criteria for the assessments, including considering concerns from local representatives.
 - iii. Fines have been increased for Fly Posting.
8. **Highways** – Cllr McCarthy
 - i. WC Gully team completed the works identified in their recent visit.
 - ii. There has been some road patching on Underhill, but most of the surface remains in a poor state
 - iii. PEAS form was reviewed, and it was decided that there were no additional requirements
 - iv. Church Rails Signage – the updated proposal was reviewed. Proposed to accept (subject to there being no increased costs) by Cllr Southerden / Seconded Cllr Staunton. Approved unanimously.
Action – Clerk to inform WC re Church Rails
9. **Chair’s Report** – Cllr Southerden (Vice Chair)
 - i. It was confirmed that Cllr Pickering had resigned. The Chair conveyed the PC’s thanks for Cllr Pickering’s help and support and for sharing his extensive knowledge of East Knoyle and its flora and fauna. He expressed his gratitude that Mr Pickering would continue to advise the PC in these areas.
 - ii. New Councillor – the Clerk was requested to start the process of recruiting a new councillor.
 - iii. CPR and Defibrillator Training for EK residents. The clerk confirmed that free training was available via the BHF organisation. Some minor expenses might be incurred – e.g. donation/room hire – which would need PC approval. It was proposed to go ahead with the training. Proposed Cllr Southerden / Seconded Cllr Ambrose – approved unanimously.

Actions - 1) Letter of thanks to Cllr Pickering 2) Clerk to start recruitment of new councillor process immediately 3) Clerk to advertise CPR course and arrange.

10. Finance –

- i. Cash Book Reconciliation – fully reconciled and had been reviewed and checked by Cllrs White and Tyson as part of the 6-month review.
- ii. Payments due for approval – All approved. Proposed Cllr Staunton / Seconded Cllr McCarthy
- iii. Accounting Software – the report submitted by Cllr Tyson was discussed. It was agreed in principle that purchasing a software package (annual payment) would be a benefit. The potential to use a shared package with other village organisations should be investigated, as well as auditing compliance issues.
- iv. Internal and External Audits – the Clerk confirmed that with the current income/expenditure levels EKPC would be liable for an external AGAR audit this financial year, which would involve an additional cost (circa £300). Depending on which software package might be used, once a decision is made it will determine a revision of internal auditing, including extending access to the HSBC accounts.

Actions – 1) Cllr Tyson to liaise with local organisations re sharing software 2) Clerk to investigate compliance issues re sharing software 3) Clerk and Cllrs White and Tyson - Review of HSBC account access required, with recommendations

11. Village Hall –

Cllr Ambrose volunteered to take on the role of PC representative on the Village Hall Committee.

Actions – 1) Clerk to inform VH Cttee of change of representative 2) Clerk to update Cllr Ambrose on recent VH meeting minutes

12. Common Lands – Cllr Ambrose

- i. Windmill cut – contractor will liaise with Cllr Ambrose regarding the next (final) grass cut of 2024
- ii. Windmill conservation areas – due to the problems of collecting mown grass from the large area – primarily so labour intensive with few volunteers and no mechanical solution from contractor – it looks like this area will have to be reduced in size to make it more manageable. Cllr Ambrose will review this with our local experts and report back.
- iii. We are awaiting responses from WC Footpath team regarding a number of signs and repairs required.
- iv. Future management of the Dips and the view from the Windmill need to be discussed and determined at the October PC meeting.
- v. Cllr Ambrose has arranged a meeting with the Tisbury FP Group to discuss footpath management and look for new ideas and options.

Actions 1) Report on revised Windmill conservation area – Cllr Ambrose 2) Cllrs McCarty and Ambrose to report on Dips/Windmill view at October PC meeting.

13. Post Office & Village Shop – Cllr Tait

- i. Chair of the Village Shop Mgt Cttee is now Mrs Elizabeth Quantrell
- ii. Flower and plant display is due to arrive shortly
- iii. There is no more information on the proposed coffee shop addition.
- iv. Raffle Prize value for local events has increased to £50
- v. Volunteers Xmas party is on 6th December using the same contractors as last year

14. KHG/Playground – report deferred to September.

- i. All wooden play equipment (and the gates) has been cleaned, repaired and treated
- ii. All metal play equipment has been checked and repaired as appropriate
- iii. Only outstanding area is ‘the tunnel’ which requires some more specialist input to repair – awaiting return of a volunteer from a break.
- iv. RoSPA inspection is due in September – no date given
- v. Maintenance of hedges and shrubbery – which have grown considerably and rampantly over the last few years – needs to be reviewed. It is suggested that a starting point would be to cut back as much as possible this winter so that it is easier to manage in future.

Actions 1) Start work on ‘the tunnel’ asap 2) Clerk and Cllr Staunton provide list of works and then to get quotes to cut back hedges and shrubs for October meeting

15. **The Dips** – Cllr McCarthy
 - i. On-going issues remain, with some ramp building and excavations continuing, but generally much quieter. Signs put up restricting this were torn down within days.
Action – Cllr McCarthy to investigate a local contact group to ‘visit’ the area when there are reports of incidents occurring.
16. **East Knoyle Village Fete** – Cllr Middleton reported that all was going well and that vouchers would be in place for those without cash via card machine payments. It would also be good weather!
17. **Clerk – Notice of retirement** – Cllr Southerden
 - i. The Clerk’s retirement was confirmed, and the recruitment process was to start asap.
Actions - 1) Clerk to place advert for replacement Clerk’s position in September EKN and on notice boards
18. **Correspondence Received**
 - i. Fly-tipping – evidence gathering. A resident had offered to pay for some notices and possibly a camera in order to deter fly-tipping. The PC accepted the offer for notices, but was advised that there are many legal implications of using a camera that negate using one.
Action – Clerk to write to the resident to see if the decision is agreeable and to cost notices
19. **Urgent Items** – agreed by acting chair.
 An email had been received and other verbal reports received regarding an Incident at Knoyle House Grounds on Sunday 1st September. After discussion it was agreed that this would be an agenda item for October, but in the meantime the situation would be monitored and local resident informed of the PC’s concerns.
Actions – 1) PC to inform Warminster Police directly at next meeting 2) Residents involved to monitor and report any further concerns and incidents 3) advice is to call 101 or 999.
20. **Date of the next meeting – Wednesday 2 October 2024 @ 7.30pm East Knoyle Village Hall.**

Meeting Closed at 9.31pm

Signed as a true Record*S. Entwistle*.....Chair

Date2nd October 2024.....

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