

Westwood Parish Council Meeting Minutes 2008

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 8.00 pm on Monday 7
January 2008.**

Present

Cllr. P Dean Chairman

Cllr. J Beauchamp

Cllr. T Biles

Cllr. J Bishop

Cllr. T Cox.

Cllr. S Harding

Cllr. J Johnston

Cllr. J Philpott

Cllr. J Robertson

Mr R Coleman Clerk

PC Martin Barrett attended the first part of the meeting, leaving after Agenda item 5.

There were two members of the public present.

1. Welcome and Introductions.

Cllr. Dean welcomed everyone to the meeting.

2. Apologies.

Apologies were received from District Councillor I Martindale.

3. Minutes of the Ordinary Parish Council Meeting held on 3 December 2007.

The Action List (Page 1132) was amended at 'Action 3 (3/12/07) Cllr. Johnston' to read 'Action 3 (3/12/07) Cllr. Beauchamp'. The minutes were then signed as a true and accurate record.

4. Adjournment.

The meeting adjourned for the members of the public to raise any matters of interest.

5. Neighbourhood Policing.

a. PC Martin Barrett gave a report on the work of the Neighbourhood Policing Team's activities in Westwood. He stated that there had been a burglary at the premises of Kennet Construction Ltd and that a stolen vehicle that had been used in a burglary had been 'dumped' in the public car park at Westwood Manor.

b. There were no particular matters that the Council wished to bring to the attention of PC Barrett.

The Chair thanked PC Barrett for attending and for his contribution.

6. Sub-Committees.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee Rights of Way and stated that the Footpath Warden, Steve Leonard, had visited Westwood and had undertaken a number of tasks. The Clerk was asked to contact Mr Leonard and to thank him for his work. Cllr. Johnston stated that two stiles were broken and needed repairing. These were located at the junction of Path 23 and Path 30 and at the junction of Path 23 and Path 24.

Open Spaces.

a. There was nothing to report in respect of current key issues from the Open Spaces sub-Committee.

Cllr. Biles enquired whether consideration could be given to replacing the gravel under the seats at Westwood Park with tarmac. The Council noted this request but decided to take no action at present.

b. Cllr. Beauchamp advised the Council that she had received two quotations for replacing the Play Area surface with a 'NottsSward' type surface and she gave the Council details of these quotations. The Council asked the Clerk to contact West Wiltshire District Council (WWDC) and District Councillor Martindale and to seek grant aid for this replacement surface. Councillors asked the Clerk to cite the comments in the recent RoSPA Annual Inspection Report as justification for the need to replace the existing surface.

c. Cllr. Beauchamp reported that her monthly inspection of the Play Equipment for December had revealed that all the equipment appeared in good order. She added that Mr Say would attend to the outstanding matters in the near future.

Environmental.

a. Cllr. Harding reported on behalf of the Environmental sub-Committee. He stated that the Parish Steward had visited recently and had undertaken some general 'cleaning-up' duties. Councillors also observed that the gullies and drains had been cleaned recently using a specialist vehicle.

Cllr. Johnston reported that fly-tipping had taken place at two places in Farleigh Lane and at a single location in Trowbridge Road.

b. The Chairman stated that he had drafted a letter to be sent to the Ambulance Service in respect of emergency vehicles using Avoncliff lane and read the letter out to the councillors. The Council asked the Clerk to send the letter to the Ambulance Service with a copy to Wiltshire County Council (WCC).

Finance.

a. The Clerk reported that the current financial position at 7 January 2008 was as follows:

		<u>Lloyds TSB A/C 1643417</u>					
		Bank Statement			£ 692.92		

		04-Dec-07					
Date:		Credits (4 December to 7 January 2008) :					
	05-Dec	Transfer from A/C 7573321			£ 1,200.00		
	21-Dec	Trowbridge Town FC			£ 75.00		
					£ 1,275.00		
		Debits (4 December to 7 January 2008):					
		Clerk's Expenses (Nov 2007)			£ 27.19		
		Clerks Back Pay (1/4/07 to 30/11/07)			£ 48.08		
		S&J Contracts (Nov)			£ 137.00		
		V Cooke (Nov)			£ 89.25		
		Downside Nurseries			£ 848.35		
		St Johns CC			£ 62.31		
	01-Jan	Clerk's Salary (December)			£ 249.05		
					£ 1,461.23		
		Balance at 7 January 2008:				£ 506.69	

		<u>Lloyds TSB A/C 7573321</u>			
		Bank Statement		£	13,389.57
		30-Oct-07			
		Credits:			
12-Nov		Interest		£	38.47
10-Dec		Interest		£	33.32
				Total:	£ 38.47
		Debits:			
06-Nov		Transfer to A/C 1643417		£	750.00
05-Dec		Transfer to A/C 1643417		£	1,200.00
				Total:	£ 1,950.00
		Balance at 7 January 2008:		£	11,478.04
		<u>National Savings A/C 138409348</u>			
		Balance at 2 July 2007		£	7,234.40
		Credits:			

		Debits:			£	-			
		Balance at 7 January 2008:			£	7,234.40			
						(plus Interest)			
		Balance in hand at 7 January 2007:			£	19,219.13			
		<u>Payments to be authorised (7 January 2008).</u>							
		Clerk's Salary (January)			£	249.05			
		Clerk's Expenses (December 2007)			£	30.56			
		S&J Contracts (December)			£	137.00			
		V Cooke (December)			£	115.50			
		Chairman's Expenses			£	75.00			
					TOTAL:	£ 607.11			
		<u>Donations/Subscriptions to be considered (7 January 2008).</u>							
					TOTAL:	£	-		

b. The Council resolved unanimously to adopt the Budget for FY2008/09 – appended to these minutes.

c. The Council resolved unanimously to request a Precept for FY2008/09 of £10,000.

d. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

a. The Clerk advised the Council that the following planning application had been received:

07/03795	Haygrove Farm	Change of Verge Materials
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NEW.

The Council noted this change of materials and raised no objections.

The Clerk advised the Council that the status of the following applications was as shown:

07/03516	The Byre, Upper Farm	Renovation/Reinstatement
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Permission.

07/03517LBC	The Byre, Upper Farm	Renovation/Reinstatement
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Consent.

07/03518	The Byre, Upper Farm	Renovation/Reinstatement
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Permission.

07/03521LBC	The Byre, Upper Farm	Renovation/Reinstatement
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Consent.

b. There were no planning applications received after 2 January 2008.

Cemetery.

a. Cllr. Bishop reported on behalf of the Cemetery sub-Committee. He stated that everything appeared in good order. The Clerk stated that a burial was to take place on 11 January 2008 in a pre-purchased grave (Grave No. Z6).

Clerk's Note:

The correct date for this burial is Friday 18 January 2008 and NOT 11 January as stated at the meeting.

Cllr. Bishop stated that he would ask Mr Cooke to 'sand' the paths in the cemetery in order to provide more grip. The Clerk added that the present warning sign relating to the paths needed replacing. The Council resolved to replace the existing warning sign at a cost not exceeding £75 and asked the Clerk to take the necessary action.

The Council noted that there was an increasing incidence of cars parking on the approach road to the cemetery causing an obstruction. Councillors confirmed that this area of land was the property of the Parish Council and asked the Clerk to prepare a suitable letter advising local residents of this fact and to ask them to desist from parking in that area. Cllr. Philpott offered to place the letters on the cars that he observed parking there.

b. Cllr. Philpott explained that he would be placing the order for the Secure Storage Facility in the near future.

7. Parish Council Website.

The Chairman asked the Clerk to include this item on the Agenda for the next meeting.

8. Date of Parish Council Meetings.

a. The Council noted the date of the next Meeting:

- Ordinary Parish Council Meeting – Monday 4 February 2008 at 7.30 pm.

9. Any Other Business.

Exchange of views on matters not requiring a decision.

- Cllr. Robertson – Visit to the mine.
- Cllr. Philpott – Report on the Bradford on Avon Neighbourhood Policing Team Meeting.
- Cllr. Biles – Westwood Flower Show to be held on 25 August 2008.
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The Clerk advised the Council of the following:

- James Cup – 10 February 2008.
- Wiltshire Police – Policing Changes and Feedback Request.
- Standards Board – The Bulletin.
- Postwatch – Post Office Closure Consultation.
- West Wiltshire Core Strategy – Rural Parishes Seminar (BoA Library 29 January 2008).
- Trowbridge Community Area Future – Meeting on 24 January 2008.

There was no other business.

The meeting concluded at 9.25 pm.

4 February 2008

Chairman,
Westwood Parish Council

AGREED BUDGET FY2008/09

Westwood Parish Council

Actuals FY06/07	ITEM (Description)	AGREED BUDGET FY2007/08	Actuals FY07/08 at 31/10/07	Estimated FY07/08 At 31/3/08	AGREED BUDGET FY2008/09
Income:					
9500	Precept	10000	10000	10000	10000
0	Grant	0	0	0	0
250	Interest NSC	150	0	150	200
342	Interest Res	250	0	250	300
1220	Cemetery Fees	600	205	400	500
963	Cemetery Grant	1000	988	988	1000
231	Lettings	250	153	450	400
	Misc	0	0	0	0
1405	VAT Refund	300	224	224	200
13911	Total Income	12550	11570	12462	12600
Expenditure:					
2893	Clerk Salary	3000	1701	3000	3100
511	Expenses	700	198	700	600
0	Solicitors Fees	100	0	100	100
106	Chairman	100	63	100	125
220	Hire Hall	150	0	150	150
241	Audit	250	259	259	300
324	Subscriptions	350	0	0	0

749	Insurance	825	805	805	850
795	Community (Section 137)	1000	462	1000	1000
0	Elections	1000	226	226	0
3316	Open Spaces	2000	1206	2000	2500
1237	Cemetery	1000	1236	1500	1500
284	PWLB Loan	0	0	0	0
0	Footpaths	0	0	0	0
0	Football Field Maintenance	100	0	100	100
5	Misc.	0			
10681		10575	6156	9940	10325
	Capital Expenditure:				
0	Playground Equipment	0	0	0	1400
0	New Trees	0	0	0	0
0	Notice Boards	250	0	250	250
0	Web Site	150	0	150	125
0	Cemetery Storage Facility	0	0	0	500
0	Nursery School Wall	1575	1575	1575	0
0		1975	1575	1975	2275
10681	Total Expenditure	12550	7731	11915	12600

Net Income

547

ACTION LIST – Meeting 7 January 2008

Action 1 (7/01/07) Clerk.

To write to WWDC in respect of planning applications.

Action 2 (7/01/07) Clerk.

To make agreed payments.

Action 3 (7/01/07) Clerk.

To contact Footpath Warden – Broken Stiles (Paths 23/30 and 23/24).

Action 4 (7/01/07) Cllr. Bishop.

To ask Mr Cooke to 'sand' the paths in the cemetery.

Action 5 (7/01/07) Clerk.

To seek grant aid for the Play Area surface.

Action 6 (7/01/07) Clerk.

To write to the Ambulance Service (Avoncliff lane).

Action 7 (7/01/07) Clerk.

To obtain new warning sign for cemetery paths.

Action 8 (7/01/07) Clerk.

To prepare letter for residents (car parking at cemetery).

4. Adjournment.

The meeting adjourned for the members of the public to raise any matters of interest.

The meeting then reconvened.

5. Neighbourhood Policing.

a. PC Martin Barrett reported on behalf of the Bradford on Avon (Rural) Neighbourhood Policing Team. He stated that there had been no incidents in Westwood to report. He added that there had been two burglaries – one actual and one attempted – at Limpley Stoke and a further burglary at Holt. He requested that a suitably worded article be placed in the Westwood Update to advise householders of these burglaries and to ask them to be vigilant, especially in relation to the presence of unexpected vehicles or individuals in the area. He also suggested that if such a vehicle is noticed then the Registration No. should be noted and reported to him.

b. There were no particular matters that the Council wished to bring to the attention of PC Barrett.

The Chair thanked PC Barrett for attending and for his contribution.

6. Sub-Committees.

Open Spaces.

a. There was nothing to report in respect of current key issues from the Open Spaces sub-Committee.

b. The Clerk stated that he had written to Cllr. Martindale and, on her advice, had made telephone enquiries of the Leisure Officer at West Wiltshire District Council (WWDC) in relation to the possibility of grant aid towards replacing the Play Area surface with a 'NottsSward' type surface. The Clerk had learned that the system of awarding grants had been changed but that there was a possibility of receiving some grant aid under the old system if the proposed work could be completed within this financial year. Following discussions between the Clerk and the Leisure Officer (Lucy Murray-Brown), the Leisure Officer

indicated that the proposed work would qualify for a grant and that the grant aid allocated would be up to 50% of the cost of the work. The Council expressed the view that advantage should be taken of this grant aid.

c. The Council resolved to suspend the Standing Orders on Contracts and, following a proposal by Cllr. Robertson, resolved unanimously to proceed with the repair of the Play Area surface at an estimated cost of £4000 – assuming a maximum contribution from the Council of £2300. The Council noted that the quotation from Playforce stated £4017. The Council resolved that Playforce should be invited to undertake this work and the Clerk was asked to use his good offices to attempt to secure a discount on this estimated cost of £4000.

Cllr. Beauchamp reported that her monthly inspection of the Play Equipment for January had revealed that all the equipment appeared in good order. She added that Mr Say had removed the ‘trip hazard’ reported by the RoSPA Report but that the gate catch had been modified some time ago and was not considered to be a particular hazard. The Council resolved that Mr Say could purchase additional palings for the fence at a cost not exceeding £20.

Environmental.

a. Cllr. Johnston reported that the installation of the new kerb at Haygrove Farm had narrowed the road to such an extent that there was now not a ‘pull-in’ for vehicles and that she was fearful that an accident may result from this change to the road.

b. The Clerk stated that he had written a letter to the Ambulance Service in respect of emergency vehicles using Avoncliff lane. He added that a ‘holding’ reply had been received. The Chairman asked the Clerk to ‘chase up’ a reply from the Great Western Ambulance Service if a full reply to the original letter was not received in the next seven days.

Finance.

a. The Clerk reported that the current financial position at 4 February 2008 was as follows:

Westwood Parish Council - Financial Statement - 4 February 2008						
		<u>Lloyds TSB A/C 1643417</u>				
		Bank Statement	£	506.69		
		04-Jan-08				

Date:		Credits (8 January 2008 to 4 February 2008) :					
	08-Jan	Transfer from A/C7573321		£	500.00		
	29-Jan	WUFC		£	90.00		
				Total:	£ 590.00		
		Debits (8 January 2008 to 4 February 2008):					
		Clerk's Expenses (Dec 2007)		£	30.56		
		S&J Contracts (Dec)		£	137.00		
		Chairman's Allowance		£	75.00		
		V Cooke (Dec)		£	115.50		
	01-Feb	Clerk's Salary (January)		£	249.05		
				Total:	£ 607.11		
		Balance at 4 February 2008:			£ 489.58		
		<u>Lloyds TSB A/C 7573321</u>					
		Bank Statement		£	13,389.57		
		30-Oct-07					

		Credits:						
12-Nov		Interest			£	38.47		
10-Dec		Interest			£	33.32		
10-Jan		Interest			£	31.07		
				Total:	£	102.86		
		Debits:						
06-Nov		Transfer to A/C 1643417			£	750.00		
05-Dec		Transfer to A/C 1643417			£	1,200.00		
08-Jan		Transfer to A/C 1643417			£	500.00		
				Total:	£	2,450.00		
		Balance at 4 February 2008:			£	11,042.43		
		<u>National Savings A/C 138409348</u>						
		Balance at 2 July 2007			£	7,234.40		
		Credits:						
		Interest 1/1/07 to 31/12/07:			£	280.48		
		Debits:			£	-		
		Balance at 4 February 2008:			£	7,514.88		

		Balance in hand at 4 February 2008:				£ 19,046.89	
		<u>Payments to be authorised (4 February 2008).</u>					
		Clerk's Salary (February)			£	249.05	
		Clerk's Expenses (Jan 2008)			£	30.45	
		S&J Contracts (January)			£	137.00	
		St Johns CC			£	65.31	
				TOTAL:	£	481.81	
		<u>Donations/Subscriptions to be considered (4 February 2008).</u>					
				TOTAL:	£	-	

b. The Clerk stated that he had recently purchased a new laser printer and it appeared cheaper to run than the previous inkjet one. He added that he intended to present a revised 'Expense and Allowances' Sheet at the Annual Parish Council Meeting in May when the actual cost of printing will be known.

c. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

c. The Clerk advised the Council that the following planning application had been received:

07/03795 Haygrove Farm Change of Verge Materials (Tarmac to Grass)
Permission.

07/03931 Westwood Manor Tree Works **No PC**
Objections.

08/00100 6 Farleigh View Dropped Kerb **NEW.**

The Council raised no objections to this proposed development.

d. There were no planning applications received after 29 January 2008.

Cemetery.

a. Cllr. Philpott reported on behalf of the Cemetery sub-Committee. He stated that everything appeared in good order. The Clerk stated that a burial took place on 18 January 2008 in a pre-purchased

grave (Grave No. Z6).

Cllr. Robertson reported that he had been informed by a parishioner who kept horses in the field next to the cemetery that she had had difficulty accessing the field because of parked vehicles on the approach to the cemetery. The Parish Council reminded the Clerk that he had been asked at the last Council meeting to prepare a suitable letter advising local residents of this fact and to ask them to desist from parking in that area and added that Cllr. Philpott had offered to place the letters on the cars that he observed parking there. The Clerk stated that he had not prepared the letter previously because each time he observed the area there were no cars parked there and that the distribution of such a letter may have aggravated the situation. He stated that a letter would be prepared forthwith.

The Clerk reminded the Cemetery sub-Committee that it was necessary to check the stability of the gravestones on a regular basis. Cllr. Philpott noted the request and stated that he had no reason to believe that there was a danger to the public from the existing gravestones in the cemetery.

b. Cllr. Philpott explained that he would be placing the order for the Secure Storage Facility in the near future when the weather improves sufficiently to allow the hardstanding to be built.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee Rights of Way and stated that the Footpath Warden, Steve Leonard, had visited Westwood and had undertaken a

number of tasks, including the building of a bridge in Cuffey Field. She added that two stiles reported broken at the last meeting had not been repaired. Cllr. Beauchamp added that these stiles had been broken for over six months and that a number of parishioners had complained to her about this matter. The Clerk stated that he would remind the Footpath Warden.

8. Parish Council Website.

The Chairman stated that it was his view that a Parish Council or Village Website was needed and cited a number of local villages that currently had websites. He added that he saw it as an important facility for obtaining information about the village and would include contributions, or links, to the Parish Council, Westwood United Football Club, Women's Institute and other similar bodies. Councillors expressed their views on the matter and were generally in favour of creating a website but they considered that the maintenance of the site on a regular basis might prove to be a particular difficulty. Cllr. Biles reminded councillors that not everyone has, or will have, access to a computer to enable them to access the website. He stated that he was not particularly in favour of creating a website and preferred more traditional methods of disseminating information to ensure that everyone had access to the information. Following further discussion the Council resolved to place an article in the Westwood Update and on the Noticeboard advertising for someone to create, and maintain, a Parish Council or Village website. The Council also recognised that it was likely that there would be a cost associated with this venture.

8. Date of Parish Council Meetings.

The Council noted the date of the next Meeting:

- Ordinary Parish Council Meeting – Monday 3 March 2008 at 7.30 pm.

9. Any Other Business.

Exchange of views on matters not requiring a decision.

Cllr. Johnston queried if the Old Chapel was occupied. Cllr. Johnston also added that a parishioner had contacted her about the unnecessary expense of 'Green Bin' collections during the winter when these bins are rarely used by parishioners. Cllr. Johnston also asked the Clerk if anything had been heard from WWDC or WCC regarding each resident paying for the amount or weight of waste collected from an address. The Clerk replied that he had heard nothing.

Cllr. Cox stated that the bridleway leading off Farleigh Lane had been obstructed by a coil of barbed wire. She added that she had moved it to the side of the path. In view of the action that had been taken and that the bridleway was in Somerset the Council decided to take no further action. Cllr. Cox added that Rowden Lane bridleway was in a poor state following the recent work on the overhead power cables by the electricity company. The Clerk agreed to bring this to the notice of the Footpath Warden.

The Clerk drew the attention of councillors to:

- Communities & Local Government – Conduct of LA Members (Consultation).
- WCC – Draft Rights of Way Improvement Plan. This document was handed to Cllr. Johnston.
- CPRE – Best Kept Village Competition 2008.
- WCC – ‘Love Food, Hate Waste’ Campaign.
- WCC – ‘One Council for Wiltshire’ Meet and Greet Sessions.
- Bradford on Avon Seminar – 7 February 2008.

Cllr. Dean advised the Council that Miles Kington, a strong supporter of the Westwood Flower Show, had died earlier in the week following an illness. The Council asked the Clerk to write a letter of condolence to Caroline Kington.

The Chairman stated that he had written to the Clerk stating that it was his intention to resign from the Council immediately following the Annual Parish Meeting on 20 May 2008.

There was no other business.

The meeting concluded at 9.20 pm.

3 March 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 4 February 2008

Action 1 (4/2/07) Clerk.

To write to WWDC in respect of planning applications.

Action 2 (4/2/07) Clerk.

To make agreed payments.

Action 3 (4/2/07) Clerk.

To contact Footpath Warden – Broken Stiles (Paths 23/30 and 23/24) and Rowden Lane.

Action 4 (4/2/07) Clerk.

To place the order for the Play Area surface - Playforce.

Action 5 (4/2/07) Clerk.

To seek apply for grant aid for the Play Area surface.

Action 6 (4/2/07) Clerk.

To write to the Ambulance Service (Avoncliff lane) if no reply by 11/2/08.

Action 7 (4/2/07) Clerk.

To obtain new warning sign for cemetery paths.

Action 8 (4/2/07) Clerk.

To prepare letter for residents (car parking at cemetery).

Action 9 (4/2/07) Clerk.

To place articles in the Westwood Update: Burglary Warning, Website creation and maintenance.

Action 10 (4/2/07) Clerk.

To letter of condolence to C Kington.

The meeting adjourned for the members of the public to raise any matters of interest.

The meeting then reconvened.

5. Neighbourhood Policing.

a. PC Martin Barrett reported on behalf of the Bradford on Avon (Rural) Neighbourhood Policing Team and stated that the only recorded incident in Westwood was a deep scratch to a car.

b. There were no particular matters that the Council wished to bring to the attention of PC Barrett.

6. Sub-Committees.

Environmental.

a. The Parish Council expressed its gratitude to Highways Agency/Interroute for giving such an interesting and informative presentation earlier in the evening on the implications of the three-month closure of the A36 Trunk Road at Limpley Stoke. The Clerk was asked to write formally to Highways Agency/Interroute to express its thanks.

b. The Clerk read out a letter from Wiltshire County Council (WCC) that stated that Avoncliff Lane was included within the list of proposed sites for resurfacing during the next financial year – subject to funding provision.

Finance.

a. The Clerk reported that the current financial position at 3 March 2008 was as follows:

<u>Lloyds TSB A/C 1643417</u>					
	Bank Statement		£ 489.58		
	04-Feb-08				

Date:	Credits (4 February 2008 to 3 March 2008) :				
19-Feb	J Long (Memorial)			£ 35.00	
19-Feb	WWDC Grant (Play Area)			£ 1,900.00	
27-Feb	Dignity Funerals (S Prosser)			£ 115.00	
			Total:	£ 2,050.00	
	Debits (4 February 2008 to 3 March 2008):				
	Clerk's Expenses (Jan 2008)			£ 30.45	
	S&J Contracts (Jan)			£ 137.00	
	St Johns CC			£ 65.31	
01-Mar	Clerk's Salary (February)			£ 249.05	
			Total:	£ 481.81	
	Balance at 3 March 2008:			£ 2,057.77	
	<u>Lloyds TSB A/C 7573321</u>				
	Bank Statement			£ 11,042.43	
	30-Jan-08				

	Credits:				
12-Feb	Interest			£ 28.00	(Approx)
			Total:	£ 28.00	
	Debits:				
				£ -	
			Total:	£ -	
	Balance at 3 March 2008:			£ 11,070.43	
	<u>National Savings A/C 138409348</u>				
	Balance at 2 July 2007			£ 7,234.40	
	Credits:				
	Interest 1/1/07 to 31/12/07:			£ 280.48	
	Debits:			£ -	
	Balance at 3 March 2008:			£ 7,514.88	
	Balance in hand at 3 March 2008:			£ 20,643.08	
	<u>Payments to be authorised (3 March 2008).</u>				

	Clerk's Salary (March)		£	249.05	
	Clerk's Expenses (February 2008)		£	31.34	
	Clerk's Annual Office Machinery Allowance.		£	175.00	
	S&J Contracts (February)		£	137.00	
	V Cooke (February)		£	99.75	
	Citaglen Signs		£	44.92	
	Playforce (New Surface)		£	4,465.00	
		TOTAL:	£	5,202.06	
	<u>Donations/Subscriptions to be considered (3 March 2008).</u>				
	Westwood Flower Show		£	120.00	
		TOTAL:	£	120.00	

b. The Council resolved unanimously to make an Office Machinery Allowance of £175 to the Clerk and agreed to review the level of the allowance at the meeting in December 2008.

c. Cllr. Biles declared a prejudicial interest in this matter and withdrew from the meeting. The Council voted unanimously to make a contribution of £120 to the Westwood Flower Show in respect of the Bratton Silver Band. Cllr. Biles returned to the meeting.

d. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

e. The Clerk advised the Council that the status of extant planning applications was:

07/03931	Westwood Manor	Tree Works	No TPO.
08/00100	6 Farleigh View	Dropped Kerb	Permission.
08/00301	The Old Vicarage	Tree Works	No PC

Objections

f. There were no planning applications received after 26 February 2008.

Cemetery.

a. Cllr. Bishop reported on behalf of the Cemetery sub-Committee. He stated that everything appeared in good order. The Clerk stated that he had ordered the new sign for the cemetery warning of slippery paths and the invoiced cost was to be £44.92.

b. In the absence of Cllr. Philpott, no report was given in respect of the secure storage facility. This matter was deferred until the next meeting.

c. The Clerk stated that the fee of £115 had been forwarded by Dignity Funerals Ltd in respect of a recent burial. He added that J Long had added a memorial in memory of Kathleen Love and the fee of £35 had been credited to the Parish Council.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee Rights of Way and stated that the paths appeared to be in a satisfactory state. She added that three new galvanised metal kissing gates had recently been installed and commented that their appearance was somewhat incongruous in the countryside.

Cllr. Bishop reported that the footpath sign at the junction of Path 12 and Path 15 had been damaged. He added that the post had been cut and the footpath indicator signs had been broken.

Cllr. Cox stated that she had contacted Mendip District Council regarding the roll of barbed wire on Path 18 – the bridleway between Iford and Farleigh Lane.

Open Spaces.

a. There was nothing significant to report in respect of current key issues from the Open Spaces sub-Committee. Cllr. Johnston stated that Mr Say had replaced the missing palings in the Play Area fence.

b. The Council noted that the Play Area surface had been renewed and expressed its thanks to Playforce for undertaking the work so quickly, to WWDC for its generous grant of £1900 and to Cllr. Martindale for her assistance in the matter.

c. Cllr. Johnston reported that Play Equipment appeared in good order.

9. Parish Council Website.

Cllr. Robertson suggested that the 'Facebook' Website might be suitable for creating a Parish Council Website and distributed examples of how such a Website might appear. Cllr. Harding reminded the Council that there were other options available, such as that originally designed by Andy Pryor. The Clerk stated that he had placed an article in the Westwood Update seeking someone who would be prepared to design and maintain a Parish Council Website. The Chairman stated that he believed that it was important to create a Parish Council Website but thought it appropriate to wait and to gauge the reaction to the article in the Westwood Update before making a decision.

8. The Boundary Commission.

The Clerk explained that the proposed boundary changes were inextricably linked to the formation of a Wiltshire Unitary Authority and the need to redefine the Ward boundaries following the demise of WWDC. He added that there was a move to link the Ward boundaries with the Community Areas and the proposed Area Boards. The Chairman asked that the correspondence relating to the Boundary Commission be placed on circulation for each councillor to study and added that it would be an item on the Agenda at the next meeting to ensure that comments can be sent to WCC by the required date of 16 April 2008.

9. Date of Parish Council Meetings.

The Council noted the date of the next Meeting:

- Ordinary Parish Council Meeting – Monday 7 April 2008 at 7.30 pm.

10. Any Other Business.

Exchange of views on matters not requiring a decision.

The Clerk advised the Council of the following:

- The Ramblers' Association Newsletter, March 2008.

Cllr. Johnston stated that the boundary of a field belonging to a house in Staples Lane had been marked by 'razor wire' and she expressed her surprise that such a fencing material was allowed to be used for this purpose. She also enquired if any councillor knew what the present situation was regarding the proposed development at the old Peradins site.

Cllr. Bishop stated that he believed that Monks Park Quarry was now closed and sealed and that the same might now apply to Westwood.

There was no other business.

The meeting concluded at 9.50 pm.

7 April 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 3 March 2008

Action 1 (3/3/07) Clerk.

To make agreed payments.

Action 2 (3/3/07) Clerk.

To write letter of thanks to Highways Agency/Interroute.

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 8.30 pm on Monday 7
April 2008.**

Present

Cllr. P Dean Chairman

Cllr. T Biles

Cllr. J Bishop

Cllr. T Cox.

Cllr. S Harding

Cllr. J Robertson

Mr R Coleman Clerk

PC Martin Barrett attended, leaving after Agenda item 5.

There were two members of the public present.

1. Welcome and Introductions.

Cllr. Dean welcomed everyone to the meeting.

2. Apologies.

Apologies were received from Parish Councillors J Beauchamp, J Johnston and District Councillor I Martindale.

3. Minutes of the Ordinary Parish Council Meeting held on 3 March 2008.

The minutes were signed as a true and accurate record.

4. Adjournment.

The meeting adjourned for the members of the public to raise any matters of interest.

The meeting then reconvened.

5. Neighbourhood Policing.

a. PC Martin Barrett stated that there were no incidents to report in Westwood. He added that there had been some thefts and attempted thefts of stoneware locally in Bradford on Avon and South Wraxall respectively and advised all parishioners to be on their guard and to report any suspicious incidents to the police. He asked that this warning to be placed in the Westwood Update. The Council agreed that a similar warning in respect of open windows and doors should also be included.

b. Cllr. Robertson reported to PC Barrett that he had unexpectedly acquired two gazebos when he recovered two such objects from the road through Iford that, he presumed, had fallen from a vehicle. There were no other particular matters that the Council wished to bring to the attention of PC Barrett.

6. Sub-Committees.

Finance.

b. The Clerk reported that the current financial position at 7 April 2008 was as follows:

Westwood Parish Council - Financial Statement - 7 April 2008					
		<u>Lloyds TSB A/C 1643417</u>			
		Bank Statement		£ 2,057.77	
		04-Mar-08			
Date:		Credits (4 March 2008 to 7 April 2008) :			
	28-Mar	J Long (Memorial)		£ 35.00	
		Transfer from A/C 7573321		£ 4,000.00	
				Total:	
				£ 4,035.00	
		Debits (4 March 2008 to 7 April 2008):			

		Clerk's Expenses (Feb 2008)			£	31.34		
		Clerk's Office Allowance			£	175.00		
		S&J Contracts (Feb)			£	137.00		
		Playforce Ltd			£	4,465.00		
		Citaglen Signs			£	44.92		
		V Cooke			£	99.75		
		Westwood Flower Show			£	120.00		
	01-Apr	Clerk's Salary (March)			£	249.05		
				Total:	£	5,322.06		
		Balance at 7 April 2008:			£	770.71		
		<u>Lloyds TSB A/C 7573321</u>						
		Bank Statement			£	11,042.43		
		30-Jan-08						
		Credits:						
	12-Feb	Interest			£	28.13		
	10-Mar	Interest			£	23.36		
				Total:	£	51.49		
		Debits:						
	07-Mar	Transfer to A/C 1643417			£	4,000.00		
				Total:	£	4,000.00		

		Balance at 7 April 2008:				£	7,093.92	
		<u>National Savings A/C 138409348</u>						
		Balance at 2 July 2007				£	7,234.40	
		Credits:						
		Interest 1/1/07 to 31/12/07:				£	280.48	
		Debits:				£	-	
		Balance at 7 April 2008:				£	7,514.88	
		Balance in hand at 7 April 2008:				£	15,379.51	
		<u>Payments to be authorised (7 April 2008).</u>						
		Clerk's Salary (April)				£	249.05	
		Clerk's Expenses (March 2008)				£	15.60	
		Allianz PC Annual Insurance				£	841.96	
		S&J Contracts (March)				£	137.00	
		V Cooke (March)				£	147.00	
		Village Garden Competition Prizes				£	120.00	
						TOTAL:	£ 1,510.61	

<u>Donations/Subscriptions to be considered (7 April 2008).</u>				
		Wiltshire Bobby Van Trust		
			TOTAL:	£ -

b. The Council resolved unanimously to renew the Parish Council Allianz Insurance at a cost of £841.96.

c. The Council decided to abide by its existing policy of not donating to charities and agreed not to make a donation to Wiltshire Bobby Van Trust.

d. The Council noted that Trowbridge Town Football Club had recently made a payment of £75 for Playing Field hire.

d. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

g. The Clerk advised the Council that the status of extant planning applications was:

08/00301 The Old Vicarage Tree Works **No TPO.**

The Council considered the following planning application and decided to raise no objection to the proposed development:

08/00936 48 The Pastures First Floor Extension at Rear **No Objections.**

h. There were no planning applications received after 2 April 2008.

Cemetery.

a. Cllr. Bishop reported on behalf of the Cemetery sub-Committee. He stated that everything appeared in good order, although it was possible that the grass needed cutting if it had not been done over the last couple of days. He added that the new hedge along the northern boundary was taking a very long time to become established.

The Clerk stated that he had obtained a new sign for the cemetery warning of slippery paths and handed it to Cllr. Bishop for Mr Cooke to install.

b. In the absence of Cllr. Philpott, no report was given in respect of the secure storage facility. This matter was deferred until the next meeting.

i. The Clerk stated that he had approved a recent memorial application from James Long (Memorial Masons) in respect of Sheila Prosser and the fee of £35 had been received.

Footpaths.

Cllr. Cox reported on behalf of the Footpath sub-Committee Rights of Way and stated that the paths appeared to be in a satisfactory state.

Open Spaces.

a. There was nothing significant to report in respect of current key issues from the Open Spaces sub-Committee.

b. Prior to the meeting, Cllr. Beauchamp had reported that Play Equipment appeared in good order.

c. The Clerk advised the Council that Cllr. Johnston had been approached by a parishioner who had complained about the noise emanating recently from the Playing Field when being used by Football teams. Cllr. Bishop acknowledged that the occasion when the noise was heard coincided with a unusually heavy use of the football pitch over that weekend and some noise was to be expected from time to time. He added that the pitch was only used generally for around two hours or so each weekend during the football season and very few complaints had been received over the years. In response to an observation reported by the same parishioner, Cllr. Bishop agreed to investigate whether it was possible to obtain a line-marking machine for use on the Playing Field that avoided the need to use hydrated lime.

A further observation by the parishioner prompted the Council to agree to replace the two rather faded and indistinct 'No Dogs' signs at the entrance to the Playing Field with new signs. It was believed that such signs would remind all those using or visiting the Playing Field that a local Byelaw prohibits the exercising of dogs on that field. The Council agreed that a maximum of £100 be spent on obtaining the new signs.

Environmental.

a. Cllr. Harding stated that he was curious as to why recent grass cutting in Boswell Road by the authorities had not been finished. He added that only half the area had been cut. It was agreed to monitor the situation and review it at the next Council meeting.

Cllr. Harding stated that the new Parish Steward Programme was awaited. Cllr. Dean asked Cllr. Harding to request the Parish Steward to clear the gutters of weeds – especially in Boswell Road, The Pastures and Lower Westwood. The Clerk added that some of the gullies also required cleaning.

Cllr. Cox asked the Clerk to contact Wiltshire Housing Society and to ask them to impress upon their tenants that they should not park cars on the grassed areas. She added that the grass verge at the back of Peto Grove/Lister Grove was very badly damaged because of that parking.

b. The Clerk read out a letter from Wiltshire County Council (WCC) that stated that the list of roads for resurfacing was to be issued soon. The Council expressed its expectation that Avoncliff Lane would be included because of the indication previously given by WCC that this might be the case.

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10. Parish Council Website.

The Chairman stated that some interest had been shown by a local resident to develop and maintain a Parish Council or Village website and that the Clerk had sent samples of 'typical' content for the resident to assess the scope of the task. Cllr. Dean added that he had investigated 'The Local Channel' and did not believe that it was the best choice available. He asked that this item is on the Agenda for the next meeting and he expressed his intention for the Council to make a decision regarding the creation of a website at the next meeting.

8. The Boundary Commission/Wiltshire County Council.

The Council noted the consultation document and resolved unanimously that Westwood should be included with Westwood, Limpley Stoke and Winsley.

9. Standards Committee.

The Council noted the invitation for a representative to serve on the WWDC Standards Committee. No specific nominations were received.

10. Date of Parish Council Meetings.

The Council noted the date of the next Meeting:

- Annual Parish Council Meeting – Monday 12 May 2008 at 7.30 pm.
- Ordinary Parish Council Meeting – Monday 12 May 2008 at 8.00 pm.
- Annual Parish Meeting – Tuesday 20 May 2008 at 7.30 pm.

11. Any Other Business.

Exchange of views on matters not requiring a decision.

The Clerk stated that all correspondence received by him is listed on the Agenda papers and all correspondence referred to is always brought to the Parish Council meeting for members to read or to retain.

The Clerk stated that he had received a letter of resignation from the Chairman and he proceeded to read the letter out in full to the Council. In the letter, Cllr. Dean had indicated that he was proposing to resign following the Annual Parish Meeting in May. The Clerk and Councillors expressed their disappointment at this news but recognised that Cllr. Dean had been a stalwart of the Council for some eight years, five of them as Chairman, and had made a significant contribution to the Parish Council. The Clerk added that there would be an opportunity for valedictories later but he added his thanks to Cllr. Dean for the excellent working relationship that he had established with the Clerk and for his good humour and patience over the years.

Cllr. Biles, on behalf of the members of Council and the Clerk, stated that he hoped that Cllr. Dean and his wife would accept an invitation to be 'dined out' by the members of Council and the Clerk in gratitude for his service as a councillor and Chairman.

There was no other business.

The meeting concluded at 9.20 pm.

12 May 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 7 April 2008

Action 1 (7/4/07) Clerk.

To make agreed payments.

Action 2 (7/4/07) Clerk.

To place notices in the Westwood Update – Stoneware thefts and Windows.

Action 3 (7/4/07) Clerk.

To write to WWDC re. planning application..

Action 4 (7/4/07) Cllr. Bishop.

To investigate alternative line-marking techniques..

Action 5 (7/4/07) Clerk.

To obtain new 'No Dogs' signs for the Playing Field.

Action 6 (7/4/07) Cllr. Harding.

To request the Parish Steward to undertake weed clearance and gulley clearing.

Action 7 (7/4/07) Clerk.

To write to WHS re. cars parking on grass verges.

Minutes of the meeting of Westwood Parish Council held in the Parish Rooms, Westwood at 8.00 pm on Monday 11 May 2009.

Present

Cllr. J Robertson Chairman
Cllr. T Biles
Cllr. J Bishop
Cllr. T Cox
Cllr. S Harding
Cllr. J Johnston
Cllr. A Parker

Mr R Coleman Clerk

PC Martin Barrett attended the meeting (Part-time).

There were five members of the public present (Part-time).

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. Apologies.

The Clerk reported that Parish Councillor J Beauchamp had submitted her resignation from the Parish Council. He added that he would inform Wiltshire Council.

3. New Council Member.

a. The Council resolved unanimously to co-opt Mr Geoff Edwards as a new member of Westwood Parish Council (Proposer: Cllr. Parker, Seconder: Cllr. Bishop).

b. Mr Edwards signed the Declaration Form and this was countersigned by the Clerk.

4. Minutes of the Ordinary Parish Council Meeting held on 6 April 2009.

The Chairman signed the minutes of the meeting as a true and accurate record.

5. Adjournment (at 8.15 pm approx).

The Meeting adjourned for members of the public present to raise any points of interest on any matter.

The meeting then re-convened.

6. Westwood Nursery School.

At the invitation of the Chairman, representatives of Westwood Nursery School, led by Karen Hobson, explained that owing to a recent change in Government legislation known as the 'Early Years Foundation Framework' it will become mandatory for children to have outside play daily from September this year. She stated that the present outside play area is too small to meet the Government requirements and, on behalf of the Nursery School, asked the Parish Council to allow a small area of Westwood Park adjoining the Nursery School to be used by the Nursery School as an outside play area. She added that this additional area was currently unused and if used by the Nursery School would be enclosed and maintained by the School and that existing hedges and trees would be protected.

The Council resolved (Proposer: Cllr. Biles, Seconder: Cllr. Bishop) that it supported this proposal by Westwood Nursery School but before giving permission for it to be used the Parish Council required full public consultation to take place.

The Clerk was asked to place an article in the next edition of the Westwood Update inviting parishioners to express their views on the proposal and to set a deadline for such comments to be sent to the Parish Council no later than mid-August in time for a decision to be made by the Parish Council at its meeting on 7 September 2009.

Meanwhile, the Chairman asked the Westwood Nursery School Committee to seek the views of the occupiers and owners of the properties in Chestnut Grove and Upper Westwood nearest to the proposed extension of the outside Play Area.

7. Neighbourhood Policing.

a. PC Martin Barrett of the Neighbourhood Policing Team (NPT) reported that reducing the speed of traffic along the Lower Westwood Road, especially near to the 'pinch point' at its junction with Orchard Close still remains a priority for the NPT. He added that recent speed checks in the area had revealed a lower speed of traffic than had been anticipated. He stated that there was no crime in Westwood to report, although other nearby conurbations, such as Bradford on Avon, appear to have been targeted by burglars.

b. There were no matters that needed to be brought to the attention of PC Barrett, although the peregrinations of the 'yellow van' remained a fertile source of comments.

8. Sub-Committees.

Cemetery.

- a. Cllr. Bishop reported on behalf of the Cemetery Sub-Committee and stated that there was nothing significant to report.

- b. The Clerk stated that there had been a recent Memorial application from J Long (Memorials) Ltd that he had approved and that it had attracted a fee of £180.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee. The following matters were brought to the attention of the Council:

Path 15. This is a narrow footpath and the newly erected fence alongside this path has two strands of barbed wire on the 'path side'. This presents a hazard to walkers who have little room to avoid the barbed wire. The Clerk was asked to advise the Footpath Warden of this hazard and to enquire if plain wire should be used instead.

Overgrown Vegetation. The Clerk was asked to place an article in the Westwood Update asking homeowners to ensure that vegetation from their respective gardens does not obstruct the pavements and footpaths in the village and to cut it back if necessary.

Path 19 (Bridleway). The reported obstruction on this path had now been cleared.

Path 11. This path that runs parallel to the upper part of Bobbin Lane into Westwood Park is partly obstructed by tree branches. The Clerk was asked to request the Footpath Warden to take action to clear this footpath.

Open Spaces.

- a. In the absence of Mrs Beauchamp, Cllr. Johnston reported on behalf of the Open Spaces sub-Committee. She stated that the Play Area gate was in a poor state and required replacing. The Council agreed to ask Mr Cooke to investigate this matter and to provide the Council with the details of the cost of a new gate and associated fittings. She added that, yet again, the waste bin in the Play Area was full and need emptying. The Clerk stated that he would contact Wiltshire Council.

Cllr. Johnston also reported that there was a large gap to the side of the Playing Field gate at Windy Ridge. The Clerk was asked to invite S&J Grounds Ltd to submit a quotation for closing this gap.

The Clerk tabled a letter from a parishioner regarding the unpainted state of this gate. The Council agreed to ask Brian Greaves to provide a quotation for painting the gate. In response to another comment in the same letter, Cllr. Bishop agreed to remove the goal posts from the Playing Field as the football season has now finished.

Cllr. Cox explained that it was her view that the 'goat track' running from Jones Hill road to a point on Avoncliff Lane was an established road or path and that she was taking steps with Wiltshire Council to ensure that it is shown as a public right of way on the Rights of Way Definitive Map. She added that she was taking similar action in respect of the path at the southern end of the Social Club Car Park.

Cllr. Cox invited comments from councillors as to whether horses should be allowed to be ridden through Westwood Park. With the exception of Cllr. Harding who supported the idea, councillors were against such a proposal, arguing that Health and Safety issues, safety of children and others using the park, the presence of youngsters playing ball games and the proximity of the Children's Play Area and Westwood Nursery School make such a proposal unacceptable. The Clerk expressed his view that he believed the potential for an accident if horses were allowed in to the park was too great to be acceptable and that he would attempt to persuade the Council that any such proposal should be rejected. Cllr. Cox stated that there was some evidence, mainly apocryphal, that the path through the park used to be used by horse riders. Councillors disputed this claim and indicated that the Westwood by-law enacted when Westwood Park was created prohibited the horses from entering the park.

b. Cllr. Johnston reported that the Play Equipment appears to be in good order.

c. The Clerk tabled a letter from a parishioner regarding an overgrown hedge, owned by the Parish Council, close to their fence. The Parishioner expressed concern that the hedge could seriously damage his fence, especially in windy weather, and asked the Council to take action to avoid this possibility. The Council resolved that this hedge was unsightly and that regular maintenance of it was proving uneconomical. The Council asked the Clerk to obtain a quotation from S&J Grounds Ltd to completely remove this hedge and to dispose of the arisings.

	Credits (4 April 2009 to 30 April 2009) :					
14-Apr	Transfer from A/C7573321			£	1,000.00	
28-Apr	FY2009/10 Precept (Part Payment)			£	5,000.00	
				Total:	£ 6,000.00	
	Debits (4 April 2009 to 30 April 2009):					
	Clerk's Expenses (March 2009)			£	27.38	
	S&J Grounds (March)			£	146.00	
	Citaglen Sign (Cemetery Path)			£	36.29	
	V Cooke			£	495.99	
				Total:	£ 705.66	
	Balance at 30 April 2009:			£	5,784.02	
	Credits (1 May 2009 to 11 May 2009) :					
	None			£	-	
				Total:	£ -	
	Debits (1 May 2009 to 11 May 2009):					
01-May	Clerk's Salary (April)			£	255.16	
				Total:	£ 255.16	
	Balance at 11 May 2009:			£	5,528.86	

<u>Lloyds TSB A/C 7573321</u>				
	Bank Statement		£ 11,567.07	
	30-Jan-09			
	Credits:			
10-Feb	Interest		£ 0.97	
10-Mar	Interest		£ 0.81	
10-Apr	Interest		£ 0.70	(Approx)
		Total:	£ 2.48	
	Debits:			
04-Feb	Transfer to A/C 1643417		£ 1,000.00	
14-Apr	Transfer to A/C 1643417		£ 1,000.00	
		Total:	£ 2,000.00	
	Balance at 11 May 2009:		£ 9,569.55	
<u>National Savings A/C 138409348</u>				
	Balance at 5 January 2009		£ 7,514.88	
	Credits:			
	Interest 1/1/08 to 31/12/08:		£ 236.15	
	Debits:		£ -	

	Balance at 11 May 2009:		£	7,751.03		
	Balance in hand at 11 May 2009:		£	22,849.44		
	<u>Payments to be authorised (11 May 2009).</u>					
	Clerk's Salary (May 2009)		£	255.16		
	Clerk's Expenses (April 2009)		£	23.90		
	Clerk's Back Pay (Final Salary Award)		£	9.75		
	Citaglen Invoice Payment (Play Area Sign)		£	43.47		
	Allianz Insurance Premium		£	953.93		
	Internal Auditor Fee		£	100.00		
	S&J Grounds Ltd (April)		£	160.00		
	Parish Room Hire		£	132.00		
		TOTAL:	£	1,678.21		
	<u>Donations/Subscriptions to be considered (11 May 2009).</u>					
	WALC Invoice		£	348.94		
		TOTAL:	£	348.94		

b. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

The Council unanimously decided to make a donation of £120 to Westwood Garden Competition/Westwood Flower Show. Cllr. Robertson stated that he would donate £60.60 of his Chairman's Allowance to pay for the Annual Parish Meeting refreshments. The Council decided not to subscribe to Wiltshire Association of Local Council (WALC).

The Council noted that at the Annual Parish Council meeting, Mr Cooke the Village Handyman, had his hourly rate increased to £11.50 with effect from 1 May 2008. The Council agreed to pay Mr Cooke the outstanding Back Pay of £50.

Planning.

a. The Council noted the status of the following planning applications as shown::

09/00614	3 Chestnut Grove	Single Storey Rear Extension	
	Permission.		
09/00661	153 Upper Westwood	Porch & Rear and Side extension	
	Permission.		
08/03030	Land at Tynings Way	Two Dwellings	
	Permission.		

The Council noted the following planning application and decided that it had no objections:

09/01184	111 Upper Westwood	Tree Works	No
	Objections.		

Note: Changes from previous meeting are shown in BOLD.

b. There were no planning applications received after 6 May 2009.

Note.

New Planning Applications are available for public inspection immediately prior to the Parish Council meeting.

c. The Council adopted the 'Planning Application Referral Process' dated 11 May 2009, Issue 1 that defined the process for commenting on planning applications and for requiring them to be placed before the Planning Committee if required.

9. Date of Parish Council Meeting.

The Council noted the date of the next Meeting:

Ordinary Parish Council - Monday 1 June 2009 at 7.30 pm.

10. Any Other Business.

Exchange of views on matters not requiring a decision.

The Clerk brought the following matters to the attention of the Council:

- NHS Wiltshire – Application to dispense medicines.
- BWB – ‘Destination Panel’ - £500 request.
- Cotswold Conservation Board – Rural Skills.
- Equality and Human Rights – Public Duty.

Cllr. Cox asked if the Clerk had received information relating to the ‘Bell Ringers’. The Clerk stated that he had not received anything.

Cllr. Biles stated that the residents had asked for a ‘Cul de sac’ or ‘No Through Road’ sign to be erected at the entrance to Chestnut Grove to deter motorists who believe that it is a route to Lower Westwood. This matter is to be placed on the Agenda for the next meeting.

Cllr. Biles asked if the Parish Council would give permission for cars to be parked on the grassed area at Windy Ridge, adjacent to the Playing Field gate, on the occasion of the Red Cross fundraising event. The Council agreed to this request.

Cllr. Biles advised the Council that the large sycamore tree on his property at The Pastures was to be felled.

There was no other business.

The meeting concluded at 10.10 pm.

Chairman

1 June 2009.

Westwood Parish Council

ACTION LIST – Meeting 11 May 2009

Action 1 (11/5/09) Clerk.

To make agreed payments.

Action 2 (11/5/09) Clerk.

To write to WC – Planning Application.

Action 3 (11/5/09) Clerk.

To place article in Westwood Update – Nursery School Outside Play Area.

Action 4 (11/5/09) Clerk.

To contact Footpath warden – Path 15 (barbed Wire) and Path 11 (Trees overhanging).

Action 5 (11/5/09) Clerk.

To place an article in the Westwood Update – Overgrown vegetation (Cut-back).

Action 6 (11/5/09) Cllr. Bishop.

To ask Mr Cooke to obtain quotation for new Play area gate..

Action 7 (11/5/09) Cllr. Bishop

To ask Brian Greaves to paint the Playing Field gate.

Action 8 (11/5/09) Clerk.

To contact WC – emptying Play Area waste bin..

Action 9 (11/5/09) Clerk.

To obtain quotation from S&J – removing hedge and ‘filling’ gap by Playing Field gate.

Action 10 (11/5/09) Clerk.

To write to WC – Dropped kerbs.

Action 11 (11/5/09) Clerk.

To place order for ‘Church’ signs.

Action 12 (11/5/09) Cllr. Bishop

To remove goal posts.

**Minutes of Ordinary Meeting of Westwood Parish Council
held in the Parish Room, Westwood at 8.00 pm, on Monday
12 May 2008.**

Present

Cllr. P Dean (Retiring Chairman and newly elected Chairman)
Cllr. J Johnston (Retiring Vice-Chair and newly elected Vice-Chair)
Cllr. J Beauchamp
Cllr. T Biles
Cllr. J Bishop
Cllr. T Cox
Cllr. S Harding
Cllr. J Philpott
Cllr. J Robertson
Mr R Coleman Clerk

District Councillors Isabel Martindale and Rosemary Brown were present.

Three members of the public were present.

1. Parish Council Membership.

Cllr. P Dean welcomed everyone to the meeting.

2. Apologies.

All councillors were present.

3 Election of Chair.

Cllr. Dean was elected Chairman of the Parish Council.

Cllr. Dean signed the Declaration Form, as Chairman, and this was countersigned by the Clerk.

4 Election of Vice Chair.

It was agreed on the proposition of Cllr. Dean, and seconded by Cllr. Philpott, that Cllr. Johnston be elected Vice Chairman for the ensuing year

5 Formation of Sub Committees.

The Council decided to keep the existing composition of the Sub-Committees for the time being and to continue the arrangement whereby the Planning Sub-committee has delegated authority to act on behalf of the full Council between Council meetings if necessary

6 Maintenance Contracts.

The council noted that the following contracts had been let:

- Open Spaces – S&J Contracts (a two-year contract for the open space maintenance was let in 2007 and the second year was now operative).
- Village Handyman – Mr V Cooke.
- Churchyard/Cemetery Maintenance – Mr V Cooke.

The Council expressed its gratitude for the high standard of the work undertaken by Mr Cooke and agreed unanimously to increase his hourly rate to £11.00.

7 Clerk's Salary and Expenses.

The Council noted that the Clerk was on SCP 21 (currently £9.579 per hour) on the NALC 2007/08 National Salary Award for Local Council Clerks and that his salary will be increased from time to time in line with the nationally agreed rates for SCP21.

The Council also agreed to change the level of expenses detailed on 'Clerk's Expenses and Allowances – May 2007 in respect of the increased postage rates, increased car mileage allowance and reduced cost of printing. An amended 'Clerk's Expenses and Allowances' sheet dated May 2008 is attached.

8 Chairman's Allowance.

The Council decided unanimously to provide the Chairman with an allowance of £200.

9 Football Pitch Charges

Cllr. Bishop declared a personal interest in this matter. The Council decided unanimously to continue with a single charge per match of £15, irrespective of whether it was a senior or junior match.

10. Cemetery Fees.

The Council agreed by a majority to increase all existing burial and memorial fees by £10.00.

11. Banking arrangements.

The Council agreed unanimously to maintain the existing 'banking arrangements' with Lloyds TSB for the year and to authorise members of the Financial sub-Committee to sign cheques on its behalf. The Clerk stated that he was investigating opening a further account that paid a higher rate of interest in which surplus funds could be deposited until they were required.

12. Asset Register.

The Council noted the Asset Register dated 31 March 2008. Cllr. Bishop observed that the Goal Posts and Line Marker were owned by the Parish Council and that these should be added to the Asset Register in due course.

13. Risk Register.

The Council adopted the Risk Register dated 1 April 2008.

14. Insurance Cover.

The Council noted that the Allianz-Cornhill insurance premium had been paid following an earlier decision at an Ordinary Parish Council meeting.

15. Accounts for the Year ending 31 March 2008.

a. The Clerk gave a brief report on the Accounts for FY2007/2008. He stated that he had balanced the accounts and had completed the Annual Return and that the accounts had been 'signed off' by the Internal Auditor and that they were presented now to the Parish Council for approval and subsequent auditing by the External Auditor.

He stated that the balance brought into the year was £21817.67 and the balance carried forward at the end of the year was £15628.56.

The Clerk stated that Receipts in the year totalled £14511.57 and Payments in the year totalled £20700.68.

He reported that the main Receipts in the year were:

Precept £10000

WWDC Cemetery Grant £988

VAT Refund £223.81

Cemetery Fees £390

Open Spaces £2218 (Football Pitch £318 and Play Area Grant £1900)

Bank Account Interest £691.76.

He reported that the main Payments in the year were:

Staff Costs £3008.14

Open Space maintenance £7454.88

- Grass Cutting £1635
- Downside Nurseries £848.35
- Play Area Surface £4465
- Hedge/Tree Cutting £315)

Cemetery Maintenance £1616.42

Village Handyman £202.04

Westwood Update £339.92

Donations £210

Insurance/Audit Fees £1063.52.

He concluded by stating that the Fixed Assets of the Council represented £27331.83 and that these were based on current insurance values and the actual cost of acquiring the Westwood Park, the Playing Field, Nursery School and Cemetery.

b. The Chairman stated that the internal auditor had completed his audit and had written to him confirming that all matters were in order. The Council approved the completed Annual Return for the year ended 31 March 2008. and the Chairman signed the Annual Return on behalf of the Council.

16. Appointment of Internal Auditor.

The Clerk confirmed that Mr J Taylor was prepared to remain the Internal Auditor for a further year and the Council voted unanimously to appoint him, once again, as Internal Auditor. The Council agreed to pay Mr Taylor £100 for undertaking the recent audit.

17. Budget Details for Financial Year 2008/2009.

The Council noted the agreed Budget for FY2008/09.

18. Standing Orders.

The Clerk advised the Council that he believed that the existing Standing Orders were satisfactory and that there was no need for additional Standing Orders, or amendments to the existing ones. The Council resolved to take no action in respect of Standing Orders.

The Chairman concluded the meeting by thanking councillors for their support and hard work throughout the year and the Clerk for the work he had undertaken on behalf of the Council.

The meeting closed at 8.20 pm.

Paul Dean

Chairman

2 June 2008

Minutes of the meeting of Westwood Parish Council held in the Parish Rooms, Westwood at 8.00 pm on Monday 2 June 2008.

Present

Cllr. J Robertson	Chairman
Cllr. J Johnston	Vice-Chairman
Cllr. T Biles	
Cllr. J Bishop	
Cllr. T Cox.	
Cllr. S Harding	
Mr R Coleman	Clerk

There were two members of the public present.

1. Election of Chair(man).

Cllr. Johnston took the Chair and invited nominations for Chairman of the Parish Council. Cllr. Johnston nominated Cllr. Robertson. There were no other nominations and Cllr. Robertson was elected unanimously to be the Chairman of the Parish Council. The Declaration Form was signed by Cllr. Robertson in the presence of the Clerk.

Cllr. Robertson took the Chair.

2. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

3. Apologies.

Apologies for non-attendance were received from Parish Councillors J Beauchamp and J Philpott and PC Martin Barret.

4. Minutes of the Annual Parish Council Meeting held on 12 May 2008.

The minutes of the meeting were agreed and signed as an accurate record.

5. Minutes of the Ordinary Parish Council Meeting held on 12 May 2008.

The minutes of the meeting were agreed and signed as an accurate record.

6. Adjournment.

The meeting adjourned for the members of the public to raise any matters of interest.

The meeting then reconvened.

7. Neighbourhood Policing.

a. In the absence of PC Martin Barrett there was no report from the Neighbourhood Policing Team.

b. There were no matters reported.

Clerk's Note.

The Chairman took Agenda item 9 at this point of the meeting but the minute relating to it is shown as per Agenda for sake of clarity.

8. Sub-Committees.

Open Spaces.

a. There was nothing significant to report in respect of current key issues from the Open Spaces sub-Committee. Cllr Bishop stated that he had investigated alternative materials for marking-out the football pitch and had learned that a non-lime product is available but at significantly higher cost than the lime-based product currently used for the Westwood Playing Field. He reiterated that although the Football Association had confirmed that a lime-base product could continue to be used, he would continue to investigate alternative materials in time for the commencement of the new football season in the Autumn.

Cllr. Bishop stated that he would remind Mr Cooke to clear the vegetation from the affected trees in Westwood Park.

Cllr. Biles asked the Clerk to remind S&J Contracts that they are required to strim the 'humps' in the park and to strim up to the rear boundaries of the houses in Chestnut Grove that back on to the park.

b. Cllr. Johnston stated that the Play Equipment appeared to be in good order and that it was proving a very popular attraction.

Environmental.

a. Cllr. Harding stated that the Parish Steward had undertaken a number of tasks recently and that grass cutting and weed-spraying in the village had also been completed.

Cllr. Cox remarked that the tailgate of a lorry trailer parked at Farleigh View was overhanging the Lower Westwood Road. She added that the pavement at Peto Grove was uneven and had weeds growing through it. Cllr. Bishop suggested that the Clerk writes to Selwood Housing Society to thank them for cutting the grass pointing out the defects in the pavement and requesting that they take action to remedy them.

The Clerk was asked to contact the occupiers of Rose Cottage, Lower Westwood and to request them to clear the ivy that is obscuring the visibility of approaching vehicles.

The following matters were also reported:

Cllr. Johnston – Water running down the road again in opposite the New Inn.

Cllr. Harding – The poor state of the road edge when approaching the village from the Trowbridge direction, and the ineffectiveness of the repair undertaken.

Cllr. Johnston – The worsening of the pot-hole at the crossroads.

Cllr. Johnston – The 'twisting' of the 30 mph sign at the entrance to Westwood.

The Clerk stated that he would inform WHS of these matters.

b. The Clerk stated that each councillor had been sent the letter from the parishioner relating to the goalposts/nets and the parking of cars on the approach road to Windy Ridge. The contents of the letter were discussed in detail. Cllr. Bishop confirmed that the goalposts and nets had now been removed from the Football pitch. The Council decided that the matter relating to the car parking was not serious enough to warrant the Council taking official action and it considered that a better approach was to invite the parishioner to discuss the matter directly with the neighbour responsible. The Clerk was asked to write a reply to the parishioner along those lines.

Finance.

c. The Clerk reported that the current financial position at 2 June 2008 was as follows:

Westwood Parish Council - Financial Statement - 2 June 2008							
		<u>Lloyds TSB A/C 1643417</u>					
		Bank Statement		£ 11,306.10			
		02-May-08					
		£10,000 transferred to A/C7573321 on 6 May 2008		£ 1,306.10			
Date:		Credits (12 May 2008 to 2 June 2008) :					
	19-May	Transfer from A/C7573321		£ 750.00			
	30-May	C Bowyer (Love)		£ 85.00			
				Total:	£ 835.00		
		Debits (12 May 2008 to 2 June 2008):					

		Clerk's Expenses (April 2008)		£ 37.44	
		St Johns CC		£ 37.19	Unpresen ted
		S&J Contracts (April)		£ 146.00	
		Internal Audit Fee		£ 100.00	Unpresen ted
		V Cooke (April)		£ 283.50	
		Cemetery Storage Facility		£ 189.99	Unpresen ted
		Allianz Insurance		£ 28.03	Unpresen ted
		APM Refreshments		£ 86.74	
			Total:	£ 908.89	
		Balance at 2 June 2008:		£ 1,587.42	
		<u>Lloyds TSB A/C 7573321</u>			
		Bank Statement		£ 6,110.49	
		30-Apr-08			
		£10,000 transferred to A/C7573321 on 6 May 2008		£ 16,110.49	
		Credits:			
12- May		Interest		£ 15.54	

				Total:	£ 15.54			
		Debits:						
19- May		Transfer to A/C 1643417			£ 750.00			
				Total:	£ 750.00			
		Balance at 2 June 2008:			£ 15,376.03			
		<u>National Savings A/C 138409348</u>						
		Balance at 2 July 2007			£ 7,234.40			
		Credits:						
		Interest 1/1/07 to 31/12/07:			£ 280.48			
		Debits:			£ -			
		Balance at 2 June 2008:			£ 7,514.88			
		Balance in hand at 2 June 2008:			£ 24,478.33			
		<u>Payments to be authorised (2 June 2008).</u>						

		Clerk's Salary (June)		£ 249.05			
		Clerk's Expenses (May 2008)		£ 61.80			
		St Johns CC (Update)		£ 37.19			
		S&J Contracts (May)		£ 146.00			
		J Taylor		£ 100.00			
		V Cooke (May)		£ 209.00			
			TOTAL:	£ 803.04			
		<u>Donations/Subscriptions to be considered (2 June 2008).</u>					
			TOTAL:	£ -			

b. The Clerk advised the Council that Mr Dean (lately Chairman of the Parish Council) had reported that the original cheque made out to Mr Taylor for undertaking the Internal Audit had been inadvertently lost and that he had requested a replacement cheque for Mr Taylor. The Clerk was asked to advise Lloyds TSB of this loss and the Council agreed that a replacement cheque be issued.

The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Cllr. Biles invited the Council to consider contributing a small sum towards marking the retirement of Mr Dean as Chairman and Councillor of Westwood Parish Council noting that Mr Dean had served the Parish in these capacities for some eight years or so. The Council fully supported this proposal and Cllr. Robertson offered to contribute up to £100 from his Chairman's Allowance of £125.

The Council resolved unanimously to include Cllr. Robertson as an authorised signatory for Parish Council accounts.

Planning.

j. The Clerk advised the Council that the status of extant planning applications was:

08/00936	48 The Pastures	First Floor Extension at Rear	Permission.
08/01041	47 Bobbin Lane	Conservatory	Permission.
08/01039	78 Lower Westwood	New Garage	Permission.
08/01101	7 Ancliff Square	Tree Works	No TPO.

Cllr. Bishop advised the Council that the Planning Sub-Committee had no objections to the following two planning applications:

08/1034	Canal House	Glazed Garden Room	NEW.
08/01311	Canal House	Glazed Garden Room	NEW.

The Council considered the following planning applications and decided to invite the Planning Sub-Committee to make observations on its behalf.

08/01503	Upper Farm	Covered Store
08/01503	Upper Farm	Covered Store

k. There were no planning applications received after 28 May 2008.

Cemetery.

Cllr. Bishop reported on behalf of the Cemetery sub-Committee. He stated that everything appeared in good order and there was nothing further to report.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee Rights of Way and stated that the paths appeared to be in a satisfactory state. The Clerk confirmed that he had informed the Footpath Warden of the damaged gate on Path 26.

9. Parish Council Website.

The Chairman invited Mr Geoff Edwards, a member of the public, to give details of his proposal to create a Westwood Parish Website.

Mr Edwards described the construction of a possible Website and how it could be populated with Parish Council and other, local, information. He stated that the cost of designing the Website and the purchase of the domain for the first year would be £287 and that the cost for subsequent years would be £75. He added that it would be necessary for the Council to agree to a four-year contact at a cost of £512 - based on current prices.

The Council discussed the utility of the Website, its maintenance and 'linkage' to other organisations and Websites in some detail. At the conclusion of the discussion, the Parish Council resolved by a majority to create a Website under the name of 'Westwood Parish' – this name was subject to it being available as a domain name – and to invite Mr Edwards to construct the Website at a cost of £512 over a four-year period. The Council acknowledged that there might be a modest increase in the annual cost of £75 over the latter three-year period.

The Clerk was asked to place an article in the Westwood Update enquiring whether other local organisations wished to have their contact details, or existing Website, on the proposed Parish Website.

10. Wiltshire Unitary Authority.

a. The Clerk advised the Council that there is a consultation paper relating to the date of the next Parish Council elections. He added that this was directly related to the formation of the Unitary Authority and that it was possible that the existing four-year term for the existing Parish Council might be extended by two years with elections being held in 2013 and not 2011 as would normally have been the case. He added that the proposed 'governance' of a Unitary Authority is being determined with a proposal for Area Boards, comprising elected members of the Unitary Authority and other local representatives including Parish Councillors, to replace the current District Councils.

b. The Clerk informed the Council of the proposal by the Unitary Authority to invite Parish and Town Councils to accept a range of delegated tasks previously undertaken by the County and District Councils.

The Clerk explained the possible ways in which services could be delivered through complete delegation, partial delegation and directly by the Unitary Authority and he reminded councillors that this would be an item on the Agenda for the next meeting. He requested that some thought is given by councillors as to whether the Parish Council would wish to accept any delegated tasks.

The Clerk was asked to place the relevant papers on circulation to all councillors.

11. Date of Parish Council Meetings.

The Council noted the date of the next Meetings:

- Ordinary Parish Council Meeting – Monday 7 July 2008 at 7.30 pm.

12. Any Other Business.

Exchange of views on matters not requiring a decision.

In reply to a question from Cllr. Bishop, the Clerk stated that he had informed WWDC of the resignation of Mr Dean and that the appropriate notices had been received from WWDC. He added that these were now displayed on the Noticeboard inviting electors to decide whether to call an election.

Cllr. Johnston requested that the composition of the Parish Council Sub-Committees be an item on the Agenda at the next meeting.

Cllr. Harding advised the Council of the difficulties relating to the milk deliveries in Westwood.

Cllr. Robertson asked the Clerk to issue an updated Councillor List following the decisions on the composition of the Sub-Committees at the next meeting.

The Clerk advised the Council of the following:

- The transfer of responsibilities for parking enforcement from Wiltshire Police to Wiltshire County Council with effect from 16 June 2008.
- The WWDC 'Recycle Week' from 2 June to 9 June 2008.

There was no other business.

The meeting concluded at 9.25 pm.

7 July 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 2 June 2008

Action 1 (2/6/07) Clerk.

To make agreed payments.

Action 2 (2/6/07) Clerk.

To contact Selwood Housing Society – Peto Grove (weeds/pavement uneven)

Action 3 (2/6/07) Clerk.

To write to WWDC re. planning applications.

Action 4 (2/6/07) Cllr. Bishop.

To investigate alternative line-marking techniques.

Action 5 (2/6/07) Cllr. Bishop.

To ask Mr Cooke to cut back brambles/vegetation around the trees in Westwood Park.

Action 6 (2/6/07) Clerk.

To write to the parishioner (Goalposts/car parking).

Action 7 (2/6/07) Clerk.

To contact WHS – Various matters (under Environmental).

Action 8 (2/6/07) Clerk.

To contact occupiers of Rose Cottage (clear ivy etc).

Action 9 (2/6/07) Clerk

To place an article in the Westwood Update – Website contacts.

Action 10 (2/6/07) Clerk

To place Unitary Authority information (Elections/Delegation of tasks) on circulation.

Minutes of the meeting of Westwood Parish Council held in the Parish Rooms, Westwood at 7.30 pm on Monday 7 July 2008.

Present

Cllr. J Robertson	Chairman
Cllr. J Johnston	Vice-Chairman
Cllr. J Beauchamp	
Cllr. T Biles	
Cllr. J Bishop	
Cllr. T Cox.	
Cllr. S Harding	
Cllr. J Philpott	
Mr R Coleman	Clerk

There was one member of the public present.

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. Apologies.

No apologies were received. All councillors were present.

3. Minutes of the Ordinary Parish Council Meeting held on 2 June 2008.

The second set of paragraphs numbered 9 and 10 were amended to read 11 and 12 respectively. The minutes of the meeting were then agreed and signed as an accurate record.

4. Adjournment.

The meeting adjourned for the members of the public to raise any matters of interest.

The meeting then reconvened.

5. Neighbourhood Policing.

a. In the absence of PC Martin Barrett there was no report from the Neighbourhood Policing Team.

c. There were no matters reported for the NPT to note.

6. Sub-Committees.

Footpaths.

Cllr. Johnston reported on behalf of the Footpath sub-Committee Rights of Way and made the following observations in respect of footpaths:

- Path 11: Hedges belonging to 21 and 22 Linden Crescent had overgrown and were obstructing the footpath.
- Path 17: The bottom of this path between the sewage works and the gate was very overgrown.
- Path 32: This path in the vicinity of the property to the north side of Jones Hill was very overgrown and obscured.

The Clerk stated that he would alert the Footpath Warden.

Open Spaces.

a. The Open Spaces Sub-Committee stated that there was nothing significant to report.

Cllr. Biles stated that S&J Contracts was still failing to trim the humps and to cut the grass up to the rear

boundaries of the properties in Chestnut Grove. The Clerk stated that he had written to S&J Contracts

reminding them that this was a requirement in the contract.

b. Cllr. Beauchamp reported that the Play Equipment and Play Area were in a satisfactory condition, although some six fencing slats were now missing from the Play Area fence. She added that the waste bin in the Playing Area was full and needed emptying. The Clerk stated that he would contact WWDC and request that it be emptied forthwith.

Environmental.

a. Cllr. Harding reported on behalf of the Environmental Sub-Committee and stated that there were no specific tasks given to the Parish Steward for June and he was uncertain

whether the Steward had visited Westwood. Cllr. Biles confirmed that the Steward had visited last week.

Cllr. Biles requested that the Handyman be asked to cut the grass on the verges on both sides of Farleigh Lane as far as the Rectory in readiness for the Flower Show. He was assured that Mr Cooke would undertake this task a few days prior to the Flower Show.

Cllr. Beauchamp reported that a parishioner had complained about the parking of cars at Upper Westwood. The Council discussed the problem of parking but decided that because it was a public road no action could be taken.

Cllr. Johnson reported that overgrown bushes at the corner of Farleigh Lane and Lower Westwood impaired visibility when turning left. Cllr. Robertson stated that he would speak to the owner of the property in order to resolve the problem. Cllr. Johnson also reported that the bushes along Lower Westwood between Boswell Road and The Pastures needed cutting back.

Cllr. Bishop observed that the 30 mph sign near to the New Inn on the left hand side of the road when approaching the village from the Trowbridge direction was obscured by vegetation. The Clerk stated that he would contact the National Trust and ask for the vegetation to be cut back.

Cllr. Bishop stated that he had established that Avoncrop was the only local purveyor of lime-free line marking material and that he would be arranging to obtain this material for line marking on the Playing Field.

Cllr. Philpott stated that, once again, he had to tow a car up Avoncliff Lane that had become stuck owing to the very poor road surface and steep bends. The Clerk replied that he would write again to Wiltshire County Council requesting that resurfacing of this road be treated as a priority.

The Clerk read out the letters he had written in respect of the following:

- Concerns expressed by a parishioner at Windy Ridge.
- Overhanging vegetation at Rose Cottage.
- Selwood Housing Society – Footpath condition and proposed 'affordable' homes development.

The Clerk stated that Becky Early from Selwood Housing Society had invited a representative from the Council to join her in the annual inspection of the Selwood Housing Society estate on 19 August, meeting at 10 am at the Post Office. Cllr. Cox and Cllr. Johnston agreed that one of them would represent the Parish Council.

b. The Clerk read out the letter from Wiltshire Highway Services that he had received in reply to a letter from the Council pointing out various road defects in Westwood. He added that the letter indicated that many of the defects were to be remedied during this financial year.

Finance.

a. The Clerk reported that the current financial position at 7 July 2008 was as follows:

Westwood Parish Council - Financial Statement - 7 July 2008						
		<u>Lloyds TSB A/C 1643417</u>				
		Bank Statement		£	2,139.09	
		04-Jun-08				
Date:		Credits (2 June 2008 to 7 July 2008) :				
		HMCE VAT Refund		£	865.94	
	24-Jun	J Long (Holland)		£	45.00	
	24-Jun	Cremation Plot (Ex. Right) (Woodrow)		£	345.00	
				Total:	£ 1,255.94	
		Debits (2 June 2008 to 7 July 2008):				

		Clerk's Expenses (May 2008)		£ 61.80		
		St Johns CC		£ 37.19		
		S&J Contracts (May)		£ 146.00		
		Internal Audit Fee		£ 100.00		
		V Cooke (May)		£ 209.00		
		Cemetery Storage Facility		£ 189.99	Unpresent ed	
		Clerk's Salary (June)		£ 249.05		
			Total:	£ 993.03		
		Balance at 7 July 2008:		£ 2,402.00		
		<u>Lloyds TSB A/C 7573321</u>				
		Bank Statement		£ 15,376.03		
		30-May-08				
		Credits:				
12- Jun		Interest		£ 25.00	(Approx)	
			Total:	£ 25.00		
		Debits:				

				249.05			
		Clerk's Salary (August)		£ 249.05			
		Clerk's Expenses (June 2008)		£ 26.46			
		S&J Contracts (June)		£ 146.00			
		V Cooke (June)		£ 341.00			
		Chairman's Allowance		£ 105.00			
			TOTAL:	£ 1,116.56			
		<u>Donations/Subscriptions to be considered (7 July 2008).</u>					
			TOTAL:	£ -			

The Clerk stated that Mazars, the External Auditors, had contacted him and following clarification of one point in the Annual Return had confirmed that the Annual Return was fully in order.

- b. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

- I. The Clerk advised the Council that the status of extant planning applications was:

08/01304 Canal House Avoncliff Glazed Garden Room
Permission.

08/0111LBC4 Canal House Avoncliff Glazed Garden Room **Consent.**

08/01503 Upper Farm Covered Store
Permission.

08/01508LBC	Upper Farm	Covered Store	Consent.
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The Council considered the following planning applications and decided to send comments to WWDC as shown:

08/01854	1 Staples Hill	Single Storey Extension	No
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Objections.

08/01881	Farriers, Avoncliff	First Floor Extension etc.	No
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Objections.

The Clerk was asked to state in the reply to WWDC that ashlar and not painted render should be a feature of the east side of the proposed extension.

08/01876	23 Iford Hill	Replacement Garage	No
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Objections.

The Council noted the following planning application:

08/01885	Avonvilla, Avoncliff	Fell Birch Tree	Application
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Withdrawn

Permission had been granted for the Birch Tree to be felled and no application was necessary.

m. There were no planning applications received after 1 July 2008.

Cemetery.

Cllr. Philpott reported on behalf of the Cemetery sub-Committee and stated that the cemetery was in good order but that the grass would require cutting over the next few days. He added that the new storage facility was available for installation at the cemetery and that he had requested Mr Cooke to undertake this task. Cllr. Bishop stated that he would contact Mr Cooke and would discuss the need for a solid foundation to be constructed for the storage facility and would discuss the assembly and installation of the facility with Mr Cooke. Cllr. Philpott observed that guttering was also required to enable water from the roof to be collected in the water butt and added that the water butt may also be too high for the new storage facility.

The Clerk reported that a Remembrance Plot and the Exclusive Right for two interments had been purchased in the cemetery at a cost of £345. He added that the fee of £45 for the erection of a Memorial stone had also been paid.

7. Parish Council Website.

The Clerk reported that he had nothing to report on the design of a Website and would contact Mr Edwards to obtain a progress report.

8. Wiltshire Unitary Authority – Proposed Delegation to Parish Councils.

The Clerk reported that the correspondence from Richard Munro on this subject had been circulated to councillors. The Council discussed the possible delegation of tasks and decided to take no action at present.

Cllr. Bishop stated that other, related, correspondence had invited Parish Councils to decide whether Parish elections should be held in 2009 or 2013 and if they should be held in May, as per usual, or be at the same time as the European elections in June.

At the conclusion of a discussion on this matter the Council decided that elections in 2013 and to be held in May would be its preference.

9. New Parish Council Member.

The Clerk read out the letter of thanks from the past Chairman, Mr Paul Dean. The Clerk stated that WWDC had confirmed that the Council could co-opt a new member and that an election was not required.

The Council noted that an advert for applicants for the vacant post had been carried by the latest edition of the Westwood Update and the Clerk was asked to display a similar notice on the village noticeboards. The Council decided that a new member would be co-opted at the October meeting.

10. Date of Parish Council Meetings.

The Council agreed that the next meeting will be held as follows:

- Ordinary Parish Council Meeting – Monday 8 September 2008 at 7.30 pm.

11. Any Other Business.

Exchange of views on matters not requiring a decision.

Cllr. Cox stated that a new grille had been fitted over the drain outside the Rectory.

The Clerk advised councillors of the proposed temporary closure of A361.

There was no other business.

The meeting concluded at 9.05 pm.

8 September 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 7 July 2008

Action 1 (7/7/07) Clerk.

To make agreed payments.

Action 2 (7/7/07) Cllr. Cox or Cllr. Johnston.

To accompany Elwood Housing Society – Annual Inspection.

Action 3 (7/7/07) Clerk.

To write to WWDC re. planning applications.

Action 4 (7/7/07) Cllr. Bishop.

To contact Mr Cooke – Installation of secure storage facility.

Action 5 (7/7/07) Cllr. Bishop.

To ask Mr Cooke to cut back brambles/vegetation around the trees in Westwood Park.

Action 6 (7/7/07) Clerk.

To contact the Footpath Warden – Paths 11, 17, 32.

Action 7 (7/7/07) Clerk.

To contact WWDC – Empty Waste Bin in Play Area..

Action 8 (7/7/07) Cllr. Robertson.

To contact occupier (Mrs Tyler) – Overhanging vegetation.

Action 9 (7/7/07) Clerk

To place an article in the Westwood Update – New councillor required. .

Action 10 (7/7/07) Clerk

To write to WCC – Avon cliff Lane..

Action 11 (7/7/07) Clerk

To contact NT – Cut Back hedges (30 mph sign obscured).

Action 12 (7/7/07) Clerk

To contact Geoff Edwards – Progress on Website.

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 7.30 pm on Monday 8
September 2008.**

Present

Cllr. J Robertson	Chairman
Cllr. J Beauchamp	
Cllr. J Bishop	
Cllr. T Cox	
Cllr. S Harding	
Mr R Coleman	Clerk

There were no members of the public present.

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. Apologies.

Apologies for non-attendance were received from Cllr. J Johnston and Cllr. T Biles. The Clerk reported that Cllr. Philpott had tendered his resignation as a Parish Councillor and the Clerk read out his letter of resignation.

3. Minutes of the Ordinary Parish Council Meeting held on 7 July 2008.

The minutes were agreed and signed as an accurate record.

4. Adjournment.

There were no members of the public present and the meeting continued without an adjournment.

5. Neighbourhood Policing.

- a. In the absence of PC Martin Barrett there was no report from the Neighbourhood Policing Team.

- d. There were no matters reported for the NPT to note.

6. Sub-Committees.

Footpaths.

The Clerk reported that Cllr. Johnston had advised him of a number of matters and the Clerk stated that the current position with respect to those matters was as follows:

'No Dog Signs' for the Playing Field: Two of these signs were on order with Citaglen at a cost of £21.17 plus VAT each.

Hedges at 22 & 23 Linden Crescent: These hedges had now been cut back.

Paths 17 & 23: Path 32 was now clear but Path 17 (at the bottom of Iford Fields) was badly overgrown. The Clerk stated that as the lower end of Iford Fields was also overgrown and he would place the request for it to be cleared on a list of tasks for the Parish Steward.

Overgrown Hedges in the village: A request for those hedges bordering the public highways to be cut back would be placed on the Parish Steward's list of tasks.

Cllr. Cox reported that Path 20 (a bridleway) was partly obstructed by plants/shrubs belonging to the owners of the properties bordering this path at Staples Hill. The Clerk stated that he would inform the Footpath Warden. She stated that Path 42 was also obstructed by a hedge belonging to a property in Lower Westwood. The Clerk stated that he would inform the Footpath Warden.

Open Spaces.

- a. The Open Spaces Sub-Committee stated that there was nothing significant to report.

Cllr. Bishop reported that there were palings missing from the Play Area fence. Cllr. Beauchamp stated that Mr Say would be attending to these in due course.

Cllr. Bishop reported that the top gate at the Playing Field was obscured by overgrown vegetation and that the middle bar of the gate was broken. The Clerk stated that he would ask S&J Contracts to attend to the vegetation. Cllr. Bishop agreed to contact Brian Greaves or Hiscocks Ltd to provide a quotation for repairing the gate.

Cllr. Bishop expressed his thanks to S&J Contracts for responding so quickly to a request for the Playing Field grass to be cut and asked the Clerk to pass those thanks on to S&J Contracts.

b. Cllr. Beauchamp reported that the Play Equipment and Play Area were in a satisfactory condition, and confirmed that some six fencing slats were now missing from the Play Area fence.

Environmental.

a. The Clerk reported that two letters had been received from a parishioner; one relating to the condition of the footpath at the top of The Pastures, the other making observations on the condition of the roadside verges in Upper and Lower Westwood and the lack of street lighting in Upper Westwood. The councillors noted, and discussed, the contents of these letters and asked the Clerk to draft a suitable reply.

Cllr. Robertson reminded the Clerk that permission had been given for the overgrown hedge at the corner of Farleigh Lane and Lower Westwood to be cut back. The Clerk agreed to contact Mr Cooke and to ask him to take the necessary action.

Cllr. Cox reported that she had accompanied representatives from Selwood Housing Society on their annual inspection of properties in Westwood in July and that particular attention had been paid to issues such as cars parking on the grass and weeds etc growing at the various garage sites.

Cllr. Bishop enquired whether there had been any recent speed checks in the village.

Finance.

b. The Clerk reported that the current financial position at 8 September 2008 was as follows:

<u>Lloyds TSB A/C 1643417</u>					
	Bank Statement		£ 2,139.09	(at 5/6/08)	
	04-Jul-08				
	Credits (4 June 2008 to 30 June 2008) :				
24-Jun	J Long (Holland)		£	45.00	
24-Jun	Cremation Plot (Ex. Right) (Woodrow)		£	345.00	

				Total:	£	390.00		
	Debits (4 June 2008 to 30 June 2008):							
	Clerk's Expenses (May 2008)				£	61.80		
	St Johns CC				£	37.19		
	S&J Contracts (May)				£	146.00		
	Internal Audit Fee				£	100.00		
	V Cooke (May)				£	209.00		
	Cemetery Storage Facility				£	189.99		
	Clerk's Salary (June)				£	249.05		
				Total:	£	993.03		
	Balance at 4 July 2008:				£	1,536.06		
	Bank Statement			£	1,536.06	(at 5/7/08)		
	04-Aug-08							
	Credits (5 July 2008 to 4 August 2008) :							
21-Jul	J Long (Cooper)				£	45.00		
21-Jul	C S Bowyer (Oliver)				£	310.00		
				Total:	£	355.00		
	Debits (5 July 2008 to 4 August 2008):							
	Clerk's Salary (July)				£	249.05		

	Clerk's Expenses (June 2008)		£	26.46		
	S&J Contracts (June)		£	146.00		
	V Cooke (June)		£	341.00		
	Chairman's Allowance		£	105.00		
		Total:	£	867.51		
	Balance at 4 August 2008:		£	1,023.55		
	Credits (5 August 2008 to 31 August 2008) :					
12-Aug	C S Bowyer (Holland)		£	220.00		
		Total:	£	220.00		
	Debits (5 August 2008 to 31 August 2008):					
	Nil					
	Balance at 31 August 2008:		£	1,243.55		
	Credits (31 August 2008 to 8 September 2008) :					
	Nil		£	-		
		Total:	£	-		
	Debits (31 August 2008 to 8 September 2008):					
	Clerk's Salary (August)		£	249.05		
	Balance at 8 September 2008:		£	994.50		
	<u>Lloyds TSB A/C 7573321</u>					

	Bank Statement			£	15,440.80	
	30-Jul-08					
	Credits:					
12-Aug	Interest			£	32.78	
				Total:	£ 32.78	
	Debits:					
				£	-	
				Total:	£ -	
	Balance at 8 September 2008:			£	15,473.58	
	<u>National Savings A/C 138409348</u>					
	Balance at 2 July 2007			£	7,234.40	
	Credits:					
	Interest 1/1/07 to 31/12/07:			£	280.48	
	Debits:			£	-	
	Balance at 8 September 2008:			£	7,514.88	
	Balance in hand at 8 September 2008:			£	23,982.96	
	<u>Payments to be authorised (8 September 2008).</u>					

	Clerk's Salary (Sept)		£	249.05		
	Clerk's Expenses (July 2008)		£	13.32		
	Clerk's Expenses (Aug 2008)		£	0.61		
	S&J Contracts (July)		£	146.00		
	S&J Contracts (Aug)		£	146.00		
	V Cooke (July/August)		£	597.93		
	Mazars Audit Fee		£	158.62		
	St Johns CC		£	37.19		
		TOTAL:	£	1,348.72		
	<u>Donations/Subscriptions to be considered (8 September 2008).</u>					
		TOTAL:	£	-		

b. The Clerk stated that Mazars, the External Auditors, had completed the external audit and that all matters were satisfactory. The Clerk presented the 'External Auditor's Certificate and Opinion' to the Council and the Council noted that there were no matters that needed to be brought to its attention. The Clerk was thanked for maintaining accurate records and for ensuring that the audit had proved satisfactory.

c. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

n. The Clerk advised the Council that the status of extant planning applications was:

08/01854	1 Staples Hill	Single Storey Extension	Refusal.
08/01881	Farriers, Avoncliff	First Floor Extension etc.	Permission.

08/01885	Avonvilla, Avoncliff	Fell Birch Tree	
	Withdrawn.		
08/01876	23 Iford Hill	Replacement Garage	
	Permission.		
08/02242	Ancliff Square	Tree Works	No TPO.

The Council considered the following planning applications and decided to send comments to WWDC as shown:

08/02166LBC (Revised)	Upper Farm	Conversion of Storerooms	No Objections.
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o. The following planning application was received after 2 September 2008.

08/02529	108 Upper Westwood	Tree Works	No Objections.
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Cemetery.

The Clerk reported that the cemetery had benefited from Burial and Memorial fees over the last three months, totalling £965.

Cllr. Bishop reported that the hardstanding for the Storage Facility had now been completed and requested the Clerk to contact Mr Cooke to enquire when the Storage Facility was to be erected.

7. Parish Council Website.

The Clerk reported that he had contacted Mr Edwards who had confirmed that the website had been designed and was ready to receive content. The Clerk added that he had now sent him copies of Parish Council Meeting minutes for the year 2007 and approved minutes for 2008. It was noted that the website address was www.westwoodparish.co.uk .

8. The Boundary Committee.

The Council noted recommendations of The Boundary Committee.

9. New Parish Council Member.

Clerk reported that he had placed adverts on all the Noticeboards and in the latest edition of the Westwood Update for a new member of Council. He added that the closing date was 26 September and that he anticipated that a new member would be appointed at the Parish Council meeting to be held on 6 October 2008.

10. Date of Parish Council Meetings.

The Council agreed that the next meeting would be held as follows:

- Ordinary Parish Council Meeting – Monday 6 October 2008 at 7.30 pm.

11. Any Other Business.

Exchange of views on matters not requiring a decision.

Cllr. Beauchamp reported that there had been fly-tipping in the wood near to Westwood Motors and that, rather bizarrely, someone had camped for a time across the nearby footpath and had also left rubbish behind when they left.

The Clerk read out the following report from Cllr. Biles (shown in italics):

'The Village Flower Show was a great success. The sun shone as it always seems to do. The total number of bodies passing through the gates was 670 including children; there were 570 adults. The Council may wish to know that the largest proportion of those attending were villagers.

The Flower Show Committee are meeting in October to decide on grants. Details will be published in the appropriate 'Update'.

The 'Committee' much appreciate the support of The Parish Council.

The Village Open Gardens raised approximately £200 for the RNLI. This to a certain extent was a trial run and it is hoped that we can hold a similar event next year on a far larger scale. The decision will be made in October.'

There was no other business.

The meeting concluded at 8.55 pm.

6 October 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 8 September 2008

Action 1 (8/9/07) Clerk.

To make agreed payments.

Action 2 (8/9/07) Clerk.

To write to WWDC re. planning applications.

Action 3 (8/9/07) Clerk.

To contact Mr Cooke – Installation of secure storage facility and cut back Farleigh Lane/Lower Westwood garden (49 Lower Westwood) hedge.

Action 4 (8/9/07) Cllr. Bishop.

To contact Brian Greaves/Hiscocks Ltd – Playing Field gate repair.

Action 5 (8/9/07) Clerk.

To contact the Footpath Warden – Paths 20, 42.

Action 6 (8/9/07) Clerk.

To write list for Parish Steward – Path 17, Overgrown roadside verges.

Action 7 (8/9/07) Clerk.

To write a reply to the parishioner.

Action 8 (8/9/07) Clerk

To contact S&J Contracts – Cut back vegetation overhanging Playing Field gate.

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 7.30 pm on Monday 6
October 2008.**

Present

Cllr. J Robertson Chairman

Cllr. J Beauchamp

Cllr. J Bishop

Cllr. T Cox

Cllr. S Harding

Cllr. J Johnston

Cllr. A Parker (from Agenda item 3)

Mr R Coleman Clerk

PC Martin Barrett attended the meeting (Part-time).

There were four members of the public present.

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. New Council Member.

a. The Council resolved unanimously to appoint Mr Allan Parker as a co-opted member of the Parish Council.

b. The Clerk advised the Council that a further co-option might be required following Cllr. Philpott's resignation subject to there not being a request for an election. He added that the required notice had been displayed on the Parish Council noticeboard and it would be known by the next meeting whether co-option would be required.

c. Mr Allan Parker signed the Declaration Form, witnessed by the Clerk.

The Chairman welcomed Cllr. Parker to the meeting and invited him to join the other councillors for the meeting.

3. Apologies.

Apologies for non-attendance were received from Cllr. T Biles and a 'standing' apology from District Cllr. I Martindale.

4. Minutes of the Ordinary Parish Council Meeting held on 8 September 2008.

The minutes were amended as follows:

Page 1179, Para 6a 'Open Spaces', second line – Delete 'Bishop'. Insert 'Robertson'. The minutes were then agreed and signed as an accurate record.

5. Adjournment.

The meeting was adjourned to allow members of the public to raise any matters of interest.

The Chairman welcomed Mr Mick Latham of Selwood Housing to the meeting.

Mr Latham gave a short presentation on the revised plans to build two properties at Peto Grove. Mr Latham explained that the comments raised by the Council at a previous meeting had been taken into account and that the original plans had been changed to accommodate these comments. The Council expressed its support for the revised plans and the Clerk was asked to display them on the Noticeboard near to the Post Office. The Clerk was also asked to write to the Director, Selwood Housing – Diane Hall - thanking her for being sympathetic to the comments made previously and for amending the original plans accordingly.

The meeting was then reconvened.

6. Neighbourhood Policing.

a. PC Martin Barrett reported on behalf of the Neighbourhood Policing Team. He stated that a small quantity of tiles had been stolen from Westwood Manor and, in an unrelated incident, there had been a car pursuit in the village that resulted in an injured horse rider and an overturned car. He added that the car driver had been apprehended. PC Barrett commented that the NPT Mailbox was being used, but only rarely.

e. Cllr. Harding stated that there had been a white van parked on the lay-by near to the drive and gate for Midway Manor that appeared to be abandoned. PC Barrett replied, stating that the driver had been arrested but that he expected the van to be removed shortly.

Cllr. Beauchamp stated that she had recently received Neighbourhood Watch leaflets for distribution and she enquired whether the Neighbourhood Watch scheme was still operating. PC Barrett stated that a civilian volunteer had been recruited and it was intended to restart or revitalise the local Neighbourhood Watch schemes.

7. Sub-Committees.

Cemetery.

a. There was nothing to report from the Cemetery sub-Committee. The Clerk stated that there had been a recent interment in the cemetery and that this attracted a fee of £125.

b. The Council asked the Clerk to make enquiries regarding the annual safety inspection and to obtain quotes from appropriate organisations able to undertake memorial/gravestone safety inspections and to provide a certified record of the inspection.

Footpaths.

a. Cllr. Johnston reported on behalf of the Footpath sub-Committee. She stated that all Rights of Way appear to be in good order and she was pleased to note that Path 17 had been cleared of overgrown vegetation.

b. The Clerk tabled the Wiltshire County Council (WCC) Rights of Way Improvement Plan and passed it to Cllr. Johnston for her to study and to pass to other members of the sub-Committee.

The Clerk was asked to obtain a copy of the Definitive Rights of way Map (A3 size) and the Definitive Statement for each councillor.

Open Spaces.

a. Cllr. Beauchamp reported on behalf of the Open Spaces sub-Committee and stated that there was nothing significant to report. She added that the missing palings in the Play Area fence would be replaced soon.

Cllr. Johnston remarked that the cherry trees in the park and near to the playing field required pruning. The Clerk was asked to contact Downside Nurseries and to ask them to provide a quotation for undertaking this task.

- b. Cllr. Beauchamp reported that Play Equipment appeared in good order.

The Clerk reported that he had received a note from Cllr. Biles regarding the failure of the contractor to trim the humps in the park. The Clerk stated that there was a requirement in the contract to trim the humps and rough areas, although only three trimmings were specifically required throughout the season. The Clerk observed that it might be thought by the parishioner referred to in Cllr. Biles' note that the humps had to be trimmed each time the grass was cut. The Clerk added that this was not the case and that the grass was required to be cut some fifteen times.

Cllr. Bishop stated that he had contacted Brian Greaves and had asked him to provide a quotation for repairing the Playing Field metal gate.

The Clerk handed over the two 'No Dogs' to Cllr. Johnston who offered to invite her husband to install them at the two entrances to the Playing Field.

Environmental.

Councillors noted that during the public adjournment the members of the public present expressed considerable concern at the speed of traffic through the narrow part of Lower Westwood, near to Rose Cottage/Orchard Close. There ensued a discussion on the best way forward and at the conclusion of the discussion the Clerk was asked to write to WCC (Rebecca Lockwood) and to request a site visit. PC Barrett had indicated that he would also like to attend the site visit. Possible solutions suggested were the introduction of a 'maximum speed' warning sign – say 25 mph, or a reduced speed limit in that area.

The Council noted the suggestion by PC Barrett that this matter could be raised at the NPT Tasking Group (NPTTG) Meeting and possibly become one of the priorities for the NPT. The Council supported this idea and, with his agreement, Cllr. Parker was nominated as the Council's representative on the NPTTG and given authority to speak on its behalf.

The Clerk stated that he had written to WCC about the parlous state of Avoncliff Lane and had received an unhelpful letter in reply – the contents of which he read out to the councillors. The Council suggested that the site visit to Lower Westwood should also include a visit to Avoncliff Lane in order to examine the state of that road. Cllr. Cox stressed that the road surface was slippery, especially at the double bend and that it was dangerous for those using this road, such as horse riders and motorists.

The Clerk was asked to place a notice in the Westwood Update requesting residents to cut back any vegetation that is overhanging a public footpath to ensure that the path is not obstructed.

Finance.

a. The Clerk reported that the current financial position was as follows:

Westwood Parish Council - Financial Statement - 6 October 2008						
	<u>Lloyds TSB A/C 1643417</u>					
	Bank Statement		£	994.50		
	04-Sep-08					
	Credits (5 September 2008 to 30 September 2008) :					
08-Sep	Transfer from A/C 7573321		£	2,000.00		
26-Sep	C S Bowyer (Cooper)		£	125.00		
				Total:		
				£ 2,125.00		
	Debits (5 September 2008 to 30 September 2008):					
	Clerk's Expenses (July 2008)		£	13.32		
	Clerk's Expenses (Aug 2008)		£	0.61		
	S&J Contracts (July)		£	146.00		
	S&J Contracts (Aug)		£	146.00		
	V Cooke (July/August)		£	597.93		
	Mazars Audit Fee		£	158.62		

	St Johns CC		£	37.19		
			Total:	£	1,099.67	
	Balance at 30 September 2008:		£	2,019.83		
	Credits (30 September 2008 to 6 October 2008) :					
	None					
			Total:	£	-	
	Debits (30 September 2008 to 6 October 2008):					
	Clerk's Salary (September)		£	249.05		
			Total:	£	249.05	
	Balance at 6 October 2008:		£	1,770.78		
	<u>Lloyds TSB A/C 7573321</u>					
	Bank Statement		£	15,440.80		
	30-Jul-08					
	Credits:					
12-Sep	Interest		£	28.00 (Approx)		
			Total:	£	28.00	

	Debits:				
	Transfer to A/C 1643417			£	2,000.00
				Total:	£ 2,000.00
	Balance at 6 October 2008:			£	13,468.80
	<u>National Savings A/C 138409348</u>				
	Balance at 2 July 2007			£	7,234.40
	Credits:				
	Interest 1/1/07 to 31/12/07:			£	280.48
	Debits:			£	-
	Balance at 6 October 2008:			£	7,514.88
	Balance in hand at 6 October 2008:			£	22,754.46
	<u>Payments to be authorised (6 October 2008).</u>				
	Clerk's Salary (Oct)			£	249.05
	Clerk's Expenses (Sept 2008)			£	40.70
	Citaglen (No Dogs signs)			£	49.75
	S&J Contracts (Aug)			£	146.00

	V Cooke (September)		£	210.00		
	St Johns CC		£	67.55		
		TOTAL:	£	763.05		
	<u>Donations/Subscriptions to be considered (6 October 2008).</u>					
		TOTAL:	£	-		

b. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

Planning.

p. The Clerk stated that the current status of extant planning applications was as follows:

08/02529108	Upper Westwood	Tree Works	No TPO.
08.02166LBC	Upper Farm	Conversion of Storerooms	Consent.

q. The Council considered the following Planning Application and agreed that the comments shown are to be sent to WWDC:

08/00141	Westwood School	Install Portacabin
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No Objections to this development but a time limit for the Portacabin to be allowed to remain on this site should be stated.

r. The Council considered the following Planning Application received after 30 September and agreed that the comments shown are to be sent to WWDC:

08/02813	43 The Pastures	Install Domestic Wind Turbine
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NEW.

No objections were raised by the Council.

The Clerk advised the Council that the present system of Development Control that is operated by West Wiltshire District Council (WWDC) requires that a planning application be presented to the Planning Committee if the affected Parish Council objects to the proposed development and that proposals for the Unitary Authority (Wiltshire Council) would dispense with this facility. Instead, officers would make decisions using their delegated powers far more widely, even with disputed applications and referral to the Planning Committee would only be effected by the elected Wiltshire Council member. He added that he thought that this was a significant change that removed an essential power of the Parish Council.

8. Parish Council Website.

The Clerk stated that the development of the Website was progressing well and that it was now up and running, although more content was required. He added that it had a professional appearance and contained hyperlinks to other sites of interest. He suggested that all councillors accessed the site – www.westwoodparish.co.uk, or via Google (Westwood Parish Council), and that its development is discussed in more detail at the next Council meeting.

9. Date of Parish Council Meetings.

The Council agreed that the next Meeting would be as follows:

- Ordinary Parish Council Meeting – Monday 10 November 2008 at 7.30 pm.

10. Any Other Business.

Exchange of views on matters not requiring a decision.

The Clerk brought the following matters to the attention of the Council:

- Electoral Team Reorganisation.
- S&J Grounds Ltd – New Limited Company formed.

Cllr. Johnston proposed that the Parish Council Committee structure should be reviewed at the next meeting.

Cllr. Harding reminded councillors that discussions in the past in relation to a reduced speed limit in the village had received general support but there was concern about adding more road signage and street furniture.

The Chairman stated that he would wish to have a discussion regarding the Parish Council Christmas meal at the next meeting.

There was no other business.

The meeting concluded at 9.45 pm.

10 November

2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 6 October 2008

Action 1 (6/10/07) Clerk.

To make agreed payments.

Action 2 (6/10/07) Clerk.

To write to WWDC re. planning applications.

Action 3 (8/9/07) Clerk.

To display Selwood Housing plans on the noticeboard.

Action 4 (6/10/07) Cllr. Bishop.

To obtain quotation from Brian Greaves – Playing Field gate repair.

Action 5 (6/10/07) Clerk.

To write to Selwood Housing (incorporating PC's comments in the revised plans).

Action 6 (6/10/07) Clerk.

To investigate Cemetery monument safety inspections and obtain quotations.

Action 7 (6/10/07) Clerk.

To obtain RoW Maps and Statements for each councillor.

Action 8 (6/10/07) Clerk

To arrange a WCC site visit – Lower Westwood and Avoncliff Lane.

Action 9 (6/10/07) Clerk

To place a notice in Westwood Update – 'Cut-back' vegetation.

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 7.30 pm on Monday
10 November 2008.**

Present

Cllr. J Robertson	Chairman
Cllr. J Beauchamp	
Cllr. T Biles	
Cllr. J Bishop	
Cllr. T Cox	
Cllr. S Harding	
Mr R Coleman	Clerk

PC Martin Barrett attended the meeting (Part-time).

There was one member of the public present.

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. Apologies.

Apologies for non-attendance were received from Cllr. J Johnston and a 'standing' apology from District Cllr. I Martindale.

3. Minutes of the Ordinary Parish Council Meeting held on 6 October 2008.

The minutes were agreed and signed as an accurate record.

4. Adjournment.

The meeting was adjourned to allow members of the public to raise any matters of interest.

The meeting was then reconvened.

5. Neighbourhood Policing.

a. PC Martin Barrett reported on behalf of the Neighbourhood Policing Team. He stated that there were no crimes to report, although there was a 'hit and run' road accident on 8 November that was continuing to be investigated. PC Barrett suggested that the concern expressed at the last meeting concerning the speed of traffic through the village, especially at the Orchard Close 'pinch point', could be raised by the Parish Council representative at the forthcoming NPT Tasking Meeting' as a village priority. The Council noted that Cllr. Parker had been appointed as the Parish Council representative.

f. Cllr. Biles reported that there had been an 'apparent' incident in The Pastures of 'cold calling' by a person purporting to be a Financial Advisor.

6. Sub-Committees.

Footpaths.

a. In her absence, Cllr. Johnston had provided a written report. She stated that a parishoner had complained to her about the footpath between the chapel and the social club car park being overgrown.

The Council agreed to discuss the Wiltshire County Council (WCC) document 'Rights of Way Improvement Plan' at the next meeting.

b. The Clerk gave each councillor present a colour copy of the Definitive Rights of way Map (A3 size).

Open Spaces.

a. Cllr. Beauchamp reported on behalf of the Open Spaces sub-Committee and stated that there was nothing significant to report. The Council asked the Clerk to include a clause in the Open Space Maintenance Tender documentation when new quotations are sought in the new year to require all the humps in the park to be strimmed during the growing season noting that there were humps close to the rear boundary of the houses in Chestnut Grove that always appeared to be missed.

It was agreed that Mr Cooke should attend to the apple tree growing near the Millennium Oak in Westwood Park that had been damaged and has had two branches broken.

Following a request from Cllr. Johnston, the Council agreed to ask Mr Cooke to clear the verge/banks along Lower Westwood Road between Linden Crescent and Lyefield Lane, including round the corner into Lyefield Lane.

b. The Clerk stated that he had recently received the RoSPA Annual Safety Inspection Report for the Play Area/Equipment and he passed it to Cllr. Beauchamp for her to study.

c. Cllr. Beauchamp reported that Play Equipment appeared in good order and added that the missing palings in the Play Area fence had been replaced by Mr Sam Sayer.

Environmental.

Cllr. Harding reported that the Parish Steward had visited and had undertaken a number of tasks. Cllr. Harding was requested to include the clearing of weeds etc on the road, alongside the high wall that was the boundary to the National Trust field (next to Westwood Manor – opposite the bottom of Lyefield Lane) on a future list of tasks for the Parish Steward.

Cllr. Cox reported that the recent heavy rain had caused considerable flooding of the Lower Westwood Road and that surface water on this road is a persistent problem causing a number of problems including the break-up of the road surface. She added that it could present a significant additional hazard to road users if it froze in the winter months. The Clerk was asked to write to WCC Highways and to insist that remedial action is undertaken to the road surface and that consideration is given to diverting this water into gullies and drains.

Councillors remarked on the anti-social nature of some motorists in the village by parking on the pavement. The Council agreed that Cllr. Parker should raise this as an issue at the next NPT Tasking Meeting.

The Council asked the Clerk to write to WCC Highways to request the erection of a 'To the Church' road sign at the junction of Lower Westwood/Farleigh Lane.

The Clerk was reminded to place a notice in the Westwood Update requesting residents to cut back any vegetation that is overhanging a public footpath to ensure that the path is not obstructed.

Finance.

b. The Clerk reported that the current financial position was as follows:

Westwood Parish Council - Financial Statement - 10 November 2008				
	<u>Lloyds TSB A/C 1643417</u>			
	Bank Statement		£ 1,770.78	
	03-Oct-08			
	Credits (4 October 2008 to 31 October 2008) :			
			£ -	
			Total: £ -	
	Debits (4 October 2008 to 31 October 2008):			
	Clerk's Expenses (September 2008)		£ 40.70	
	Citaglen 'No Dogs' sign		£ 49.75	
	S&J Contracts (Sept)		£ 146.00	
	V Cooke (September)		£ 210.00	
	St Johns CC		£ 67.55	
			Total: £ 514.00	

	Balance at 31 October 2008:		£	1,256.78	
	Credits (1 November 2008 to 10 November 2008) :				
	C S Bowyer (Shelton)		£	125.00	
			Total:	£	125.00
	Debits (1 November 2008 to 10 November 2008):				
	Clerk's Salary (October)		£	249.05	
			Total:	£	249.05
	Balance at 10 November 2008:		£	1,132.73	
	<u>Lloyds TSB A/C 7573321</u>				
	Bank Statement		£	15,440.80	
	30-Jul-08				
	Credits:				
10-Aug	Interest		£	32.78	
10-Sep	Interest		£	32.72	
10-Oct	Interest		£	27.75	
			Total:	£	93.25
	Debits:				
09-Sep	Transfer to A/C 1643417		£	2,000.00	
			Total:	£	2,000.00

	Balance at 10 November 2008:		£	13,534.05	
	<u>National Savings A/C 138409348</u>				
	Balance at 2 July 2007		£	7,234.40	
	Credits:				
	Interest 1/1/07 to 31/12/07:		£	280.48	
	Debits:		£	-	
	Balance at 10 November 2008:		£	7,514.88	
	Balance in hand at 10 November 2008:		£	22,181.66	
	<u>Payments to be authorised (10 November 2008).</u>				
	Clerk's Salary (Nov)		£	255.16	
	Clerk's Expenses (Oct 2008)		£	12.82	
	Clerk Back Pay		£	42.77	
	S&J Contracts (October)		£	146.00	
	RoSPA Safety Inspection		£	74.03	
	V Cooke (October)		£	157.50	
		TOTAL:	£	688.28	
	<u>Donations/Subscriptions to be considered (10 November 2008).</u>				

		K & A Canal Information Panel		£	500.00
			TOTAL:	£	500.00

The Clerk stated that the NALC/SLCC had agreed an Interim Pay Award for Local Council Clerks backdated to 1 April 2008 that represented an increase of 2.5% on the existing Pay Scale. He invited the Council to approve its adoption. The Council resolved unanimously to increase the salary of the Clerk in line with the new SCP 21 Pay Scale with effect from 1 April 2008.

b. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

c. The Council reviewed the Financial Forecast at 31 October 2008 and decided that no action was necessary. A copy of this forecast is appended to these minutes. It was agreed to hold a Financial sub-committee meeting to discuss the FY2009/10 Budget on 9 December, 7.30 pm at Cllr. Beauchamp's house.

d. The Council decided not to make a donation in respect of the British Waterways Board Information Panel project.

e. The Council resolved to have the Annual Christmas Dinner on Tuesday 16 December 2008 at The New Inn, Westwood and to invite Mr & Mrs Hancock to be guests at this event.

Planning.

s. The Clerk stated that the current status of extant planning applications was as follows:

08/00141	Westwood School	Portacabin	
	Permission.		
08/02529	108 Upper Westwood	Tree Works	No TPO
08/02813	43 The Pastures	Domestic Wind Turbine	No PC
	Objections.		

t. The Council considered the following Planning Application and agreed that the comments shown are to be sent to WWDC:

08/03052	19 The Pastures	Single Storey Extension	NEW.
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No Objections to this development but it observed that the proposed development extended the footprint in two directions and this may be used as a precedent for other developments in that area.

u. The Council considered the following Planning Applications received after 4 November and agreed that the comments shown are to be sent to WWDC:

08/03106 10 Hebden Road Single Storey Extension **NEW.**

No objections were raised by the Council.

08/03113 8 Ancliff Square Tree Works **NEW.**

No objections were raised by the Council.

Cemetery.

c. Cllr. Bishop stated that there was nothing significant to report from the Cemetery sub-Committee. Cllr. Bishop reported that a branch of a yew tree in the cemetery need cutting and that he would ask Mr Cooke to do it. He added that the new 'shed' had been installed, although the doors still needed to be fitted.

The Council agreed to ask Mr Cooke to plant some laurel bushes in the gaps along the cemetery path at a total cost not exceeding £30.

b. The Clerk reported that he had discussed the Annual Safety Inspection with James Long (Masons) Ltd and that this company provided a Safety Inspection service at a cost of £560/3 years (£185/year approx). The Clerk explained the nature of this Safety Inspection and the subsequent securing of any unsafe monuments. After further discussion by the Council, the Council resolved to invite James Long (Masons) Ltd to undertake the Annual Safety Inspection. The Clerk was asked to make the necessary arrangements.

c. The Clerk stated that there had been a recent interment in the cemetery and that this attracted a fee of £125.

7. Parish Council Website.

The Council decided to invite Mr Edwards to the next Council meeting and to discuss the development of the website at that meeting.

8. Date of Parish Council Meetings.

The Council agreed that the next Meeting would be as follows:

- Ordinary Parish Council Meeting – Monday 1 December 2008 at 7.30 pm.

9. Any Other Business.

Exchange of views on matters not requiring a decision.

Cllr. Bishop – Development Control.

Cllr. Bishop stated that he had read the copies of the correspondence relating to the proposed change of Development Control procedures likely to be introduced by the Unitary Authority and the proposed changes had given him considerable cause for concern – especially in relation to the loss of ‘calling in’ power by Parish Councils. He argued that the change was ‘target driven’ and local democratic principles had been over-ridden. The Clerk observed that recent correspondence that he had received indicated that this change in procedure was inevitable because of the strong recommendations made for the change by the Implementation Executive.

Cllr. Harding – District Councillor.

Cllr. Harding state that despite assurances by Cllr Martindale to the contrary, nothing has been done in respect of re-cycling bins near the Social Club for plastic and cardboard.

Cllr. Biles – Garden Competition.

Cllr. Biles stated that the Open Garden Competition in the village next year may be extended for the benefit of the Red Cross and that he may be seeking permission from the Parish Council to allow visitors to park on, or on the grass near to, the Playing Field.

Cllr. Bishop – Playing Field Gate.

Cllr. Bishop reported that the repair to the gate was in hand.

Cllr. Robertson – Town Gathering.

Cllr. Robertson reported that he had attended the Bradford on Avon Town Gathering on 10 October 2008.

The Clerk brought the following matters to the attention of the Council:

- New Council Member – Permission has been given by Wiltshire Electoral Services to co-opt a new member.
- Sustainable Communities.
- WWDC Parish Forum 2008 – 26 November 2008.
- WCC – Vision for Play 2007 – 2012.
- Wiltshire Electoral Services – Permission to Co-opt New Member.
- St Johns CC – Increase in Printing Costs (3%).
- Communities & Local Government – Consultation (Codes of Conduct).

There was no other business.

The meeting concluded at 9.30 pm.

1 December 2008

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 8 November 2008

Action 1 (10/11/08) Clerk.

To make agreed payments.

Action 2 (10/11/08) Clerk.

To write to WWDC re. planning applications.

Action 3 (10/11/08) Clerk.

To write to WCC Highways – ‘To the Church’ road sign.

Action 4 (10/11/08) Clerk.

To write to WCC Highways – Repair of Lower Westwood road and improve drainage.

Action 5 (10/11/08) Clerk.

To add ‘strimming humps’ to Open Spaces Maintenance Specification.

Action 6 (10/11/08) Clerk.

To invite James Long to undertake the Cemetery monument safety inspections.

Action 7 (10/11/08) Cllr Parker.

To raise ‘speeding’ and ‘anti-social’ parking at the NPT Tasking Group Meeting.

Action 8 (10/11/08) Clerk

To place a notice in Westwood Update – ‘Cut-back’ vegetation.

Action 8 (10/11/08) Cllr. Bishop

To ask Mr Cooke to attend to the apple tree in Westwood Park and the yew tree in the cemetery.

FINANCIAL FORECAST at 31 OCTOBER 2008						
(Includes all Payments and Receipts at 31 October 2008)						
Westwood Parish Council						
Actuals	ITEM	AGREED	Actuals	Estimated		
FY07/08	(Description)	BUDGET	FY08/09	FY08/09		
		FY2008/09	at 31/10/08	At 31/3/09		
	Income:					
10000	Precept	10000	10000	10000		
1900	Grant	0	0	0		
280	Interest NSC	200	0	200		
411	Interest Res	300	190	300		
390	Cemetery Fees	500	1175	1250		
988	Cemetery Grant	1000	1013	1013		
318	Lettings	400	165	250		
	Misc	0	0	0		
224	VAT Refund	200	866	866		
14511	Total Income	12600	13409	13879		
	Expenditure:					
2983	Clerk Salary	3100	1743	3100		
517	Expenses	600	196	550		
0	Solicitors Fees	100	0	0		
138	Chairman	125	105	200		
0	Hire Hall	150	132	150		
259	Audit	300	259	259		

	0	Subscriptions		0	0	0	
	805	Insurance		850	842	842	
	852	Community (Section 137)		1000	941	1250	
	226	Elections		0	0	0	
	2990	Open Spaces		2500	1063	2000	
	1616	Cemetery		1500	1424	1750	
	0	PWLB Loan		0	0	0	
	0	Footpaths		0	0	0	
	0	Football Field Maintenance		100	0	0	
	5	Misc.		0	0	0	
	10391			10325	6705	10101	
		Capital Expenditure:					
	4465	Playground Equipment		1400	0	0	
	0	New Trees		0	0	0	
	0	Notice Boards		250	0	250	
	0	Web Site		125	0	200	
	0	Cemetery Storage Facility		500	0	190	
	5850	Nursery School Wall		0	0	0	
	10315			2275	0	640	
	20706	Total Expenditure		12600	6705	10741	
		Net Income				3,138	

**Minutes of the meeting of Westwood Parish Council held
in the Parish Rooms, Westwood at 7.30 pm on Monday
1 December 2008.**

Present

Cllr. J Robertson	Chairman
Cllr. J Beauchamp	
Cllr. T Biles	
Cllr. T Cox	
Cllr. S Harding	
Cllr. J Johnston	
Cllr. A Parker	
Mr R Coleman	Clerk

PCSO Vicky Huntley attended the meeting (Part-time).

There were two members of the public present.

1. Welcome and Introductions.

The Chairman welcomed everyone to the meeting.

2. Apologies.

Apologies for non-attendance were received from Cllr. J Bishop and a 'standing' apology from District Cllr. I Martindale.

3. Minutes of the Ordinary Parish Council Meeting held on 10 November 2008.

The minutes were amended as follows:

Para. 7 'Sub-Committees', under Environmental', First paragraph:

Delete 'Cllr. Harding reported that the Parish Steward had visited and had undertaken a number of tasks. Cllr. Harding was requested to include the clearing of weeds etc on the road, alongside the high wall that was the boundary to the National Trust field (next to Westwood Manor – opposite the bottom of Lyefield Lane) on a future list of tasks for the Parish Steward.'

Insert 'Cllr. Harding reported that the Parish Steward had visited and had undertaken a number of tasks. Cllr. Harding had previously requested the Parish Steward to include the clearing of weeds etc on the road, alongside the high wall that was the boundary to the National Trust field (next to Westwood Manor – opposite the bottom of Lyefield Lane) but this had not been completed, showing the limitations of the Parish Steward's role.'

The minutes were then agreed and signed as an accurate record.

4. Adjournment.

The meeting was adjourned to allow members of the public to raise any matters of interest.

The meeting was then reconvened.

5. Neighbourhood Policing.

a. PCSO Huntley stated that the next Neighbourhood Tasking Group meeting was to be held on 11 January 2009 and she noted the contact details of the Parish Council's representative, Cllr. A Parker.

She reported that following numerous calls from the public concerning a parked vehicle in the lay-by towards Freshford a notice had now been posted on the vehicle requiring its removal. This action was prompted by the expiry of the Vehicle Excise licence.

PCSO Huntley asked councillors and parishioners to be alert to the presence of suspicious vehicles in the area and to report them to the Neighbourhood Policing Team (NPT) following a report of two such vehicles in the vicinity of the bridleway between Lower Westwood and Upper Westwood

- g. There were no matters that councillors wished the NPT to note.

6. Sub-Committees.

Open Spaces.

a. Cllr. Johnston reported that the sign at the entrance to Westwood Park, near to the Nursery School, stating 'No Horses' was partly obscured by vegetation. She offered to cut back the hedge in order to make the sign more visible.

b. Cllr. Beauchamp stated that she had read the RoSPA Annual Safety Inspection Report for the Play Area/Equipment and was pleased to note that there were no 'high risk' matters that needed to be addressed. She added that there were two Medium risks identified – missing slats in the boundary fence and a 'trip hazard' at the entrance. She stated that the missing slats had now been replaced and the 'trip hazard' would, once again, be addressed. She concluded by stating that all other areas inspected had been identified as Low/Medium risk and required no action at present, but would continue to be monitored.

c. Cllr. Beauchamp reported that Play Equipment appeared in good order.

Environmental.

Clerk's Note:

Under Agenda item 4 'Adjournment', the Clerk had read out the replies from Wiltshire County Council (WCC) received in response to the correspondence from the Parish Council asking that action be taken to repair/resurface the Lower Westwood road and Avoncliff Lane. He had commented that financial constraints had, yet again, been given as the reason for inaction but that these projects, according to WCC, remained a high priority and would appear on the list for funding in FY2009/10.

Cllr. Harding stated that the road between Westwood and the crossroads was in a very poor state and needed attention now. The Council agreed with this statement and the Chairman added that the Council must continue to lobby the Highways Authority until action is taken by WCC to restore these roads to a serviceable condition.

Cllr. Harding reported that the Parish Steward is currently on sick leave, although his next visit is planned for mid-December. He asked councillors to let him know if there were any specific tasks for the Parish Steward to undertake.

Finance.

c. The Clerk reported that the current financial position was as follows:

Westwood Parish Council - Financial Statement - 1 December 2008						
	<u>Lloyds TSB A/C 1643417</u>					
	Bank Statement		£	1,007.73		
	04-Nov-08					
	Credits (4 November 2008 to 30 November 2008) :					
14-Nov	CS Bowyer (Shelton)		£	125.00		
			Total:	£ 125.00		
	Debits (4 November 2008 to 30 November 2008):					
	Clerk's Expenses (Oct 2008)		£	12.82		
	Clerk Back Pay		£	42.77		
	S&J Contracts (October)		£	146.00		
	RoSPA Safety Inspection		£	74.03		
	V Cooke (October)		£	157.50		
			Total:	£ 433.12		
	Balance at 30 November 2008:		£	699.61		
	Credits (1 December 2008) :					

	Nil		£	-	
			Total:	£	-
	Debits (1 December 2008):				
01-Dec	Clerk's Salary (November)		£	255.16	
			Total:	£	255.16
	Balance at 1 December 2008:		£	444.45	
	<u>Lloyds TSB A/C 7573321</u>				
	Bank Statement		£	13,534.05	
	30-Oct-08				
	Credits:				
10-Nov	Interest		£	26.14	
			Total:	£	26.14
	Debits:				
	Nil		£	-	
			Total:	£	-
	Balance at 1 December 2008:		£	13,560.19	
	<u>National Savings A/C 138409348</u>				

	Balance at 2 July 2007		£	7,234.40	
	Credits:				
	Interest 1/1/07 to 31/12/07:		£	280.48	
	Debits:		£	-	
	Balance at 1 December 2008:		£	7,514.88	
	Balance in hand at 1 December 2008:		£	21,519.52	
	<u>Payments to be authorised (1 December 2008).</u>				
	Clerk's Salary (Dec)		£	255.16	
	Clerk's Expenses (Nov 2008)		£	34.93	
	St Johns CC		£	44.58	
	S&J Contracts (November)		£	146.00	
	V Cooke (November)		£	94.50	
			TOTAL:	£ 575.17	
	<u>Donations/Subscriptions to be considered (1 December 2008).</u>				
	Nil		£	-	
			TOTAL:	£ -	

b. The Council resolved unanimously to make the payments under 'Payments to be authorised' above.

The Clerk reported that Mr Cooke had commented that Mr Azis at Westwood Manor had allowed him to burn rubbish in the grounds of the Manor that had resulted from work he had undertaken on behalf of the Parish Council and had enquired whether the Council could express their thanks in some way. The Council resolved that a bottle of wine to a maximum cost of £10 and a letter of thanks be sent to Mr Azis.

Planning.

v. The Clerk stated that the current status of extant planning applications was as follows:

08/02813	43 The Pastures	Domestic Wind Turbine	Refusal.
08/-3052	19 The Pastures	Single Storey Rear/Side Extension	No PC Objections.
08/03106	10 Hebden Road	Single Storey Extension	No PC Objections.
08/03113	8 Ancliff Square	Tree Works	No PC Objections.

w. The Council considered the following Planning Application and agreed that the comments shown are to be sent to WWDC:

08/03201	Westwood Manor	Tree Works	NEW.
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The Parish Council had no Objections to these tree works.

x. There were no Planning Applications received after 26 November.

Cemetery.

There was nothing to report.

Footpaths.

There was nothing to report.

7. Parish Council Website.

The Chairman welcomed Mr Geoff Edwards to the Council meeting and invited him to give a report on the development of the Parish Council Website.

Mr Edwards gave a short report and stated that the website had now been constructed and that it contained Parish Council meeting agendas and minutes. He added that he would take steps to ensure that the Clerk was able to add content to the website. The Council thanked Mr Edwards for the work he had undertaken. The Clerk reminded Mr Edwards to send an invoice to the Parish Council for his work along the lines previously agreed.

8. The Boundary Committee.

The Clerk stated that the final recommendations had now been published by The Boundary Committee and that he would write, and circulate, a short briefing note to be sent to all councillors.

9. Date of Parish Council Meetings.

a. The Council agreed that the next Meeting would be as follows:

Ordinary Parish Council Meeting	Monday 5 January at 7.30 pm.
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d. The Council agreed the following dates for the meetings in May 2009:

Annual Parish Meeting	Tuesday 12 May 2009 at 8pm.
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Annual Parish Council Meeting	Monday 11 May 2009 at 7.30pm.
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Ordinary Parish Council Meeting	Monday 11 May 2009 at 8pm.
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Cllr. Beauchamp reminded the Finance Sub-Committee that the 'Budget Meeting' is to be held on Tuesday 9 December 2008 at 7.30pm at her house.

9. Any Other Business.

Exchange of views on matters not requiring a decision.

The Clerk brought the following matters to the attention of the Council:

- Victim Support Donation Request.
- Cotswold Conservation Board – Hedgelaying Courses.
- 'Sure Start' Newsletter.
- WCC- Adverse Weather leaflet.
- Wiltshire Wayfarer Newsletter.
- Wiltshire Council – Standards Committee Member

Cllr. Biles stated that he would attend the Bradford on Avon Community Area meeting on 11 December 2008 that would be examining working relationships between the various tiers of local government following the vesting of Wiltshire Council.

Cllr. Robertson reminded councillors that menu choices were required as soon as possible for the Parish Council meal at The New Inn on 16 December 2008.

The Chairman also commented that the Hungerford Arms Public House had ceased trading.

There was no other business.

The meeting concluded at 8.29 pm.

5 January 2009

Chairman,
Westwood Parish Council

ACTION LIST – Meeting 1 December 2008

Action 1 (1/12/08) Clerk.

To make agreed payments.

Action 2 (1/12/08) Clerk.

To write to WWDC re. planning applications.

Action 3 (1/12/08) All Cllrs.

To inform Cllr. Harding of any tasks for the Parish Steward.

Action 4 (1/12/08) Clerk.

To write to Mr Azis, Westwood Manor.

Action 5 (1/12/08) Clerk.

To send draft Open Spaces Maintenance Specification to all councillors.

Action 6 (1/12/08) Clerk.

To draft a 'Briefing Note' on The Boundary Committee recommendations and send to cllrs.