

Tollard Royal Parish Council

Garden Cottage ~ Sandroyd ~ Rushmore Park ~ Tollard Royal ~ Salisbury ~ Wiltshire ~ SP5 5QD
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DRAFT Minutes of the Parish Council Meeting **on Monday 14th September 2015 at 7:00 pm in The Old Cart Shed**

Present: Councillors Kay Allen (KA) (Chairman), Richard Mitchell (RM), John Carlyle-Clarke (JCC), Bonny Shirley (BS), Unitary Councillor Jose Green (JG) and Carol Webster (CW) (Clerk to the Council).

Parishioners: Five parishioners attended.

1. Apologies: None

2. Declarations of Interests: None

3. Public session:

Parishioner Jackie Carlyle-Clarke raised the issue of the upkeep/replacement of the stones and chain surrounding the war memorial. This issue will be addressed as an agenda item at this meeting.

4. The minutes of the meetings: Amended minutes of the meeting held on 11th May 2015 were agreed and signed. Minutes of the meeting held on 13th July 2015 were agreed and signed.

5. Co-option of new councillor to fill advertised vacancy: Cllr KA updated that no one has yet come forward to fill this position. The council is currently quorate so we are fine to continue as we are as long as no councillor is absent for a meeting. The vacancy has been advertised and Cllr KA requested that all councillors keep asking parishioners to volunteer for the role.

6. Update from Unitary Councillor – Jose Green (JG)

JG wanted to ensure that everyone knew that Jane Scott (Wiltshire Council) had recently been elevated to the peerage.

The Balfour Beatty contract has been cancelled – the new contract is with Tarmac Lafarge. The grass cutting contract continues with Balfour Beatty. Cllr KA queried what this would mean for our Parish Steward (Fred) – JG hopes that Fred will transfer to the new contract. As a parish and council, we should be concentrating on reporting any issues using the 'My Wiltshire' app. Lee Haines will determine and prioritise the jobs. JG stated that we can still contact both Lee Haines and Fred.

JG updated that the new MBT plant at Westbury – household waste to energy – is commissioned now and is in use. End product is being burnt to use as energy. Currently the end product is being taken to Germany, but the plan is to build a plant next to the MBT site which will use the fuel produced by the MBT plant.

Household Recycling Centres – 11 around Wiltshire – opening days and times have changed. Changes have potentially created more 'fly tipping'. JG is heading a task group to look at the service to potentially revert back to being open longer and more often. The layout and location of the Salisbury site is not helpful.

Broadband – JG updated that 60 000 households now have access to SuperFast broadband – a further 5 500 to follow by next year and 95% will have high speed broadband by 2016.

CATG changes – Stephen Harris change of job – he will be promoting the Tisbury Campus. He will be out and about a lot more.

The next Area Board meeting is on the 7th October 2015.

Green Waste (garden waste) starting on the 14th September 2015 – for two weeks – those who opted out will be informed – if you give up your green bin you will have to pay to get another.

Car parking – currently on trial in Devizes and some other areas in small car parks – 'my permit' – buy your ticket using your phone – not tried in Salisbury yet. Will be an option at some stage.

Train station to potentially be brought in at Wilton – Wilton Parkway – very early days of talking about this option. A feasibility study will be done.

7. Update from Neighbourhood Policing Team: None.

8. Clearance of Action Points from Minutes 11th May 2015:

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| 8.1 Amended minutes 11th May 2015: | Completed and closed. |
| 8.2 Salisbury District Council and other contacts: | In progress – sending direct to clerk. |
| 8.3 County Council – verge cutting and litter: | Agenda item this meeting. |
| 8.4 SpeedWatch – regular police presence: | Agenda item this meeting. |
| 8.5 Footpaths and bridleways: | Chairman’s report this meeting. |
| 8.6 Grass cutting: | Agenda item this meeting. |
| 8.7 Parish steward meetings: | Agenda item this meeting. |
| 8.8 Pond: | Agenda item this meeting. |
| 8.9 R2 Funding: | Agenda item this meeting. |
| 8.10 Plants and planting: | Agenda item this meeting. |
| 8.11 NatWest Accounts: | Agenda item this meeting. |

9. Chairman’s report:

Cllr KA contacted the bridleways officer – there is a rota for cuts – the budgets have been seriously cut back. Cllr KA has requested a cut of the Sands Gallops bridleway (top of Tollard Green) as the office is responding to requests especially if there is a health and safety concern.

10. Village Phone Box: Adoption update: Cllr KA reported that there was no objection from Salisbury – the consultation is on until the 18th of October after which we will hear back from BT. BT will then give us a date to work towards while we consult with the village. We are on track to adopt the phone box.

11. Parish Steward meeting update: Cllr BS updated that a meeting was held on the 12th August 2015 at Hope Cottage, Tollard Royal – present Lee Haine (LH) from Wiltshire Council, Fred (F) (steward) from Local Highways – South, Cllr KA and Cllr BS.

Meeting summary: LH highlighted the use of the ‘Wiltshire App’ to communicate needs, F will receive the job information from the app. Cllr KA assured that Tollard Royal would learn how to use the app. Cllr BS asked about potholes, LH explained that these can be fixed by F, but there is a potholing team who respond to these requests. Potholes are assessed – required depth for an emergency callout is 4 inches. LH explained that the steward’s duties are general maintenance, potholes, silt on top of gullies (but not clearing them out as this is considered toxic material), cleaning of signs and clearance around signs, grip clearance, small ditches, removal of ragwort weed, strimming of Wiltshire owned path that runs from church to pub. LH stated that F cannot dig in new signs, remove dangerous silt in gullies or deal with suspect rubbish. Fly tipping needs to be reported via the ‘Wiltshire App’ and is dealt with separately. Grass cutting – Tollard Royal is entitled to one visit a month, however, if grass needs cutting along church/pub footpath, F could come and cut it for us. Cllr KA felt this would allow us to remove the path from the work undertaken by the contractor and would save us around £80 a year. The potholes near the Equestrian Centre were mentioned, LH made a note but stated that the request should be made using the ‘Wiltshire App’. Cllr KA updated the council meeting that this request had been submitted. Cllr KA raised a concern regarding the drains outside Hope Cottage filling up with gravel and debris. LH said that when properties are at risk of flooding, tankers can be sent to clear drains, if properties not at risk of flooding the drains will be in a queue for clearing. For clarity, Cllr KA ensured that LH and F knew that the Parish Council were responsible for the care of the pond and the Orchard, Cllr KA also explained that the War Memorial as well as the green areas outside King John House and the footpath along the edge of the churchyard are Rushmore Estate’s responsibility and maintained by them. LH reminded the council that they should consider insurance for any parishioner out ‘litter picking’ or doing any other volunteer clean-up work. LH mentioned the number of very large and heavy lorries they had watched got through the village and Cllr RM’s work regarding this matter was mentioned.

Cllr KA highlighted that we need to make use of the ‘Wiltshire App’, Cllr KA offered to help anyone wanting to use the app. We also need to use Fred and ask for his assistance. Cllr KA extended thanks to LH and F on the council’s behalf.

Cllr RM raised a concern that the drains are currently covered with straw. Cllr KA will request a clear-up of the straw once the harvest is nearly finished and will speak to LH about straw.

12. War Memorial – state of stones around the memorial:

Parishioner Jackie Carlyle-Clarke in the Public Session of this meeting raised a concern about the chain around the war memorial and the state of the stones. Some of the chain is plastic and painted black. Sixpenny Handley appear to have a smart chain around their memorial – Cllr JCC agreed to ask Sixpenny Handley council about their chain. Parishioner Marcelle Mitchell offered some metal chain that she has spare at her property. Cllr KA highlighted the fact that the council owns the War Memorial and the land surrounding it and that Rushmore Estate just mow the lawn. Cllr KA will seek proper advice and put the question to the Rushmore Estate before we make any decision. It was raised that the saddle stone used on the Rushmore Estate roads cost approximately £40 each.

Cllr JCC stated the fact that the chain is not in a good condition and that at least one stone is damaged. He has contacted two stone masons for quotes to replace with genuine stones, the costs that then be compared. Cllr KA also stated that she has contacted Melbury Stone. It was decided that the council will put a paper together with various options and costs and that maybe some of the R2 funding recently received could be used for this. The War Memorial will be on the agenda again for the next council meeting.

Village Issues – Standing Items:

13. Highways and Speeding:

- 13.1 Road – white lining:** Cllr RM queried with JG as to which company is responsible for white lining – JG updated that it is Atkins. After resurfacing, the white lining was not done correctly or properly. Parts of the white lining were never reinstated. JG is not sure who will have this responsibility going forward. Cllr RM will query this at the next CATG meeting.
- 13.2 Permanent weight/width restriction on road:** Cllr RM updated that there is a preliminary design for possible narrowing at either end of the village with ‘build outs’ – Cllr RM will be updated at the next CATG meeting.
- 13.3 SpeedWatch:** Parishioner Sue Cheeseman; SpeedWatch co-ordinator, stated that there are no real updates as SpeedWatch was not able to be out recently, mainly due to the weather. No update from Leeann Holmewood as she has been moved to another project; we now liaise with Joshua Singer. Sadly we missed the November training date, but there will be 3 more training sessions, February, June and October 2016. Sue updated that there have been issues with emails, Sue will send an update when these are ‘up and running’ again. Sue will ensure that all SpeedWatch contacts are passed to CW. It was queried whether we were on the waiting list for a SID, Cllr RM stated that he thought this had been discussed at CATG. A SID would require scaffolding on private land, Cllr RM will try to ensure Tollard Royal is on the waiting list for a SID. Cllr RM updated that he has had no reply to his query about vehicles travelling at double the speed limit through the village – these offenders are not receiving visits from the police – the visits don’t occur as the defenders are not Wiltshire County residents, a letter is sent to ‘out of county’ offenders. Cllr KA stated that we can’t change police policy, Cllr RM stated that he would just like a reply about what can be done.
- 13.4 CATG update (including accident recording):** Cllr RM highlighted that there have been CATG changes – to staff and the organisation. At the meeting in July it was decided to reduce the number of meetings from 6 to 4 – partially due to funding. The next CATG meeting will be in October. Cllr RM stated that he does not think any of the issues on our agenda will be solved this year.

14. Footpaths: Cllr KA stated that there is no update to give on footpaths at this meeting.

15. Pond and Orchard:

- 15.1 Grass cutting – councillor responsibility:** Cllr KK had responsibility over the grass cutting. Cllr KA asked Cllr BS if she would now take on this responsibility, Cllr BS agreed and will also take over the contact with Lee Lucas (grass cutting contractor).
- 15.2 Pond:** Parishioner Bob Marston, on behalf of the ‘Pond Task and Finish’ group, updated that he has recorded the water levels once every week since July. The rainfall keeps the level up but 4 inches have been lost over the last two dry weeks. This shows that there is definite leakage. The ‘Pond Task and Finish’ group met with Ian Burt (Rushmore Estate) to seek advice on establishing actions to be taken for short and long term management of the pond. Present at the meeting were: Ian Burt (IB),

Cllr KA, Cllr BS, Sue Cheeseman (parishioner) and Bob Marston (parishioner). Meeting summary: IB pointed out that nitrogen levels were too high hence the abundance of algae and blanket weed. Cllr KA stated that she had obtained and added some barley straw extract to the pond which is a natural algae treatment for ponds, more liquid straw barley would be obtained. IB advised that oxygen levels in the water needed to be improved and recommended that oxygenating plants be introduced. Hornwort is ideal for this; it does not produce roots, floated in the water and is native. The depth of the water was discussed and it was recommended that water level be increased to about where the grass colour changes. The current water level is remaining fairly static but the clay is known to be cracked above this level. IB thought the clay could be repaired without the need to empty the pond and disturb the wildlife. A 2 metre strip of top soil and vegetation should be removed above the current pond level, the clay repuddled and new clay added as necessary. Then fresh top soil/flints replaced to cover and protect the clay. A bar was driven into the existing clay at high level and it was found to be about 250-300mm thick. This work would best be done in the autumn/winter months. Planting: IB recommended that the pond be planted with non-evasive native plants such as the white and yellow Water Lilies and also Iris. The aim would be that the plants covered two thirds of the pond surface and one third was left clear. Plants could be removed in future to maintain this ratio.

Action plan after 'Pond Task and Finish' group meeting:

- a. Obtain oxygenating plants, Water lilies and Iris and plant these. Treat algae as necessary and remove blanket weed to improve appearance.
- b. Obtain quotes for repairing pond perimeter as suggested above.

Cllr KA asked Bob Marston to get costings and then the Parish Council can discuss, the new Precept will be set in January. Cllr KA also stated that we have some R2 funding of which some could potentially be used. Cllr KA thinks that we should get some of the plants and get these put into the pond. Cllr KA advised that a £30 spend could get more liquid to keep the bindweed down, can we purchase a further two litres? It was also stated that the current rainfall should keep the water level up.

Cllr KA stated that the 'Pond Task and Finish' group is working well, keep working together and keep the pond on the council meetings agenda. The costs will be presented at the next council meeting so that Cllr KA can ask Rushmore Estate about potentially spending some of the R2 funding.

Cllr KA stated that she would personally purchase some more liquid barley straw for the pond and Bob Marston would gather costs regarding plants required.

16. R2 Funding: It was confirmed that the £2063.45 received from the estate (£2143.45 - £80 (previously agreed spend on mulching)) be transferred from the council's current account into the newly opened 'linked' savings account.

17. Best Kept Village: Plants and planting: Cllr BS, with reference to the use of the ten bags of compost received, suggested that we potentially query parishioners as to what they would like to see planted. Cllr BS stated that the compost is still being stored and can stay there until needed. Cllr BS stated that she is keen to plant 'bee attracting' plants due to bees currently being at risk. Cllr BS agreed to draft an addition to the survey (which will query parishioners about the village phone box) to query parishioners – we were reminded that the Rushmore Estate will want to see native plants.

18. Planning applications: None

19. Financial Matters:

19.1 Financial statement: Documents showing current figures provided for each councillor.

19.2 Approval of bills to pay: Cllr KA stated that the weather vane on the roof of the church is now in place and celebrates the Queen's various landmark achievements. The council never discussed this weather vane. Cllr KA asks the council about a donation from the council in hindsight to the costs for this weather vane and proposes a £50 donation. Councillors all approve, cheque given to parishioner Jacky Carlyle-Clarke for this donation. The weather vane will be dedicated at the Harvest Festival church service. Two other cheques signed for the hire of the Hall and for the Grass cutting.

19.3 Accounts status update: The requested council savings account (linked to the current account)

account has finally been opened and the agreed opening balance transferred from the council's current account. The councillors agreed that the £599.19 VAT refund money received should be transferred to this savings account.

19.4 On-line banking: Option of use for council account – keep on agenda.

19.5 Removal of resigned councillor from authorised bank signatories: Form signed by two councillors as required, clerk will ensure form is posted to NatWest.

20. Exceptional items since issue of agenda: Cllr KA reminded all that the draft minutes of every council meeting are emailed to all parishioners and a copy is also posted on the notice board. Cllr KA requests that if any parishioner feels the minutes need to be amended to contact herself or the clerk. The minutes are in 'draft' until they are signed at the following council meeting, so can be amended at any time before the next meeting.

21. Confirm next meeting as 9th November 2015 in The Old Cart Shed. It was decided that meetings would now start at 7:00pm going forwards as some councillors and the clerk struggle to make 6:30pm after work. Meeting date and time confirmed. The meeting closed at 8:05pm.

Action list arising from the Parish Council Meeting on 14th September 2015

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| | Directory of contacts | Provide contact information to clerk | All Cllrs & Clerk |
| 5 | New councillor | Attempt to encourage a new councillor to join the council | All Cllrs |
| 11 | Parish steward meeting | Request the drains be cleared of straw once the harvest is over | Cllr KA |
| 12 | War Memorial | Query the chain around the memorial at Sixpenny Handley Put a paper together detailing issues, potential options and costs Keep War Memorial on the agenda | Cllr JCC Cllr JCC Clerk CW |
| 13.1 | White lining | Query white lining issues at CATG | Cllr RM |
| 15.1 | Grass cutting | Pass contractor contact details to Cllr BS | Clerk CW |
| 15.2 | Pond | Supply quotes for costs of repairs and plants | Cllr KA, Cllr BS Task & Finish group |
| 16 | Savings account | Deposit R2 funding and VAT refund into savings account | Clerk CW |
| 17 | Plants and planting | Query parishioners via survey | Cllr BS, Cllr KA |
| 19.5 | Ex-councillor signatory | Post form to NatWest to remove ex-councillor as signatory | Clerk CW |