

## **Chitterne Parish Council**

### **Meeting on Monday 11th March 2024**

**Minutes of the meeting of Chitterne Parish Council held on Monday 11th March 2024 at 7.00pm.**

**Present:** Councillors Charles Horsfall, John Dillon, Jane Bell, Julia Hendrickse, Graham Potter and Tony Hulton.

**In attendance:** John Terry - Responsible Financial Officer

#### **1. Acceptance of apologies for absence**

**Resolved:** No apologies received

#### **2. Minutes of meeting held on 15th January 2024.**

**Resolved:** [Approved and signed by the Chairman.](#)

#### **3. Dispensations**

**Resolved:** None received

#### **4. To receive declarations of interests**

**Resolved:** None received

#### **5. Chairman's announcements**

On behalf of Councillors the Chairman thanked Jan Sawyers for agreeing to resume with PeteNet. He also expressed thanks to Alison Sage for her work supporting PeteNet.

#### **6. Councillor Vacancies & Co-option**

**Resolved:** Councillors unanimously approved and co-opted Mr Tony Hulton to the Parish Council to represent Chitterne All Saints Ward.

#### **7. Responsible Financial Officer & Clerk vacancy**

Responsible Financial Officer - Mr John Terry.

Clerk vacancy - no applications have been received.

#### **8. Planning applications**

Other than applications referring to trees requiring attention and a new boiler for Brook Cottage there are no applications received or determined of any note.

#### **9. Correspondence**

- MOD dated 16th February new telecoms mast – this has now been agreed but it may take a further 3-4 months before the contractor can start. Paperwork at solicitors.
- Police & Crime Commissioner's reports – Operation scorpion is taking place in Wiltshire, this is targeting drugs.
- Email from Internal Auditor listing documents required – Councillor Horsfall and the Responsible Financial officer John Terry have been working on these documents.
- Email from Gill Hermes re RA Hunt Boxing Day meet indicating that the Hunt's Risk Assessment had not been adhered to and this was confirmed by Councillors attending the Meet.

**Resolved:** Chairman will contact RA Hunt expressing disappointment that their Risk Assessment was not fully adhered to.

#### **10. Banking, assets & finances**

Treasurer's and P&L accounts and Balance sheet updated.

Bank balance - £12,694.64 at 29th February 2024

RFO advised:

- Internal audit documents for the end of the financial year ending 31st March 2024 will need to be submitted to the Internal Auditor.
- The 2024 / 2025 budget needed to be re-visited in order to take into account the reserves policy.

**Resolved:** The following reserves were approved:

£1,000 - Potential election costs

£1,500 - Risk and reserves

£2,500 - General reserve

## 11. Receipts & Payments:

### Payments:

No payments to authorise.

There will be a list of approved payments for 24 / 25

### Receipts:

Allotments holders	£120.00	Received
Village Hall - shed contribution	£250.00	Received
New Road donation	£250.00	Received
VAT reclaim	£248.00	Apply

## 12. Allotments transfer from the Wiltshire Council

Terms for the transfer drawn up by the Wiltshire Council were considered and approved.

Once the transfer has been implemented new agreements with the allotment holders will be drawn up. They will take effect from 1<sup>st</sup> April 2024.

## 13. Reports from Councillors:

### **Councillor Dillon - Allotments, Village Hall liaison, Kings Head & Environmental**

- Allotments - 8 of the 10 allotment holders have now paid in full - £175 though remains outstanding. Discussions on going regarding relinquishing an unpaid allotment holders lease. We have received a request from a villager to take on an allotment, and that will be followed up.
- Chitterne Community Pub Group (CCPG) - Discussions are ongoing with the pubs selling agent - a viewing of the pub has been undertaken. Meetings held regarding the potential bid for a grant of £300,000 from the Community Ownership Fund. The intention is to hold a village meeting in the next few weeks, to give an update and to discuss the share offer.
- Village Hall - Trustees meeting on Wednesday 17th January attended. Further discussion on a fully inclusive village website is likely to be ongoing.
- Environment and Sustainability - No recent actions.

### **Councillors Bell and Hendrickse - Traffic & LHFIF**

- LHFIF Meeting - Further to meeting with the LHFIF (Local highway and footway improvement group) we have added a request for 'horse/pedestrian' signage in the village and now waiting for the official to meet us in the village in person to look at locations for these signs and the other options previously requested at the October meeting.
- SIDs / YSI Devices - The devices have until recently been monitored/positioned by Pete Sawyers and Murray Kent. Sadly Pete has passed away and Murray is moving away from the village. We would like to thank Murray for all his work with the YSIs. Our sympathies are with Jan at this time.
- A303 Stonehenge Community Forum - Virginia Neal is continuing to attend meetings of the A303 Stonehenge Community Forum and raise issues that affect Chitterne specifically, and to ensure that the huge investments of public money supply maximum benefit to local communities including Chitterne. Specific points for Chitterne include:
- The Legacy of the A303 improvements, regarding signage and re-routing of tourist coaches A303 Stonehenge improvements – management of traffic on B390 during construction Road Traffic Order B390. This road is currently used as the diversion route for traffic when the A303 is closed between Longbarrow roundabout and Deptford. Discussions requested regarding ensuring that this will no longer be necessary when the route between Longbarrow roundabout and Deptford is dualled.

- A360 will be closed for 3 months from April, between Longbarrow and Salisbury, to upgrade the electricity supply for the A303 tunnelling works.  
We would like to thank Virginia for her continued work on these important issues.

#### **Councillor Hendrickse - Website - [chitterne.com](http://chitterne.com)**

- Information about the Village Hall, Cricket club, history of Chitterne and walks in and around Chitterne, Chit Chat has all been received and has been uploaded onto the web site.
- Have asked WI if they would like to be on the site. Waiting to hear back.
- I have also spoken with Ionos and additional pages have been received for the site and a new contract negotiated.
- Happy to share access to the site and any additional information that village hall might like added onto the site.

#### **Councillor Horsfall - Chitterne Brook (The Cut) , Playing field, MOD liaison & Trees**

- Chitterne Brook /The Cut - is flowing freely; despite the amount of rain that has fallen over the last 4 months there have been no significant reports of flooding in the village. This suggests that the work removing silt from the Cut during the Autumn has paid off.  
- MOD's contractor Landmarc has not completed the work agreed clearing the verges and watercourse either side of the road from Middle Barn to the village. MOD and Landmarc have been contacted about the outstanding work. They have also been contacted regarding trees on MOD land along the Cut on the plain side between the turning to Manor Farm and Abdon Close. During 2024 the Parish Council will be removing more silt from the Cut at a number of stretches in the village that were not accessed in 2023 and landowners towards Codford will be encouraged to remove silt and obstructions from the watercourse to allow for improved flow.
- Playing field - The Cricket Club has started mowing the grass on the playing field and generally tidying up around the perimeter.  
The new shed on the playing field now stores the Parish Council's flood equipment.; however some further work is needed to make the shed watertight and it is anticipated a further £150 will need to be spent on materials - condensation paint, sealant etc.  
The stone boundary wall separating the playing field from the footpath along the Cut is becoming increasingly unstable in several places; thought is required to what needs to be done to mitigate the potential risks. Moles are still active but arrangements have been made for their removal.
- Trees - SSEN have been attending to trees in and around the village that could cause problems to HV and LV lines. It is anticipated that their work will continue.  
It is intended to approach the Wiltshire Council for help and advice regarding trees in and around the village that require attention. Ash die-back is prevalent, some trees require crowning or pollarding and others are being throttled by ivy.

#### **Councillor O'Driscoll - Parish Steward & Play Area safety**

- Play Equipment - The orange circular swing and the zip line are now back in service and the swings will Brian Lee is going to carry out further inspections on the swing bay to ascertain whether the surface corrosion needs further attention or whether it too can be put back into service. The ROSPA report which included a number of the safety issues relating to the play equipment has been forwarded to the original supplier for comment and for and their recommendations.
- Parish Steward (PS) - The PS has visited twice since Christmas. In January he was working to a priority task given by his management, which was to fill any potholes he had suitable equipment to fix. If he had any time remaining after completing the pothole filling, he was tasked to clear culverts and mitigate flooding. The latter was also his task priority for February as Chitterne had an active flood warning at the time. I have asked him to provide a report regarding that visit, but nothing heard yet.
- The village has been offered a 'bug hotel' via the Parish Steward service by Wiltshire Council at no cost to us. It will be built and sited according to our wishes by the PS. I will liaise with Councillor Dillon (Environmental rep) regarding the location unless anyone else has a particular site in mind.

#### **Councillor Potter - Wiltshire Police liaison and Neighbourhood watch**

- A new group needs to be formed to get neighbourhood watch active again

### **Councillor Hulton - Flood Warden & flood equipment**

- Has agreed to take on the role of Flood Warden from Mr Paul Johns.

### **14. Other matters:**

- Community Emergency plan – needs further consideration
- Preparation for Internal Audit – RFO and Chairman working through the documents required.
- Engage Brian Lee to carry out specific tasks around the village as required.
- Mr Murray Kent advised Councillors that he will be leaving the village and would have to hand over responsibilities for the defibrillator and SIDs / YSi. Councillors wished to record their thanks to Mr Kent for his support. Councillor O'Driscoll has agreed to take over responsibilities for the defibrillator and her husband Mr Tom O'Driscoll has agreed to assume responsibilities for the SIDS / YSI.
- Villagers have received notification that there will be a power cut between 9am and 4pm on 3<sup>rd</sup> April.
- Parish Council received a generous donation of £250 from New Road Service Station. The money will go towards maintenance of the play equipment on the playing field.

### **15. Date of next meeting:**

Monday 13th May 2024 - This meeting will be preceded by the Annual Electors meeting starting at 6:30pm

The meeting ended at 20:35.