

# SWALLOWCLIFFE PARISH COUNCIL

## Minutes of the Parish Council Meeting

held in the Village Hall, Swallowcliffe.

on **Thursday 12<sup>th</sup> January 2023** at 7:00pm

**Present:** Cllr. Stephen Banas (Chairman)  
Cllr. Patrick Willis  
Cllr. Nigel Cooke  
Cllr. Amanda Brockway  
Cllr. Nick Osborne



**In Attendance:** Cllr Nabil Najjar - Wiltshire Councillor  
Mr Simon Pritchard - Parish Clerk

**Members of the Public in Attendance:** Three

### a) The Village Hall Committee

- Nick Osborne (Village Hall Treasurer) reported that the Village Hall had £12,258 in the bank. Village BBQ to be 24<sup>th</sup> June possibly.

### b) South-West Wiltshire Council Area Board - Cllr Banas

- 14<sup>th</sup> December was the last meeting. Fovant Parish Council are pushing / campaigning for Wiltshire Police to take in SID speed data and act upon it.

### c) Environmental Initiatives - Ms Boothman (Not at meeting)

- The Chairman reported on the wildflower trial on Bottom Road. Black plastic is being used to kill off weeds, once this is done, wildflower seed will be sown in Spring.

### d) Footpaths / Rights of Way - Cllr Willis

- There are sheep in the top field (behind the ex-council houses), electric fence being used. The farm has promised to put a cover on part of it so it can be crossed.
- Hinxsman field stile is targeted to be upgraded to kissing gate. FP6: land has been cleared. Reinstatement of the footpath is taking place.
- If anyone sees an issue, please let me know.

### l) Wiltshire Councillor's Report - Cllr Najjar

This item was moved forwards to allow Cllr Najjar to leave the meeting early.

- Now encouraging councils to send him questions in advance so that he can come to the meeting with answers.
- Wiltshire Council budget setting in process. Challenging outlook and there will be a council tax increase.
- Stations works planning application (Tisbury): the planners and lawyers at Wiltshire Council will be robustly defending Wiltshire Council's actions at the planning appeal.
- SW Area Board; many grants given out, but none recently to Swallowcliffe. Still opportunity to apply, should have a think about a project, deadline is the end of the month.

Cllr Najjar left the meeting.

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Swallowcliffe Parish Council: 12<sup>th</sup> January 2023  
Parish Clerk: Simon Pritchard  
Website: [www.swallowcliffeparishcouncil.org.uk](http://www.swallowcliffeparishcouncil.org.uk)  
Email: [swallowcliffepc1@gmail.com](mailto:swallowcliffepc1@gmail.com)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**e) Highway Matters (inc LHFIG) - Cllr Banas**

- Common Lane: A traffic survey has been requested; this will have no cost to the council. Will need this data before being able to take any further action on car speeds.
- The repairing of the road from the Church to West End has now been finished.
- Have requested ditch clearing on Bottom Road and for the culvert to be flushed through.
- The right turn to Shaftesbury from Bottom Road onto A30, the view is blocked and this has resulted in an accident. Has been reported to Wiltshire council.
- The 'Not suitable for HGVs' sign still not installed on Barbers Lane.
- Wiltshire Council contract change taking place, Ringway are handing over to Milestone - all the staff on the ground will have their employment moved over to Milestone.

**f) Heritage and Cultural Landscape (includes AONB) - Mrs Osborne**

- There have been no tree felling licenses issued locally.

**g) South-West Wiltshire Community Safety Group - Cllr Banas**

- This group has now been wound-up and so needs to come off the list.

**h) Local Planning & Development - Vacant**

- **Planning application PL/2023/00102** Auvinya Lodge, Yule Hill, had been received since the agenda was published. The application had been circulated to members and there were no concerns.
- The access to Tisbury Group has issued a report to the planning appeal for the Station Works (Tisbury) application. Looking like the appeal date is to be changed. No further action is required by the Parish Council.

**i) Flood Warden - Mr Fitzpatrick**

- Bottom Road, two flooding occasions. Should be eased if the requested ditch clearance and culvert flush by Wiltshire council takes place, but it will continue to get worse until it's seen to.
- Need to have a Village Day to clear out the old churchyard bit of stream.

**j) Emergency Planning**

- Cllr Banas reported that the £4,153 SSE grant was now in the Parish Councils account. Shed to be installed first.
- Need to revisit the emergency plan with a view to updating.

**k) Litter Management - Ms Boothman**

- Next Village litter pick will be in March, but no date set.
- Cllr Brockway reported regular littering on Common Lane. Noted that this should be reported to the police and Wiltshire Council online as fly tipping.

**l) Wiltshire Councillor's Report - Cllr Najjar**

- Reported earlier in the meeting.

**m) Parish Council Chairman's Report:**

- The Village Hall deeds have been collected from NatWest in Salisbury and are now at the Chairman's house until it can be worked out what needs doing with them.
- The bank statements are now being sent to the Chairman's house.
- A communications meeting is needed to discuss, amongst other things, the future of the twice-yearly Newsletter (the present editor is considering retiring from that role).
- Thank you to the outgoing Parish Clerk; Simon has been with the Council since September 2016 and has overseen many improvements in the Council during that time.
- Welcome to Tim Culver-James, who will be taking over as Parish Clerk on 1<sup>st</sup> February.

n) Input from Residents / Councillors on any matters not covered above:

None

~ Start of Formal Meeting 19:54 ~

Item no:	
36	<b><u>Apologies for Absence:</u></b> None.
37	<b><u>Declarations of Pecuniary Interests &amp; Dispensations:</u></b> None.
38	<b><u>Adoption of Minutes:</u></b> The minutes had been circulated to members ahead of the meeting. <b>It was proposed by the Chairman to adopt the minutes Thursday 13<sup>th</sup> October 2022, seconded by Cllr Willis and resolved unanimously.</b>
39	<b><u>Application for Prolonged Absence from the Council:</u></b> Cllr Willis informed the Council that he will miss the March meeting but will be at the May meeting, so he doesn't need to apply for permission for a prolonged absence.
40	<b><u>Purchase of Framed Picture of HRH Queen Elizabeth II:</u></b> <b>It was proposed by the Chairman that the council should purchase the framed picture of HRH from Cllr Wills for £129.06, seconded by Cllr Cooke and resolved unanimously.</b> It was noted that the picture is currently hanging in the Royal Oak, and it was agreed it should remain there for now and be suitably labelled as the property of Swallowcliffe Parish Council. It was further noted that the picture needed to be added to the Council asset list.
41	<b><u>Defibrillator Training Offer:</u></b> The Clerk informed Members that Donhead St Mary Parish Council had organised some defibrillator training and that Swallowcliffe Parish Council was welcome to send people to attend at a cost of £5 per person to help cover the costs. <b>It was agreed that the Parish Council would cover the cost of any Royal Oak staff that wanted to attend, others are to be told it will cost them £5.</b>
42	<b><u>PARISH COUNCIL FINANCE:</u></b> <b>A. Payments to Authorise:</b> a) Newsletter - Cllr Banas - £40.00 b) Flood Warden Training; parking and fuel- Mr Fitzpatrick - £9.90 + £6.25 c) Good Councillors Guide - SALC - £8.00 d) Annual Salary - S. Pritchard - £1,350.55 e) Annual PAYE - HMRC - £337.40

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	<p>f) Annual Expenses - S. Pritchard - £66.52  <b>It was proposed by Cllr Willis to approve the payment, seconded by Cllr Osborne and resolved unanimously.</b></p> <p><b><u>B. Bank Reconciliation, Payments and Spend Against Budget to Date:</u></b>  The Chairman noted there was a few items of income missing from the budget, but they were in the accounts.</p>
43	<p><b><u>Council Member Roles / Portfolios:</u></b>  Cllr Osborne will become the Village Hall representative and expressed interest in taking on Footpaths in the future.  Cllr Willis expressed interest in taking on Local Planning and Development.</p>
44	<p><b><u>Former Phone Box Refurbishment:</u></b>  A second and improved quote of £580 had been received for painting the former phone box This contractor has experience as he has painted three for another council in the area. It was noted that £150 had been donated towards the refurbishment costs by a member of the public.  <b>It was proposed by Cllr Willis to appoint Martin Head to paint the former Phone box at a cost of £580, seconded by the chairman and resolved unanimously.</b></p>
45	<p><b><u>Village Generator:</u></b>  The Parish council now hold the grant money to buy a shed and generator. The Village Hall committee has been leading on finding a suitable shed. The Chairman has identified an appropriate generator.  <b>It was proposed by the Chairman to spend £2,444 on the shed and £1,899 on the generator, with further small spends on extension cables and fuel cans, seconded by Cllr Willis and resolved unanimously.</b></p>
46	<p><b><u>Budget &amp; Precept for 2023/24:</u></b>  Budget information had been circulating amongst members via email over the last few months. The budget was agreed as circulated; a total spend of £5,027.  The Clerk reminded members that they could consider using some of the councils' healthy general reserve to offset some or all of the increase to the council tax bill.  <b>It was proposed by the Chairman to set the precept at £5,027, seconded by Cllr Brockway and resolved unanimously.</b>  An increase of £3.89 per band D household per year.</p>
47	<p><b><u>Confidential Session:</u></b>  <b>It was proposed by the Chairman to go into confidential session as agenda item 48 related to employment matters, seconded by Cllr Willis and resolved unanimously.</b></p>
48	<p><b><u>Appointment of Parish Clerk:</u></b>  <b>It was proposed by the Chairman to formally appoint Tim Culver-James as Parish Clerk &amp; RFO start on 1<sup>st</sup> February 2023, seconded by Cllr Osborne and resolved unanimously.</b></p>

Meeting Closed at 20:44