

**Minutes of Westwood Parish Council (PC) Meeting held in the Parish Room,
Farleigh Lane on Thursday 5th January 2023 at 7.30pm**

Present: Cllrs J Bishop (Chair), Cllr G Mumford, Cllr P Waller, Cllr J Johnston, Cllr E Triggs, Parish Clerk N Baker

There were 0 members of the public also in attendance

Public Participation – OPEN meeting

None

PARISH COUNCIL MEETING

1. **Apologies** – Cllrs Pittman and Cllr Phillips

2. **Declaration of Interests** - None

3. **Minutes of the Ordinary Parish Meeting held on 5th December 2022**

Agreed - Resolved and Chair signed the minutes of the meeting as an accurate record.

4. **Wiltshire Council Report**

Wiltshire Council, Cllr J Kidney was unable to attend, hence no report

5. **Matters Arising from previous meeting**

a. Proposals re Jones Hill/Cycle Way – Cllr Kidney to speak with BOA Town Council
- Ongoing

b. Westwood Update new arrangements – Cllr Triggs to provide wording for “Waffle”
and Website – **report at February Meeting**

c. Purchase and location of Copper Beech Tree – Cllr Triggs to purchase (forward
invoice to Clerk) – **report at February Meeting**

d. Clerk to write to Biodiversity Group to thank them for efforts. – **Immediate action
required**

e. Neighbourhood Plan – **Cllr Bishop to advise outcome of discussions with
Wiltshire Council. Clerk to investigate external support**

6. **Planning**

a. Review current applications, decide the comments to be sent to Wiltshire Council
None

b. To record decisions taken outside of PC Meetings - None

c. To record WC decisions since November meeting.

Application Ref PL/2022/06616 – 48 The Pastures – Single Storey Extension
Approved with condition

Application Ref PL/2022/08097 – 106B Cottle Gardens – Demolish the conservatory and build single storey extension - **Refused**

7. Finance

- a. The Clerk reported that the Cash Balance amounted to £75650 once all outstanding payments have been processed through the Bank account
- b. To note increase in rate of pay for Clerk arising from 2022 Pay agreement, an increase of £1 per hour
- c. The following payments were approved having been proposed – **Resolved**

Clerk Wages and pay arrears	£522.25
HMRC Tax on wages and arrears	£130.40
D Downes	£626.37
Total	£1279.02

The following had already been paid prior to the meeting

Crown Gas invoice 8 December	£29.52	Paid by Direct Debit
E-on 22 December	£77.03	Paid by Direct Debit – However this payment is disputed as no invoice has been received and the matter has been raised with E-on by E mail and telephone

- d. Wiltshire Council have confirmed receipt of our 2023/24 Precept request

8. Cemetery

- a. To comment on proposed Policy for Cemetery maintenance – Amendments proposed discussed and Clerk to update policy and re-issue
- b. To report on condition of cemetery boundary Hedges – Cllr Bishop spoke with resident and new hedge will be planted – No further action required

9. Play Area

The Clerk has spoken with the supplier and an invoice for a 50% deposit will be issued, on receipt of which a formal approval will be obtained from Council for payment.

Cllr Mumford reminded Council that the quote does not cover either Picnic Tables/Hardstanding or pathways to the play area. These will be discussed and resolved after new equipment is installed.

10. Park Maintenance

The Clerk to arrange for ACER to survey all trees in Westwood Park and provide appropriate advice and guidance on any works required. Cllr Triggs to be advised of visit date.

11. Footpaths

The wall alongside Footpath 23 has collapsed and Cllr Bishop will visit the property and discuss with the resident any proposals to repair the damage. There is however a question mark over the ownership of said wall. The matter has been previously referred to the rights of way officer and this avenue of enquiry will be followed up by the Clerk.

12. Correspondence

- a. Problems over the emptying of Dog Bins has been resolved.
- b. The Clerk had circulated the recent Police report – No comments to add
- c. Issues of the filling of Grit Bins at Avoncliff has been resolved, no further action required at this time
- d. New labels required for the Defibrillator, to be purchased
- e. The Clerk circulated the ITT Specification for Grounds Maintenance for review and discussion in February

13. Items for future Agenda

None

14. Date of Next Meeting

- a. To note the date for the next meeting of the Parish Council is **Monday 6th February 2023.**

Neil Baker

Clerk to Westwood Parish Council

6th January 2023