

**Minutes of Westwood Parish Council (PC) Meeting held in the Parish Room,
Farleigh Lane on Monday 6th February 2023 at 7.30pm**

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

There were 0 members of the public in attendance.

Public Participation – OPEN meeting

None

PARISH COUNCIL MEETING

1. **Apologies** – Cllr Pittman
2. **Declaration of Interests** - None
3. **Minutes of the Ordinary Parish Meeting held on 5th January 2023**

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

4. **Wiltshire Council Report**

Cllr Kidney reported the following:

- a. Proposed Council increase 2.99% plus 2% social care levy which equates to £1.57 per week for Band D properties. No cuts to services
- b. A record year for pothole reporting and remedial work being carried out by Parish Stewards.

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 circulated draft proposals prior to the meeting and Council agreed to a trial period involving production of 1 issue in March at a cost of £145 and an invoice to be forwarded to the Clerk for payment. Proposals to be brought to March meeting for annual funding. **Cllr Triggs**
- c. Purchase and location of Copper Beech Tree – Cllr Triggs to purchase a suitable tree (forward invoice to Clerk) – To date no tree purchased, action continues **Cllrs Triggs/Johnson**
- d. Clerk to write to Biodiversity Group to thank them for efforts. – **Action complete.**
- e. Neighbourhood Plan – Cllr Bishop has received historical papers and details of outsourcing company who can guide the process. **Action continues. Cllr Bishop**

6. Planning

- a. Review current applications, decide the comments to be sent to Wiltshire Council. PL/2023/00657 – Proposed works to trees in conservation area – Canopy reduction of 3m-4m Birch Tree – 54 Lower Westwood – **Agree No Objection**
- b. To record decisions taken outside of PC Meetings - **None**
- c. To record WC decisions since November meeting.

Application Ref PL/2022/07547 – Ifford Manor – External works to windows to internal courtyard and installation of external stair **Approved with conditions.**

Application Ref PL/2022/07846 – Ifford Manor – Works to a listed building – Works as above – **Approve with conditions.**

7. Finance

- a. The Clerk reported that the Cash Balance amounted to £40511 once all outstanding payments have been processed through the Bank account.
- b. The Clerk reported that a receipt for £50 had been made by “I Richardson” and post meeting investigation has established that this was made in error and should be refunded. **Clerk to Action**
- c. The following payments were approved having been proposed – **Resolved.**

Clerk Wages and pay arrears	£522.05
HMRC Tax on wages	£130.60
Clerk annual fee for Homeworking	£200.00
D Downes	£97.20
Total	£949.85

The following had already been paid prior to the meeting.

Crown Gas invoice 8 December	£48.12 Paid by Direct Debit
ACER tree Surgeons	£210.00 (balance £210 due June After Ash Dieback survey.
Green Barnes (Noticeboards) Playforce	
Incorrectly reported at the meeting	£3275.41

- d. It was **RESOLVED** to increase the level of payment to the Clerk for homeworking to £225 for FY 2023/24

8. Cemetery

- a. Proposed Policy for Cemetery maintenance agreed subject to amendment proposed by Cllr Johnson and will be published on the website. **Resolved**

9. Play Area

Cllr Mumford reported that he will be meeting with the Project Manager on 15th February.

10. Park and Village Maintenance.

a. The survey of trees has been completed (excepting Ash Dieback planned for June 23) and remedial/safety works have been proposed and Council agreed funding of up to £1000 to proceed. Work to include the cutting back of overhang on pathways.

b. Cllr Triggs put forward a proposal to plant a series of trees in the village but it was advised that permissions must be obtained from landowners (i.e. Wiltshire Council). Precise details together with costings to be included on a future agenda and considered at full Council.

11. Footpaths

The wall alongside Footpath 23 has collapsed and Cllr Bishop has visited the property and met the owners prior to the meeting and they said they were due to rebuild the wall during January/February. No further action was required unless the work does not go ahead.

12. Correspondence

a. The Clerk had previously circulated the ITT Specification for Grounds Maintenance for review. The matter is to be considered at the March meeting after consultation with the Bio-Diversity Group and discussions amongst Councillors outside of full Council. **Cllr Triggs/Cllr Bishop**

b. The Clerk had received phone calls from a resident concerning the location of the waste/Dog Bin at Leslie Rise. This subject has been discussed with Wiltshire Council and a series of site meetings have taken place. A solution regarding re siting has been reached and should be resolved by the March meeting. **Cllr Phillips/Clerk.**

c. Cllr Bishop agreed to monitor the defibrillator serviceability in the absence of Cllr Phillips.

13. Items for future Agenda

a. To approve payment of £139 as Clerk membership fee to SLCC.

b. To confirm funding for the provision of e mail addresses **.gov.uk** as follows:

Domain £100 plus VAT for a 2year registration

£20 plus VAT to handle the registration process and manage the domain.

£55 plus VAT to move the website over to the new domain and redirect the current site to the new.

Total costs £175 plus VAT, there is no charge for the e mails themselves as this is included in our hosting package. As this is less then the level of which that can be approved by the Clerk action to be taken.

14. Date of Next Meeting

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

Neil Baker

Clerk to Westwood Parish Council

15th February 2023