

**Minutes of Westwood Parish Council (PC) Meeting held in the Parish Room,
Farleigh Lane on Monday 3rd April 2023 at 7.30pm**

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

Public Participation – OPEN meeting

No Members of the Public in attendance.

PARISH COUNCIL MEETING

1. **Apologies** – Cllr Phillips, Cllr Pittman

2. **Declaration of Interests** - None

3. **Minutes of the Ordinary Parish Meeting held on 6th March 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. Ringway have lost the maintenance contract and now assumed by Milestone Infrastructures. Some Parish Stewards have transferred over including the steward who “looks after” Westwood.

b. A Local Council Walking Infrastructure Plan is being developed and any ideas for improving access should be presented to this forum when it is established.

c. Discussions over the future of Bus service 94 are taking place with service providers, the service will continue until Summer 2023 with possibly a variable timetable but the future after summer is uncertain.

5. **Matters Arising from previous meeting.**

a. Proposals re Jones Hill/Cycle Way – A meeting took place with Cllr Trimble (Bradford on Avon Town Councillor), Cllr Kidney (Wiltshire Councillor) and Cllr Mumford (Westwood parish Council). The meeting was positive, and Cllr Trimble will speak with Wiltshire Highways Engineer to discuss feasibility. Proposal fits in with Strategy to improve links between villages.

b. Neighbourhood Plan – **Action continues. Cllr Bishop**

c. Cllr Triggs has purchased an additional 3 fruit trees and these have been planted in Westwood Park – **Action complete**

6. **Planning**

a. Review current applications and decide comments to be sent to Wiltshire Council:

PL/2023/01702 – 106B Cottles Green, Single storey rear extension replacing existing conservatory with associated alterations and alterations to existing garage – resubmission of PL/2022/08097 – **No Objection**

- b. To record decisions taken outside of PC Meetings - **None**
- c. To record WC decisions since February meeting. **None**

7. Finance

a. The Clerk reported that the Cash Balance at end of year amounted to £39666.59 and the accounts have been closed and documents presented to the Internal Auditor, whose fee will be £250. Payments for the year totalled £67893.23 which included capital expenditure of £31000 and VAT of £7686, the latter which is refundable to the Council and has been claimed from HMRC. Therefore, in essence it costs approx. £30000 per year to fund all Parish Council business.

b(1) Funding is approved for the repair of benches totalling an estimated £75.
Resolved.

b(2) An incremental increase to Pay Scale 22 (28p per hour) in accordance with the Clerks employment contract is approved. **Resolved.**

c. The following payments were approved having been proposed – **Resolved.**

Clerk Wages	£532.02
HMRC Tax on wages	£132.80
D Downes Invoice 12	£626.37
E Triggs (Downside purchase)	£151.90
Total	£1443.09

8. Cemetery

a. The clerk reported that there had been 3 interments since the last meeting, the Chair asked that the owners of the property next to the entrance to the cemetery path be advised of future burials and interments. This will facilitate some limited parking. **Clerk to Action**

9. Play Area

Cllr Mumford reported on a conversation with the Project Manager (PM) indicating a start date of 17th April (subject to weather conditions). Details to be published on the website and “Waffle”. **Action Clerk and Chair**

10. Park and Village Maintenance.

a. ACER commenced works identified in recent survey on 29th March but due to adverse weather will need to return on 3rd May to complete works.

b. It was agreed to allow the biodiversity group to tidy the area by the Park Building and a meeting will be arranged to discuss longer term needs/proposals for the area.
Action Cllrs Triggs and Bishop

c. Agreed to establish the extent of repairs needed on the boundary fence and to check damage to retaining wall. **Cllrs Phillips (Fence) and Bishop (Wall)**

11. Correspondence

a. The 2023/24 Grounds maintenance specification had been presented to our current contractor and a quote totalling £3936.85 for the Park Area and £17.01 per hour for the cemetery area was considered by Council and approved. **Resolved. Clerk to reply to Mr D Downes accordingly.**

b. The Parish Rooms will be holding a Picnic on 11th May to celebrate the King's Coronation.

c. Wiltshire Council Highways Funding for the works outside the New Inn has been approved with a Parish Council contribution of £3500 agreed and approved at previous meetings. **Cllr Mumford to produce a short note for placing on website and notice boards.**

12. Items for future Agenda

a. To note and establish the full extent of usage of the Park Building

13. Date of Next Meeting

a. To note the date for the next meeting of the Parish Council is **Tuesday 9th May 2023 and the Annual Parish Meeting on Wednesday 10th May 2023.**

Neil Baker

Clerk to Westwood Parish Council

4th April 2023