

Easterton Parish Council Virtual Meeting Monday 15th June 2020 at 7.30 p.m.

In accordance with the Local Government Act (LGA) 1972, Sch. 12 paras 10 (2) (b) as amended by The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

Minutes

Present via Zoom: Chair of the meeting Cllr Chris Saunders (CS), Cllr Victoria Turner (VT), Cllr Ben Myerscough (BM) (Vice-Chairman), Cllr Anthony Snook (AS), Cllr Judy Boyt (JB) and Cllr Richard Brooks. In attendance: Gillian Tatum Clerk and Wiltshire Councillor Philip Whitehead. Cllr Bob Bulson (BB) tried to access the meeting but IT issues prevented this. 3 Parishioners also in virtual attendance.

The meeting started at 7.30pm.

- 1 **Absence Apologies and Declaration of Interests** Apologies; None, Members are bound by the provisions of the Code of Conduct and are required to declare either personal or prejudicial interests; Cllr JB item 8 (i) Footpath from top of Eastcott lane down to Railway line.
- 2 **Minutes of Virtual Parish Council Meeting 18th May 2020.** The minutes were agreed by all and “signed virtually” by the Chair as a true record.
- 3 **Adjournment. Welcome to the Public.**
The Chair welcomed 3 Parishioners to the virtual meeting; they had no specific questions but were interested to hear the discussions on matters on the agenda.
- 4 **Planning Matters : To obtain statutory view of the Parish Council**
 1. **No new applications, no decisions to report.**
 2. **On-going planning matters; Strawberry Fields;** Cllr VT had been to the site office, the lights are due to be rotated in July (and painted), weeds and landscaping maintenance has been carried out but once again it was noted that young trees and planting had also been destroyed as well. Greensquare have also confirmed they are working on the outfall plan into the stream due to be submitted to Easterton Flood Working Group for prior approval and that the information/historical board is with their Directors. Chair CS queried the position of the Information/History Board due to be erected; the PC are under the impression that the Information Board should cover the history of the site in particular the fire station and pump and be situated on the green area at the front of the development for easy safe sight. It was noted that there is good information already and photographs (Market Lavington museum) and that information was already available (Tara Deegan and Ron Crook). **Action; Chair to follow up information and about the fire station to pass on to GreenSquare to ensure Parish Council involvement over the Information/Historical Board.** Cllr CS
- 5 **Correspondence – For Information and discussion**
 - (a) **Update on COVID-19 Volunteer activity;** Cllr VT reported that shopping and prescription collections continue for those residents still shielding and staying at home, she had completed the survey request from Wiltshire Council but it did ask about “exit strategy”. All agreed it was too soon to stop the volunteer service as our elderly and vulnerable community still need support. Agreed to monitor the situation and keep on our agenda for discussion and review. Thanks were expressed, as always, to our volunteers who continue to support their neighbours. **Action: Clerk to diary** Clerk

- (b) **boomCast Update;** One new sign up for the system, it was also suggested Wiltshire Councillor Philip Whitehead may find it useful to receive the EE. Parishioners on the virtual meeting were asked how they found boomCast system; all said after initial problems they received and valued the electronic messaging service. It was noted that information on boomCast would be going on the new website. **Action; Cllr AS to sign up Cllr PW** Cllr AS
- (c) **Electronic Echoes (EE) update;** Cllr JB reported that we are on issue 6 now , still sending out every 2 weeks at the moment as lots of COVID-19 update information (special thanks to Wiltshire Council) and was including good news stories as well. Parishioners in virtual attendance welcomed the twice weekly information at the moment as so much happening but assumed when normality was back with us , it would move back to once a month. **Action; Cllr JB to continue excellent work with editing EE but to review how often it is sent out, reverting back to monthly in due course.** Cllr JB
- (d) **Shield Wiltshire;** Ron Crook had taken on the offer from the charity Shield Wiltshire (to identify businesses in the parish that could benefit from the supply of free face shields/visors). Unfortunately the Clerk had been contacted by the Charity as they no longer met certifiable standards for the equipment they could not be supplied to businesses. The Charity were therefore winding up their operation.
- (e) **Grant for Defibrillator Action;** Heart Charity are offering a £200 Parish Grant for a Defibrillator. We already have one outside the Pub but an additional one by the village hall would be useful particularly with the increase in parishioners with the strawberry fields development. It was noted we already have an arrangement with the NHS for our current one and it may be easier to have both provided by the same provider (to cover maintenance and training). Agreed to review costs for comparative purposes. **Action; Clerk to find out costs involved.** Clerk
- (f) **Notification from Defence Infrastructure Organisation re work on Salisbury Plain for Ash Die Back 2nd Phase;** Cllr RB informed that the next phase of felling work undertaken by DIO contractor Landmarc will only affect the Parish when felling starts alongside roads as this may result in road closures affecting parishioners travel including the A345 (Avon Valley) – he will notify us when this will be likely. He suggested an update for the EE’s to keep people informed why this has to take place. Cllr PW also requested a line be added to cover the work Wiltshire Council will also be doing to survey and fell dangerous trees adjacent to public highways (some villages may be highly visually impacted with the felling of diseased ashes). **Action; Cllr RB to update when appropriate and provide info for EE.** Cllr RB

6 Governance and Procedures

- (a) **Register of Interests completed for Cllr RB;** he is now a fully co-opted Parish Councillor
- (b) **Councillor roles and Responsibilities;** Clerk had circulated updated list, CATG Cllr VT (but only attended once) Cllr AS will also support this. Cllr RB will undertake Governance responsibility. **Action; Clerk to issue new list** Clerk
- (c) **Burial Ground, Review of Rules, responsibility of PC Volunteer and Privacy Statement;** discussion about meeting GDPR requirements regarding holding data for the burial ground as undertaken kindly at present by a volunteer. It is a main council responsibility for managing the burial ground and maintaining the records accordingly. At present our documents refer to submission direct to the Parish clerk but these duties undertaken by the volunteer. **Action; Cllr CS to discuss GDPR requirements with volunteer** Cllr CS
- (d) **Clerk Training CiLCA qualification and membership;** £66 plus VAT for each of the Parish Councils to contribute; motion “to support the training for the Clerk” all agreed. **Action; Clerk to inform WALC.** Clerk

7 Parish Finances – Updates and for Approval

- (a) **May 2020 Bank Reconciliation;** Approved. Closing Balance; £27,480.48 but unpresented cheques to the value of £2,849.
- (b) **May Budget spend;** Clerk reported that we have spent this month on Boomerang system (VAT payment), Zoom subs, AGAR Internal Auditor , clerk expenses and money on the masks for volunteers (using the grant from CFWS).
- (c) **Homeworking increase payment for Clerk;** Clerk reported increase in homeworking payment by the Govt. and advice from NALC/WALC from £4 per

week to £6 per week backdated to April. Therefore this will equate to £26 per month (rather than £17.33). Motion to sanction this increase in line with govt. requirements; all agreed. **Action: Clerk to claim backdated payment and use the new rate in her monthly claims.**

- (d) **Cheques to be signed/ratified; Ch. No. 1653 £120 VAT Boomerang I Comms. Ltd, Ch. No.1655 £14.39 Zoom Subscription, Ch. No. 1656 AGAR Internal Auditor, Ch. No. 1657 £16.32 Clerk Expenses, Ch. No. 1658 £108 Fast Hygiene Ltd. Ch. No. 1659 Hills Waste £309.50 (£51.58 VAT) for waste collection burial ground. [Clerk has asked for monthly bin collections instead of fortnightly and expecting a reduction accordingly to the costs].**
- (e) **AGAR; All forms now completed, and signed off by Internal Auditor and had been distributed to Councillors. Clerk reported headlines gross income for 2019/20 £22,292, gross expenditure 2019/20 £16,095. Motion; “to agree formally the AGAR details”; all agreed .Action; Chair to sign off in appropriate places and pass to Clerk. Section 4 to be submitted to external auditors for 30 June deadline, complete form to be published 1st July on new website (subject to it being live) and will also at this time be put on notice boards for 30 day period of public consultation in relation to the AGAR requirements.**

Cllr
CS/Clerk

8 **Highways & Byways Issues**

- (a) **Footpath from Top of Eastcott lane down to Railway line;** Cllr JB (declared a non-pecuniary interest in that she lives close to this route) the route is very difficult to walk as it is very overgrown but protected wildlife in the vicinity so cannot be cut back, the route leads to a dead end with the railway line and presents a dangerous route as walkers try to use it and then see if they can get across the railway line. The route is a dangerous dead end. There are 2 other routes that do cross the railway, legitimately and safely in the vicinity so making a good case for this route to be redundant. Cllr JB worried about users, as is the landowner (often results in trespass looking for a way around the unpassable stretch). Cllr PW reported there is a mechanism to stop up old redundant routes if a clear case (although a potentially complicated process). **Action; Cllr JB to email details to Cllr PW who would pass on to highways/byways at Wiltshire CC to assess and advise next steps.**
- (b) **Bridleway MLAV1B (Parham Lane) vandalism;** Cllr BM reported that although this was within Market Lavington Parish it was worth highlighting as extensive graffiti on the trees and wanted to know if others were aware and if complaints received? **Action; Chair to write to ML Chair to highlight the situation**
- (c) **Parish Steward update;** Kevan Surgenor, will be here on the 17th June, Cllr VT having a pre-meeting with him as extensive work to do and to explain locations (as new). Lots of areas with high growth that needs cutting back. Cllr RB mentioned 2 additional areas; Hedge exiting Easterton near Brackland and the tree at bottom of White Street; **Action; Cllr AS will visit appropriate landowners to ask verbally in the first instance when clearing will be carried out. 2nd stage is a letter to be sent from the Clerk to ask for work otherwise the PC will arrange for the work to be carried out and charge the owners. In addition Footpath 6 requires clearing work (despite being highlighted previously); now a fence is also starting to obscure the route. Action; Cllr AS to approach the landowner/s with hedging along East6, Cllr VT to liaise with Clerk to issue letter (s) as required. Cllr BB (although not able to be virtually present), had highlighted the need to cut back vegetation outside the Grange across the stream and Cllr VT noted to be added to PS list.**
- (d) **Parish Gardener update;** Cheque has been issued as has carried out a lot of work that was scheduled. Still difficulties with Footpath Easterton 6 need action from the landowners (as noted above). Several other residents could also undertake their maintenance works to make sure that the work of the Parish Gardener is not in vain and can concentrate on other parts of the village. A reminder to be put in the next Easterton Echoes for residents to be responsible for their cutting to not obscure footpaths and rights of way. **Action; Parish Clerk to liaise with Cllr VT re letters**

Cllr JB

Cllr CS

Cllr VT

Cllr AS

Cllr
VT/Clerk

Clerk/Cllr
VT
Cllr JB

and Cllr JB to put article in the next EE.

Cllr AS

(e) **Wiltshire App reports;** Several new actions have been reported by Councillors including Sandwells Land (rubble and debris) Cllr AS will update his report to highlight still not actioned. **Action; Cllr AS to update his report on Wiltshire App.**

9 **Projects and Activities Update**

(a) **Website;** Cllrs JB & VT have been working hard with the Clerk to prepare information and photographs for the website, including liaison with Market Lavington Museum to sort out copyright requirements and Cllr JB has been taking new photographs. The aim is to get everything to the Website Contractor by 21st June for 1st July launch.

Clerk

(b) **New Bench for Burial Ground;** This has been removed and awaiting new one (from donor family). Agreed to put up a sign explaining this, on the gate to notify users. **Action; Cllr CS to laminate and put up sign on gate to burial site and put up new Councillor responsibility list on the notice board.**

Cllr CS

10 **Next Virtual Meeting of the Parish Council 20th JULY at 7.30pm. Any member of the public wishing to participate please call the Clerk 07979 866387 or email clerk.easterton.pc@gmail.com by 12 noon on 20th July (Please note you will need access to a laptop/desktop computer, iPad or smart phone). Full instructions will be given and no software or cost is involved. Alternatively questions may be submitted to the Clerk by email or via phone. ALL WELCOME**
Defibrillator Training; 05/10/2020 at 7.30pm at the Village Hall (subject to COVID-19 social distancing requirements) ALL WELCOME

The virtual meeting closed at 9.14 pm. Gillian Tatum, Clerk to Easterton Parish Council clerk.easterton.pc@gmail.com Tel 07979866387 17/06/2020