

Avebury Parish Council

Minutes of an ordinary meeting of Avebury Parish Council held on Tuesday 1 February 2022 at the Social Centre, Avebury SN8 1RF.

In these minutes APC stands for Avebury Parish Council, ASHRG for Avebury and Stonehenge Archaeological and Historical Research Group, ASSC for Avebury Sports and Social Club, ASSF for Avebury Sacred Sites Forum, AWHS for Avebury World Heritage Site, CATG for Community Area Transport Group, DCMS for the Department for Digital, Culture, Media and Sport, DfT for the Department for Transport, FB for Facebook, KV PC for Kennet Valley Parish Council, MAB for Marlborough Area Boards, NT for the National Trust, PC for Parish Council, NWP for North Wiltshire Path, RoW for Rights of Way, SID for Speed Indicator Device, UKN for Upper Kennet News, SWASFT for South West Ambulance Service Foundation Trust, WALC for Wiltshire Association of Local Councils, WC for Wiltshire Council and WHS for World Heritage Site.

Present: Mr Stephen Stacey (Chair), Dr Mike Bedford (Vice-Chair), Mrs Maggie Lewis (Vice-Chair), Mr Ben Butler, Mrs Lynzey Paradise and Ms Zandria Service: online.

In attendance: Miss Liz Moore (Clerk): online.

Time started: 19:28

1. **Public question time:** there were two members of the public present including Eva Stützenberger (Visitor Operations and Engagement Manager, NT: up to and including item 8, plus item 11b only).
2. **Apologies:** Councillors Donna Byatt and Mike Daniel. Members agreed unanimously that they wished to pass on their best wishes to Cllr Byatt, who had been ill but was now recovering at home.
3. **Declarations of interest:** none declared.
4. **Minutes of meeting held on 7 December 2021: it was resolved** to accept the minutes as a proper record of the meeting. Proposed by Cllr Lewis, seconded by Cllr Bedford and all agreed.
5. **Matters arising from the minutes:** there were none.
6. **Membership:** the Chairman explained that three people had expressed an interest in joining the PC. The third applicant had indicated her interest that day and, as none of the applicants was present, it was agreed to invite all three candidates to the March meeting.
7. **Planning applications:**
 - a. Full planning permission for change of use from mixed use residential & Bed & Breakfast (C1) to mixed use residential & dog grooming business operated from a new freestanding timber framed outbuilding on the existing gravelled car park which is to the west side of the property at **Isobel Cottage** A4 Beckhampton Roundabout East To Silbury Hill Car Park Beckhampton SN8 1QJ. Ref: PL/2022/00016.

In discussion, concern was expressed about the size of the new building compared to the plot and whether animals were going to be housed on-site as barking can be an issue for residents in the vicinity. **It was resolved** to set up a Planning Committee meeting to discuss the application in more detail, as well as send an invitation to the applicants to attend the meeting to answer members' questions. **Action:** Clerk to run a doodle poll to check availability of members and book the Social Centre for an evening meeting. It was noted that feedback needed to be submitted to WC by 8 February 2022.

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8. **National Trust:** Eva Stützenberger spoke to the meeting and provided **an overview of the NT's most recent and planned work**. NT update circulated after the meeting and **see appendix 1**. It was noted that for some of the scheduled tree works the NT would need to close part of the High Street car park. Eva said that notices would be put up to inform the public. **The following points were noted:** 1. the next ASSF meeting including **Solstice planning** was going to take place on 3 March 2022. The Chairman confirmed the PC's presence at the meeting and that Cllr Service's excellent paper, produced last year, should be used as a starting point for discussions. 2. **A licence agreement** between the NT and APC for running the **Chapel** as an exhibition space was in the process of being finalised by the NT's legal team. It should be ready for the PC to review in the next few weeks. 3. NT pathway **improvement works to Windmill Hill** had been completed. The PC welcomed the improvements. In discussion, it was noted that **byway 14 was in urgent need of repair**. Dr Bedford had witnessed several vehicles misusing the track and had spoken to the vehicle owners to point out that they had now wrecked the path for walkers. Cllr Lewis offered to photograph / film the condition of the byway and submit a report to WC.

The Chairman thanked Eva for her report and, because her input was needed for discussion of possible ways of marking the Jubilee, he proposed to alter the order of business and move directly to item **11.b Queen's Platinum Jubilee**. All agreed.

9. Project Updates:

- a. **SID Project:** the Chairman reported that a delay in installation had occurred because Ringway (WC's contractor) had lost the paperwork / contract. The holes had been dug for the concrete but on inspection looked too small. As a result, the Chairman had contacted Martin Cook (WC Highways) to arrange an on-site visit to inspect the work in progress. He had also agreed that the holes were not big enough for one cubic metre of concrete and that the footings for the SID (nearest to Avebury Trusloe on the A4361) should be moved closer to the bend. The Chairman said that Cllr Daniel was filling in a SID equipment survey form that the Police had requested via the Clerk.
- b. **CATG meeting 9 December 2021:** the Chairman reported that an on-line meeting with all stakeholders had been arranged for Thursday 3 February to confirm the agreed work for the lay-by and apply pressure to WC Highways to get the job done. He also said that on 25 January he had met Briony Clifton (NT, Assistant Archaeologist Stonehenge and Avebury WHS), Steve Hind, and Martin Cook (both Wiltshire Highways) on-site to review the measurements. It was noted that the cost to redesign and restore the layby was going to be about £6,000 (about 25% of the CATG annual budget). Works would be undertaken in three steps: (1) complete the yellow lining, (2) install the reshaped layby, and (3) reconstruct the verges if necessary and hopefully be completed in FY2022. He added that WC was now being proactive in issuing parking fines; he had himself been given one in Green Street. Members felt enforcement was timely as more vehicles than usual appeared to be parking on grass verges in Avebury and along the Avenue. Cllr Paradise asked whether a request for double yellow lines along the highway in Avebury Trusloe could be put on the CATG agenda. The Chairman said that he would raise the request at the next CATG meeting.
- c. **Avebury Chapel:** The Chairman's report on the status of the community exhibition space had been circulated; see appendix 2. The Chairman explained that, since writing the report, Visit Wiltshire, ASHRG, and the WHS Co-ordination Unit had indicated strong interest in exhibiting, bringing the total to nine organisations. He added that the Avebury Society had offered to help with managing the space.

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- d. **Play Area:** it was noted that the planned meeting on 25 January to show residents' plans for the Play Area had not taken place due to Covid-19. Cllr Paradise reported that she was still in the process of obtaining further estimates for equipment as suppliers had kept coming back with different options and not what she had requested. In discussion, it was felt that due to the on-going threat of Covid-19 it would be more practical to send residents a questionnaire with pictures of the equipment options in order to consult, gather feedback and inform the project. Members also felt that it would be nice to link the project to the Jubilee in June. The Chairman said that the PC might want to think about using volunteers to erect the equipment in order to save money on the installation cost. He said that West Swindon Parish Council had a team of volunteers with experience in erecting play equipment. The Clerk advised that the PC's insurance company should have no issues as long as the decision to use volunteers had been agreed and minuted by the PC. **Action:** Cllr Paradise with the Chairman's assistance to put together a questionnaire within the next six weeks.

10. Consultations and reports by PC Representatives:

- a. **Police Forum and PCC wants the public's views on plans to increase the policing precept by £10 per year (for the average band D property):** the consultation was open until 2 February 2022 and it was agreed to respond as individuals.
- b. **ASSF:** it was noted that the last meeting had not been attended by a PC representative. See item 8 above: the next meeting was due to take place on the 3 March 2022.

11. Local Issues:

- a. **Play area surfacing:** Chairman to speak to the Parish Steward to see if he can remove the moss.
- b. **Queen's Platinum Jubilee: Her Majesty the Queen's 70th year as our Monarch and head of the Commonwealth.** Eva Stützenberger reported that she was having a team meeting the next day to discuss arrangements for celebrating the Queen's Platinum Jubilee and wished to involve the Church and the PC. Cllr Lewis had offered to be the PC's representative and to attend the meeting. She said that the NT was planning to hire a beacon to help make it a community event. Thursday June 2 was the official commencement of celebrations with the lighting of beacons across the UK scheduled for 9:45pm. The PC thanked Eva for her time and she left the meeting.

During further discussion on this agenda item, Cllr Paradise offered to investigate pricing for setting up a marquee on the Sports Field and options for commemorative memorabilia. It was agreed that she should do so.

- c. **CPRE Wiltshire and CCM Technologies Best Kept Village Competition: it was resolved** not to take part in the competition due to the work involved and because Avebury did not want additional publicity.
- d. **Defibrillator for Beckhampton:** Cllr Lewis reported that the Clerk had passed her a defibrillator offer that had been sent to the PC by Amy Underwood (Development Officer, London Hearts). The offer was a £300 grant towards purchase of equipment. However there were lots of add-ons, which would bump up the price. She had recently discussed the PC's defibrillator renewal options with Julie at SWASFT and had been advised that the PC should get a reduced price for the additional defibrillator if it's linked to the existing renewal package. It was noted that there was a refresher training course on how to use the defibrillators planned for 3 March 2022 at the Social Centre in Avebury.

12. **Parish Steward Priority Sheet:** priority highway jobs to be emailed to the Clerk in the usual way.

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13. Communications and Correspondence: the Chairman reported that the following correspondence had been received:

- a. North Wessex Downs **AONB Annual Review**.
- b. **Notice of application for Scheduled Monument Consent:** formal notification document relating to the minor repairs required to a small section of the foul water drain run to the rear of the **Red Lion PH**.
- c. **Invitation from Cherhill PC** to take part in a consultation event for the **Yatesbury Airfield Development:** Saturday 5 February 2022 10am – 1pm at Yatesbury Village Hall (meeting subsequently postponed to 12 February due to a speaker testing positive for Covid-19).
- d. **Free on-line fraud safety webinars:** run by Ashley Jones (Regional Fraud Protect Advisor for the South West Regional Organised Crime Unit): These 1-hour sessions are available to any person, who seeks to enhance their awareness of fraud and financial exploitation regardless of age, job, and responsibility. Attendees of this session will have an understanding of the threat caused by fraud, as well as an insight into the most common frauds affecting the South West Region and will be offered fraud protection advice and resources, that will be invaluable in the fight to stay free from fraud in all aspects of daily life. The next fraud safety webinar is scheduled for Wednesday 16 February 2022 at 2pm. Further information has been posted on PC website.
- e. **WALC newsletter:** notification that after nearly 20 years of service Katie Fielding had left the organization and Karen Winchcombe was the temporary interim contact.
- f. A letter sent by **Danny Kruger MP** to the Parliamentary Under-Secretaries of State at DfT and DCMS on behalf of the 'West of Marlborough Traffic Group' to try to move the Atkin's Avebury WHS Traffic Design onto central government's agenda (see appendix 3).

14. Finance and admin including:

a.

Review of financial regulations and existing banking arrangements:

The Clerk explained that HSBC had recently withdrawn their Community Accounts and moved the PC to a Charitable Bank Account with service charges, including an operating charge of £5 per month. She had researched a couple of on-line banks and Metro Bank seemed to be a good option because it had been recommended by several Town and Parish Councils, and offered free flexible banking. **It was resolved** to move the PC's HSBC bank account to Metro Bank. Proposed by Cllr Bedford, seconded by Cllr Lewis and all agreed. The Clerk advised that, once the account had been moved to Metro Bank, the PC should carry out further research and consider transferring the residual reserve into a high interest account. **It was resolved** to update the PC's Financial Regulations as follows: **5. Banking arrangements and cheques:** to add the following wording: 'If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors (Mr Stacey, Mrs Lewis, Dr Bedford and Ms Service) who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals'. Proposed by Cllr Paradise, seconded by Cllr Bedford and all agreed. **6. Payment of accounts: it was resolved** to renew the use of direct debits, variable direct debits and

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BACS payments on the PC's bank account. Proposed by Cllr Lewis, seconded by Cllr Butler and all agreed.

- b. **It was resolved** to confirm the EMRs (Ear-marked reserves) for 2022-2023 as follows: £15,000 Play Area, £3,500 renewal of Defibrillator Packages (includes £745 community donation for a defibrillator for Beckhampton received 22 November 2021), £2,000 Road Safety and £1,000 for the community exhibition space at the Chapel. Proposed by Cllr Paradise, seconded by Cllr Butler and all agreed.
- c. **Draft Signage Policy:** discussion deferred to March meeting.
- d. **Cheques for ratification: it was resolved** to ratify the following cheque payments. Proposed by Cllr Bedford, seconded by Cllr Lewis and all agreed.
 - i. Miss E. Moore: overtime and expenses for the period 22 November 2021 – 21 December 2021 £172.78
 - ii. Avebury Social Centre: rent for x10 PC meetings during 2022 @£12 / session plus £8 for meeting of NWP wardens (ref. cheque no. 100725 cancelled) £128.00
 - iii. The Friends of The Ridgeway: annual membership £15.00
 - iv. Miss E. Moore: overtime and expenses for the period 22 December 2021 – 21 January 2022 £73.96

15. Date of next meeting: 7:30pm on Tuesday 1 March 2022

The meeting closed at 21:00

Appendices:

1. National Trust Update – February 2022
2. Chapel Status and questionnaire – report by Cllr Stacey
3. A copy of MP Danny Kruger's letter sent to the Parliamentary Under-Secretaries of State at DfT and DCMS, dated 1 February 2022