

# LEA & CLEVERTON PARISH COUNCIL

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Minutes of the Annual Meeting of Lea & Cleverton Parish Council held on Tuesday May 16th 2017 in Lea Village Hall, The Street, and Lea. The meeting commenced at 19:30 hours.

**Annual Parish Council Meetings are called in accordance with terms of LGA 1972 Sch.12, Parts II & VI.**

**056/17: Present:** Cllrs J M Cull; M J Crockett; T P Culling; B E Gore; N T Maidment; D E Maidment; S N Suter and Clerk/ RFO: Mr. J Parmiter.

In attendance: Cllr T R Sturgis (19.30 to 20:05 hours).

1 Member of the Public. (19:30 to 20:40 hours)

**057/17: Election of Chair:** Cllr J M Cull was elected as Chairman of the Council for the year 2017/2018 on the proposition of Cllr S N Suter seconded by Cllr T P Culling which was supported unanimously by the Members.

**058/17: Declarations of Acceptance of Office:** All Members present signed their declaration of acceptance of office and also verified their respective Register of Interests. Cllr A W Barnes would complete his acceptance of office and register of interest upon his return from holiday.

**059/17: Apologies:** Cllr. A W Barnes; PCSO Durry Maule.

**060/17: Declarations of Interest:** None declared.

**061/17: Public questions:** None. The member of the public present indicated that he was in attendance to answer any questions regarding his Planning Application.

**062/17: Minutes:** The Minutes of the Ordinary Meeting the Parish Council Meeting held on Tuesday March 17<sup>th</sup> 2017 having been circulated were signed as true and correct record. (Folio's 9981/985) **The Chairman signed the Minutes**

**063/17: Chairman's comments:** In my report to the Annual Parish Meeting I expressed my thanks to all of the Parish Council members and on behalf of the Members I thanked all of the volunteer members of the sub-committees for the efforts during the year. The strong reliance on all of those individuals has enabled us to function during the past year.

We are now into a new four year cycle before the next election in 2021. Four years that will see many changes – changes in what is expected of us a Parish Council, changes in further reductions in money available to Wiltshire Council for support services and maybe changes to the way Parish Councils are viewed by the Government and the Unitary Authority. Also it is likely that there will changes in personnel within the Parish Council – John Parmiter and I will not be here forever. We are well past the three-score year and ten that is often quoted. We need to anticipate all of those changes and that is why I instigated a few subtle changes during last year. We have changed the way that planning matters are handled. The Planning Committee – a body that consists of all of the Parish Councillors – is now led by Stuart Suter. Stuart as the dedicated head of this function brings an in depth focus to this important aspect of village life. During the year we also changed the way that we care for the playing field. Funds for the upkeep and the provision for future tennis court needs are still raised by the hard working and very successful, so called, "Social Committee". However any work that has needed to be carried out on the playing field been coordinated by John Wood. He has by a variety of methods managed to get "willing volunteers" to carry out the ad hoc tasks required. He has agreed to carry on with this task despite standing down as a Councillor. We now have in essence three semi-independent sub-groups - the Village Hall Management Committee under the excellent guidance of Kevin Tibbs, Planning managed by Stuart Suter as a separate function and the two aspects of the Playing Field in the transition to become the third free standing body. Add to this the work carried out by councillors who shoulder the responsibilities for Rights of Way and Allotments and you will see that the framework covers the issues that matter within our community. These moves have allowed, as part of the process, more parishioners to be involved and committed to help in the wellbeing of our parish. While doing all of that we must

continue to operate within our budget – something that we have managed over the past years - but there are increasing demands to do more for ourselves as the money available from the Government and Wiltshire Council has continued to shrink. We look forward to working with our Unitary Councillor and the various departments of Wiltshire Council. We hope that the Highways and Parish Steward Scheme budgets are not further reduced as we desperately need help from those bodies.

**063/17: Chairman's comments: (Cont'd):**

There are some issues that we expect to be facing in the coming year: we are likely to have to battle to retain the school in our village and our ongoing pressure on the Enforcement team to resolve the long outstanding issues at the stables and Aquetong Farm. Add to that the recurring themes of anti-social behaviour of fly-tippers and Dog Fouling – both blight on our countryside and villages. Despite constant reminders and notices some dog owners still allow their dogs to foul the pavements and open spaces without picking up their mess. I like many others suspect that this fouling takes place during the hours of darkness when the perpetrators feel safe from being observed breaking the law or they send out their children without either the knowledge of what to do or suitable bags for collection. Anyone clearly identified and proven to be ignoring their responsibility will be prosecuted without warning under the Anti Social Behaviour, Crime and Policing Act of 2014 – and the fines are increasing. However I am looking for this to be a year of progress – progress in the way we handle our affairs and progress in the way that parishioners help us to make this community a safe and a good place to live.

**064/17: Police Community Report: PCSO D Maule not in attendance. - No report received**

**065/17: Wiltshire Council:** Cllr T R Sturgis reported the adoption of the Chippenham Area Plan by Wiltshire Council on a majority vote. He advised that he was not, following the Wiltshire Council Elections the portfolio holder for waste. Baroness Scott had been returned as Wiltshire Council Leader with Mrs. Butler as Chair. Cllr Sturgis did however advise that there would be changes regarding Wheelie Bin contents. 76 new Lorries had been purchased, some fitted with cameras to monitor highway conditions facilitated by a large grant obtained from HMG towards the cost of software for this project. He further advised that HMG considered Wiltshire Council to be one of countries leading councils in the planning field. Co-operation between Wiltshire and Parishes would be the order of the day with statutory duties being carried by the County with Parishes expected to cover the residue. There would be courses arranged on planning procedures for the benefit of all and thus on equal footing.

The matter of the Conservation Area report was raised by Cllr Suter. In its absence we would be expected to do the groundwork and possibly meet with LPA Officers. However it was revealed by Cllr Culling that he had draft document which may be of interest. Conservation and Enforcement are two areas which needed attention. Cllr Sturgis was thanked for his comments and then withdrew from the meeting at 8.05 p.m.

**066/17: Action Points:**

167/11: Parish Shed. - No action at this time.

51/12: a) FP 11: - Matter still proceeding.

**Correspondence:**

WC: Weekly Parish Newsletters.

WC: Area Board Minutes March 6<sup>th</sup>

Grant Thornton: Yearend Audit papers 31/03/2017

MAB: Draft Minutes of meeting March 1<sup>st</sup> 2017.

WC: Dog Control orders.

WC: Precept Payment for 2017/2018

WC: Road Closure – Charlton B4040

WC: Footpath variation Lea and Cleverton 1A + others within St Paul Without.

WC: Election papers for Unitary and Parish Council

Crudwell Scouts Letter of thanks for £50.00 S 137 grant

WC: Bonfire complaints on Land adjacent to Littlecote. Environmental Health Team at County Hall

MAB Extraordinary meeting May 16<sup>th</sup> - Election of Chair etc.

WALC: April and May Newsletter and additional documents.

NALC: Legal Briefing L03-17 – Reform of data protection and introduction of the General Data Protection Regulations

WC: Highways Newsletter – May 2017.

WC: Northern Area Planning Meeting May 23<sup>rd</sup> 2017 – Monkton Park 3.00 pm.

WC: Signed copy of Service Level Agreement

CF: Community First Associate Membership. £40.00 PA. :

**HIGHWAYS: Agenda item No 16.**

CAT-G: Note of proposal regarding Playing Field signage & highway marking

Note of proposal to install Pavement at Lea Top leading to Bus shelter

**APPEALS:** Bobby Van Trust. Letter circulated, Members RESOLVED to donate £50.00 under Section 137

067/17: Election of Officers:

- a) **Vice Chairman.** Cllr T P Culling was elected. Proposed by Cllr J M Cull and seconded by Cllr N. Maidment
  - b) **Planning Committee:** All 9 members of the Parish Council.  
6 from Lea Ward, 2 from Cleverton Ward and 1 from Garsdon Ward.
  - c) **Jubilee Playing Field Joint Management Committee:** 6 members.  
3 members from Parish Council, Chairman ex-officio and Cllr D E Maidment, Cllr M J Crockett + 1.  
3 members from Jubilee Playing Field Social Committee: Mrs. S Bennett and 2 others.
  - d) **Allotment Supervisors (2).** Cllrs B E Gore & J M Cull Mr. A P Fuller immediate daily contact
  - e) **Rights of Way Officer:** Cllr M J Crockett
  - f) **Representative to MAB** None at this time.
  - h) **Community Emergency coordinator:** Mr. Nigel Higginbottom
- Appointments: a) **Hon. Internal Auditor:** Mr. Andrew Gill  
b) **Responsible Financial Officer:** Mr. John Parmiter

068/17: Financial Reports:

- i) **FINANCE:** The RFO presented the Financial Movement and Cost Centre Reports which reflected the positions as at March 31<sup>st</sup> 2017 and period up to May 16<sup>th</sup> 2017. Following detailed explanations these were noted and accepted by the Members.
- ii) **Receipts & Payments Report** detailed as at the yearend had been circulated was approved and signed off by the Chair and the RFO.
- iii) **Annual Return:** Section 1 Governance was discussed and completed. There were no items requiring action. The whole report was approved and signed off by the Chair.
- iv) **Internal Auditor's Report:** The Chair reported that the Internal Auditor had indicated that all was in order and compliant with requirements. The Internal Auditor was thanked for his work and his comments.

069/17: **PAYMENTS:** Following checking full approval was given for the action taking in paying the following accounts, due to settlement requirements which had been settled between meetings: T Hamwell – Materials for Playing Field Fence £89.26 (**Cheque No 000810 £89.26**) Water2business Water rates £14.18 (**Cheque No 000811 £14.18**) J. Parmiter: Salary April 2017 £268.29. (**Cheque No 000812 £268.29**). Waitrose (JMC) Internal Audit Fee £21.99 (**Cheque No 000813 £21.99**).

The following items were presented for payment and having been checked were approved: (**Cheque; J. Parmiter: Salary May 2017 £268.29. (Cheque 000814 £268.29)** C Daws £20.00 Paint & Sundries for 2 signposts (**Cheque No 000815 £20.00**) WALC Subscription 17/18 £317.70 Inc **Cheque 000816 £370.70**) T Hamwell Replacement for lost cheque £89.26 (**Cheque 000817 £89.26**) Community First Trading Annual Insurance £489.11. (**Cheque 000818 £489.11**) Bobby Van Trust S 137 Donation £50.00. (**Bobby Van Trust Cheque 000819 £50.00**)  
**PLAYING FIELD ACCOUNT**  
Community First Trading Annual Insurance for Tennis Court Fence: £53.63. (**Cheque 000052 £53.63**)

070/17: Financial Regulations:

**Add Clause 10.5 as follows: Tabled and approved at March 21<sup>st</sup> Parish Council Meeting**  
The Council shall at all times; where applicable have regard to the requirements of the Public Contracts Regulations 2015/102 ("the 2015 regulations").

071/17: Finance Report: Balances of Accounts:

PARISH COUNCIL CURRENT ACCOUNT:	Balances: £ 8,993.75
PLAYING FIELD CURRENT ACCOUNT:	£ 862.95
Parish Council: CORPORATE MARKETS (CM) DEPOSIT ACCOUNT:	£ 17,192.62
Playing Field: CORPORATE MARKETS (CM) DEPOSIT ACCOUNT:	£ 16,420.49

072/17: Planning matters:

- a) **Minutes:** The Members approved as a true and correct record the Minutes of the Planning Committee Meeting held on Tuesday April 11<sup>th</sup> 2017 (Folio 892). **The Chair signed the Minutes.**
- b) **Planning applications:**  
For Consideration:
  - i) 17/03193/FUL – Orchard House, The Street, Lea. SN16 9PF  
Demolition of existing garage and construction of a new two storey extension.  
See appendix "A" for reply and comments.

072/17 b) **Planning applications: For Consideration. (Cont.d)**

ii) **17/03680/FUL – Corner Cottage, The Street, Lea. SN16 9PF**

Proposed single storey rear utility room and roof link to garage/store and internal alterations

See appendix "B" for reply and comments.

**Planning matters: Determined:**

a) **17/01483/FUL – Hill Cottage. Brickyard Hill, Garsdon. SN16 9NJ**

Proposed two storey extension and associated Works. *Consent Granted April 12<sup>th</sup> 2017. Policies CP57 & NPPF para 187*

b) **17/02112/FUL – Noahs Ark Farm, Noahs Ark, Garsdon, Malmesbury SN16 9NS** Erection of agricultural workers dwelling. (Resubmission of 16/06054/FUL). *Consent Granted 28<sup>th</sup> April 2017. Policies NPPF Para 14, 17 & sections 6 & 7. WCS CP", CP51 & CP57. Saved Local Plan 2011 H4*

c) **17/01855/FUL - Coombe, Crabmill lane, Lea. SN16 9NF**

Removal of part of rear extension (Workshop to be retained) and construct a new single storey extension. Members considered the matter and raised no objections

073/17: **Queen Elizabeth II Diamond Jubilee Playing Field:**

- a) Items arising from the weekly **Inspection Reports** include attention to the seat adjacent to the old cricket site and on bottom rail of Tower Slide. Cllr Crockett to examine and advise.
- b) **Marking of parking area:** Resolved that the entrance should be divided into 3 bays without any wide gaps between the spaces.
- c) **Tree works 3<sup>rd</sup> section:** RESOLVED that the 3<sup>rd</sup> tranche of work should be carried out by Martin Kerlin as previously agreed at £450.00.
- d) **Potential works to hedge:** RESOLVED not to proceed with this matter.

074/17: **Annual Parish Meeting:** Minutes had been circulated to members. The issue of allotment holders placing waste material on the grass area was noted. It was agreed that a letter should be written to all tenants deploring this practice and that it should cease.

075/17: **Highways:**

- a) 2 **CAT G** matters were discussed; 1<sup>st</sup> being the supply of warning signage adjacent to the Playing Field with the 2<sup>nd</sup> seeking the provision of a footpath at Lea Top. RESOLVED the Chairman and the Clerk should seek a meeting with Mr. Martin Rose.
- b) **Crabmill Lane:** The Clerk had been in discussion with the Highway Engineer regarding the resurfacing of parts of Crabmill. No definite date had agreed. There were 2 sections due to be repaired. 1<sup>st</sup> from The Street junction to the private field gate and 2<sup>nd</sup> the length between the several properties at the lower end to the cattle grid.
- c) **Parish Steward:** All recently requested works had been carried out. A further request would be submitted for June/July.
- d) **Highways Meeting:** May 17<sup>th</sup> at Council Offices, Monkton Park 7.0 p.m. Cllr T Culling would attend.

076/17: **Information matters:**

- a) **Dementia Action Alliance:** Cllr Culling had a very useful meeting with Ellen Blacker with a view to establishing a local Dementia Friendly Community.
- b) **Co-option:** The Chair requested members to consider a possible candidate for co-option to fill the Lea Ward vacancy.
- c) **Lea Conservation Area:** Several points earlier in the meeting had covered this topic.

077/17: **Date of next meeting:** RESOLVED that the next meeting of Lea & Cleverton Parish Council will be an Ordinary Parish Council meeting and will be held on **Tuesday July 18<sup>th</sup> 2017** in Lea Village Hall commencing at 9.30 hours.

In the absence of any further business the Chair thanked all for their attendance and closed the meeting at 21:20 hours.

Signed:

Date:

**APPENDIX "A" for WILTSHIRE COUNCIL**  
**Monkton Park, Chippenham, Wiltshire, SN15 1ER**

**LEA AND CLEVERTON**

**Application Ref:** 17/03193/FUL

**Application for Full Planning**

**Proposal:** - Demolition of existing garage and construction of new two storey extension.

**At: Orchard House, The Street, Lea, Malmesbury SN16 9PF**

**Assigned Officer Alla Hassam.**

**Comments to be received by: 31 May 2017**

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At a meeting held on May 16<sup>th</sup> 2017 the Parish/~~Town~~ Council considered the above application/amend plans and has the following response to make

<input type="checkbox"/>	<b>No Comment</b>
<input type="checkbox"/>	<b>Support</b>
<input type="checkbox"/>	<b>Support subject to conditions (please set out in box below)</b>
<input checked="" type="checkbox"/>	<b>Object (for reasons set out in box below)</b>
<input type="checkbox"/>	<b>No Objections</b>

**Suggested special conditions/reasons for refusal based on local knowledge**

The Parish Council objects to this application for development which lies within the Conservation Area of Lea village for the following reason:

Whilst the proposed development accords residential development policy (CP1 and CP2) and with the scale and form of the existing property and the village (CP 57), and whilst the proposed use of coursed rubble limestone for the new extension is appropriate; the proposal to render the main house is not acceptable within the conservation area of Lea village since that would not be in keeping with, nor enhance the local distinctiveness and character of the area, which historically and primarily is that of the main elevations of building constructed from stone (CP57).

The Parish Council wish to make the following comments on this application for development:

- The proposed extension includes ground-floor kitchen and office areas with east facing windows which are not compatible with and potentially impact on the privacy of the occupants of the adjoining property at 1, Pembroke Green (CP 57). Permission for development should include specific requirement for measures to preserve privacy either in terms of appropriate window architecture or boundary works.
- The proposed development will result in a net increase in roof and therefore impermeable area of 85% corresponding to a net increase in potential peak rainfall run-off volume and higher peak flow rates of 115%. This property lies near the head and watershed of surface water drainage courses in the village. Any incremental increase in rainfall run-off from this property (or any other development) will potentially increase the pluvial flood-risk of downstream inhabitants, to their detriment; in contradiction to development policy (NE22 and NE23). Permission for development should require incorporation of necessary surface water run-off management measures (SUDS) to ensure that surface water run-off rates are reduced ie betterment compared with the status quo (CP 67 and 52).

**Signed** \_\_\_\_\_ John Parmiter \_\_\_\_\_ **Date** \_\_\_\_\_ May 20<sup>th</sup> 2017

On behalf of Lea and Cleverton Parish Council

**APPENDIX "B" for WILTSHIRE COUNCIL**  
**Monkton Park, Chippenham, Wiltshire, SN15 1ER**

LEA AND CLEVERTON

**Application Ref:** 17/03680/FUL

**Application for Full Planning**

**Proposal:** - Proposed single storey rear utility room and roof link to garage and internal alterations.

**At: Corner Cottage, The Street, Lea., Malmesbury SN16 9PF**

**Assigned Officer: Eleanor Slack**

**Comments to be received by: 06 June 2017**

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At a meeting held on **May 16<sup>th</sup> 2017** The Parish/~~Town~~ Council considered the above application/amend plans and has the following response to make

<input type="checkbox"/>	<b>No Comment</b>
<input type="checkbox"/>	<b>Support</b>
<input checked="" type="checkbox"/>	<b>Support subject to conditions (please set out in box below)</b>
<input type="checkbox"/>	<b>Object (for reasons set out in box below)</b>
<input type="checkbox"/>	<b>No Objections</b>

**Suggested special conditions/reasons for refusal based on local knowledge**

The Parish Council support this application for development which lies within the Conservation Area of Lea

- The form, scale and elevational design of the proposed development is at variance with the conventional form and character of houses within the conservation area (CP57). However, the proposed use of natural stone and green oak building materials are appropriate in the conservation area (CP57) which, together with the secluded streetscape location renders the somewhat unique design of this proposed development acceptable.
- We draw attention to the following contradiction. Drawing A1/17/02/06 of the Application indicates that the proposed Utility extension will be constructed with an outer leaf of "cut and chopped natural stone", whilst the construction notes for the Utility (A1/17/02/13) indicate that this will be 100mm Bradstone. The Parish Council's above support for this Application is based on the assumption that the former will be the case.
- We note that rainfall run-off from the proposed Utility extension will (in part?) be connected to an existing drainage line which discharges to the public sewer; whilst the proposed roof link to the garage will be connected to an existing soakaway. To avoid incremental rainfall run-off and flows and potential increase in pluvial flood-risk for downstream inhabitants, permission for development should require all incremental run-off to be subject to appropriate management measures (SUDS) to ensure that surface water run-off rates are reduced i.e. betterment compared with the status quo (CP 67 and 52).

**Signed** \_\_\_\_John Parmiter\_\_\_\_ **Date** May 20<sup>th</sup> 2017

On behalf of Lea and Cleverton Parish Council



















































































































































