

# *Ashton Keynes Parish Council*

## **Minutes of the meeting held at Ashton Keynes Primary School on Wednesday 13<sup>th</sup> December 2023 at 7.15pm**

Present: Cllrs D Wingrove (Chairman); G Carter; M Carter; S Crawford; S Hill; N Inzani; M Low; T Romback.

In attendance: Wilts Cllr Berry, Fiona Ryder – Clerk.

### **23-24/127 Public Section**

One member of public was in attendance with a view to being co-opted onto the council.

### **23-24/128 Apologies for absence**

Apologies for absence were received from Cllrs B Low and Ventham.

### **23-24/129 Declarations of Interest**

Cllr M Carter declared an interest in agenda item 137.

### **23-24/130 Parish Council Vacancies**

Graham Carter was in attendance with an interest in being considered for co-option onto the Council.

Graham Carter was proposed by Cllr Wingrove and seconded by Cllr Hill, the council voted unanimously in favour of co-option. Graham Carter signed a declaration of acceptance of office and joined the council.

### **23-24/131 Minutes of the Council Meeting held on 15<sup>th</sup> November 2023**

The minutes of the meeting held on 15<sup>th</sup> November 2023 were approved and signed.

### **23-24/132 Actions from Previous Meeting**

23-24/103 – Cllr M Low will not be taking on the role of Parish Tree Warden. Cllr Inzani will now speak with the Millennium Green.

**Action: Cllr Inzani**

23-24/087a – Quotation for tree survey at the High Road was accepted. The survey has taken place and we are awaiting the report.

### **23-24/133 Chairmans Report**

Three tree applications have come in since the agenda was published, it was agreed that 'No Comment' responses would be given. The Planning Committee will be revived in the New Year.

**Action: Clerk**

### **23-24/134 Financial Report**

The finance report was circulated prior to the meeting.

#### **Income since the last meeting:**

#### **Expenditure since the last meeting:**

PAYE	£ 14.20
Payroll Compliance	£ 12.54
Pats Testing (Playing Fields)	£ 103.50
Bradstone Cleaning	£ 104.20
RBL Poppy Appeal	£ 30.00
Playsafety Annual Inspection	£ 638.40
Telephone Box Decal	£ 17.50

The council approved the finance report and income and expenditure.

### **23-24/135 Budget**

The Grants and Finance Committee met on 30<sup>th</sup> November to discuss the precept and budget for 2024/25, a proposal was circulated to all prior to the meeting.

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The proposed budget included the following donations and grants:

RBL Poppy Wreath	£ 30.00
Community Heartbeat Trust (VETS)	£ 100.00 plus VAT
Outreach Post Office	£ 865.00
Village Hall Committee	£ 2000.00
Millennium Green Trust	£ 885.00
Maintenance of Community Assets in Churchyard	£ 1000.00
Telephone Gallery Expenses	£ 50.00

The Village Hall had originally sent a request for £5000, however, a further request was sent yesterday asking for over £9000 with a further request to be made during the year. More information was needed regarding the planned expenditure of the Village Hall and the level of reserves held by the committee. As the Village Hall have an agreed £2000 grant not yet spent for this financial year and £1500 carried over from the previous year, a further £2000 next year would amount to £5500 being available to the Village Hall.

The Council agreed the proposed budget of £40,194.00. This would be an increase of 10.63% on the precept. The Council agreed to raise the precept by 5.8% to £38,173.00 and use general reserves to make up the shortfall. It was noted that whilst this is not good practice, such a high percentage increase may not be well received.

## 23-24/136 Planning

- Application: PL/2023/08925  
Proposal: Further to listed building consent PL/2021/04896, proposed minor amendments to Plot 3 only including internal gallery and staircase, replace permitted 2no. staircases with 1no. staircase to first floor bedrooms and relocate ground floor WC.  
Address: Rixon Farm, Rixon Gate  
Comments: No objection
- Application: PL/2023/10275  
Proposal: Single storey extension  
Address: 10 Gosditch  
Comments: No objection
- Application: PL/2023/09834  
Proposal: Change of use from grassland adjacent to camping field to enclosed area to be used as an extension to the boat park (Resubmission of PL/2022/07823)  
Address: Whitefriars Sailing Club, Whitefriars Lane  
Comments: No objection

**Action: Clerk**

## 23-24/137 Website and Email Support Contract

The contract was circulated prior to meeting and includes a slight increase in support costs. The contract was approved and signed.

## 23-24/138 Annual Play Area Inspection

The Annual Play Area Inspection has been carried out and reports received. There are no High Risks reported. The Playing Fields Committee are putting a plan in place to resolve issues raised in the report and are prioritising resolutions.

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The Parish Council noted the report and request that the Playing Fields Committee produce a schedule for required maintenance.

**Action: Playing Fields Committee**

Rospa have produced bespoke checklists for the play areas and a weekly inspection rota has been put in place, the Committee are looking for further volunteers to join the rota.

## **23-24/139 Playing Fields Committee**

The Committee have collated all orders and invoices in one electronic document. It was asked for individual folders for each piece of equipment or play area, to include Risk Assessments, Maintenance Schedule and Order details. Existing document to be sent to Clerk for comment.

**Action: PFC Committee**

A meeting was held to discuss items outstanding on the New Play Equipment Project. A process is now in place and a contractor has been brought in to help finish the project. Works are due to be completed by Mid January at the latest.

The Zip-wire issues are ongoing. The Rospa report has shown that the wire needs to be tightened as the minimum height is currently not being met. The ongoing issues with the Zip-wire have been escalated to director level at Playdale, their view is that 'children will make the most of the new equipment'.

Playdale will be contacted regarding the Rospa report on the Zip-wire and the wire will be tightened.

**Action: Cllr Crawford**

The training company used for the recent training on play inspections will be contacted regarding the Zip-wire.

**Action: Cllr Hill**

A local contractor will be asked to advise on how the Zip-wire can be improved and the costs involved.

**Action: Cllr Crawford**

The Lotts slide can now be used, the concrete will be removed.

## **23-24/140 Highways Improvement Request**

A highways improvement request form had been submitted and circulated prior to the meeting. The issue raised was the road surface in Four Acre Close, with a request for road surface repairs and a 'Cul de sac' sign. Highways are aware of the condition of the road surface and can add it to a list for consideration for surfacing, however, it currently does not meet intervention levels.

The name 'Close' already suggests that the road is a dead end. The request was not approved.

**Action: Clerk**

## **23-24/141 Northern Operational Flood Working Group**

A record of the meeting held on 23<sup>rd</sup> November was circulated prior to the meeting. A visit by the Wiltshire Council Drainage Engineer will take place in the new year. Cllr Carter will coordinate the visit so that it does not happen without our prior knowledge.

## **23-24/142 Committees, Working Groups and Representatives' Reports**

- a) Planning Committee ( ) – Nothing to report.
- b) Internal Affairs Committee ( ) – Nothing to report.
- c) Village Hall (BL) – Nothing to report.

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- d) Cotswold Lake Trust (ML) – Nothing to report.
- e) School Governors (SC) – Nothing to report.
- f) Police (DW) – Nothing to report.
- g) Highways (SC) – Nothing to report.
- h) Footpaths, Cycle Routes and Waterways (BL) – Report circulated. One Councillor had been approached regarding the erosion of the Thames Path from the B4696 to Lower Mill. The Thames Path Team, Wiltshire Council and the Landowner are aware and will work together to resolve, however, repairs are rarely carried out in colder months. In the meantime the erosion will be monitored.
- i) Ashton Keynes Charities (NI) – Nothing to report.
- j) Parochial Church Council (BL) – Nothing to report.
- k) Millennium Green (NI) – Nothing to report.
- l) B4696 Road Safety (SC) – Nothing to report.

## **23-24/143 Matters for the next meeting**

Councillors were reminded to contact the Clerk with any items to be put forward for the agenda and to submit any reports for the Committees, Working Groups and Representatives section at least 10 days in advance of the next meeting.

## **23-24/144 Date for the next meeting**

The next Parish Council meeting will be held on 17<sup>th</sup> January 2024 at 7:15 p.m. at Ashton Keynes Village Hall.

The meeting concluded at 9.09pm