

ROUNDWAY PARISH COUNCIL

Clerk-Derek Francis, 6A Charlton Park, Keynsham. BS312ND

ANNUAL MEETING OF THE PARISH COUNCIL

You are summoned to attend the annual meeting of The Parish Council on the following date, time and at the place shown.

Date of Summons. 8th May 2013.

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D.W.FRANCIS Clerk.

Date: Monday 13th May 2013..

Place Nursteed School, Brickley Lane, Devizes.

Time 7pm

Enquiries Parish Clerk 01179864958

Councillors	Batchelor	Callow	Wooldridge *
	Rowland	Stevens	Geddes
	Mrs Steel	Miss Vonberg	Collis

* Also Devizes Town Councillor

Also invited Wiltshire Councillors Mrs Mayes and Jacobs.

16 ELECTION OF OFFICERS FOR 2013-2014

16.1 ELECTION OF CHAIRMAN

The Parish Council is obliged by law to elect a chairman from its elected councillors. Nominations are made at this meeting and all those proposed must be seconded. An open vote will take place unless any of the candidates wish to have a secret ballot.

16.2 ELECTION OF VICE CHAIRMAN

The Parish Council is not obliged to elect a vice chairman but it is good practice to do so. A similar procedure to the election of chairman will be followed.

17. APOLOGIES

Members who are aware that they will not be at the meeting are asked to give their apologies to the clerk in advance. A reason for an apology must also be given and will be shown in the minutes.

18. DISCLOSURE(S) OF INTEREST

1. To receive any disclosures by a Councillor(s) and/or officers in matters to be considered at this meeting in accordance with the provisions of Section 94 or 117 of the Local Government Act 1972 or the Wiltshire Code of Local Government Conduct.

19, FINANCIAL REPORT PART 1

Kevin Rose the council's internal auditor has asked to attend the meeting to brief members on two papers relating to the end of 2012-2013. These papers if not with this agenda will be circulated separately.

20 ELECTION OF PLANNING COMMITTEE

It is traditional that all members of the council are also members of the planning committee. It is also usual that one member acts as its chairman and initially deals with all planning matters.

21 APPOINTMENTS TO COMMITTEES.

20.1 Joint Burial Committee.

Members are asked to elect their representatives to this committee.

It is usual practice that The Chairman, Vice Chairman and two other members are appointed to this committee.

The current members are Chairman, Vice Chairman, Councillors Miss Von Berg and Wooldridge.

20.2 Staffing Committee (appointment)

The current members are The Chairman, Councillors Batchelor, Mrs Steel, Geddes and Stevens.

20.3 Neighbourhood Planning Steering Committee (Election)

The current representatives are The Chairman and Councillor Rowland.

20.4 Area Board-One member is required as The Parish Council's representative although any member can attend the meetings if they wish. (Appointment)

The current representative is The Chairman.

22. REPORT FOR INFORMATION AND DECISION REGARDING THE ELECTION OF A FINANCE SUB COMMITTEE.

BACKGROUND

It is common practice for councils to have a finance subcommittee. With the large sums of money going through The Parish Council's accounts now and in the future it is an essential part of councillors work.

The subcommittee would:

1. Oversee the work of The Responsible Finance Officer including regular checking of the accounts.
2. Advise The Parish Council on any prudent financial policies that should be implemented.
3. Prepare for consideration a financial plan for the remaining years of the council.

RECOMMENDATION

That the council elect a financial sub-committee of three members including the vice chairman as its chairman.

FINANCIAL IMPLICATIONS

None

23. REPRESENTATIVES ON OUTSIDE BODIES (Appointments)

23.1 POLICE LIASON

The current representative is Councillor Miss Von Berg

23.2 CPRE

The current representative is Councillor Rowland

23.3 DEVIZES AND ROUNDWAY IN BLOOM

He current representatives are Councillors Mrs Steel and Batchelor.

23.4 TREE WARDEN

The current warden is Councillor Mrs Steel.

23.5 THE OLD CRICKET FIELD/OLD ORCHARD STEERING GROUP.

There is currently no representative

24. REPORT FOR INFORMATION AND DECISION REGARDING THE VACANCIES ON THE PARISH COUNCIL

BACKGROUND

Members will be aware that, following the elections there are four vacancies on the parish council.

RECCOMENDATIONS

Members should resolve:-

1. To fill these vacancies.
2. To ask Wiltshire Council to follow the normal procedures.
(The clerk is seeking advice as to whether or not this part is necessary).
3. In the event that there is no request from parishioner's for an election, to advertise the vacancies and to deal with any applications in accordance with council's policy.

25. REPORT FOR INFORMATION AND DECISION REGARDING LOCAL HIGHWAYS AND STREETSCENE SERVICE.

BACKGROUND

As from the 1st June 2013, a new contract for Local Highways and Streetscene services commences. The aim is to bring these services to one contractor and one point of contact. Wiltshire Council is arranging to meet with the chairman and the nominated contact for each parish council. They are also organising a series of workshops to explain what the changes mean.

RECOMMENDATIONS.

That The Parish Council resolves:

1. To appoint a single point of contact with Wiltshire Council.
2. To agree that the chairman and the nominated contact arrange to meet with Paul Snook of Wiltshire Council, who is the local coordinator?
3. That the chairman and nominated contact attend a workshop at the Corn exchange on the 23rd May 2013 from 6pm to 8pm.

FINANCIAL IMPLICATIONS

None

26. ALLOTMENTS

To receive an update from Councillor Wooldridge.

25. NEIGHBOURHOOD PLAN STEERING GROUP

To receive a report from Councillor Rowland.

27. APPOINTMENT OF NEW CLERK

To receive a report from Councillor Geddes.

28. REPORT FOR INFORMATION REGARDING LIGHT POLLUTION

BACKGROUND

Members will be aware that at the last meeting a complaint was brought to notice of light pollution from the street lights being on all night on the Quakers Walk estate.

On the advice of the area board manager this complaint has been referred to Peter Bingley, Head of Service Highway Asset Management and Commissioning at Wiltshire Council. The clerk has been informed that this problem in the Devizes area will be addressed early in 2014.

29 REPORT FOR INFORMATION REGARDING QUALITY STATUS

This subject was raised at the last meeting. This programme has been suspended and may start again the autumn.

30. REPORT FOR INFORMATION AND DECISION REGARDING A COMPLAINT ABOUT PARKING IN WHITE HORSE WAY AND A REQUEST FOR DOUBLE YELLOW LINES.

BACKGROUND

Natalie Maddox-Hussain of 86 White Horse Way has made application to Wiltshire Council for double yellow lines near her property. A copy of her application is attached for information.

Wiltshire Council requires that The Parish Council support this application And their pro-forma is attached for members information.

RECOMMENDATION

This is a matter for members to consider and decide, bearing in mind the criteria on the Wiltshire Council form.

Members should bear in mind that this problem occurs in many roads in the parish.

FINANCIAL IMPLICATIONS

None known

31 REPORT FOR INFORMATION AND DECISION REGARDING PLANNING

2013/0173/ful. Change of use of land to garden, formation of access and erection of garage and railings at Campfield House, Thomas Wyatt Road. There is a change to the plan area.

32. REPORT FOR INFORMATION AND DECISION REGARDING FINANCIAL MATTERS (Part 2)

32.1 FINANCIAL REPORT. Members are asked to note this.

32.2 REQUEST FOR A DONATION

A request has been received from Devizes Outdoor Celebratory Arts (formerly Devizes Carnival) for a grant for 2013. A letter from the Artistic Director and the last carnival accounts are attached.

RECOMMENDATION

This is a matter for members.

FINANCIAL IMPLICATIONS

No specific provision has been made for this grant. It can however be met from the grant budget.

33 REPORT FOR INFORMATION REGARDING NOTICE BOARDS

BACKGROUND

Members will be aware that communication with parishioners is vitally important and one of the several ways of doing this is via notice boards.

Notice Boards are currently erected in Roundway Village, Roundway Park, Newman Road, Nursteed School (being repaired) Wansdyke School(In need of repair) and Quakers Walk (New).

There is currently no notice board in Broadleas Park. This was taken down due to its condition and a replacement needs to be put up. Due to the hostility of one neighbour the parish council need to obtain planning permission.

There is also a request outstanding for one in White Horse Way.

RECOMMENDATION

Members are asked to agree to prioritise the provision of notice boards as follows:

1. Wansdyke School. New board.
2. Broadleas Park. New board plus planning.
3. White Horse Way. New site and board.

FINANCIAL INDICATIONS

The boards can only be put up if sufficient finance is available during this year,

34 QUESTION TIME.

At the chairman's discretion members will be allowed a short period in which to put questions on matters of concern to the Council which are not contained in the reports of items formally considered by the council at this meeting.

35 PUBLIC PARTICIPATION

At the Chairman's discretion members of the public will be allowed to ask questions on any matter relating to the council's business.

36 CLOSURE