

**WEST LAVINGTON PARISH COUNCIL**  
 ANNUAL MEETING OF THE PARISH COUNCIL 5<sup>TH</sup> MAY 2016, 7PM  
 IN THE WEST LAVINGTON VILLAGE HALL  
**MINUTES**

Present:	Councillors: Mrs S Gamble (Chairman), Mrs J Ford, Mr M May, Mrs B Matters, Mr R Oglesby, Mr P Blundell, Mrs M Rowles, Mrs E Evans and Mr S Coxhead.	
Also present	Cllr R Gamble [WC] until 1930.	
16/17/016	<b>Apologies for absence</b> Mr M Challinor and Mr R Scott.	
16/17/017	<b>Election of Chairman for the ensuing year</b> Mrs Gamble was proposed and confirmed she was willing to re-stand. <b>Proposed: Mr M May, Seconded: Mr S Coxhead and all councillors present in agreement</b>	
16/17/018	Mr M May was proposed and confirmed that he was willing to re-stand. <b>Election of Vice Chairman for the ensuing year</b> <b>Proposed: Mrs J Ford, Seconded: Mrs S Gamble and all councillors present in agreement.</b>	
16/17/019	<b>Declaration of interests</b> There were none.	
16/17/020	<b>The Minutes of the last meeting 07/04/16</b> Minute 16/17/04 Blue car in the village hall car park – the car is still in the car park. Minute 16/17/13 Lavington Lane – incorrectly recorded that Mr Coxhead would look at the Lane following correspondence received in relation to rubbish, dog fouling, poor pavement and graffiti. Mrs Ford agreed to have a look. Minutes with that correction <b>agreed</b> and signed by the Chair.	
16/17/021	<b>Chairman's Announcements</b> <ul style="list-style-type: none"> <li>• <b>White Street temporary road closures</b> – these have been postponed until 13/06/16 to accommodate the event at The Manor.</li> <li>• <b>Post Office</b> – the delays have now been resolved and the Post Office at the local store is open.</li> <li>• <b>The Churchill</b> –a formal re-opening of redecorated parts of the pub will be celebrated on Saturday 14<sup>th</sup> May.</li> <li>• <b>Dauntseys Academy Primary School</b> - the Chair of Governors, Mr Ford, had contacted Mrs Gamble in relation to the ongoing parking issues around the school reported by local residents. The school would like to approach the Parish Council with a proposal for increasing the size of the village hall carpark. Councillors are also aware that the Neighbourhood Plan preferred site for development following the consultation could provide additional parking to support parents when they are delivering and collecting their children from school. Councillors were in agreement to invite Mr Ford to the next meeting so that they could hear more details about the proposal. Clerk to invite Mr Ford to the meeting on 2<sup>nd</sup> June. Councillors would need to consider the impact of taking away some of the grassed area.</li> </ul>	
16/17/22	<b>Public participation</b> There was none.	
16/17/023	<b>Wiltshire Councillor's Report</b> <ul style="list-style-type: none"> <li>• <b>Walking School</b> – Department of Education currently has a consultation out that closes on 23/05/16. Cllr R Gamble encouraged councillors to take part as the government is trying to encourage more children to walk and/or cycle to school.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Blue car in Village Hall carpark</b> – Cllr R Gamble has corresponded with DVLC to establish the owner of the abandoned car. The local police have visited R Gamble agreed that parking at the school when children are dropped off or picked up is difficult and the blue car taking up space in the carpark does not help the situation.</li> <li>• <b>White Street temporary road closure</b> – there will also be traffic control on the A360.</li> <li>• <b>Area Board Meeting</b> – this will be on 16/05/16 at the Assembly Rooms in Devizes commencing at 1830. Mrs Ford will be attending.</li> </ul> <p>1930 Cllr R Gamble left the meeting.</p>	
16/17/024	<p><b>Dog Fouling – CCTV</b></p> <ul style="list-style-type: none"> <li>• The Risk Management Committee had met immediately prior to the Council's meeting. The issue of dog fouling had been discussed. A discussion paper, prepared by Mr Coxhead, looked at six options on how the issue might be dealt with. The proposal was to put options 1-3 of his paper in progress. These involved raising the profile of the Parish Council's intention to address the issue, seeking community support and ideas, and initiating a publicity campaign. Mrs Gamble also read out initial advice received from Wiltshire Association of Local Councils (WALC) on some of the legal issues concerning dog fouling and use of CCTV cameras. It was agreed that WALC should be requested to follow up their initial advice with their National Association of Local Council's legal advisers for a more definitive interpretation. Mrs Gamble thanked councillors for their responses containing their views prior to the meeting. The issue will be an item for discussion at the Council's Corporate Plan meeting.</li> </ul>	
16/17/025	<p><b>Community Resilience – update</b></p> <ul style="list-style-type: none"> <li>• Information compiled by Mr Coxhead had been sent to councillors including details of workstreams for the Emergency Planning Group. This Group has been initially formed from members of the Risk Management Committee and will work to put in progress development of a parish emergency plan. It will report and make recommendations to the Parish Council which will not have the time, within its council agenda, to undertake the work involved. It is envisaged that the Emergency Group will in due course include other members of the community as well. This item will be placed on the Corporate Planning meeting agenda.</li> </ul>	
16/17/026	<p><b>Report of the Playgrounds Working Group</b></p> <ul style="list-style-type: none"> <li>• The Group had discussed improvements that it would like to put in place to make the area around the Village Hall more of a community focus. Ideally it would like to put in place a picnic and BBQ area to the west of the youth club. This could be impacted by the discussion in relation to extending the carpark.</li> <li>• <b>Grass Cutting</b> - the Clerk had been advised by the Landscaping Group that the first cut of the season will be in April and the last will be in September.</li> <li>• <b>Football Teams wishing to use the playing field</b> - there have been approaches from a Worton &amp; Cheverell youth football team to play on Sunday afternoon and a newly formed adult team from Edington to play on Saturday afternoon. The constitution of the Village Hall provides that the playing fields are for the residents of West Lavington Parish but the Council is willing, with its prior consent, for others from outside the parish to use the fields to play football. The manager of the youth team has contacted the Clerk to enquire whether they can have permission to re-seed the area near the goalmouths. Councillors have agreed, reiterating that the Council's sole responsibility is for grass cutting of the fields in accordance with the contract it has entered into with the Landscaping Group. Councillors have also emphasised that any</li> </ul>	

	<p>grass cutting considered necessary by the teams outside the Council's contractor's scheduled grass-cutting times will need to be organised and done by the teams themselves. Booking of the playing fields will be administered by the Village Hall booking clerk. Clerk to advise the Village Hall booking clerk of the decision in relation to re-seeding of goal mouths and the grass cutting responsibility.</p>	
16/17/027	<p><b>Report of the Risk Management Committee</b></p> <ul style="list-style-type: none"> <li>The Risk Meeting was held immediately prior to meeting of the Council. The Risk Register was reviewed. There are some amendments to be made regarding the Community Emergency Plan and the recording of meetings. These amendments will be completed and sent to all councillors to view in time for the next full Parish Council meeting.</li> </ul>	
16/17/028	<p><b>Report of the Footpaths Working Group</b></p> <ul style="list-style-type: none"> <li>The report, forwarded to councillors prior to the meeting, highlighted an urgent problem with the handrails on the bridge at WLAV14. Mrs Ford had contacted the landowner and Paul Millard of Wiltshire Council. It had subsequently been confirmed by Wiltshire Council's assistant bridge engineer that responsibility for the bridge is Wiltshire Council's. Mrs Ford is awaiting a reply from Paul Millard as to when a repair team from Wiltshire Council can be expected.</li> <li>Invitations have been sent out to local farmers for the social 'get together' on 5<sup>th</sup> July at the Churchill.</li> </ul>	
16/17/029	<p><b>Report of the Neighbourhood Planning Steering Group</b></p> <ul style="list-style-type: none"> <li>The Steering Group is liaising with the consultation's preferred site owner and Wiltshire Council in relation to progressing matters to the next stage.</li> </ul>	
16/17/030	<p><b>Review of Standing Orders and Financial Regulations</b></p> <p><b>Standing Order</b></p> <ul style="list-style-type: none"> <li>The proposed amendments in relation to the recording of meetings were circulated to councillors prior to the meeting. Mr Oglesby raised a query. He was aware that some other councils allow members of the public the right not to be recorded. Clerk and Mr Coxhead to research this further before the amendments to the Standing Orders are agreed.</li> <li><b>Financial Regulations</b> - these were reviewed and approved with no amendments.</li> </ul>	
16/17/031	<p><b>Review of Committees and Working Groups</b></p> <p>The following nominations were made:</p> <ul style="list-style-type: none"> <li><b>Risk Management Committee</b> – Mr Coxhead (Chair), Mrs Ford (Vice-chair), Mrs Gamble, Mr May and Mr Challinor.</li> <li><b>Neighbourhood Plan Working Group</b> – Mrs Gamble (Chair), Mrs Evans, Mr Coxhead, Mr Scott and Mrs Ford.</li> <li><b>Playgrounds Working Group</b> – Mr Blundell (Chair), Mrs Evans, Mrs Gamble, Mr May and Mrs Rawles.</li> <li><b>Personnel Panel</b> – Mrs Gamble, Mr May, Mrs Evans and Mr Coxhead.</li> <li><b>Terms of Reference</b> – The Risk Management Committee's Terms of Reference will be amended to advise that the committee will normally meet in June and October. The Playgrounds Working Group's Terms of Reference will provide that it will meet a minimum of twice a year.</li> </ul>	
16/17/032	<p><b>Nominations to external bodies</b></p> <p>The following nominations were made:</p> <ul style="list-style-type: none"> <li><b>Dauntsey's School</b> – Clerk had received a request from the Clerk to Governors for the Parish Council to nominate a councillor to represent the Council on the Dauntsey's Board of Governors for the next three years (Mrs Gamble's previous three year term coming to an end on 1<sup>st</sup> September 2016). It was agreed for Mrs Gamble to be nominated again. Clerk to inform</li> </ul>	

	<p>Dauntsey's School.</p> <ul style="list-style-type: none"> <li>• <b>Dauntsey's Academy Primary School</b> - Mrs Evans</li> <li>• <b>Village Hall Management Committee</b> – Mrs Evans, Mrs Gamble, Mrs Rawles. A vacancy remains for one other councillor to serve on the Village Hall Management Committee. Mrs Gamble to enquire of Mr Scott at the next meeting.</li> <li>• <b>Alms Houses</b> – Mr May</li> </ul>				
16/17/033	<p><b>Health and Safety Policy</b></p> <ul style="list-style-type: none"> <li>• The Chairman signed the Health and Safety Policy Statement for 2016-17.</li> </ul>				
16/17/034	<p><b>Freedom of Information Policy and Publication Scheme</b></p> <ul style="list-style-type: none"> <li>• The Policy was reviewed with no changes.</li> </ul>				
16/17/035	<p><b>Complaints Policy</b></p> <ul style="list-style-type: none"> <li>• The Policy was reviewed, and with the slight amendment to take out the reference to Wales, was agreed with no further changes.</li> </ul>				
16/17/036	<p><b>Review of Assets and the Asset Register update 2016/17</b></p> <ul style="list-style-type: none"> <li>• The Asset Register was agreed with the addition of the defibrillator cabinets.</li> </ul>				
16/17/037	<p><b>Review of insurances</b></p> <ul style="list-style-type: none"> <li>• The three year preferential rate scheme agreed in 2015/16 with AON continues. Councillors examined the Policy to check all assets covered.</li> </ul>				
16/17/038	<p><b>Finance – to receive Financial Statement for the year 2015/16</b></p> <ul style="list-style-type: none"> <li>• Councillors had received spreadsheets containing income and expenditure; current balance held and bank reconciliation information electronically. Financial Statement also produced which will be published on the website. Councillors agreed to transfer £4100 to the bank general reserve account, £300 of which to be allocated to Highways, £600 to the Closed Burial Ground and £150 toward the cost of the replacement batteries for the defibrillators. <b>Proposed: Mr M May</b> <b>Seconded: Mrs J Ford</b> <b>All councillors present in agreement</b></li> <li>• Discussion would take place at the next meeting in relation to allocating 2016/17 budget funding, by way of grant, to projects for the elderly and also to consider funding items for Emergency Planning.</li> </ul>				
16/17/039	<p><b>Corporate Plan</b></p> <ul style="list-style-type: none"> <li>• The date set for the meeting is the 29<sup>th</sup> June at 1900.</li> </ul>				
16/17/040	<p><b>Finance to revise and agree the 2016/17 Budget allocation</b></p> <ul style="list-style-type: none"> <li>• See Minute <b>038</b> above and to be placed on the council meeting agenda in June</li> </ul>				
16/17/041	<p><b>Internal and External Audit</b></p> <ol style="list-style-type: none"> <li>1. Accounts will be delivered to the internal auditor after the Annual Parish Meeting for return prior to the Council's meeting in June when they will need to be agreed for presentation to the external auditor.</li> </ol>				
16/17/042	<p><b>Setting dates of meetings</b></p> <ul style="list-style-type: none"> <li>• Corporate Diary has been sent to councillors.</li> </ul>				
16/17/043	<p><b>Planning Matters</b></p> <ul style="list-style-type: none"> <li>• 24 hour licence request for a Bed and Breakfast in Littleton Panell. Councillors did not object to a 7/24 on-licence application but would not be in favour of an off-licence to sell alcohol. There is also a request for an entertainment licence. Clerk to enquire of officer at Wiltshire Council grounds on which objections can be raised.</li> </ul>				
16/17/044	<p><b>Disbursements</b></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Cheque Number</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">£</th> </tr> </thead> </table>	Cheque Number	Payee	£	
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	1428	Lets Play (swing)	834	
	1429	Kaye Elston (clerk salary)	246.55	
	1430	WALC (subscription)	430.06	
	1431	AON Uk Insurance	1184.47	
	1432	Wicksteed (Inspection)	108	
<b>16/17/045</b>	<b>Correspondence</b>			
	Condolences to Mary Diccox family.			
<b>16/17/046</b>	<b>Date of next parish council meeting</b>			
	<b>Thursday 2<sup>nd</sup> June at 7pm</b>			
<b>16/17/047</b>	<b>Annual Parish Meeting on 12<sup>th</sup> May</b>			
	Invitations have gone out. Request for councillors to bring some food.			

*Meeting closed at 9.55pm*

Signed.....2<sup>nd</sup> June 2016