WEST LAVINGTON PARISH COUNCIL

 **ANNUAL MEETING OF THE PARISH COUNCIL 6th JULY 2017, 7PM**

**IN THE WEST LAVINGTON VILLAGE HALL**

**MINUTES**

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| **Present**: | Councillors: Mrs S Gamble (Chair), Mr R Oglesby, Mrs J Ford, Mrs B Matters, Mr S Coxhead, Mr M Challinor, Mr P Blundell and Mr R Scott. |  |
| **Also present**  | Mrs K Elston (Clerk), Mr J Wiltshire (Deputy Chair DAPS), Mr M Smith (Chair Village Hall) and Mr R Durrant (Treasurer Village Hall)  |  |
| **17/18/111** | **Apologies for absence**Mr M May. |  |
| **17/18/112** | **Declaration of interests*** Planning application re Macracarpa tree (17/06336/TCA) – Mr R Scott

 declared an interest.* Planning application re Dauntsey’s School (17/04301/FUL) – Mrs Gamble declared an interest as she is a governor at the school.
* Declaration from Mrs Gamble who sits on committees of West Lavington Village Hall and West Lavington Youth Club. See Minute 17/18/130.
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| **17/18/113** | **Minutes of the last meetings held 01/06/17 and Matters Arising*** Minutes 01/06/17 – agreed to be true and accurate. Chair signed and dated them.
* Matters arising – none that were not arising on the Agenda.
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| **17/18/114** | **Chairman’s announcements*** Market Lavington speed restrictions – the 20mph speed signs have been erected in the village. There was criminal damaged committed to them when they were first erected.
* Sycamore Tree by the Village Hall entrance on Sandfield curb– there had been a report that the tree had shed parts of its trunk and concerns had been raised in relation to the safety of children passing by on their way to school. Clerk advised that the tree

company that completed the tree work in the churchyard have survey the tree and advised there is no immediate danger but can carry out the work necessary to reduce the risk of any future branches causing any probems. Caroline Holloway has been advised and is in agreement for any work to be carried out.* Robert’s Playground – an incident had been reported to the clerk by a mother who advised that one of the log “stepping stones” in Robert’s Playground had broken when her son stepped onto it. He had slipped, bruising and grazing himself. As a result, steps were promptly taken to minimise the risk of further harm to children. The stepping stones were roped off and warning notices against further use affixed. Notification was also placed on the website. Replacement logs are currently being sought and, once sourced, will be fitted. The risk will be noted on the Risk Register with a note of what has been undertaken to minimise any further risks.
* Footpath report of barbed wire (Footpath 9) – resident reported that barbed wire had injured him whilst he was out jogging when he moved off the path. Mrs Ford advised that the wire had not been installed by the Parish Council or Wiltshire Council but possibly by the landowner some time ago presumably to define the path. Walkers and joggers are recommended to stay on the paths.
* Licence regarding floral arrangements adjacent to highway – application had been made to Highways by the Parish Council to allow Streetscene to site a curbside floral display at the southern approach to the village.
* Closed Burial Ground tree – the work on the Laburnum has now been completed.
* Crossroads bus shelter decoration – Mrs Matters, in her Streetscene role, had detached and cleaned the existing cover over the Youth Club design on the wall of the shelter. She confirmed that her enquires had indicated the cost of a new polycarbonate cover would be £400. She had also painted both sides of the shelter, resulting in a much improved brighter look. Councillors thanked Mrs Matters and Streetscene and recommended that these improvements be publicised on the Council’s website and in News & Views.
 | **SC****KE** |
| **17/18/115** | **Dauntsey’s Academy Primary School Parking update – James Wiltshire*** Vice Chair of DAPS update – following a discussion at the last meeting further information and costings have been acquired. The cost of placing matting on the 8m by 16m grass areas would be £15 per square meter. The alternative is to lift the curbstones and topsoil, making an area of additional parking. This would be in addition to the previous proposals to fill in the potholes and mark out parking spaces so that users, during busy periods, are encouraged to park more efficiently. The removal of topsoil could be a temporary measure and, if necessary, he carpark returned to its original state should additional parking from any potential development occur. These changes would enable 27 cars to park safely in the carpark. The school would continue to encourage parents to avoided parking on the road leading to the school.
* Mr Wiltshire advised that the reasons for making the request for the work to be carried out was to increase child-safety and also to improve the relationship the school has with the local community.
* Proposal for the school to fill in the potholes and put markings in the carpark, ideally before the beginning of the new term in September:

**Proposed: Mr P Blundell****Seconded: Mr R Oglesby****All councillors present in agreement*** Proposal to remove the topsoil and curbstones to enable more car

 parking to be available: **Proposed: Mr R Oglesby** **Seconded: Mr S Coxhead** **All councillors present in agreement*** Mrs Caroline Holloway has been advised regarding these changes to the carpark.
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| **17/18/116** | **Football Matches at the Recreation Ground – proposal for facilities*** Potential development of facilities for footballers (e.g. separate showers and toilets) was discussed with Mr Smith and Mr Durrant . Photos of a stand-alone facility at Semington had been circulated to councillors prior to the meeting. Councillors considered that any plans for footballer facilities should be looked at in the context of overall potential development plans for the Village Hall and environs. Councillors asked to view the previous Village Hall development plans drawn up in 2013. Mr Smith agreed to find and forward the architect’s designs from that time. Mrs Gamble would circulate to councillors during the summer break.
 | **SG** |
| **17/18/117** | **Public Participation*** There was no participation.
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| **17/18/118** | **Wiltshire Councillor’s Report*** Road closure for a day was inadequately signposted. This diversion, directing cars around Great Cheverell, is not helpful for lorries.
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| **17/18/119** | **Vandalism and police visits/litter/anti-social behaviour - update*** Police report and newsletter had been forwarded to councillors .
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| **17/18/120** | **CCTV Camera Costs – update*** Asbestos Assessment Report on Village Hall, required prior to proposed CCTV camera installation, had been completed and had come back showing no asbestos in the hall. Councillors agreed to reimburse the Village Hall Committee £240 the cost of the report already paid by the Village Hall Treasurer.

***Proposed: Mrs J Ford******Seconded: Mr M Challinor******6 councillors in agreement and 1 abstention***Cheque to be sent to the Treasurer.* Following lengthy consideration of the merits of CCTV to detect and/or deter acts of vandalism and anti-social behaviour around the Village Hall (also recommended by the police), quotes had been received from TH White and Smart Integrated Services. The equipment would be expected to last for ten years.
* Councillors were in agreement to commission Smart Integrated Services (whose quotation for installation and maintenance was the lower of the two) to install the cameras, provided that sufficient funding could be obtained from the Area Board (matched) or the PCC Community Fund. Mr May and Mrs Gamble to make applications.
* ***Proposed: Mr M Challinor***
* ***Seconded: Mrs J Ford***
* ***All councillors present in agreement***
* Councillors requested the Clerk to send letters to TH White to thank them for their considered and detailed quote and to Smart Integrated Services to advise that they will be commissioned to install the CCTV cameras once funding is secured.
 | **KE****MM****SG****KE** |
| **17/18/121** | **Report of the Footpaths Working Party*** Report sent to councillors prior to the meeting.
* Dog fouling – although there are still some areas of concern the situation has improved. The Parish Council will continue its campaign to encourage dog owners to consider the environment and fellow villagers. Councillors acknowledge that the majority of dog owners behave in a responsible way.
* A small number of dog walkers are using two hay fields in White Street that are not public rights of way. It was agreed that a message should be put in News &Views and also on the website as a reminder.
 | **SC****KE** |
| **17/18/122** | **Neighbourhood Plan – update*** A grant application has been submitted to Locality and confirmation received that it is now with the Grants Panel. The parish’s link officer at Wiltshire Council and its prospective Plan consultant have been notified.
* Housing Needs Survey – required by Wiltshire Council to ascertain the need for affordable housing in the parish. The survey will be delivered to all households and answers returned directly post to, for analysis by, Wiltshire Council. The results will be further analysed in terms of the Plan for incorporation.
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| **17/18/123** | **Carwash Business on High Street - update*** The Head of the Development Department at Wiltshire Council has confirmed, in response to queries by Cllr Richard Gamble, that planning permission does need to be sought as there is a change of use of the premises. No planning application has yet been submitted.
* Highways will also need to assess the site in terms of safety.
* Blue tarpaulin has already been erected at the site and the parish council will follow up to have it removed if planning permission is not sought or if it is refused.
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| **17/18/124** | **Telephone Kiosk on Lavington Lane update*** The Parish Council now owns the kiosk on Lavington Lane at the crossroads, having paid the purchase price of £1. Legal documentation has been signed and the electricity supply will continue at the expense of British Telecom.
* Plans will now need to be formulated to restore and maintain the kiosk as well as decide on its use.
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| **17/18/125** | **Registering The Churchill as Community Asset - update*** Current tenants of the pub have handed in their notice to the brewery owner, Wadworth.
* Councillors had discussed registering the pub as a Community Asset at their meeting on April 6th (Minute 17/18/014) after communicating their intention to Wadworth and receiving a response.
* Councillors agreed to reply formally to Wadworth’s letter and to explain the reasons that had led them to their decision to make application to Wiltshire Council for registration.
* Once confirmation of registration is received, the Clerk will send a message to members of community on the database.
 | **KE****KE** |
| **17/18/126** | **Potential restoration of bench outside churchyard*** Annie Whyman had written seeking permission to restore the bench outside the churchyard in West Lavington, but subsequently wrote to inform that the bench is unrepairable and a new one would need purchasing. Funding had already been raised. It was agreed that Mrs Matters would discuss with her fellow church warden Bob Giles since the matter appeared one for the Parish Church Council.
 | **BM** |
| **17/18/127** | **Robbers Stone*** Proposed moving of the stone – Mr Blundell and Mr Challinor had been exploring the potential for moving the stone to the layby near Gore Cross Farm. This would enable visitors to view the stone safely and for any maintenance work to be carried out safely. The Manager at Gore Cross Farm was in support of this action. Permission would also need to be obtained from DEFRA and the MOD. Mr Challinor is currently seeking to ascertain details of permissions that will be needed.
 | **MC/PB** |
| **17/18/128** | **Dog fouling update*** The campaign is working as there appears to be fewer issues with dog fouling in the community. Mr Coxhead will be displaying more posters in the community, including those sent by the Police regarding the worrying of livestock.
 | **SC** |
| **17/18/129** | **Playgrounds Working Group – update from meeting*** An incident with tree stumps which are “stepping stones” – see Minute 17/18/114 above. The stepping stones had been inspected at the recent Wickstead safety inspection and deemed to be low risk. Mr Coxhead advised that this needed to be added to the Risk Register.
* New logs to replace the deteriorating “stepping stones” have been located and Mr Chris Donogan has agreed to install them at the weekend. Mr Blundell has taken advice from ROSPA and they have recommended that they are postcreted in.
* Wicksteed Inspection – councillors discussed whether a twice a year inspection is sufficient and considered that currently it was.
* Basket Swing – deemed to be medium to high risk on the Wicksteed inspection. Mr Blundell has obtained a replacement quote of £650 for a new basket swing, which councillors were in agreement to purchase.

**Proposed: Mr P Blundell****Seconded: Mr S Coxhead****All councillors present in agreement**Councillors agreed for the current swing to be removed immediately prior to the new one arriving. Mr Blundell agreed to remove the swing.* BMX surface – quotes have been received and it was agreed to refer them to the Playground Working Party to assess and then make a recommendation to the full council meeting.
* Gate into Roberts Playground – Clerk to have another key cut to provide to grass cutting company so that the gate can be secured.
* Trees – following on from the deterioration of the sycamore tree by the entrance to Village Hall (see Minute 17/18/114), Councillors were unsure when the last tree assessment had occurred in relation to the trees at the Village Hall. Clerk to look for last assessment and report.
 | **KE****PB****KE****KE** |
| **17/18/130** | **Grant applications – West Lavington Youth Club and West Lavington Village Hall (Mrs Gamble declared an interst and did not participate)*** West Lavington Youth Club – accounts up to the end of March 2016 had been received and ideally a more current view of the financial situation would have been useful.
* Councillors agreed to make a grant of £2000 in two payments in line the Parish Council’s precept receipt.
* West Lavington Village Hall – accounts received up to the end of 2016 and therefore another set not due until end of December 2017. Councillors agreed to make a grant of £2400 in two payments in line with the Parish Council’s precept receipt.

***Both proposed: Mr R Oglesby******Seconded: Mrs J Ford******All councillors present in agreement*** |  |
| **17/18/131** | **Internal Audit Return – information*** Report has been received back from internal auditor (Auditing Solutions) with the following recommendations:
* Reconciliation should be prepared quarterly and presented to councillors for sign-off. Although bank reconciliation is carried out and noted on budget monitoring document alongside statements seen by councillors, a councillor will also need to check statement against cheques that have been presented and those yet to be presented. Mr May has agreed to carry out this function.
* Council needs to increase clerk salary in line with national pay award applicable from 1st April 2016, with a further increase applying from 1st April 2017. Clerk had not advised council of national pay award and will research further to notify payroll administrators (Charlton Baker).
* Asset Register – council should determining exact ownership of the Closed Burial Ground and if confirmed as the council’s, it should be included on the Asset Register. [Council is aware that it does not own the Closed Burial Ground but has responsibility for its maintenance. Therefore no adjustment to Asset Register needs to take place.]
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| **17/18/132** | **Approval of Annual Governance Statement*** Document prepared for return to Grant Thornton. Councillors in agreement to sign and submit return

 **Proposed: Mrs S Gamble****Seconded: Mr S Coxhead****All councillors present in agreement**Clerk to submit to Grant Thornton. | **KE** |
| **17/18/133** | **Approval of Accounting Statements*** Document prepared for Grant Thornton following internal audit return. Councillors in agreement to sign the document and submit the return.

**Proposed: Mrs S Gamble****Seconded: Mrs J Ford****All councillors present in agreement**Clerk to submit return to Grant Thornton | **KE** |
| **17/18/134** | **Budget Monitoring*** Monitoring sheet distributed to councillors prior to the meeting.
* Balance in current account is £11,287.34 with £445 cheques still to be presented.
* Notification of VAT rebate confirmed as £1709, which is not included in the above balance as it has not yet been credited to the current account.
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| **17/18/135** | **Disbursements****Cheque Number Payee £**DD 1&1 (monthly website fee Sep) 8.391495 HMRC 492.401496 Market Lavington PC (training) 17.051497 Auditing Solutions 150.001498 Kaye Elston (July salary) 246.551499 Kaye Elston (August salary) 256.551500 Wicksteed Leisure (safety inspection) 206.401501 Wessex Tree Care Ltd 337.501502 West Lavington YC (grant) 1000.001503 West Lavington VH (grant0 1200.001504 Charlton Baker (payroll fee) 147.001505 WLVH (Asbestos survey0 290.00 |  |
| **17/18/136** | **Project for the elderly – funding for computer course*** To be placed on next agenda. Mr May will present the request.
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| **17/18/137** | **Planning Applications** * **17/04301/FUL Dauntsey’s School, High Street, West Lavington, Devizes SN10 4HE** – link between Tutors’ flats and adjacent boarding house to provide a secure access corridor at each floor level. No objections.
* **17/06336/TCA 92 High Street, Littleton Panell, Devizes SN10 4U –** macracarpa – remove in sections to ground level. No objections.
* **17/05797/TCA 129 High Street, Littleton Panell, Devizes, SN10 4EU** – reduction to three sycamores in rear garden by 30%. Reduce overhanging limbs from Eucalyptus back to boundary. No objections.
* **17/05681/FUL Gore Cross Farm, Tilshead Road, Gore Cross, West Lavington, Devizes SN10 4NA** – demolish two existing cattle sheds and replace with a lean-to on the existing hay barn. No objections.

**Decisions*** **17/04615/TCA All Saints Church, All Saints Road West Lavington, Devizes SN10 4LB** – laburnum coppice – crown raise for highway clearance.
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| **17/18/138** | **Correspondence and Circulars Received*** Wiltshire Police Report – there are six items reported and four of them relate to West Lavington.
* Grant funding available from SSE for emergency planning – organisations can apply for a grant and Mr Coxhead has reviewed the information but confirmed that it is not suitable for West Lavington at this time.
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| **17/18/139** | **Items for website and New and Views*** Hay fields at White Street – advising they are not rights of way
* Bus shelter cleaning and painting by Streetscene
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| **17/18/140** | **Area Board July meeting*** Meeting is on 17th July at the Extra Care Centre in Devizes. Mr Coxhead to attend.
 | **SC** |
| **17/18/** | **Date of next Council meeting*** **Thursday 7th September at 1900**
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| **17/18/** | **Items of maintenance*** There were none.
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*Meeting closed at 9.45pm*

Signed……………………………………………………………………………..7th September 2017