

WEST LAVINGTON PARISH COUNCIL

**MEETING OF THE PARISH COUNCIL 4th JULY 2019, 7PM**

**IN THE WEST LAVINGTON VILLAGE HALL**

**MINUTES**

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| **Present**: | Councillors:Mrs B Herniman, Mr M May, Mrs H Freeman, Mr P Blundell, Mr R Oglesby, Mr M Challinor, Mrs J Ford, Mr D Muns, Mr S Coxhead, Mr R Scott and Mr A Morton . |  |
| **Also present** | Mrs K Elston (Clerk), and Mrs S Gamble (until 7.30pm). |  |
| **19/20/053** | **Apologies for absence**   * There were none. |  |
| **19/20/054** | **Declaration of interests**   * Mr M May declared an interest in Agenda item 7 Finance in relation to   the grant request for the West Lavington Village Hall. |  |
| **19/20/055** | **Vacancy for parish councillor – co-option of councillor**   * Clerk confirmed that she had received one application from Mr   Dominic Muns. Mr Muns spoke briefly to the parish council  explaining his reasons for wanting to become a councillor.  Councillors were in agreement to co-opt Mr Muns as a parish  Councillor.  ***Proposed: Mr A Morton***  ***Seconded: Mr M May***  ***All councillors in agreement***  Mr Muns signed the declaration and joined the meeting. Clerk to set  up email for Mr Muns. | **KE** |
| **19/20/056** | **Planning**   * Feedback to Market Lavington Parish Council regarding their   Neighbourhood Plan – Mrs Gamble (a member of the West Lavington  NHP Steering Group) has reviewed the document and circulated to  councillors a proposed response prior to the meeting. Market  Lavington have submitted Regulation 14 more than twice. They have  five sites that they have been looking at and would prefer the  developments to be in four smaller sites whereas Wiltshire Council  would prefer one larger site for 77 houses. Two of the sites proposed  are to the west of Market Lavington towards our parish. The two  parishes do use each other’s facilities and there is significant traffic  between the two. Councillors agreed the response that was prepared:  ***Proposed: Mr S Coxhead***  ***Seconded: Mr R Scott***  ***All councillors in agreement***  Clerk to send response to Market Lavington Parish Council clerk.   * Dissolve Neighbourhood Plan Steering Group – this group has   completed it’s work now as Regulation 16 has been passed and  therefore, can be dissolved. Although it was agreed to delay this until  the September meeting as there is a 6-week period where there is  an opportunity for a legal challenge to be presented. Mrs Gamble  advised that she would be available if required to provide advice  going forward. Mrs Gamble has sent an email of thanks and asking  for advice post-referendum from our consultant, Anthony Northcote,  and thanks to our Wiltshire Councillor and councillors who served  on the Steering and Core Group.  The Plan is a living document that will be reviewed in five years’ time.  The parish council need to be aware of the Plan when considering any  other planning application.  All documents regarding NHP to be passed to the clerk prior to  1st September 2019. | **KE**  **NHP Steering Group** |
| **19/20/057** | **Minutes of the last parish council meeting 06/06/19 and Matters Arising**   * Minutes were agreed to be a true and accurate record. Chair   signed the minutes.   * Matters arising:   Minute 19/20/037 – Dauntseys’ School Governor vacancy. Mrs  Herniman has met with the Chair of Governors, Lucy Walsh Waring to  discuss a way forward of working together. There was an  acknowledgement that the vacancy handling process could have  been better but Dauntseys really want to work closely with the  parish council. Therefore Dauntseys’ wish to invite the councillors to  the school for tea in September to continue to build upon the current  working relationship. Confirmation date to be sent out by the  clerk.  Dauntseys’ confirmed that their governor vacancy position is still  open and that they are seeking to reach a compromise in relation to  the planning for the athletics track.   * Carparking at Sandfield entrance – the issues raised were passed   onto the Community Police Team and their presence has been seen  during school picking up times.   * Toposcope Event – Mr Challinor and Mr Blundell attended and   feedback that it was a well attended event.   * Referendum – the results were that 86% of the people who voted said   yes. The parish council would be interested to hear what the  objections were from the other 14% as these are issues that could  be considered when planning is discussed for the site. It was  agreed to ask Gaigers if they were aware of any concerns in the  questionnaires that were received at the Annual Parish Meeting on  20 May 2019. Clerk to approach Gaigers to ask if there is any  information available.   * Minute 19/20/044 – Grant to West Lavington Youth Club. Mr May   confirmed that the once-a-week Junior Youth Club has now been  reinstated, as per the request from the parish council to ringfence that  money when they made the grant.   * Minute 19/20/045 Closed Burial Ground – a letter of thanks has   been received from the PCC for the grant made at the last meeting  towards the cost of additional grass cutting.. | **KE** |
| **19/20/058** | **Chairman’s Announcements**   * Resignation Letter from Mr M Challinor – the clerk has received a   letter from Mr Challinor advising that he will be stepping down from  the parish council after the meeting tonight as he is moving away  from the area. Mrs Herniman thanked Mr Challinor for his work and  commitment, not only to the parish council but many other  community organisations and projects. A card was given to Mr  Challinor.  Clerk will contact Wiltshire Council and advise them of the vacancy  and the relevant notices will be displayed.   * Clerk Performance Review – this needs to take place in July with   Mr May, Mrs Ford and Mrs Herniman. Clerk to advise of suitable  dates.   * Wiltshire Neighbourhood Watch AGM – this will be on 13.07.19 at   1030 – 1230 at Wiltshire Police Headquarters for any councillors that  want to attend.   * Parking on the grass verge opposite to the entrance of the Spinney –   there have been cars parked there when there have been large  events at the village hall and the carpark is full. Councillors believed  there was an agreement for the Village Hall to advise the school  when they were holding large events as the carpark would not be  available. Councillors agreed it would also be good if the school  could advise the Village Hall if they are holding events. Clerk to  confirm communication arrangements with both parties. Mr Muns  advised he would also cross reference events at the Village Hall  with the school as per the community calendar website.   * Area Board minutes regarding the Dauntseys’ athletics track   Planning application – the Area Board minutes have been released  and Mrs Herniman has summarised the relevant part for councillors  as they are very long. Mrs Herniman will send to Mr Muns.   * Bonfire information for the website – Mr Scott has circulated the   information he provided before. Mr Blundell agreed to review the  document and then send onto the clerk to submit to the website.   * Potential hogweed risk – a member of the community has reported a   sighting of the dangerous plant. It has been reported to Wiltshire  Council and the land owner. The information has been put onto the  website. Any updates will be reported to the clerk.   * Closure of Shrewton Road on 15.07.19 for three days – clerk   notification from Wiltshire Council.   * Request to have a textiles collection bank in the village. Councillors   did not feel there were any suitable locations as there is already one  located in the Churchill carpark. Clerk to respond to email from  Scope.   * Tuesday Club – there is an advertisement for the post of a volunteer   to support the club.   * 22 High Street (old car sales site) – there have been reports of   a potential new business setting up on the site. The small storage  area has begun to store a stock of pizza boxes and a sign for  burgers and kebabs. Mrs Herniman has written to Wiltshire Council  who have responded by advising that in order for the site to operate  as a takeaway then a change of use application would need to be  submitted to Wiltshire Council. No application has been received  to date. | **KE**  **KE**  **KE**  **DM**  **BH**  **PB/KE**  **KE** |
| **19/20/059** | **Public Participation**   * There was none. |  |
| **19/20/060** | **Wiltshire Councillor Report – Councillor Richard Gamble**   * Report was submitted prior to the meeting which was read to   councillors as Councillor Gamble could not attend.   * The next Area Board is on Monday 15 July in The Shambles in   Devizes at 1800 for 1830. The agenda will include a presentation by  Devizes Town Council on their proposals for The Shambles and The  Market Place. The Headteacher of Dauntsey’s School will attend the  September meeting of the Area Board.   * The A360 at Shrewton will again be closed from 15 July for three   days. Mr Gamble has written to ask Highways why no notice has  been received (again) or advance signs displaying in this area. |  |
| **19/20/061** | **Finance**   * Budget monitoring – sheet sent out prior to the meeting. No   further questions raised.   * Grant application for the Village Hall – further to a previous   discussion the parish council provisionally agreed to provide a grant  for the monthly coffee mornings up to £250 but would need a  breakdown of the cost. Three have now taken place and a request  for £225.70 has been received to cover the costs of food, people  washing up, caretaker time and publicity.  Mrs Herniman asked about the support from Age Concern as they  were present and there was an assumption that although they were  not providing any financial support for the event they might be  providing volunteers to do washing up (the cost of washing up was  £94.50). Mr May advised that Age Concern were present to provide  support and guidance for people who attended. Councillors agreed  to pay the £225.70 as a grant.  ***Proposed: Mr S Coxhead***  ***Seconded: Mr M Challinor***  ***All councillors in agreement***  Mr May advised that the Village Hall are planning more coffee  mornings and would approach the parish council for more grant  funding.   * Grant application from the Friendship Group – clerk advised that   Mrs Hinton has provided the information on the cost of the coach and  it will be in the sum of £445. Councillors were in agreement to  provide as a grant.  ***Proposed: Mr M Challinor***  ***Seconded: Mr R Oglesby***  ***All councillors in agreement***  Clerk to advise Mrs Hinton and request the invoice when available.   * Internal Audit Report – the report has come back with the following   Recommendations:  The reconciling statement needs to be prepared quarterly and  signed off by a nominated individual. Councillors have completed  this but the bank statements have not been signed.  Evidence is in the minutes but the statements will be signed going  forward.  Councillors or others who undertake the health and safety reviews  of the playground and equipment should receive some formal  recognised training. Clerk advised councillors that any child who  receives an injury in the playparks have until they are 21 to make a  claim. Councillors firstly do not want any children to harm  themselves and equally do not want to carry the risk of a financial  claim. Clerk will investigate this training and report back at the  September meeting.  The council could consider a photographic record of their asset  register. Mr Blundell agreed to take on this task.  The asset registers 2017-18 was reinstated as the cost of replacing  items should be the recorded value and not the estimated value of  them e.g. cost of telephone box was £1 but had been recorded as  £25 000 value.   * Disbursements   **Cheque Number Payee £**  SO Chris Hardwick (website) 28.00  SO Charlton Baker 12.50  1669 HMRC 583.20  1670 Kaye Elston (clerk salary – July) 291.80  1671 Auditing Solutions Ltd 240.00  1673 Kaye Elston (office expenses) 25.90  1674 Kaye Elston (clerk salary Aug) 291.80  1675 H Sainsbury 60.00  1676 D and M Services 120.00  1677 Playforce Ltd 1740.00  1678 Mark Goddard & Sons 864.00  1679 Peter Blundell 51.73  1680 WL Village Hall 225.70  1681 Boels Rental 36.00  1682 Chris Harwick 30.00 | **KE**  **KE**  **PB** |
| **19/20/062** | **External Audit**   * **Annual Governance Statement 2018/19**   Clerk read out Section 1 – 8 and councillors were in agreement that  they had been met. |  |
| **19/20/063** | **External Audit**   * **Accounting Statements 2018/19**   Clerk presented Sections 1 – 10 and councillors were in agreement  that they were correct and that they matched the accounts agreed by  the internal auditor. |  |
| **19/20/064** | **Planning continued**  **APPLICATIONS**   * **19/05292/FUL Milton Brook House, 5 Duck Street, West**   **Lavington, Devizes SN10 4LG** – Erection of an oak framed garden  room to rear elevation. Councillors did not have any objectives to  this application.   * **19/05330/FUL 79a High Street, Littleton Panell, West Lavington,**   **Devizes SN10 4ES** – demolish existing building and erect new part-  double, part-single storey building. In discussion councillors  understood and supported the need to demolish the existing structure  and were pleased with the applicant’s proposal to keep within the  footprint of the existing area. Also, it was noted that materials  sensitive to the surrounding buildings are proposed. Overall the single  storey section, although slightly reduced in size with the existing, was  supported; however, councillors were unanimous in their concern for  the two-storey section containing the rest room, in particular the size  and height in relation to the plan area. Rather than make an outright  objection councillors preferred to express their unease over the  proportions of the two-storey part of the proposal for this prominent  site at a road junction and at the entrance to Russell Mill Lane.   * **19/06158/FUL Dauntsey’s School, High Street, West Lavington.**   **Devizes SN10 4HE** – Refurbishment of Existing Tennis Courts to  Accommodate Three Tennis and Two Netball Courts. Councillors  require confirmation on the colour of the surface of the court. If  confirmed as grey then there are no objections to the application.   * **19/06724/FUL 94 High Street, Littleton Panell, Devizes SN10 4EU**   **–**  Demolition of Attached Garage and Sun Room/Porch. Erect New  Extensions to the Front (South Facing) and Rear (North Facing)  Elevations and a New Detached Garage/Garden Store. This has  only been notified on 3 July and the details are not yet listed on the  Wiltshire Council portal. Councillors agreed to place this on the  agenda for 25.07.19 as the date for comments is 12.08.19.   * **19/06460/TCA 94 High Street, Littleton Panell, Devizes SN10 4E –**   Fell 1 Black Poplar (T8), 1 Wynch Elm (T10), 1 Cherry Tree (T11),  5 Lawson Cypress (T12-T15 & T24) and 1 Pine Tree (T26); 3 metre  Reduction to Corsican Pine (T2), Reduce Height of Holly, Cypress  and Cedar Hedge to 2 Metres (H1). This has only been notified  recently and the details have not yet been submitted to the Wiltshire  Council website. Councillors agreed to place this on the agenda for  25.07.19 as the date for comments is 29.07.19.   * **19/04634/FUL 9 High Street, West Lavington, Devizes SN10 4HQ** * Erection of a standalone dwelling house. This application was * discussed at the last meeting and referenced under Minute   19/20/043. There have been some further plans submitted to the  Wiltshire Council website but councillors believe they still do not take  into consideration the encroachment over the boundary of The  Mercers..  **DECISIONS**   * **19/04647/TCA 85 High Street, Littleton Panell, Devizes SN10 4EU**   T1 – Sycamore tree – fell. | **KE**  **KE** |
| **19/20/065** | **Safety on A360 for pedestrians between railway bridge and footpath at top of the hill**   * Mr Oglesby has raised this as he feels it is very dangerous for   people living at the western end of the village who walk into the  services at the centre of village as it is a very busy road. There are  52 residents from the bridge who do not have a footpath to walk on.  Mr Oglesby would like to see the 30mph speed limit in the village  extended down to the railway bridge. Councillors have observed that  Worton have been able to increase the area of their speed limit and  asked the clerk to enquire how they have achieved this. Clerk to  contact Worton Parish Council | **KE** |
| **19/20/066** | **VE Day – Plan for Celebrations**   * Clerk has received information from SSAFA, the Armed Forces   Charity advising of the planned events that will be taking place on  8th, 9th and 10th May 2020. Local towns and parishes are able to  register their interest to take part in the events or receive support to  organise their own. Mrs Herniman suggested that a working group  could be put together to consider how to commemorate the 75th  anniversary of VE Day. To be discussed on 25 July 2019.  Website: [www.veday75.org](http://www.veday75.org)  To be placed on the next agenda. | **KE** |
| **19/20/067** | **Remembrance Wood – update**   * Land at Gore Cross – there has been further communication from   the MOD to the Chairman and they have quoted a rent per annum of  £350 for 80 years. This would be a financial commitment of  £28 000 and this is clearly not a peppercorn rent. This was  discussed in the Risk Committee prior to this meeting and deemed  to be a financial risk that councillors need to carefully consider. Clerk  has been advised by the MOD that they need to charge beyond a  peppercorn rent as they have similar contracts with other parish  councils and need to be fair.  Councillors had mixed opinions in relation to the wood as even  although it is a financial risk there has up to this point been ‘buy in’  from the community. Therefore some councillors raised the issue of  reputational risk of the parish council. Councillors agreed that if this  could not be resolved with the MOD direct then the case should be  progressed to the Defence Minister with copies to Councillor Richard  Gamble and MP Claire Perry. Clerk to respond to MOD once more  to advise they would refer outside of the MOD if a smaller rent could  not be agreed. | **KE** |
| **19/20/068** | **Closed Burial Ground**   * See Minute 19/20/057 |  |
| **19/20/069** | **Vacancy for Parish Councillor**   * See Minute 19/20/039 above. * The vacancy for Mr Challinor’s post will be advised to Wiltshire   Council and advertised. | **KE** |
| **19/2070** | **Website amendments – archiving process and review**   * Councillors were in agreement for Mr Muns and Mrs Freeman to   review the site and begin to archive items that are no longer  required. |  |
| **19/20/071** | **Receipt of Committee/Working Group and Project Reports**   * Footpaths – Report circulated to councillors prior to the meeting.   Report from a member of the community that a Giant Hogweed  Plant is on WLAV27. This has been reported to Wiltshire  Council and the landowner is talking to experts. Information has  been placed on the website.   * . Playgrounds Working Group – Report was circulated to   councillors prior to the meeting which was subsequently replaced  with version 2. Councillors confirmed that they had deleted version  1 and were now referencing version 2.  Bin – it was agreed to order on large additional bins for the BMX  area at a cost of £423.  ***Proposed: Mr P Blundell***  ***Seconded: Mr M May***  ***All councillors in agreement***  Clerk to place order.  Recreation Step repairs – clerk to email contractor to check on  progress.   * Railings on south entrance to the village – Mr Scott is finalising the   quotes so that they can be sent to Wiltshire Council and also  submitted for any potential grant funding, to put on the agenda when  Mr Scott would be present.   * Cleaning of the War Memorial – to be placed on the next agenda. | **KE**  **KE**  **RS**  **KE** |
| **19/20/072** | **Council Review of Committee/Working Group structures/Terms of Reference**   * Date agreed to be 25 July at 1900 |  |
| **19/20/073** | **Confirmation of publicity/press items to include website and News and Views**   * Bonfire advice on website * Advertisement for new councillors on website and noticeboard |  |
| **19/20/074** | **Area Board**   * Next date is 15 July and Mrs Herniman will attend. | **BH** |
| **19/20/075** | **Date of next parish council meeting**   * **5 September 2019 at 190** |  |

*Meeting closed at 2220*

Signed……………………………………………………………………………..5 September 2019