

WEST LAVINGTON PARISH COUNCIL

**MEETING OF THE PARISH COUNCIL 5th SEPTEMBER 2019, 7PM**

**IN THE WEST LAVINGTON VILLAGE HALL**

**MINUTES**

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| **Present**: | Councillors: Mrs J Ford (Chair), Mrs H Freeman, Mr P Blundell, Mr R Oglesby, Mr D Muns, Mr S Coxhead, Mr R Scott, Ms L Gough and Mr A Morton (until 9.10pm). . |  |
| **Also present** | Mrs K Elston (Clerk), and Mr R Gamble (until 7.55pm). |  |
| **19/20/087** | **Apologies for absence**   * Mr M May – these were accepted. |  |
| **19/20/088** | **Declaration of interests**   * There were none. |  |
| **19/20/089** | **The Minutes of the last meetings of the council 04/07/19 and EOM 25/07/19 and Matters Arising**   * Minutes 04/07/19 agreed to be a true and accurate. Chair signed   them.   * Minutes 25/07/19 – amendment in Minute 19/20/078 amended to Mrs   Herniman, (the chair). Chair signed them.   * Matters arising 04/07/19:   Minute 19/20/056 – comments sent to Market Lavington NHP Group  Minute 19/20/057 Referendum results – clerk has spoken to Gaigers  to ask if they have any information in relation to issues raised by the  community during the consultation. Gaigers have not yet analysed  all their responses but will advise the parish council when this has  been completed.  Minute 19/20/058 Parking on grass verge near to Village Hall. Clerk  has arranged for the school and Village Hall to communicate more  closely when they have large events taking place.  Matters arising 25/07/19:  Minute 19/20/085 Devizes Town Band – the clerk has checked with  Devizes Town Band and they have the correct licences in place for  the link to go onto the website. Clerk to put the link on the website. | **KE** |
| **19/20/090** | **Chairman’s Announcements**   * Community Policing – clerk has received an email to advise that   Georgie Dodd (PCSO) who covers West Lavington) has moved on to  cover the Devizes area. She has advised that Kelly Watts and Lucy  Stonestreet will be covering the patch now. Clerk to write to Georgie  to thank her for her support.   * Vandalism at Village Hall – Mr May has advised that there has been a   broken window at the Village Hall and would like the parish council  to view the CCTV camera footage as the police have requested any  evidence that could be available. Due to resignations there needs to  be new nominated councillors who are delegated the authority to view  the CCTV footage. It was agreed that the individuals would be  Mr D Muns, Mrs J Ford and Mrs H Freeman. They will view the  footage early next week and report back to Mr May. Noel Woolrych  has agreed to provide some further training to those councillors and  will invoice the parish council as necessary. Councillors were in  agreement to pay for this service.   * Visit to Dauntsey’s School – the available dates have changed and   the clerk emailed them out to councillors prior to the meeting. The  majority of councillors are able to make the 20th September. Mr  Blundell to advise the clerk direct if this date is suitable for him. Clerk  to advise Dauntsey’s School.   * Fly-tipping –clerk has received an email from a resident to advise that   there is fly-tipping on Footpath 12 by the wood behind the Catholic  church. Councillors agreed to contact the landowner of the wood and  also send letters to the residents that back onto the path. Chairman  to place item in News and Views.   * Spatial Planning Rural Workshop – this workshop is part of Wiltshire   Core Strategy consultation process. Mrs Ford and Mr Morton to  attend on 1st October in Calne.   * Community Led Housing – there is an event on 10 September in   Devizes but councillors are unable to attend. Therefore, the clerk will  ask if they are able to attend the next parish council for ten minutes  to explain this as an option in West Lavington. | **KE**  **PB**  **KE**  **JF**  **JF/AM**  **KE** |
| **19/20/091** | **Public Participation**   * There was none. |  |
| **19/20/092** | **Vacancy for parish councillor – co-option of councillor**   * Clerk confirmed that she had received one application from Ms Lorna   Gough who spoke briefly to the parish council explaining her reasons  for wanting to become a councillor.  Councillors were in agreement to co-opt Ms Gough as a parish  Councillor.  ***Proposed: Mrs J Ford***  ***Seconded: Mr S Coxhead***  ***All councillors in agreement***  Ms Gough signed the declaration and joined the meeting. Clerk to set  up email for Ms Gough. | **KE** |
| **19/20/093** | **Wiltshire Councillor Report**   * Councillor Gamble congratulated Mrs Ford for taking the role of   Chairman**.**   * Phone box in Lavington Lane – Councillor Gamble commented on   the decoration of plants in the box by Streetscene and felt that were  very welcoming.   * Roadwork affecting A350 from 13/09/19 until 11/10/19 – there was   no prior notification or information of this planned work. This will  result in a big diversion for HGVs and therefore West Lavington is  likely to see an increase in heavy traffic coming up the A360.  Councillor Gamble does not feel that the signage in place is  adequate.   * Review of the Local Plan will also involve a review of local transport   networks as well. Councillor Gamble would like to request an  enforceable weight limit on B3098 road from the A342 to A350,  located at Erlestoke/Great Cheverell and the High Street in Market  Lavington.  This could be processed through CATG and needs to be supported  by parish councils. Councillors were in agreement to support this  request and Councillor Gamble requested this support be sent to him  in an email. Clerk to send.   * Grove Road in Market Lavington – this will be closed for two days   Commencing 15/10/19.   * Area Board to take place on 09/09/19. | **KE** |
| **19/20/094** | **Finance**   * Budget monitoring and bank statement signing – budget information   sent out prior to the meeting. Reconciliation agreed by the Chairman  and the bank statement was signed. Clerk brought councillors  attention to the following:  Allowance – this is overspent as office expenses for clerk were  underpaid last year and therefore back payment made in this  financial year.  Grants – council budgeted for grant agreed to Village Hall in the sum  of £4700 paid in two instalments with a total budget allocation in  grants for £7000. Since then the council have agreed to grant £3000  to the West Lavington Youth Club (again paid in two instalments).  Therefore, when these payments have been made in October the  Grant budget line will be overspent as there are the two second  instalments in the sum of £3850 and a committed grant to the  Friends Group in the sum of £445. The estimated overspend on the  Predicted budget will be in the sum of £1370. Clerk advised that the  percentage of the precept spent to date on grants is 26%.  NHP budget line has a small overspend due to additional publicity  materials purchased for the Referendum.  Playground maintenance over spent as there were a number of items  that needed to be addressed for health and safety reasons following  the last inspection. This can be offset by the VAT refund in the sum  of £4120.05.   * Grant applications;   Village Hall Coffee mornings – to be placed on next agenda as Mr  May not present.  Friends Group – invoice to be received for the agreed amount in  the sum of £445. To be placed on next agenda.  St John Ambulance – clerk has received a letter requesting a  donation. Mrs Gough agreed to research their finances prior to an  decision.   * Bins contract – the payment to the person who empties the bins   around the Recreation ground was agreed following a verbal  discussion with Mr Blundell. Councillors were in agreement to  increase the payment by £5 per week for litter picking.  ***Proposed: Mr P Blundell***  ***Seconded: Mr S Coxhead***  ***All councillors present in agreement***   * Internal Audit update   Bank statement to be signed off – this has been completed at this  meeting.  Training for volunteers who inspect the play equipment is being  explored  The assets have been photographed and will now be organised in  the risk register.   * External audit update – clerk advised that the documents have been   submitted.   * Bank signatories – there needs to be another signatory and Mr   Coxhead agreed to be put forward along with Mr Muns. Discussion  in relation to all councillors being signatories and this could be the  long term aim but will take time. Clerk to initially focus on the two  names put forward.   * Standing Order for clerk’s office expenses – it was agreed to pay the   monthly office expenses of £25.90 per month by Standing Order   * Disbursements   **Cheque Number Payee £**  SO Chris Hardwick (website) 28.00  SO Charlton Baker 12.50  1687 AlphaPrint Me 343.75  1688 Julia Ford (tape) 11.45  1689 Kaye Elston (clerk salary) 291.40  1690 H.Sainsbury (bins) 60.00 | **KE**  **KE**  **LG**  **KE** |
| **19/20/095** | **Planning**  **Applications**   * Dissolve Neighbourhood Plan Steering Group – at the last ordinary   parish council meeting on 04/07/19 it was agreed to dissolve the  NHP Steering Group once the period of a potential appeal had  passed. This has now passed and therefore all councillors agreed to  dissolve the group and ensure that they take the plan into  consideration when they view all planning applications. The NHP will  need to be reviewed within five years.   * **19/08239/TCA Hunts House, 40 Church Street, West Lavington,**   **Devizes SN10 4LE** – 4 x Conifer trees – fell, 1 x Weeping Ash tree –  fell and 1 x Willow Tree – fell. **No comment**.   * **19/07509/TPO East View, 5 Cheverell Road, Littleton Panell,**   **Devizes SN10 4JH** – Mixed shrubs (T1) – shrubs to be cut down to  Ground level to increase visibility along road. Mixed hedge (T2) – all  trees to be cut to 6ft in height and maintained as a hedge. Dead  elms to be felled to ground level. **No objection**.   * **19/06738/FUL 2 Fieldside, West Lavington, Devizes SN10 4HQ** –   Single storey side extension and wood burner flue. **No objections**.  **Decisions**   * **19/05292/FUL Milton Brook House, 5 Duck Street,**   **West Lavington, Devizes SN10 4LG** – Erection of an oak framed  Garden room to rear elevation. **Approved with conditions**.   * **19/04634/FUL 9 High Street, West Lavington, Devizes SN10 4HQ**   Erection of a standalone dwelling house. **Approved with**  **conditions**. Councillors are still concerned in relation to access.   * **19/06724/FUL 94 High Street, Littleton Panell, Devizes SN10 4EU**   Demolition of Attached garage and sun room/porch. Erect new  Extension to the front (South facing) and rear (North facing)  Elevations and a new detached garage/garden store. **Approved**  **with conditions**.   * **19/04507/FUL 55 High Street, West Lavington, Devizes SN10**   **4JB** – Timber framed extension above single storey building to rear  of property. New oak framed double garage with office above to the  rear of the property. **Approved with conditions**.   * **19/06609/TCA Parsonage House, 11 All Saints Road, West**   **Lavington, Devizes SN10 4LT** – Dawn Redwood – Fell.  **Approved**.   * **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. **Approved with**  **conditions**.   * NHP Update on Masterplan – Chairman advised that she has   spoken to Gaigers and they have confirmed that the pre-application  has been submitted and they should receive a reply by the end of  September. It is anticipated that that outline planning permission  will be submitted by Summer 2020. |  |
| **19/20/096** | **Safety on A360 for pedestrians between railway bridge and footpath at top of hill**   * Clerk has contacted Worton to ask for more information about how   they achieved their speed restrictions. Details passed to Mr  Oglesby who will follow up. | **RO** |
| **19/20/097** | **Committees, Working Groups and Councillors with Responsibility update**   * West Lavington Village Hall – parish council agreed that going   forward they would only be able to volunteer two councillors to sit  on the Village Hall Committee. Therefore, Mr May and Mr Morton  continue in these roles. This will need to be communicated to Mr  May as Chairman of the committee.   * Revised list to be circulated to councillors. * Councillor Training – clerk has obtained dates for training from   Wiltshire Association of Local Councils. Councillors preferred  option is 13th November. Clerk to check availability of Giles Room  and then book trainer.   * ROSPA Training for playground inspections – to train up to 6 people   at West Lavington the cost would be £920 from ROSPA.  Councillors agreed that the training is required but they need to  explore if it can be obtained from another supplier at a more  competitive price. Clerk to check with Wiltshire Council. | **KE**  **JF**  **KE**  **KE** |
| **19/20/098** | **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. Councillors will establish if other organisations  in the village are planning events before offering to support.  . Website: [www.veday75.org](http://www.veday75.org)  To be placed on the next agenda. | **KE** |
| **19/20/099** | **Website amends – achieving process and review**   * Parish diary – need to take off Slimming World as it no longer meets   at West Lavington.   * Policies – clerk to check if Volunteer Policy is on website. Also, to   produce a list of policies. | **HF/KE**  **KE** |
|  | **Tony Morton left the meeting.** |  |
| **19/20/100** | **Receipt of Working Groups and project reports**   * Footpaths – report sent out with the agenda. * Playgrounds – Wiltshire Wildlife have been in contact with Mr   Blundell to advise where to position the bird boxes.   * Litter bin – this has been ordered and is due to arrive within the next   ten days. Then it can be concreted into the ground by the BMX track  and hopefully prevent so much rubbish overflowing from the current  small bin onto the ground.   * Repairs to steps – the clerk and Mr Blundell have tried to contact Mr   Ansell who has been commissioned to carry out the work. Mr  Blundell will go to his house to see if he can make contact.   * Trim Track – it was agreed to put this on hold until other projects   have been completed.   * Memorial Wood – clerk advised that following the last meeting she   contacted the MOD to advise that councillors were unable to commit  to the rent costs proposed by the MOD and that they were willing to  negotiate further. Also advised that if they were not able to negotiate  further then they would contact their local MP. Clerk surprised to  receive an email back to advise that it was already with the local  MP. Fortunately, there had been no publicity as all councillors, bar  one were unaware of the approach to the local MP. All communication  that could have financial or legal implications has to be sent from the  clerk. Local MP advised she would respond by the end of August  but there has not been any communication to date. Therefore no  progress can now be made until a communication back has been  received. Councillors will need to consider an alternative site as a  back-up plan. The parish council are committed to commorating  the fallen from the wars. Clerk agreed to contact Councillor Gamble  to follow up communication made to local MP.   * Railings on Church Street by stream – Chairman has received   confirmation that Wiltshire Council will replace the railing and  cover all the costs. The tree that has fallen down is still across the  river and resting on the weak railings. Letter has been sent to the  householder which has resulted in some debris being removed but  not the tree. Letter also sent to Wiltshire Council regarding the tree.  There has not been a timeframe confirmed for the work to be  completed.   * Cleaning of war memorial – Mr Scott has been researching the   history of the memorial and advised that one of the options open to  the parish council is to ask the community for contributions to clean it  as it belongs to the community. There is also grant funding available  which West Lavington has accessed before. Clerk to send Mr Scott  details of previous grant secured.   * Closed Burial Ground update – following the last meeting Mr Giles   (church warden) has been asked to provide further details of the costs  involved and confirmation of how much of the £400 grant given has  been used to date. Mr Giles will provide the information for the  October meeting. | **PB**  **KE**  **KE** |
| **19/20/101** | **Confirmation of publicity/press items to include website and News and Views**   * Fly-tipping, phone box on Lavington Lane and VE Day. * Vacancy for parish councillor – one vacancy remains. |  |
| **19/20/102** | **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** |
| **19/20/0103** | **Area Board**   * Next date is 9 September and Mrs Freeman and Mrs Ford will attend. | **HF/JF** |
| **19/20/104** | **Date of next parish council meeting**   * **3 October 2019 at 1900** |  |

*Meeting closed at 2140*

Signed……………………………………………………………………………..3 October 2019