

WEST LAVINGTON PARISH COUNCIL

**MEETING OF EXTRA ORDINARY MEETING OF THE PARISH COUNCIL**

**30 JULY 2020 7PM**

**HELD VIRTUALLY**

**(**Local Authorities (Coronavirus) Flexibility of Local Authority Meetings (England) Regulation effective 04.04.2020

**MINUTES**

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| **Present**: | Councillors: Mrs J Ford (Chairman), Mr D Muns, Mr P Blundell, Mrs L Gough and Mr S Coxhead. |  |
| **Also present** | Mrs K Elston (Clerk) |  |
| **20/21/049** | **Apologies for absence**   * Mrs H Freeman, Mr A Morton and Mr R Scott. These were accepted. |  |
| **20/21/050** | **Declaration of interests**   * There were none. |  |
| **20/21/051** | **Chairman’s Announcements**   * Virtual meetings – last month councillors agreed to continue to meet   using Zoom into the Autumn. The legislation quoted at the top of  these meetings permits this to continue until May 2021. The latest  advice from NALC and SLC strongly recommends that councils  continue to meet virtually. See link below.  <https://www.nalc.gov.uk/coronavirus>   * Allotments – the clerk has received four responses from local land   owners and one has some land available. Currently there has only  been one interested approach to the clerk to provide allotments.   * Debris in the stream at Rickbarton – an article has been put in News   and Views which provides guidance for homeowners to manage a  stream on or attached to their property.   * War Memorial – this has now been cleaned. * Tree Survey in Recreation Ground – this has been completed and   there is not immediate work that need to be completed. There is one  Ash Dieback that will need to be felled. |  |
| **20/21/052** | **Corona Virus update**   * The emergency group is still in place and continues to respond   to requests.   * The Playground has re-opened following a risk assessment. The   assessment determined that three pieces of equipment would remain  closed, the enclosed mental tunnel, speaking tubes and the Wendy  house. They were taped off but this has been taken down several  times. Mr Blundell is continuing the weekly inspections and the Mrs  Ford is completing the second visit each week to check the tape.  Councillors agreed to put boarding in place as it is likely to be more  permanent. Mr Coxhead will draft new notices and Mr Blundell will  board up the equipment. Once signage agreed Mr Blundell will  arrange for Alphaprint to prepare them. |  |
| **20/21/053** | **Public Participation**   * There was none. |  |
| **20/21/054** | **Annual Account – Internal Audit**   * Annual Account – internal audit report has been circulated to   Councillors prior to the meeting. The accounts have been signed  off by the internal auditor with the following minor recommendations:  The quarterly prepared bank account which is reviewed by  Councillors needs to be signed on the cash register in addition to the  current signature on the bank account.  Ensure the spreadsheet is calculated using formula  Fees for payroll need to be recorded in general expenses and not in  staffing costs.  The publication of the Annual Accounts notice needs to go the web  site as well as the noticeboard.  Consideration should be given to setting the limit for tender action at  the lower value of £10 000.  Specific earmarked funds should be noted in carried forward figures  each year.  Councillors were in agreement to put these recommendations in  place.  There was also a recommendation that the threshold for putting in  place a tendering process should be £10 000 and not £25 000.  Clerk will amend the Financial Regulations and re-circulate.   * Annual Governance Statement (Section 1) – councillors were in   Agreement to sign Section 1 to agree that they have a sound system  of internal control.  ***Proposed: Mrs J Ford***  ***Seconded: Mr S Coxhead***   * Internal Auditor also has recommended that items on the Asset   Register under £100 do not need to be recorded. Clerk to amend  Asset Register. | **KE**  **KE** |
| **20/21/055** | **Finance**  **Annual Accounts – Internal Audit**   * AGAR return Accounting Statements (Section 2) – councillors were   In agreement to accept the statements.  ***Proposed: Mrs J Ford***  ***Seconded: Mr S Coxhead***   * Budget monitoring – monitoring sheet sent out prior to the meeting.   Clerk confirmed that the expenses for payroll are now listed under  Admin budget line.   * Project updates:   Remembrance Avenue – Mr Blundell and Mrs Ford are meeting with  The Landowner to confirm the fencing arrangements.  Carpark – an initial quote has come in at £19 000 so there are other  quotes being obtained.   * iPad purchase – proposal for councillors to consider purchasing an   ipad so that current and potential councillors could access meetings  and operate if their own equipment is not working. There is currently  a vacancy for a councillor and we do not want to restrict anyone  joining as they do not have a laptop or iPad. Mrs Ford confirmed that  none of the current councillors need or want an iPad to do their  councillor business now. Councillors agreed that once a need is  established then can revisit this proposal.   * Disbursements:   **Cheque Number Payee £**  1757 Kaye Elston (clerk salary 291.80  1758 Playforce 1910.34  1759 H.Sainsbury 60.00  1760 Auditing Solutions 240.00 | **DM** |
| **20/21/056** | **Planning**  **Applications to consider**   * **20/05198/TCA 65 High Street, West Lavington, Devizes SN10**   **4JB** – Cherry Tree – 2m – 2.5m crown reduction and crown raising  from adjacent structure. **Comments returned after the last**  **meeting as comments due back by 29.07.20**.   * **20/05525/FUL 74 High Street, Littleton Panell, Devizes SN10**   **4EU** – Proposed Driveway/Parking Area. To be placed on next  agenda as comments not due back until 20.08.20.   * **20/06164/TCA Parsonage House, 11 All Saints Road, West**   **Lavington, Devizes SN10 4LT** – 1 & 2 – Popular trees – fell, 3 –  Birch tree fell. – no objections.  **Planning Decisions**   * **20/04528/TCA Nutcrackers, 37 High Street, Littleton Panell,**   **Devizes SN10 4ES** – T1 – Cedar Tree – fell. **No objections**   * **20/04541/TCA East View, 5 Cheverell Road, Littleton Panell,**   **Devizes SN10 4JH** – Conifer (T1) – reduce to ridge height of shed  due to excessive size and proximity to shed. **No objections**  **Planning Monitoring**   * There were none. |  |
| **20/21/057** | **Lavington Lane Development Update**   * Revised plans will be available from Gaigers during the period   03-10 August. The plans will be displayed in the Village Hall notice  Board. This is part of the consultation process so that the  community can comment on the development plans. Clerk to  request plans from Gaigers prior to that date so that they can be  viewed prior to the meeting next week. | **KE** |
| **20/21/058** | **Risk Committee Feedback**   * Mr Coxhead will circulate the revised Risk Register to the   Committee and then feedback to councillors at the September  Meeting | **SC** |
| **20/21/059** | **Date of next parish council meeting (to be held virtually)**   * **06 August 2020 at 1900** |  |

*Meeting closed at 2100*

Signed…………………………………………………………………………….. 06 August 2020