

WEST LAVINGTON PARISH COUNCIL

**MEETING OF THE PARISH COUNCIL 9 JANUARY 2020 7PM**

**IN THE WEST LAVINGTON VILLAGE HALL**

**MINUTES**

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| **Present**: | Councillors: Mrs J Ford (Chairman), Mr D Muns, Mr P Blundell, Mr R Oglesby, Mr S Coxhead, Ms L Gough and Mr M May. |  |
| **Also present** | Mrs K Elston (Clerk) and Mr P Bryant. |  |
| **19/20/153** | **Apologies for absence**   * Mr A Morton, Mrs H Freeman and Mr R Scott – these were accepted. |  |
| **19/20/154** | **Declaration of interests**   * Mr M May declared an interest in the West Lavington Village Hall as   he is currently the chair of the committee. |  |
| **19/20/155** | **The Minutes of the last meetings of the council 05/12/19 and Matters Arising**   * Amendment at Minute 19/20/145 to confirm the cost of the   emergency equipment was £199.89. Councillors agreed that once  this amendment had been made they were a true and accurate  record. Chairman signed them.   * Matters arising:   News and Views article – communication agreed at the last meeting  will go into the February edition as there is not one in January.  The signs for the CCTV have been collected and awaiting delivery of  new sign which directs people to the defib. |  |
| **19/20/156** | **Village Hall Proposals – Paul Bryant**   * Mr Bryant has joined the Village Hall Committee and has a   background that brings experience to support the future plans.   * Mr Bryant explained that the Village Hall has been there for over 50   years but now it needs a refresh so that it can continue to serve the  community. Building and facilities need to be updated.   * Mr Bryant advised councillors that the funding will be challenging so   Improvements will be phased.   * Plans to reconfigure the building were shown to councillors and Mr   Bryant explained that the plans take advantage of the views around  the Village Hall.   * Surveys were carried out eight years ago to ask the community   what facilities they would like to see and their views will be sought  again.   * Councillor asked if the village hall committee have spoken to the   planning department to advise of the plans. Mr Bryant agreed  this is an action they will take in the near future, but they wanted to  speak to the parish council first. Councillors advised best to speak  to planners before publishing any plans to the community.   * Business Plan was due to be presented at the meeting today but   Mr May advised it was not quite ready. Therefore, it will be  presented at the next meeting in February.   * Chair thanked Mr Bryant for his presentation. | **MM** |
| **19/20/157** | **Chairman’s announcements**   * Dorset and Wiltshire Fire and Rescue Authority – Local Performance   Scrutiny Committee meeting will be held on 14th February 2020 at  1000 – 1200 in their Training and Development Centre, Hopton  Industrial Estate, London Road, Devizes SN10 2EU.   * MOD Ash Dieback meeting – the MOD are holding a meeting on   17 January 2020 from 1100 – 1300 at Tidworth to talk about work  that needs to be carried out. Mrs Ford and Mr Coxhead will attend.   * Wiltshire Focussing on the Future event – this will be held in   Devizes on 16 January and Mr Muns is planning to attend. Clerk to  send details.   * Vacancy for parish councillors – notice displayed. Place in News   and Views.   * Water level of stream – Mrs Ford advised that she has spoken to   land owners and they have confirmed that they check water levels  on a regular basis.   * Road closure on Stibb Hill – this will be a scheduled closure for   work from 20 January to 24 January. Publication on website and  noticeboard.   * Imber Perimeter Path Launch – the MOD has advised that this path   has now been upgraded and there will be a launch event on 26  March. Clerk to provide names of councillors who want to attend  the launch.   * Cars parked at Sandfield – there have been issues about cars   parked that are creating problems for vehicles trying to access the  estate. This situation becomes even more challenging at school  pick up times. Mrs Ford has passed a message onto our PCSOs in  the last few days and is awaiting a response. | **KE**  **JF**  **KE** |
| **10/20/158** | **Public Participation**   * There was none. |  |
| **19/20/159** | **Wiltshire Councillor’s Report**   * Mr Richard Gamble had sent his apologies. |  |
| **19/20/160** | **Finance**   * Budget monitoring – monitoring sheet sent to councillors prior to the   meeting. There are no significant changes from the last meeting as  no more budget lines are overspent then previously recorded or any  budget lines significantly underspent. Clerk advise that the parish  council budget allocations and forecasting meet the expenditure  required but without reserves that have built up it would not be  possible to consider larger capital projects. Chair signed the bank  statement as the bank reconciliation had been verified.   * Precept options – councillors were asked to submit any requests   they have for capital projects in 2020-21. Councillor would like to  consider repairing the carpark at the village hall, keep the  playground equipment up to date and fit for purpose and the  refurbishment of the steps leading onto the playing field at the  Recreation Ground. Councillors also need to match their requests  alongside the Corporate Plan.  Councillors agreed that they were managing the budget adequately  but that to continue to make provision for the expenses of the parish  council and to be able to consider capital projects they need to  increase the precept by 2%. This would be an increase of 2% of  the amount requested to council tax payers in the community on the  parish council element of their council tax. The parish council also  considered the option of a 0%, 1% and 3% increase but were in  agreement to make a request of 2%. Therefore, it was agreed to  request an annual precept of £31 889.  ***Proposed: Mr M May***  ***Seconded: Mr S Coxhead***  ***All councillors present in agreement.***  Clerk to send request to Wiltshire Council by 24.01.20.   * Annual subscription to the Information Commission – this is due to   paid by 18.01.20 in the sum of £40. This payment is required as  as part of the council’s data protection duties. Councillors were in  agreement to subscribe to the service.   * External audit return – clerk advised that the audit has been signed   off and picked up the same recommendation as the internal audit  that when the bank reconciliation process has been checked by  councillors then the current account bank statement needs to be  signed. The checking process has always been in place but the  statement was not signed. The signing process has been  complied with since the audit.   * Disbursements   **Cheque Number Payee £**  SO Chris Hardwick (website) 28.00  SO Charlton Baker 12.50  SO Clerk Office payment 25.90  1713 H Sainsbury 75.00  1714 Wicksteed Leisure (inspe) 108.00  1715 SMART Inte Services (CCTV) 194.40  1716 Information Commissioner 40.00  1717 HMRC (PAYE) 583.20  1718 Kaye Elston (clerk salary) 291.80  1719 Boels Rental 48.00  1720 PFK Littlejohn LLP (audit) 336.00 | **KE** |
| **19/20/161** | **Planning**  **Applications to consider**   * **19/11297/FUL 5 Orchard Place, West Lavington, Devizes**   **SN10 4JD** – single garage side and rear extensions with pitched  Roofs. Pitched roofs to existing garages no 4 and 5. **Councillors**  **were in agreement to submit the following comment that the**  **proposal turns the living room main window across the rear**  **of the property towards number 4 which will result in a**  **considerable degree of overlooking and loss of privacy. This**  **should be resolved by the applicant by providing a screen**  **wall on the eastern boundary.**   * **19/11587/FUL 5 Orchard Place, West Lavington, Devizes**   **SN10 4JD –** Front extension to form porch, larger bathroom and  Bedroom. **Councillors had no objection.**   * **19/10245/VAR Dauntsey’s School, High Street, West**   **Lavington, Devizes SN10 4HE** – variation of condition 2 of  planning permission **K/42974** (change of use from agricultural land  to use of playing fields and outdoor sports facilities) to allow for  different surface material for outdoor sports track, with proposed  landscaping to reduce visual impact (resubmission of refused  application **18/11759/VAR) – update: this has been called in to**  **be considered at the Wiltshire Council Eastern Area Planning**  **Committee on 30.01.20**.  **Decisions made at Wiltshire Council**   * **19/05350/FUL 79A High Street, Littleton Panell, Devizes**   **SN10 4ES** – Demolish existing building and erect new part-  double, part-single storey building. **Refused**.   * **19/10370/TCA Simons Hollow, 1 Duck Street, West Lavington,**   **Devizes SN10 4LG** – 1 Pine Tree – fell and 2 Conifer Tree – Fell.  **No objections**   * Neighbourhood Plan – Mrs Ford has spoken to James Gaiger   who has confirmed that consultants are continuing to work on the  project and they are hoping to be in a position to submit a pre-app  in the near future |  |
| **19/20/162** | **Committees and Working Groups**   * West Lavington Village Hall – Mr May advised that Mr Morton was   unable to attend the last committee meeting and that the parish  council was not fully represented as he had advised he does not  sit on the village hall committee as a parish council representative.  This item was discussed and a decision made within the last six  months and therefore would need a resolution to be discussed  again. Two councillors would need to write to clerk to make this  request. |  |
| **19/20/163** | **Website amends – achieving process and review**   * Meeting to take place on 15th January to review the website. |  |
| **19/20/164** | **Receipt of Working Groups and project reports**   * Footpaths – report sent to councillors prior to the meeting. * Playgrounds – the new bin is now in place at the BMX track.   Inspection training – this took place today and was useful in terms  of the equipment that the parish council are responsible for. The  trainer explained that there are three types of inspectors:  Routine inspectors – members of the Playgrounds working group  who carry out the weekly inspections.  Operational Inspectors – who carry out the six-monthly inspections.  Annual Inspectors – who carry out the annual inspection.  Recommendation that in addition to the weekly inspections there are  quarterly Operational Inspections and then the Annual inspection by  Wicksteed. Mr Blundell has followed up a lead with Devizes Town  Council who may be able to provide the quarterly inspections and is  awaiting a quote. Also need to look at other suppliers for the  annual inspection to ensure the current cost is competitive.  Annie Whyman has advised that she will be getting a workparty  together in the spring to have a general clear up in Roberts  Playground.   * Repairs to steps – Mr Blundell has met with an alternative contractor   and is awaiting a quote. But the contractor has said he is not sure a  disabled access is required due to usage.   * Remembrance Wood – clerk has responded to MOD asking for a   meeting but they were reluctant until the parish council advised of  the fee they would be prepared to pay. Councillors in agreement to  now submit via email the proposal of £10 per annum they had agreed  to pay. If there was an agreement or negotiation about this then  other conditions in the Head of Terms could be explored further.  Councillors will need to communicate to the parish after the next  meeting on the next steps.   * CCTV Maintenance contract – payment has been made and the first   of two maintenance visits has been booked. | **KE** |
| **19/20/165** | **Confirmation of publicity/press items to include website and News and Views**   * News and Views – parish council vacancy, emergency planning   Equipment, Imber pathway and ideas from Corporate Plan. | **JF** |
| **19/20/166** | **Area Board**   * Next date is 12.01.20. and Mr May will be attending. |  |
| **19/20/167** | **Date of next parish council meeting**   * **4th February 2020 at 1900 – NOTE CHANGE OF DATE** * **Annual Parish Meeting – week commencing 18.05.20 (21.05.20)** * **Meeting on 7th May –** may need to change date due to election of   Police and Crime Commissioner  but Mr May will check conditions**.** | **MM** |

*Meeting closed at 2130*

Signed……………………………………………………………………………..06 February 2020