

WEST LAVINGTON PARISH COUNCIL

**MEETING OF THE PARISH COUNCIL**

**02 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, Mr R Oglesby, Mr A Morton, Mr R Scott, Mrs H Freeman, Mrs L Gough and Mr S Coxhead (able to hear and feed messages through). |  |
| **Also present** | Mrs K Elston (Clerk) and Councillor Richard Gamble (left at 1931) |  |
| **20/21/036** | **Apologies for absence**   * Mr M May – these were accepted. |  |
| **20/21/037** | **Declaration of interests**   * There were none. |  |
| **20/21/038** | **Minutes of the last meeting 04.06.20 and matters arising**   * Minutes 07.05.20 – one amendment to Minute 20/21/031 which   should have read ‘play equipment will now be on order’.  With that amendment they were agreed to be a true and accurate  Record.   * Matters Arising   Minute 20/21/034 Committees/Working Groups sent around and  councillors in agreement. Mrs Sandra Gamble is on the  Emergency Planning working group during the COVID-19 period  only. |  |
| **20/21/039** | **Chairman’s Announcements**   * Playgrounds can be open from 04.07.20 – some very late   information has come out from NALC and WALC this afternoon  which the clerk has sent out to Mrs Ford, Mr Coxhead and Mr  Blundell.. This will need to be read and signs will be need to be  put in place to advise people that social distancing should be  observed and the surfaces will not be cleaned between usage and  therefore parents and children need to take their own measures to  minimise the risk of spreading the virus. Mr Blundell will draft a  notice to be agreed with Mr Coxhead and Mrs Ford.   * Speedwatch – the team will be operating again from 06.07.20. * Dauntsey School governor – Mrs Ford has received a letter from   the clerk to governors to advise that the requirement to have a  parish councillors as a governor has now been removed from their  Terms of Reference.  Mrs Ford has also spoken to the Head recently, who advised that  they are hoping to have the students returning in September.  The transportation of the students has been considered. Councillors  felt it would be beneficial to seek assurance from Dauntsey’s School  that they would put all measures in place to reduce traffic congestion  on the crossroads. Mrs Ford will contact the Head.   * Eastern Area Planning Meeting – this is due to take place on   09.07.20 virtually. The only item that maybe of interest to West  Lavington is the Crop Circle Exhibition at Honey Street.   * Debris in the stream – a local resident has spoken to Mrs Ford as   there appears to be a lot of debris coming down stream past Dial  House and going towards the road bridge in Duck Street. The fear  is that should there be heavy rain then this could cause flooding.  Mrs Ford has advised Wiltshire Council through the app but this is  where it will become complicated as responsibilities sit between  houseowners along the bank, Wiltshire Council and the Environment  Agency. Currently awaiting a response from the Environment  Agency.   * Countryside Code – Mrs Ford has been passed a poster which   councillors agreed to go on the website and on the noticeboard.   * Virtual Meetings – Mr May has contacted Mrs Ford to advise that the   Village Hall will be opening up again by the end of July and the  parish council could hold their meetings in the hall there as social  distancing could be observed. Mrs Ford advised that she is aware  of the number of councillors who have been shielding or are more  at risk is high on the parish council. Therefore, as the legislation  (Local Authorities (Coronavirus) Flexibility of Local Authority  Meetings (England) Regulation, permits meetings to be held  virtually until May 2021 the recommendation would be to continue to  hold the meeting virtually through Zoom. Zoom have released  information that advised they have improved their security and also  there has not been an impact on the work that needs to be carried  out by the parish council. All councillors present were in  agreement.  ***Proposed: Mr D Muns***  ***Seconded: Mr R Oglesby***  ***All councillors present in agreement***  Clerk to advise Mr May as he is not present. | **JF**  **KE**  **KE** |
| **20/21/040** | **Corona Virus update**   * The emergency group is still in place and continues to responds   to requests.   * Councillor Gamble has received an email from a member of the   community who has requested that the parish council need to  consider allocating money for the challenges that people will face  as we come out of COVID-19. |  |
| **20/21/041** | **Public Participation**   * There was none. |  |
| **20/21/042** | **Wiltshire Councillor’s Report – Councillor Richard Gamble**   * COVID-19 cases in the South West region are below the national   average. Wiltshire data for cases is low.   * Community Engagement Event – there is an event on 06.07.20   at 1830. There will an update from Wiltshire Council on many topics  including the station at Lydeway.   * Changes in leadership structure and portfolio holders. There were   two chief executives and now through a mutual agreement there will  only be one, Terence Herbert.   * CATG – there are no groups meeting face to face currently. * If the parish council want to apply for grants that can still be done   at their virtual meetings. |  |
| **20/21/043** | **Finance**   * Budget monitoring – spreadsheet to come out with the minutes. * Paving Slab repairs – these have now been completed at the Village   Hall and an invoice has been presented for payment in the sum of  £150. Mr Blundell advised that there are now other slabs that are  Broken and could potentially become trip hazards. It was agreed  that these slabs would be viewed as part of the weekly playground  Inspection routine. Councillors were in agreement to pay the invoice  for £150:  ***Proposed: Mr R Scott***  ***Seconded: Mrs H Freeman***  ***All councillors present in agreement***   * Steps at Recreation Ground – the invoice is in the sum of £!500   (£1250 net). The contractor has advised that there is still some  fencing that needs to be completed but Mr Blundell advised that  there are further tasks outstanding. Therefore, it was agreed to pay  £1000 on account for this invoice until the work has been completed.  There will be a further invoice from the contractor for the work he  has agreed has not been completed. Mr Blundell to summarise the  work not completed for the clerk to send with the payment.  ***Proposed: Mr P Blundell***  ***Seconded: Mr R Scott***  ***All councillors present in agreement***   * CCTV camera for DAPs due to vandalism – the school and   pre-school that share the same site have had a number of incidents  of intruders coming in and damaging play equipment. They are  considering installing CCTV but this would be challenging  financially. They have approached the parish council with a view for  a grant. A working group will meet to explore this further as a  camera installed at the school would also be beneficial to the parish  council in terms of any incidents that need to be viewed at the BMX  track. Councillors Richard Gamble has also advised that an Area  Board grant could be available but it would be best to install the  temporary police cameras initially for a month to support the  application. Working group will meet to explore this and also the  potential to install a camera on the side of the Village Hall to be able  to view the carpark, if necessary. Clerk to set up a meeting for the  working group who will be Mrs Ford, Mr Muns, Mr Coxhead and Mr  Scott. It would be beneficial to also look at the outside lighting at the  Village Hall at the same time.   * Annual Accounts and Internal Audit – the internal auditor reviewing   the accounts has become unwell so the clerk needs to resend all the  information onto another person in the company. Once returned  they need to be signed off to send to the external auditor by the  31.07.20, so a brief council meeting will need to be set up.   * Tree survey quote – a quote for £295 + VAT has been received to   Inspect the trees at the Recreation Ground. There is no longer a  need to survey the trees in the Closed Burial Ground as they are  the responsibility of Wiltshire Council. They survey has commented  that there are at least three Ash trees in the CBG that will need to  be felled as they have Dieback. Clerk to advise Wiltshire Council  as a courtesy. Councillors in agreement to instruct the tree survey  at the Recreation Ground to go ahead.    Disbursements:  **Cheque Number Payee £**  SO Chris Hardwick (website) 28.00  SO Charlton Baker 12.50  SO Clerk Office payment 25.90  DD Hills Waste Solution (June) 48.05  1751 Julia Ford (repairs) 10.99  1752 Kaye Elston (clerk salary) 291.80  1753 HMRC (PAYE) 583.20  1754 Lewis Galpin 150.00  1755 H Sainsbury (bins) 60.00  1756 Mark Goddard 1000.00 | **PB**  **KE**  **KE**  **KE** |
| **20/21/044** | **Planning**  **Applications to consider**   * **20/04528/TCA Nutcrackers, 37 High Street, Littleton Panell,**   **Devizes SN10 4ES** – T1 – Cedar Tree – fell. Councillors had  no objection but request replanting. This was submitted after the  last meeting as the closing date for comments was 26.06.20.   * **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. Councillors agreed  to record as No Comment.   * **20/04703/FUL Keepers Cottage, Tilshead Road, West**   **Lavington, Devizes SN10 4AE** – Installation of 2 dormer windows  to front elevation. Councillors in agreement that this is a good  scheme and support the application.   * **20/05018/TCA 48 High Street, Littleton Panell, Devizes SN10**   **4ES** – T1 – Conifer Dismantle the tree, leaving the stump at around  one foot in height, T2 – Ash tree Remove to the ground level. This  application has been discussed further directly with the tree surgeon  and councillors were in agreement that they have no objections.   * **20/03187/FUL Withy House, Duck Street, West Lavington,**   **Devizes SN10 4LG** – Extension to building, internal and external  Alternations to dwellings with additional car parking – AMENDED  PLANS/ADDITIONAL INFORMATION. No objections.  **Planning Decisions**   * There were none.   **Planning Monitoring**   * There were none. |  |
| **20/21/045** | **Lavington Lane Development Update**   * Clerk responded to Gaigers consultant, Richard Cosker, after the   meeting on 04.06.20 to advise that the best way for them to  communicate with the parish is through News and Views,  Noticeboard etc. Clerk reminded them that they need to ensure  there is a pathway for people who do not access the internet to be  able to see the proposed plans. Contacts given to Richard Cosker  for News and Views and the Village Hall.   * Revised plans for Lavington Lane – these are still being worked on   and will be forwarded to the parish council once completed. |  |
| **20/21/046** | **Receipt of Working Groups and project reports**   * Footpaths – circulated to councillors prior to the meeting. Clerk   received a phone call from a resident who advised the path,  WLVA44 was overgrown at East, which has now been trimmed  back.   * Remembrance Avenue – Mr Blundell is currently seeking prices for   stone to build a stone prism. The cost is approximately £100 per  tonne plus transport costs. A plaque, inscribed with the names of  the fallen to mount of the prism ranges from £500 – £1000. Mr  Blundell to come back to the meeting with written quotes so that a  decision can be made. A handmade bench is likely to be sourced  locally.   * Playgrounds Group – met 25.06.20. New equipment being installed   week commencing 16.07.20. The old pencils are being removed  03.07.20. The postponed inspection by Wicksteed, due to  COVID-19 has been rescheduled for August with additional Risk  Assessment. Mr Blundell advised there is some minor damaged to  some of the equipment that is likely to be noted in the inspection  report. Mr Blundell will approach Playforce to quote for replacing  the surfaces under the Rocker. Quotes for next meeting.   * Website – the current provider has proposed a new contract to   continue to host email provision and SSL Certificate for a cost of  £20 per month. The contract will be in place for a minimum of two  Years commencing 17.08.20. Councillors were in agreement for  this to continue.  ***Proposed: Mr D Muns***  ***Seconded: Mr R Oglesby***  ***All councillors present in agreement***  Clerk to sign agreement and send to current provider and amend the  Standing Order for the new contract.   * Website – Mr Muns advised that the timeframe is on track for the   new website to be up and running in August. Request for councillors  to submit a photograph of themselves to Mr Muns by **Friday 17 July**  for inclusion on the website. The link will be sent out to councillors  by the end of this week for them to view and request any changes.  Clerk to request a photograph from Mike May to be sent to Dom  Muns.   * Cleaning of war memorial at All Saints Church – clerk has chased   This a couple of times but councillors were aware that there could be  a number of reasons why there had not been a response. Agreed to  try one more time and then potentially explore another provider.   * Bench Repairs – a member of the community has offered to repair   the bench in White Street and Strawberry Hill. Councillors in  agreement to accept this generous offer. Mrs Ford will confirm. | **PB**  **PB**  **KE**  **ALL**  **DM/ALL**  **KE**  **JF** |
| **20/21/047** | **Risk Committee Feedback (Mr Coxhead unable to feedback due to a microphone issue)**   * Risk Committee met on 18.06.20 and Mr S Coxhead was elected   as Chair and Mr D Muns as Vice-chair.   * Risk training – still required and clerk has contacted WALC, who are   looking at some alternatives and will advise when there is an offer.   * Risk Register – Mr Coxhead will update and circulate. * To be placed on next agenda for Mr Coxhead to report back to full   council meeting. | **SC**  **KE** |
| **20/21/048** | **Date of next parish council meeting (to be held virtually)**   * **06 August 2020 at 1900 (provisional date)** |  |

*Meeting closed at 2035*

Signed……………………………………………………………………………..July/August 2020