

WEST LAVINGTON PARISH COUNCIL

**ANNUAL MEETING OF THE PARISH COUNCIL AND PARISH COUNCIL MEETING**

**04 JUNE 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 . |  |
| **Also present** | Mrs K Elston (Clerk) |  |
|  | Meeting set up |  |
| **20/21/022** | **Apologies for absence**   * Mr M May and Councillor Richard Gamble– these were accepted. |  |
| **20/21/023** | **Declaration of interests**   * There were none. |  |
| **20/21/024** | **Minutes of the last meeting 07.05.20 and EOM 20.05.20**   * Minutes 07.05.20 – these were agreed as a true and accurate   record. The amount of the rent at 20/21/014 subsequently was  amended in the EOM minutes 20.05.20. Minutes  to be signed at the next face to face meeting.   * Minutes of EOM 20.05.20:   Amendment at 20/21/019 should read the quotes are to prepare the  Avenue, putting up gates and fencing. Need to remove word  planting. Also need to add Mr Challinor to last bullet point.  With the above amendments the minutes were agreed to be a true  and accurate record. |  |
| **20/21/025** | **Chairman’s Announcements**   * Jim Hodges who was the editor of News and Views for many years   has died and councillors wished to express their condolences to this  family and want to record their thanks to Jim for his contribution to  the community.   * Flower survey – clerk has been approached by a member of the   community to ask if a survey can be completed, in a part of the  village, on the flowers. Suggestion put forward to contact Wiltshire  Wildlife. Clerk to contact Wiltshire Wildlife and the landowner.   * Allotment request – the clerk has received one request for the parish   council to provide allotments. If 6 people came forward then the  parish council needs to pursue finding some land for allotments and  enquire if any landowners in the parish would be willing to sell or rent  land for this purpose. One way of processing this would be for an  Allotment Society to be set up and the person who approached the  parish council may wish to Chair the group. It was agreed to  approach landowners initially. Clerk advised  that setting up allotments is not a quick process as there are many  legal aspects that need to be worked through. Chair and Clerk to  draft a letter to landowners.   * Village Hall – Mr May has advised that it may reopen in July with   social distancing in place.   * Wiltshire Council have advised that carpark charges will now come   back into force.   * Vandalism at the Recreation Ground – there have been older   Children who have gone into the taped off areas including the BMX  area. There was also rubbish and broken glass left around the BMX  track and goal area. Mr Muns and Mrs Ford have reviewed the  CCTV camera to try and identify who was responsible for the anti-  social behaviour. Local PCSO, Georgie Dodd has been advised. Mr  Blundell will set up the playground equipment inspections again so  that the area can be monitored. | **KE**  **JF/KE** |
| **20/21/026** | **Corona Virus update**   * The emergency group is still in place and has responded to 56   requests.   * Community Mask Tree – Shrewton has one and councillors would   support one in the parish if one was set up by a community  group. |  |
| **20/21/027** | **Public Participation**   * There was none. |  |
| **20/21/028** | **Wiltshire Councillor’s Report**   * Councillor Richard Gamble had sent his apologies. |  |
| **20/21/029** | **Finance**   * Budget monitoring – distributed to councillors prior to the meeting.   Budget lines have been placed in monitoring sheet from the  original precept recommendations prepared by Mr M May. But the  budget line set up for Streetscene has been reallocated  into repairs and maintenance. Streetscene is a grant and any  any requests will be considered from that budget line.   * Remembrance Avenue – clerk confirmed that the contractor has   been advised of the contract award. They are not able to provide  a start date yet due to the current circumstances and challenges  resourcing materials.   * CCTV – the mouse on the operating equipment has gone faulty   again, in a short space of time. Operators also advised that it would  be beneficial to have an upgraded camera for the carpark area of  the Village Hall. Clerk to confirm when the annual contract dates  are and contact SMART for a quote for a camera.   * Grant Request from West Lavington Youth Club – clerk has received   a request for support with the running costs of the club whilst it is  unable to be open. The staff have been furloughed. Therefore the  remaining costs are utilities and internet provider. WLYC have  advised that the cost is £725 per quarter and they will also be  asking Market Lavington Parish Council for £350 and therefore  looking for £350 per quarter from West Lavington Parish Council.  Councillors agreed to pay one quarter initially but would like to be  assured that all opportunities for grants and concessions have been  explored.  **Proposed: Mr P Blundell**  **Seconded: Mr S Coxhead**  **All councillors present in agreement**  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 46.90  1744 WALC 478.04  1745 GeoXphere Ltd 36.00  1746 H. Sainsbury 60.00  1747 Kaye Elston (clerk salary) 291.80  1748 Norris & Fisher (Insurance) 1000.41  1749 WLYC 350.00  1750 Playforce 1910.34 | **KE** |
| **20/21/030** | **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.  **Planning Decisions**   * **20/03187/FUL Withy House, Duck Street, West Lavington,**   **Devizes SN10 4LG** – Extensions to buildings, internal and  external alternations to dwellings with additional carparking.  **Approved with conditions.**   * **20/03023/TCA Bridge Inn, Church Street, West Lavington,**   **Devizes SN10 4LD** – Fell and replant Magnolia in same position.  **Approved**.  **Planning Monitoring**   * Update re Lavington Lane – clerk has been contacted by Richard   Cosker who is the consultant for Gaigers. He has advised that  there have been further discussions with Wiltshire Council and  some minor amendments have been agreed to the layout for the  planned development. But there have been no changes to the  vehicle access. Gaigers would like to consult with the community  but appreciate this is challenging in the current circumstances.  Councillor were in agreement that they need to see the  amendments and that they would be happy to advise on the  website where further information can be obtained by the  community. Also agreed that Gaigers needs to facilitate this and  also ensure they are able to provide details for people who do not  access the internet. Clerk will advise Richard Cosker that the parish  council need to see The amended plans and that News and Views  would be a good place to signpost people to their own website and  sources of information.  Gaigers are going to put in for Outline Planning Permission within  the next two months. | **KE** |
| **20/21/031** | **Receipt of Working Groups and project reports**   * Footpaths – circulated to councillors prior to the meeting. * Remembrance Avenue – see Minute 20/21/029. Mr Blundell   advised that he is continuing to research a memorial and prefers  the rock option, like the one outside Market Lavington Church. Also  talking to the contractors to ensure the gates have additional  security and are going to consider a grant from the Area Board. Mr  Blundell will bring quotes to the next meeting.   * Playground Group – the repairs to the steps have not been completed   as there are still some gaps between the slabs and he needs to  reinstate the four concrete posts and fencing at the top of the steps  along Mill Lane.  Playground equipment will now be on order as the cheque has been  drawn at this meeting for the deposit.  SSE Visit – their regular visit is due to cut some trees around the  Recreation ground near to the school. This will be completed within  6-8 weeks.  DAPs have asked if they can paint yellow footprints on the pavement  going to the school to remind people using the school to observe  social distancing measures. Councillors were in agreement as this  supports government guidance.   * Website – the contract with the current provider comes to an end in   August. The new one is almost ready and can be viewed by  Councillors at the next meeting in July. The current provider will  continue to host the email service at a cost of £15 per month. The  contract for this will need to be drawn up. Clerk to arrange with  current provider. Over the next three weeks Mr Muns will share the  link so that councillors can view and if necessary prune the  information on the website. | **PB**  **KE**  **DM** |
| **20/21/032** | **Policies for Review**   * Health and Safety Policy – agreed with no amendments. * Data Breach Policy – agreed with no amendments * Code of Conduct – agreed with no amendments * Standing Orders – an appendix has been added to how meetings are   run which provides details of how West Lavington have used the new  legislation (Local Authorities (Coronavirus) Flexibility of Local  Authority Meetings (England) Regulation effective 04.04.2020 to hold  their meetings through a virtual platfrom. The document attached to  the Standing Orders is a pro-forma recommended by WALC. West  Lavington are using Zoom as their platform and the enhanced  security procedures put in place by them. Although the parish council  would not be a target for ‘bombing’ there is a procedure of letting  people into the meeting and also removing them from the meeting if  necessary.  Councillors agreed the new amendment.  Amended policies to be placed on the website. | **KE** |
| **20/21/033** | **Parish Council diary**   * Dates put in that correspond with meeting dates in 2019/20. The   Giles Room has not been booked at the Village Hall as the  Administrative staff are furloughed. When the parish council decide  to hold face to face meetings again, in line with government guidance  then it would be preferable to use the hall as it is a larger space.  Councillors agreed the diary. To be placed on website. | **KE** |
| **20/21/034** | **Nominations to working groups/external bodies**   * Personnel Panel and Appeals Panel – Mrs L Gough will remain on   Appeals Panel. Mrs Gamble has joined the Emergency Plan  Working Group during the COVID-19 period. Revised list to be  circulated. | **KE** |
| **20/21/035** | **Date of next parish council meeting (to be held virtually)**   * **2 July 2020 at 1900** * **Risk Committee 18.06.20 at 1800** |  |

*Meeting closed at 2104*

Signed……………………………………………………………………………..02 July 2020