

WEST LAVINGTON PARISH COUNCIL

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

**07 MAY 2020 7PM**

**HELD VIRTUALLY**

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

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Present**: | Councillors: Mrs J Ford (Chairman), Mr D Muns, Mr P Blundell, Mr R Oglesby, Mr A Morton, Mr R Scott, Mrs H Freeman and Mr S Coxhead . |  |
| **Also present** | Mrs K Elston (Clerk) and Councillors Richard Gamble (until 1925). |  |
|  | Meeting set up |  |
| **20/21/001** | **Apologies for absence**   * Mrs L Gough and Mr M May – these were accepted. |  |
| **20/21/002** | **Declaration of interests**   * There were none. |  |
| **20/21/003** | **Election of Chair and Vice-chair**   * Election of Chair – nomination Julia Ford   ***Proposed: Mr S Coxhead***  ***Seconded: Mrs H Freeman***  ***All councillors present in agreement***   * Election of Vice-chair – nomination Steve Coxhead   ***Proposed: Mrs H Freeman***  ***Seconded: Mr R Oglesby***  ***All councillors present in agreement*** |  |
| **20/21/004** | **Review of Standing Orders and Financial Regulations**   * Standing Orders – need to add in virtual meeting information at   Section 3, 4, 5 and 6. The NALC protocol for virtual meeting will be  added as an appendix. Clerk to amend and circulate for next  meeting.   * Financial Regulations – councillors agreed to accept these with no   Amendments. | **KE** |
| **20/21/005** | **Asset Register**   * New photographic register in place and thank you to Mr Blundell for   providing the photographs. Agreed that the word document is  accurate and to add photographs for the Net climber and Scramble  Walls, waste bin by the BMX track, emergency equipment and signs  for the CCTC camera. |  |
| **20/21/006** | **Risk Register**   * This needs to be updated and the clerk will send the revised version   to Mr Coxhead to present to the next meeting. Risk Meeting to be  booked in June. | **KE**  **KE** |
| **20/21/007** | **End of Year Accounts and Financial Statement**   * Accounts have been prepared for end of year 2019/20 and circulated   to councillors prior to the meeting.   * There is a balance of £14 558.92. Included in this sum is £5228.43   of CIL money remaining in the account from 2018-19 for a project  that was not commenced, the railings at Church Street. Also included  is a VAT refund in the sum of £4120. This leaves an underspend of  precept in the sum of £5210.   * Councillors accepted the Financial Statement with the amendment   made in bullet point 2 above. |  |
| **20/21/008** | **Review Insurance and subscriptions**   * Insurance – agreement to continue with the current company and   Renewal is due in June.   * Subscriptions – the current ones are:   Wiltshire Association of Local Councils £465.08 (£387.57 net)  ICO £40  Geoxphere £36 (£30) |  |
| **20/21/009** | **General Power of Competency**   * This is a power that can be used when there is not an existing power   of legislation that provides the legitimate reason for a parish council  to act. There are two criteria that need to be met.   * The first requirement is that 2/3 of the councillors have been   elected and not co-opted. Currently 3 councillors have been co-opted  so, the first requirement is met, but this will not be the case if the  casual vacancy is filled by co-option.   * The second requirement is that the clerk has completed their CiLCA   qualification which she is currently working towards.   * Therefore, West Lavington Parish Council does not currently hold the   Power of Competency. |  |
| **20/21/010** | **Wiltshire Councillor Report (Councillor Richard Gamble)**   * Wiltshire Council virtual meetings – agreement now reached to hold   meetings on a virtual platform. It will facilitate council meetings,  area planning meetings and CATG meetings. They will commence in  June.   * COVID-19 – information on the Wiltshire Council site provides a   map for a business to apply for funding. |  |
| **20/21/011** | **The Minutes of the last meetings of the council 23/04/20 and Matters Arising**   * Minutes 23.04.20 agreed as a true and accurate record. Minutes   to be signed at a later date.   * Matters Arising:   Minute 19/20/200 Grant given to All Saints Church for the grass  cutting in the Closed Burial Ground. The church has confirmed that it  has not used any of the grant which was made in July 2019 in the  sum of £400. The grant was a one-off payment and should have  been spent within 6 months of being granted in line with the Grants  Policy. First proposal was to request £200 to be returned.  ***Proposed: Mrs J Ford***  ***Seconded: Mrs H Freeman***  Then there was a counter proposal to not ask for any return of the  Grant money and write it off due to current circumstances:  ***Proposed: Mr R Oglesby***  ***Seconded: Mr D Muns***  ***All councillors present in agreement***  Clerk to advise All Saints Church.  Minute 19/20/204 Village Hall Grant request – after further clarification  Mr May has advised he was not requesting a grant at this point in  time.  Steps at the Recreation Ground – still chasing contractor for  completion date. Clerk to email contractor for progress update. | **KE**  **KE** |
| **20/21/012** | **Corona Virus update**   * The scheme being organised by the parish council is still working well.   Mr Coxhead reported that the number of requests has eased and the  majority are for prescriptions. There are 50 volunteers recruited.   * Mrs Ford thanked Mr Coxhead for leading on this work. |  |
| **20/21/013** | **Public Participation**   * There was none. |  |
| **20/21/014** | **Finance**   * Financial Project update – the Remembrance Avenue has been   progressing with some meetings on site with the landowner and  contractors. Two contractors have provided quotes for the fencing  and gates required. Never Ending Fencing quote is £3000 and  Conservation Contractors Ltd initially were £3400 but has been  negotiated down to £3200. Councillors were in agreement to  commission Conservation Contractors:  ***Proposed: Mr P Blundell***  ***Seconded: Mr A Morton***  ***All councillors present in agreement***  Clerk will instruct the contractor when other outstanding questions  have been answered. A councillor asked if the parish council  insurance would cover this site. Clerk to enquire with the insurers..  There has been an agreement with the landowner for a peppercorn  rent in the sum of £9 per annum.  Councillors agreed that they would need to see the agreement with  the Landowner prior to the next meeting to be able to progress the  project. Therefore, the clerk would arrange an Extra Ordinary Meeting  as soon as possible to confirm progression of this project.  **Playground Equipment** – Mr Blundell has circulated an illustration  of the equipment proposed to be purchased. The verbal price quoted  for the Adventure Bridge, Wobbly Log and installation is £3183.90 net.  The recommendation has been made in consultation with children  from DAPS. Councillors were in agreement to place the order using  the CIL money that will no longer need to be used on railings at  Rickbarton.  ***Proposed: Mr P Blundell***  **Seconded: Mr R Oglesby**  **All councillors present in agreement**  Clerk to raise purchase order and commission Playforce.     * 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  1741 Kaye Elston (clerk salary) 291.80  1742 H. Sainsbury 60.00  1743 Kaye Elston (clerk expenses) 12.10 | **KE**  **KE**  **KE** |
| **op** | **Planning**  **Applications to consider**   * **20/03012/FUL 6 Orchard Place, West Lavington, Devizes SN10**   **4JD** – proposed single storey rear extension. **No Objections.**   * **20/03658/TCA 96 High Street, Littleton Panell, Devizes SN10**   **4EU** – Remove a diseased Elm tree in rear hedge to property. **No**  **Objections**.   * **20/03187/FUL Withy House, Duck Street, West Lavington,**   **Devizes SN10 4LG -** Extensions to building, internal and external  Alternations to dwelling with additional car parking.    **Planning Decisions**   * **20/01630/LBC Manor House, Wick Lane, Littleton Panell,**   **Devizes SN10 4EP –** Rebuild a section of a garden wall. The  proposed works include reconstructing a new retaining wall using  reinforced masonry or concrete and reclaimed bricks from the  collapsed wall as a facing laid in lime mortar to tie in with the existing  wall. **Approved with conditions**.   * **19/08836/CLP Home Farm Office, West Lavington, Devizes**   **SN10 4JB** – Certification of lawfulness for proposed change of use  from B8 to B1. **Refuse**   * **20/00978/FUL 74 High Street, Littleton Panell, Devizes SN10**   **4EU** – Formation of vehicular access from High Street construction  of driveway and parking area with associated earthworks, retaining  walls and fences. **Refuse**   * **20/01458/FUL 105 High Street, Littleton Panell, Devizes SN10**   **4EU** – Proposed single storey rear extension and annexe.  **Approved with conditions**.   * **20/02076/TCA 4 The Farm, High Street, Littleton Panell, SN10**   **4EU** – T1 Beech Tree – Crown clean to remove deadwood and  reduce by 15% |  |
| **20/21/016** | **Date of next parish council meeting (to be held virtually)**   * **4 June 2020 at 1900** * **EOM – date to be confirmed** |  |

*Meeting closed at 2005*

Signed……………………………………………………………………………..04 June 2020