

WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL ON
09 JUNE 2022 at 1900
HELD IN DAUNTSEY ACADEMY PRIMARY SCHOOL, WEST LAVINGTON

MINUTES

Present:	Councillors: Mrs J Ford (Chairman), Mr P Blundell, Mr R Scott, Mr R Gamble, Mr R Oglesby, Mr R Scott and Ms L Gough.	
Also present	Mrs K Elston (clerk), Mr J Skillman (new clerk 01.07.2022) and 2 members of the community/public	
22/23/020	Apologies for absence <ul style="list-style-type: none"> Ms L Dandy and Mr D Muns. These were accepted. 	
22/23/021	Welcome to new clerk, Mr John Skillman <ul style="list-style-type: none"> Councillors introduced themselves to Mr Skillman. 	
22/23/022	Declaration of interests <ul style="list-style-type: none"> Mr R Gamble and Mr West in relation to Agenda item 11, regarding Duck Street 	
22/23/023	The minutes of the Annual Parish Council Meeting and parish council meeting held 05.05.2022 and Matters Arising <ul style="list-style-type: none"> Minutes of the last meeting – these were agreed to be a true and accurate record. They were signed by the Chairman. Matters arising: Minute 22/23/005 Asset Register and insurance of the Youth Club building. Clerk confirmed that she has checked with the Trustees of the Youth Club who confirmed the insurance on The building is up to date. Minute 22/23/013 proposal to produce a book/guide of West Lavington walks and bridlepaths. Mrs Ford has sourced a volunteer and therefore work will commence in the near future. 	
22/23/024	Public Participation <ul style="list-style-type: none"> Fly tipping – member of the public raised that there is fly-tipping of garden waste on WLAV5. Agreed to write to the homeowners to ask if they can dispose of their garden waste through the right process. Also the chairman will put a reminder in News and Views about fly-tipping. Jubilee Fete – member of the public wanted to ensure that everyone involved in the Jubilee Fete is congratulated as it was a really good event. Parish council wanted to note thanks to Sue Bastone and the committee for organising the event. Clerk to send her a thank you letter. 	JF KE by 20.06.2022
22/23/025	Chair's announcements <ul style="list-style-type: none"> Railings by Rutts Lane – unfortunately damage occurred not long after they were replaced and they are now due to be repaired within the next week. Area Board – 20 June 2022 in Devizes. 	

22/23/026	Wiltshire Councillor's Report <ul style="list-style-type: none"> Councillor Muns gave his apologies for this meeting so there was nothing to report. 	
22/23/027	Planning Applications to consider <ul style="list-style-type: none"> PL/2022/02677FUL 9 The Farm, High Street, Littleton Panell, Devizes SN10 4AX – Construction of single storey brick extension in matching materials to those existing with flat roof behind brick on edge coping. Councillors have submitted their comments and awaiting decision from Wiltshire Council planning. PL/2022/04166 4 Sunnyside, West Lavington, Devizes SN10 4HU – Remove Leylandii Hedge, replace with Beech Hedge. No objection. PL/2022/03496 The Stables, 22 White Street, West West Lavington, Devizes SN10 4LP – councillors initially had concerns that the size of construction would be out of character in the location. But a site visit has confirmed that this is not an issue. No objection. Planning Decisions <ul style="list-style-type: none"> PL/2021/09496 Dauntsey's School, High Street, West Lavington, Devizes SN10 4HE – Development of coach, mini-bus and drop-off/pick up area and associated infrastructure. Area Planning Committee have approved application with conditions. The application to move the public footpath will now progress. The parish council will monitor the conditions that have been put in place which will include the Travel Plan and the safety aspects of the traffic congestion and pedestrian crossings on the High Street. This will move to the monitoring section of the next agenda. Planning Monitoring <ul style="list-style-type: none"> Signage A'Becketts Vineyard – erected on neighbours wall and raised with Enforcement Officer at Wiltshire Council. The Enforcement Officer has advised that he will review this in due course but is low priority. Hedgerow removal and request for replanting on A360 at the Railway Bridge – to remain on the agenda for monitoring. 	<p style="text-align: right;">JS by 30.06.2022</p>
22/23/028	Finance <ul style="list-style-type: none"> Budget monitoring – clerk advised she has been unable to fully prepare as bank statements etc were still with the auditor until today. Monitoring report to be prepared and sent to councillors. Internal Auditor Report – the report has been circulated to councillors prior to the meeting. All the actions from last year have been taken with just one that is ongoing. The action is to ensure the insurance cover is adequate and this will be checked as a new insurance provider has just been secured. There have been changes to the Asset Register to now state the value as original cost not the replacement value. Also a list of all expenditure over £100 has been 	<p style="text-align: right;">KE by 30.06.2022</p> <p style="text-align: right;">Clerk by 07.07.2022</p>

	<p>posted on the parish council website. The Financial Report presented to councillors at the May meeting has been revised which adjusts the interest received on the savings account that arrived after the last meeting. The report was circulated to councillors prior to the meeting.</p> <ul style="list-style-type: none"> • External Auditor Report – the Annual Governance and Accountability return 2021/22 has been completed. Councillors reviewed and agreed the following: Annual Governance Statement 2021/22 Proposed: Mr R Oglesby Seconded: Mrs J Ford All councillors present in agreement Accounting Statements 2021/22 Proposed: Mr R Oglesby Seconded: Mrs J Ford All councillors present in agreement • Clerk to send external audit to PKF Littlejohn. Notification of Public Rights to be put in place on 14.06.22. • Insurance cover – clerk confirmed that new cover has been secured with BHIB on a three year agreement. If the insurance was on a year to year basic the cost would be £925.75. A new provider was required as the previous provider, Norris and Fisher, advised they were no longer providing insurance cover for parish councils. • Deer signs – agreement has been reached with a local landowner to erect posts on the roadside and put some signs up to warn motorists that deer could be crossing at this point. Mr Blundell will seek costs for these signs and posts. • Donation/invoice for DAPs – councillors agreed to make a Donation to DAPs as they have offered the school hall for the Parish council meeting this evening. Mr J Ford will enquire what they parish council could donate towards. • Jubilee Mugs – mugs were presented to the children at DAPs and other children in the village of primary school age who do not attend DAPs. All the remaining mugs were sold at the Jubilee Fete raising £280. Councillors would like to donate this to an organisation for the elderly members of the parish. Councillors were in agreement to donate to the Friendship Club. Thank you to Mr Oglesby and Mr Blundell for organising these Jubilee mugs. • Telephone box in Rutts Lane – there are some volunteers who have come forward to paint the telephone box. Clerk to ask Market Lavington if they have any undercoat left and also to order top coat. • New laptop and mobile for clerk – Mr West has sourced some prices and will pass the details onto the new clerk. Costings to be presented at the next meeting and decision made how to proceed. • Grant request for Friendship club – Mrs Ford has been approached by the Friendship Club to ask for a grant for three trips they have planned. The figure for all three would be £1600 and it would be best to look at each individually. To be placed on next agenda. 	<p style="text-align: center;">KE by 30.030.06.2022</p> <p style="text-align: center;">PB by 07.07.2022</p> <p style="text-align: center;">JS 07.07.2022</p> <p style="text-align: center;">JS 30.06.2022</p>
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22/23/029	<p>Receipt of Working Groups and project reports</p> <ul style="list-style-type: none"> Footpaths – report circulated to councillors prior to the meeting. Thank you to residents who have responded to the request to cut back their overhanging foliage. Playgrounds Group update – report prepared by Mr Blundell prior to the meeting and clerk apologised for not sending out. To be sent out post meeting. Discussion around Jubilee tree and also the bench in memorial of councillor Steve Coxhead who passed away last year. Councillors in agreement in principle to having a Jubilee tree. Proposed: Mr R Gamble Seconded: Ms L Gough All councillors present in agreement Grounds maintenance at the Remembrance Avenue needs to be discussed in more detail if the current offer for free maintenance cannot be secured. To be placed on next agenda. Mr Blundell has hired a tool and cut back and next time will seek authorisation from Chair/clerk before spending money. Councillors agreed to reimburse him the cost of the hire in the sum of £151.60. Landowner has advised that some visitors to the area are straying onto private land and Mrs Ford will put a notice in News and Views. West Lavington Village Hall update – Ms Gough advised that they have secured a Treasurer. There is a committee forming with a list of priority tasks. The target is to generate enough income from lettings to enable the community to use the facilities for free. The parish council have instructed a solicitor to process the legal requirements around the lease of the Village Hall when it transfers over to a Charitable Incorporated Organisation. Solicitor has advised that the Village Hall need to make contact with their solicitor details. Ms Gough will follow this up. West Lavington Youth Club – the club is now opening up and young people can access. The Lead Youth Worker Dave Brown, has requested permission to use the Recreation field on 28 June to have an opportunity for young people to learn circus skills. Clerk confirmed that Mr Brown has sent through relevant documentation for the event including public liability coverage and a risk assessment. Councillors were in agreement to give permission and the clerk will advise Mr Brown. Neighbourhood Plan Group – the group met on 7 June and discussed the need to instruct a consultant to support the 	<p style="text-align: right;">JS 30.06.2022</p> <p style="text-align: right;">JF 30.06.2022</p> <p style="text-align: right;">LG 30.06.2022</p> <p style="text-align: right;">KE 13.06.2022</p>																											

	<p>review to the NHP. The recommendation to parish councillors is to instruct the consultant commissioned for the original plan, Anthony Northcote. Councillors were in agreement to instruct Anthony Northcote.</p> <p>Proposed: Mr R Gamble Seconded: Mr R Scott</p> <p>Clerk to instruct Mr Northcote.</p> <p>Mr Gamble advised that the revision of the NHP will be in two stages, initially a material change but not one significant enough to go to Referendum. Then the Plan will need to be updated in a more substantial way. Also the NHP group have agreed to appoint a Vice-chair for the group and this will be placed on the next agenda.</p> <p>Next meeting 25.07.2022.</p> <ul style="list-style-type: none"> • Risk Committee – due to meet on 14 June 2022. 	<p>KE 30.06.2022</p>
22/23/030	<p>Duck Street Parking</p> <ul style="list-style-type: none"> • Information on the proposals have been sent out to residents and the clerk has received a significant number of responses that has been in favour of the proposals. Councillors were in agreement to progress this and the funding from CATG will need to be drawn down and Wiltshire Council Highways will need to visit the site to survey. 	
22/23/031	<p>Date of next parish council meeting</p> <ul style="list-style-type: none"> • 07 July 2022 at 1900 	

Meeting closed at 2130

Signed.....07 July 2022