

WEST LAVINGTON PARISH COUNCIL

**MEETING OF THE PARISH COUNCIL ON**

**05 MAY 2022 at 1900**

**HELD 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 Scott, Mr R Gamble (arrived at 1940), Mr R Oglesby, Mr R Scott and Mrs L Gough. |  |
| **Also present** | Mrs K Elston (clerk) and 4 members of the community/public |  |
| **22/23/001** | **Apologies for absence**   * Ms L Dandy and Mr P West. These were accepted. |  |
| **22/23/002** | **Declaration of interests**   * Mr R Gamble in respect of planning application PL/2022/11899   and Agenda item 18 relating to Duck Street parking. |  |
| **22/23/003** | **Election of Chair and Vice-chair**   * Chair – there is a nomination for Mrs Julia Ford who has agreed   to restand. Councillors were in agreement to elect Mrs Ford as  Chair.  ***Proposed: Mr R Oglesby***  ***Seconded: Mr D Muns***  ***All councillors present in agreement***   * Vice-chair – there is a nomination for Mr Richard Gamble who   has agreed to restand. Councillors were in agreement to elect  Mr Gamble as Vice-chair.  ***Proposed: Mr P Blundell***  ***Seconded: Mrs L Gough***  ***All councillors present in agreement.***  Declarations were signed. |  |
| **22/23/004** | **Review of Standing Orders and Financial Regulations**   * Standing Orders – references to remote meetings can be   deleted as the legislation to enable this facility terminated at  the end of May 2021.   * Financial Regulations – these were agreed. * Code of Conduct – this was agreed.   The amended documents will be added to the parish council  website. | **KE** |
| **22/23/005** | **Asset Register**   * Councillor questioned the Youth Club being on the asset   register and if it should be there. The Village Hall and the  parish council are not responsible for the Youth Club but the  parish council becomes responsible if the Youth Club closes  down and the building becomes vacant. Therefore the need to  ensure it is insured and maintained. The clerk will gain the  annual assurance that the youth club is insured from the  Trustees. | **KE** |
| **22/23/006** | **Risk Register and Risk Policy**   * Risk Register – this was reviewed recently by the Risk   Committee. Councillors were in agreement the revised  format was helpful.   * Risk Policy – this has been circulated prior to the meeting. It   was agreed to accept. |  |
| **22/23/007** | **End of Year Accounts and Financial Statement**   * End of Year accounts – these were circulated to councillors   prior to the meeting. Clerk advised there is some interest to  add to the second reserve account but is still awaiting the  annual statement.   * Financial Statement – there was only one budget line with an   overspend in the sum of £660 due drainage work on the  recreation ground that was an unexpected expenditure during  the year. But underspends on other budget lines has resulted  in an underspend in the total budget overall. There was an  underspend in grants of £7950 as many organisations have  not submitted requests due to them coming out of COVID  restrictions. Other underspends are £948 on playground  maintenance due to work being completed following previous  inspections, £1000 put in place just in case an election had to  be put in place and £650 for the bi-annual tree survey that is  required in the next financial year.  General reserves are in the sum of £16245.12 and £4732 in  another reserve account.  Expenditure in 2022/23 is likely to increase when organisations  begin to request grants and other projects go ahead.  Councillors accepted this report. |  |
| **22/23/008** | **Review of outgoing Standing Orders and Direct Debits**  Clerk shared monthly Standing orders and direct debits    Chris Hardwick (email provision) 20.00  Charlton Baker (PAYE facilitation) 12.50  H Sainsbury (bin emptying at the Rec) 60.00  Kaye Elston (clerk office) 25.90  Hills Waste (commercial waste) varies between  40 – 80 per month |  |
| **22/23/009** | **Review insurance and subscriptions**   * Insurance – this is due at the beginning of June and requests   are out for quotes from companies. The current company has  advised they are no longer insuring parish councils.   * Subscriptions – list of subscriptions to organisations were   advised to councillors as follows, each subscription is per  annum:  Wiltshire Association of Local Councils (WALC) £465.26  Information Commissioner Office £ 40.00  Geoxphere Mapping Tool £ 42 |  |
| **22/23/010** | **General Power of Competency**   * This is a power than 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 that 2/3 of the councillors have been   Elected and not co-opted. Currently 3 councillors have been  co-opted so, the first requirement has been met.   * The second requirement is that the clerk has completed their   CiLCA qualification which has not been completed todate.   * Therefore West Lavington does not currently hold the power of   competency. |  |
|  | **Parish Council Meeting** |  |
| **22/23/011** | **The minutes of the last parish council meeting of the council 07.04.2022 and Matters Arising**   * Minutes of the last meeting – these were agreed to be a true   and accurate record.   * Matters arising – all are covered on the agenda. |  |
| **22/23/012** | **Chair’s announcements**   * Visit to Dauntsey School – the arranged visit for councillors has   been cancelled by the Head and we are awaiting new dates.   * Council tax rebate – Wiltshire Council have advised they will   soon be making the rebates to eligible council tax payers. |  |
| **22/23/013** | **Public Participation**   * Question raised at the last meeting in relation to the Bridlepath   at the top of White Street and running along the back of  Warren Farm.Member of the public wanted to thank councillors  for listening and suggested a positive way to deal with the  ongoing issue. Could we commission someone to write a  book on the paths and bridleways around West Lavington.  Mrs Ford advised she will make contact with a previous  connection who had offered to do this.   * Neighbourhood Watch – member of pubic asked what had   happened to the scheme in the parish. Mrs Ford advised that  it is not operating currently as it cannot attract volunteers.   * Dauntseys School development of coachpark – member of   Public asked if this application will go back to the Area  Planning Committee again before a final decision is made.  Councillor Muns advised that it will go back to the Area  Planning Committee as they have requested a Highways  Report. Dauntseys have commissioned a Technical  Note from a private contractor and Wiltshire Council Highways  department have published two comments in response to the  Note. The Chair of the Area Planning Committee  will want to see a critique of the technical note. Councillor  Muns does not believe that Wiltshire Council planning  Department have had the expert support from Highways that  would have made this application process easier. Members of  the public at the meeting expressed their concerns about what  they see as the potential for an accident on the A360 due to  increased traffic when the buses come in and out of the front of  Dauntsey School. The other factor is that there is a pedestrian  Crossing right near the entrance to the school at a short  distance from the crossroads. The absence of a Highways  Planning Strategy is impacting this application. A member of  The public (not at the meeting) who is a retired and  experienced town planner has submitted comments regarding  this application and it was agreed that they could be asked to  speak at the next Area Planning Committee. Mrs Ford  agreed to approach them.   * Member of public raised the proposed development of one   house at the Wheatsheaf which would be adjacent to the  Mercers carpark. The plans show a metre of land being built  on that potentially belongs to The Mercers. Member of the  public advised they have plans which show that the land  belongs to The Mercers. An application can be submitted  even if it involves building on someone else’s land and would  need to be challenged at that point.   * Bus stop outside The Mercers – following the last parish   council meeting the clerk approached the Director and  secretary of The Mercers to enquire if the piece of land where  the bus stop was located was owned by The Mercers. The  Director has confirmed ownership and advised they would be  happy to explore moving the bus stop back towards the wall  and the reason for this is the parish council feel it would  reduce the risk of it being damaged if it was rebuilt. The  parish council will now seek some quotes and then return to  the Director of The Mercers with the plans so that they can be  discussed with the residents. An agreement will need to be  drawn up and a peppercorn rent agreed. Wiltshire Council  originally were responsible for the bus stop but have  confirmed they are unable to replace but are in agreement for  the parish council to replace and maintain. | **JF**  **JF** |
| **22/23/014** | **Wiltshire Councillor’s Report**   * Duck Street parking – agreement at CATG to support with   funding to put double yellow lines in Duck Street. Parish  Council agreed to consult with the community on the  extent of the lines will be put on Duck Street.   * Auto speedwatch – this was also discussed at CATG. They   will provide funding for posts to put speed devices on but not  the auto-speed device that fits to the pole. Wiltshire Police  will take data from auto speed watch and will speak to the  speeder but not generate a letter.   * Road closure in April on A360 between Rickbarton and White   Street. Unfortunately many motorist did not follow the  signage that was in place and took their own routes. This  caused a lot  of problems with traffic going through Rickbarton and Stibb  Hill. There was no signage at Rickbarton or White Street. It  was agreed that the Chair would write to Wiltshire Council  to request that the bridge at the bottom of Rickbarton is  checked as it had heavy traffic over it during this  road closure | **JF** |
| **22/23/015** | **Planning**  **Applications to consider**   * **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 object as**  **there are no other flat roofs in the location and also it**  **does not agree with the Village Design Statement.**   * **PL/2022/02918 1 Duck Street, West Lavington, Devizes**   **SN10 4LG** – Proposed works to trees in a conservation area,  Simons Hallow. T1 Ash tree – fell in decline from ash  dieback, T2 Cherry tree – fell as growing in insecure position.  **No objection but request to replant.**   * **PL/2022/03179 25 The Rockery, High Street, West**   **Lavington, Devizes SN10 4HQ** – T1 Cypress, suffered lost  limb in recent storms. Compromised multi stem compressed  unions – remove tree before more failures occur. **No**  **objection but request to replant.**   * **PL/2021/09496 Dauntseys’ School, High Street, West**   **Lavington, Devizes SN10 4HE** – Development of coach,  mini-bus and drop-off/pick up area and associated  infrastructure. Technical Note by school’s consultants Cole  Eason added to website. **Still objecting as councillors**  **would like to see Wiltshire Council Highways report or**  **their critique of the Technical Note. Case returns to the**  next Area Planning Committee.   * **PL/2021/11899 Approval of Reserved Matter at Land**   **South of Lavington Lane, West Lavington, Devizes** –  Reserved Matters Application pursuant to Outline Planning  Permission 20/0935/OUT to discharge all remaining  Reserved Matters (Appearance, Landscaping, Layout and  Scale), the full discharge of Condition 13 and the partial  discharge of Conditions 8,9,10,11,16,19,20 and 21, for land  south of Lavington Lane, West Lavington. **Support as the**  **brick samples received are a good match.**   * **PL/2022/03455 Pagnell Cottage, Pagnell Lane, Littleton**   **Panell, Devizes SN10 4EN** – T1 and T2 (Yew) – pollard  both Yews, leaving trunks at around five foot in height. This  will regenerate and retain the Yew trees allowing them to be  easily managed in the future. **No objection**.  **Planning Monitoring**   * **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.   * **2021/09496 Change of Use – parking on tennis court at**   **Dauntseys School –** Enforcement Officer has advised that  this is not an enforcement issue and the case has been  closed.   * **Hedgerow removal and request for replanting on A360 at**   **the Railway Bridge** – the hedge was removed and was due  to be replanted by April 2022. Enforcement Office advised  that he has been assured by the land owner that they are  waiting to see how the grubbed out hedge re-grows in the  coming weeks and then rep-plant the missing areas which is  in line with common practice. |  |
| **22/23/016** | **Finance**   * Budget monitoring – see Minute 22/23/007 for end of year.   Monitoring for first quarter of 22/23 will be presented at June  meeting.   * Deer signs – Mrs Ford advised that following on from the last   meeting she has spoken to the land owner where the trees  are beside the road who is in agreement for the signs to be  erected on poles on their land. The cost of one sign is £60  plus fitting and  therefore approximately £100 per sign. Councillors were in  agreement to purchase two signs.  ***Proposed: Mr P Blundell***  ***Seconded: Mr R Gamble***  **All councillors present in agreement**   * Jubilee Mugs – the invoice arrived between meetings and   was paid to ensure they arrived in time for the celebrations.  The invoice was within the parameters of the agreed amount  councillors had previously agreed to spend £927.78.   * Step complete and invoice presented – councillors agreed to   to pay the invoice for the repairs to steps on footpath in the  sum of £1338.   * Fee increase for administering PAYE for the clerk – Charlton   Baker are increasing their fees from £12.50 per month to £14  per month as from 01.04.2022.   * Insurance cover renewal – quotes currently being sought for   renewal in June 2022.   * Clerk vacancy – applications have been received which will   be shortlisted and then interviewed before the end of May.  Clerk to ask WALC what training is available.   * Precept 22/23 – clerk advised that the first installment in the   sum of £15944.50 has been received.   * Internal and External audit – accounts ready but just need   one more statement to arrive.     * Disbursements   **Cheque Number Payee £**  1855 Lincsprint 927.78  1856 Mark Goddard 1338.00  1858 Kaye Elston (clerk salary) 489.94 | **KE**  **KE** |
| **22/23/017** | **Receipt of Working Groups and project reports**   * Footpaths – report circulated to councillors prior to the   meeting.   * Playgrounds Group update – report circulated prior to the   meeting. Tree planting for Jubilee discussion and councillors  actioned to consider where to plant in the recreation ground.   * West Lavington Village Hall update – currently advertising for   a Chairman and a caretaker (paid position).   * Neighbourhood Plan Group – The NHP will have a light   touch review alongside the Village Design Statement that  can be incorporated into the plan.   * West Lavington Youth Club – new leader will be attending   the Annual Parish Meeting. | **All** |
| **22/23/018** | **Duck Street Parking**   * As advised CATG have agreed to provide some funding to   progress. Next step is to have guidance from Wiltshire  Council Highways as to the extent of the double yellow lines  required. |  |
| **22/23/019** | **Annual Parish Meeting**   * Date set for Tuesday 17 May 2022 |  |
| **22/23/020** | **Date of next parish council meeting and Annual Parish Council Meeting**   * **09 June 2022 at 1900** |  |

*Meeting closed at 2200*

Signed…………………………………………………………………………09 June 2022