

WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL

04 MAY 2023 at 1900
GILES ROOM, VILLAGE HALL, SANDFIELD,
WEST LAVINGTON



Serving the communities of
West Lavington and
Littleton Panell

MINUTES

Present:	Councillors: Mrs J Ford (Chairman), Mr P Blundell, Mr P. West, Mr R Oglesby, Mr D. Muns, Mr R. Scott,, Ms L. Gough.	
Also present	Mr J Skillman (clerk)	
23/24/001	Apologies for absence <ul style="list-style-type: none"> • Mrs L Bengier resignation - councillor vacancy. • Mr R Gamble • Mr S Laister 	
23/24/002	Declaration of interests <ul style="list-style-type: none"> • Cllr. West, Cllr Gamble, regarding Duck Street. 	
23/24/003	Election of Chair and Vice Chair Nominations for Cllr Ford as Chair Proposed Cllr Blundell Seconded Cllr Gough All agreed. Cllr Ford stated that she would only remain as Chair for one more year. Nominations for Cllr Gamble as Vice Chair Proposed: Cllr Ford Seconded Cllr Oglesby All agreed.	
23/24/004	Review of Standing Orders Proposed: Cllr Oglesby Seconded: Cllr Blundell No comments Clerk to check Information Commissioner information/GDPR reporting requirements. Review of Financial Regulation: Agreed that these and our policies would on a rolling program throughout the year. Cllr Ford highlighted section 1.5 (due diligence) and the annual requirement prior to approving the Annual Governance Statement (which is part of the Annual Governance and Accountability Return AGAR) we must check the effectiveness of our systems of internal control. Section 3.1 Cllr Oglesby suggested amendment to wording. Section 5.1 was discussed but it was agreed to keep it unchanged.	<p style="text-align: center;">JS</p> <p style="text-align: center;">JS</p>

	Cllr Ford is seeking an internal auditor.	JF
	Clerk to clarify fee for last year's auditor	JS
23/24/005	Asset Register Agreed that the hard drive would be removed from the Clerk's old laptop by Cllr Scott, and that the laptop would be donated.	JS/RS
	Emergency phone can be removed from asset register.	JS
23/24/006	Risk Register Cllr West discussed updates. The 3-year corporate plan is to be updated. Clerk to arrange a separate meeting for this in June. Date to be fixed.	JS
23/24/007	End of year accounts No comments	
23/24/008	Financial Statement Clerk to check with Lloyds regarding the Interest calculation for partial withdrawals from 32-day account. Agreed to keep approx. £5k in the treasurer's account, Clerk to email Cllr Ford to request that £16k to be transferred from treasurer's account to 32-day account.	JS JS
23/24/009	Review of Standing orders and Direct Debits No comments	
23/24/010	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 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 to date. Therefore, West Lavington does not currently hold the power of competency.	
23/24/011	The minutes of the parish council meeting held 06.04.2023 and Matters Arising Minutes of the last meeting – these were agreed to be a true and accurate record. All agreed. They were signed by the Chair. Matters arising: None not covered by agenda.	
23/24/012	Public Participation None.	
23/24/013	Chair's announcements Cllr Ford announced that Cllr Bengier had resigned, hence vacancy. Clerk to register this resignation and publish the vacancy locally. WALC county conference 9 June at Village Hall, West Lavington, with the focus on planning. Booking online required for any interested councillors.	JS All


23/24/014	Wiltshire Councillor's Report No comments	
23/24/015	<p>Planning applications</p> <p>PL/2023/02341 - Dauntseys School. SN10 4HE - Full planning permission. Installation of PV panels to the roof of the Olive Building, Sports Centre and Science Building. Consultation Deadline: 11/05/2023 https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AYVfb</p> <p>Councillors are supportive of this application. Clerk to report this to Planning.</p> <p>PL/2023/02321 - 3 Fieldside, SN10 4HQ - Variation of condition 2 (approved plans) on PL/2021/04110 to allow for design changes. Consultation deadline 10/5/2023. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AYVIJ</p> <p>No objections. Clerk to report this to Planning.</p> <p>Planning decisions</p> <p>PL/2023/01264 - Dauntseys School. SN10 4HE - Proposed Works to Trees in a Conservation Area. Proposal: T1 - Beech tree - fell - heavily decayed with dead limbs over road and sparse bud development. Close to road, building and oil tank. Decision Date: 28-03-2023 Decision: No Objection https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019qblU</p> <p>Planning monitoring</p> <ul style="list-style-type: none"> a. Lavington Lane site – update on progress. 13th/14th of May is the show home official opening. b. Hedges House PL/2021/11543 – Planning appeal update. No news on the appeal. c. Hedgerow replanting on A360 at Railway Bridge – Replanting has occurred although councillors considered that the amount of planting was insufficient. Therefore, clerk to contact enforcement officer again to request 8 whips per meter to enable a proper, mixed variety hedge. Cllr Scott will email the clerk with suitable wording. 	<p>JS</p> <p>JS</p> <p>JS/RS</p>
23/24/016	<p>Finance</p> <p>Budget Monitoring – information. Emailed to councillors prior to meeting.</p> <p>Audit update: AGAR to be approval by 30/06/2023 and submitted by 03/07/2023. Internal audit.</p>	<p>JS</p>

	<p>The first half (£17,166.50) of the £34,333 precept was received on 24/4/2023.</p> <p>Disbursements Paid prior to meeting: 1928 Anthony Northcote Planning - Hedges House appeal - £474.98 1929 Anthony Northcote Planning NHP services £2,295.71</p> <p>Paid during meeting: 1930 John Skillman Clerk salary £368.63 1931 John Skillman Mobile phone top up £10.00 1932a Peter Blundell expenses - B&Q - Screw cup washer brass £7.30 1932b Peter Blundell expenses - Barefoot signs – BMX signs £186.26 1932c Peter Blundell expenses - Corido - Bench, anchors, plaque £447.79 1932d Peter Blundell expenses - Screwfix Screws / washers £10.21 1933 Richard gamble expenses - Printing NHP £142.50</p> <p>Duck Street and Sandfield yellow lines update on cost (£1500 contribution from the parish) and LHFIFG timings: Cllr Muns reported that this would be during May and that he would be chasing.</p> <p>Defibrillator training date arranged with SWASFT Saturday 3 June 2023 at 10.30am in the Village Hall. Free and open to all.</p>	DM
23/24/017	<p>Receipt of Working Groups and project reports: Risk Committee and Community Resilience. Cllr West reported that a date for the next meeting is to be set.</p> <p>West Lavington Village Hall. Cllr Gough reported an abandoned car in car park and provided an update on the CIO, i.e., the need for a separate meeting to discuss it and/or an agreement to the writing of a new lease. This process is ongoing with Cllr Scott.</p> <p>Youth Club: Dave Brown is leaving the Youth Club due to a work promotion.</p> <p>Rights of way report. Cllr Laister emailed his report to councillors prior to the meeting, summarised below: A tree came down on WLAV34 (The Warren/White Hill stretch), which has now been cleared. MLAV2/WLAV46 was muddy at the bottom end of Russell Mill Lane. (on/near boundary with Market Lavington).</p> <p>Playgrounds Group Cllr Blundell spoke about bollards to prevent cars parking on the grass, and how much to spend on them. 60cm above ground, 20cm below ground. Bright yellow. Cllr Blundell reported that he is seeking quotes to concrete in 30/31 parking posts. So far, the only post reasonably priced is Toolstation at £24.95 + VAT. A bag of Postcrete is £6.40 + VAT (approx.) Total materials cost is: - £25.00 x 30 = £750.00 + £6.40 x 30 = £192.00 Grand Total for materials: - £942.00. Cllr Ford commented that the post should be higher, and it was agreed that this issue should be put on hold for now.</p>	JS/PW

	<p>The footballers have mentioned that the pitches are, at times unplayable because they are water-logged. Therefore, there is a need for aeration / slicing/ spiking of the football pitches in the autumn. Quote received from MJ Abbott, the company that sliced and spiked our grounds in 2021/2022 and they have provided the following figures to come and do the same two stage process.: -</p> <p>'Spike' Aeration/ Verti Drain Aeration – £1,452.40. Travelling £185.00. Probable total £1637.40 'Pizza' Slicing / Ground-breaking - £1,320.00. Travelling £185.00. Probable total £1505.00 Spikes or slicers might need to be changed at £400.00 per set (approx.)</p> <p>Proposed: Cllr Muns Seconded: Cllr Scott.</p> <p>All agreed except Cllr Oglesby, who voted against.</p> <p>Wicksteed have provided two keys and a spare set of nuts required for the Tropica Multi-play Unit. Some 'kerbing' on the BMX track has come away so Cllr Blundell will contact Mark Goddard. Weeds are pushing through the tarmac. Memorial bench has arrived, awaiting installation.</p> <p>Remembrance Gates stolen in the last week. This has been reported to police and a crime number has been obtained. Cllr Blundell has a £800 quote to replace the gates. Cllr Scott suggested that this should be put on hold for now to discuss design and installation. Cllr Oglesby suggested painted /personalised/burn deeply into the wood to become valueless to anyone else. Cllr Muns suggested investing in a trail camera. Cllr Blundell will investigate these suggestions.</p> <p>NHP Review Group: Wiltshire Council have informed us that we must wait to start the consultation until WC has either a) confirmed that no new SEA or HRA is required or b) decided that one or both are required, in which event documents will need revision.</p> <p>Speedwatch report and Auto Speedwatch - feedback from LHFIG Cllr Gough reported that this should be back up and running in the next month.</p> <p>Clerk (in conjunction with Cllr Muns) to complete the Highways Improvement Grant form regarding posts and sockets for Speed indicator devices (SIDs). £1,500 quoted cost. This can then go forward for consideration to LHFIG.</p> <p>Website enquiry from a resident regarding recycling / garden. The general comments were agreed that the current kerbside collection is satisfactory, and that garden waste should be composted and waste/packaging etc. should be used less. Cllrs Ford and West will compile a reply for the clerk to email to the resident.</p>	<p>PB</p> <p>JS/DM</p> <p>JF/PW/JS</p>
23/24/018	<p>Highways issues and update Sewerage (overload / raw sewage into Semington Brook): Wessex Water responded that a team had a site survey planned for the 14 April. Following this visit, the works will be planned and carried out as soon as</p>	

	<p>possible. Cllr Scott has now reported that this is progressing well. Wessex Water will provide drawings and cameras are in place. Sewers will be lined to prevent tree roots damage. Work started on 02/05/2023.</p> <p>Crossing posts High Street and crossroads: Cllr Ford has been informed that the Parish Steward will need to add more visible tape, as a first step to improving the visibility of the posts. The next Parish Steward visits are 1&5 June, 29 June, 3 July and 27 July.</p> <p>Replacement bus shelter at the crossroads: No updates from Wiltshire Council. Clerk to chase.</p> <p>Black Dog crossroads: Cllr Muns reported that the sticking point is the reduction in speed. Following an onsite visit, the cabinet minister for highways says she sees the danger. This will be used a training case for the county officers.</p>	JS
23/24/019	Coronation weekend (Monday): Litter pick 8 th May, 10am – 1 pm, meet at Village Hall. Pickers, sacks and hoops have been delivered.	
23/24/020	Annual Parish Meeting Thursday 18 May 2023 starting at 6.00pm in the Village Hall.	
23/24/021	Date of next parish council meeting – in the Giles Room, Village Hall. Thursday 01 June 2023 at 1900	

Meeting closed at 21:30

Signed..........01 June 2023