

**WEST LAVINGTON PARISH COUNCIL**  
**MEETING OF THE PARISH COUNCIL 1<sup>ST</sup> DECEMBER 2016, 7PM**  
**IN THE WEST LAVINGTON VILLAGE HALL**  
**MINUTES**

<b>Present:</b>	Councillors: Mr M May (Acting Chair), Mr M Challinor, Mr R Oglesby, Mrs M Rowles, Mrs J Ford, Mr S Coxhead, Mr P Blundell and Mr R Scott.	
<b>Also present</b>	Mrs K Elston (Clerk) and Mr M Smith (Chair of the West Lavington Village Hall)	
<b>16/17/166</b>	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Mrs S Gamble (away on business), Mrs L Evans and Mrs B Matters (away on holiday)</li> </ul>	
<b>16/17/167</b>	<b>Declaration of interests</b> <ul style="list-style-type: none"> <li>Mrs J Ford – planning permission for The Bridge Inn (16/10587) as she lives within close proximity.</li> </ul>	
<b>16/17/168</b>	<b>Minutes of the last meeting held on 03/11/16 and Matters Arising</b> <ul style="list-style-type: none"> <li>Agreed to be a true and accurate record. <b>Proposed: Mr R Oglesby and Seconded: Mr Challinor</b></li> <li>Mr Oglesby suggested that the words “apologies were accepted” at Minute 16/17/144 seemed meaningless and all agree that in future they would not be included.</li> </ul>	
<b>16/17/169</b>	<b>Chairmans Annoucements</b> <ul style="list-style-type: none"> <li>Boundary Review – the Boundary Commission has submitted new proposals for the revision of parliamentary constituency boundaries. This needs to be discussed and has arisen since the agenda was set. Proposal to put this on the agenda after item 13 and all councillors in agreement.</li> <li>Computer Course at Village Hall – the first one has been completed by 9 people and there is another course planned for January. Already 5 people have signed up.</li> <li>Grant funding – the parish council had agreed to fund the recent coach trip outing for the elderly to Wroughton. Also agreed is to subsidise the Christmas lunch for the more mature members of the parish attending on 22<sup>nd</sup> December.</li> <li>Tree cutting on Easterton – Southern Electric has contacted the clerk to advise that vegetation growing near the 11kv power lines between the recreation ground and the school needs to be cut back. It will be completed before Christmas after the children have left school for the holidays. Southern Electric has confirmed that the necessary safety procedures will be in place.</li> </ul>	
<b>16/17/170</b>	<b>Public Participation</b> <ul style="list-style-type: none"> <li>There was no participation.</li> </ul>	
<b>16/17/171</b>	<b>Vandalism and police visits/litter/anti-social behaviour update</b> <ul style="list-style-type: none"> <li>Report from Community Policing – The Clerk had received Police co-ordinator PC Teresa Herbert’s report late in the afternoon before the meeting. Initially forwarded to Mr May and Mr Coxhead, it now needs to be distributed to all councillors. PC Herbert reported that, following a 999 call from a witness regarding youths on the roof of the Village Hall at 2027 hours on 19<sup>th</sup> November 2016, during which damage was caused to roof tiles, police had made an immediate response to the scene and located five youths nearby. Four fourteen year old youths have been given words of advice, in the presence of their parents, and three further older youths, who have been identified as involved, are due to be seen by officers in the coming days.</li> </ul>	<b>KE</b>

	<ul style="list-style-type: none"> <li>• CCTV – the parish council is seriously considering installing CCTV in an attempt to reduce the current incidents of vandalism. PC Herbert has advised that use of mobile battery operated cameras, in areas of the parish where anti-social activities are occurring, could enable police identification of offenders of these incidents. Costs would be approximately £200. Councillor Richard Gamble has identified a source of surplus CCTV equipment from The Devizes Development Partnership.</li> <li>• Area Neighbourhood Watch meeting – Mr Coxhead has attended the most recent meeting and his report has been distributed to councillors. There is a strong message that the public need to keep reporting incidents as this builds up a picture of what is happening in an area.</li> <li>• Anti-social behaviour whilst footballers are using the playing field – Clerk had received a report from a member of the public that an adult male player had been seen urinating at the side of the field one Saturday afternoon during a team practice session. This member of the public found the incident particularly disturbing as she was accompanied at the time by a young child. The football team has not been identified. However, the incident has been reported to the secretary/ booking clerk of the Village Hall who has spoken to the football teams that use the playing field. Parish councillors were in agreement that their requirement - that teams hiring the playing field need to meet Football Association rules - should be restated. This includes ensuring that facilities are available for teams and their spectators to have access to toilets. The requirement can be achieved by teams paying a fee for the use of the toilets in the hall during team practices and games. If the hall is not available at such time, then match or training session rescheduling will need to take place. Clerk to send a letter to this effect to the teams currently hiring the playing fields for football.</li> </ul>	KE
16/17/172	<b>Wiltshire Councillor's Report</b> <ul style="list-style-type: none"> <li>• Apologies sent as away for family business.</li> </ul>	
16/17/173	<b>Report of the Footpaths Working Group</b> <ul style="list-style-type: none"> <li>• The report prepared by Mrs Ford had been distributed to councillors prior to the meeting.</li> <li>• The Parish Steward, following the recent launch of the scheme, has met with Mrs Ford and Mr Coxhead.</li> <li>• Safety concerns about the condition of the tree that had come down across the road by A'Becketts had already been identified during the year by councillors.</li> </ul>	
16/17/174	<b>Neighbourhood Plan update</b> <ul style="list-style-type: none"> <li>• The Steering Group is due to meet before the next parish council meeting.</li> </ul>	
16/17/175	<b>Bus Shelter – damage to the roof</b> <ul style="list-style-type: none"> <li>• The bus shelter in front of Dauntsey's School on the same side of the road has received some damage to its roof. The Clerk has telephoned a local builder to request a quote and will follow up the requested quotation. However, should the cost of repair be significant, the Clerk was requested to obtain one further quotation, for consideration by councillors at the next meeting. A quote would also be obtained in relation to cleaning and re-decoration of the inside of the shelter.</li> </ul>	KE
16/17/176	<b>Emergency Planning Group meeting - update</b> <ul style="list-style-type: none"> <li>• Mr Coxhead and Mrs Ford have attended another parish's Open Day in relation to their emergency plan.</li> <li>• Group met on 13/10/16 and some of the tasks in the plan have been allocated. A further meeting will be arranged to progress the next steps. Trevor Jones and Chris Donegan have agreed to take on the roles of Flood Warning and Snow Warning Co-ordinators.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Coxhead feels that the initial budget allocation of £200 will not be sufficient for purchasing the necessary equipment and suggested a figure of £1000. There are likely to be funds available in other underspent budget lines for this financial year and the £1000 will need to be considered when the budget line allocations are discussed in January 2017/February 2017.</li> </ul>	
16/17/177	<p><b>Development of Community Area at the Village Hall – proposals</b></p> <ul style="list-style-type: none"> <li>Mr Blundell had collated proposals made to-date for a potential seating area for elderly residents near to Robert’s Playground. Mr Scott reported that he had already given some thought to the matter and that he was seeking to prepare a suitable brief for any works. The brief would consider the whole of the playing field area. Views of the community would be sought in the light of any suggestions and ideas.</li> <li>Letter received regarding proposals – Clerk read out a letter received from the Village Hall secretary/booking clerk, Lynne Rayner, in relation to the proposals. Her view is that adequate seating in the area already exists (she cited: 9 wooden benches in the area overall, 3 in Robert’s Playground, one outside the Youth Club and 2 overlooking the playing field). She suggested, as an alternative, that funds could be used by the Streetscene Group to provide “the colourful summer displays that were much admired and benefitted the whole community in both villages”.</li> </ul>	
16/17/178	<p><b>BMX Track – maintenance considerations</b></p> <ul style="list-style-type: none"> <li>Costings of the maintenance and resurfacing of the track have been sought by Mr Blundell. Initial enquiries indicate that resurfacing would cost approximately £6000, but if further curbing was to be added then the costs are likely to rise to £12 000. These enquiries will need to be presented in formal quotes and if possible, three comparison quotations obtained. Quotations will then need to be discussed further by the Playgrounds Group before they are brought back to the full council. Area Board match funding could also be sought, alongside other grant funding, but, in both cases, written quotes will be required in support.</li> <li>Signwriting – the cost of replacing the vandalised sign by the BMX track will be in the region of £200. It was agreed that Mr Blundell should order the new sign as he had already been in discussion with the company. Councillors were in agreement to spend up to £200. <b>Proposed: Mr M May, Seconded: Mr Coxhead and all councillors present in agreement.</b></li> <li>Repairs to Robert’s Playground – quotes from Wicksteed need to be acquired along with the cost of fixing and brought to next meeting.</li> <li>Rubbish Bin replacement – it has been reluctantly agreed that a new bin needs to be ordered to replace the vandalised one by the BMX track. The Clerk and Mr Blundell have looked at several options and councillors agreed that they do not wish to spend beyond £200 for a replacement. <b>Proposed: Mrs J Ford, Seconded: Mr M Challinor and all councillors present in agreement.</b></li> <li>Closed burial ground – Mrs Matters has requested quotes for the work that potentially needs to be carried out to the trees in the Closed Burial Ground. £3500 in Reserves has been put aside and can be accessed. There is also a crack in the flint wall, but it is thought that this does not need repairing at this stage. Quotes to be brought to the meeting in January.</li> <li>The Clerk confirmed that the Closed Burial Ground is the responsibility of the parish council. This was previously investigated and confirm by the previous clerk.</li> </ul>	<p>PB</p> <p>BM</p>
16/17/179	<b>Boundary Issue</b>	

	<ul style="list-style-type: none"> <li>the Boundary Commission has submitted new proposals for the revision of parliamentary constituency boundaries, which, if adopted, would apply from 2018. The Clerk read out the statement previously submitted in 2011 in respect of the issue and councillors were in agreement that a submission should be made in the same terms regarding the current revision proposals.</li> </ul>	KE
16/17/180	<b>Speed Indicator Device</b> <ul style="list-style-type: none"> <li>Currently still awaiting costings from the proposed sharing of the device by neighbouring parishes.</li> </ul>	
16/17/181	<b>Dog Fouling - update</b> <ul style="list-style-type: none"> <li>Posters – Mr Coxhead has circulated the posters with amendments following discussions at previous parish council meetings. These will now be posted in appropriate places around the village and publicised on the website. The campaign will be commencing, as planned, at the beginning of December.</li> </ul>	SC KE
16/17/182	<b>Database – update</b> <ul style="list-style-type: none"> <li>A small number of people have forwarded their details for the database and the Clerk will send an email to them, following an acknowledgment email already sent, to confirm that the database will be set up at the beginning of 2017. Clerk and Mr Coxhead will meet to progress the database.</li> </ul>	KE  SC
16/17/183	<b>Budget Monitoring and First Draft Budget 2017/18</b> <ul style="list-style-type: none"> <li>The Chair stressed that this was not a time to allocate specific amounts for grants, projects, etc. but to consider only the level of the precept, so that the Clerk can prepare a relevant budget for January's meeting. However, following the parish council's previous meeting, release by Wiltshire Council of Band D figures had enabled a first Draft Budget to be produced and it had been distributed to councillors. The precept request options in it have been calculated in relation to the impact on Band D properties, which would then affect other Band properties pro rata.</li> <li>The Clerk presented possible options ranging from 2% to 9%. This showed the "surplus" amounts and a possible distribution to grants, projects etc. after known budget lines, such as salaries, have been put in place. If the existing level of precept was maintained (£28,816) then the tax base calculation for a Band D property would reduce slightly to £62.95 despite the loss of WC grant funding (last year £110.45). This represents a 0.73% reduction, or 46p saving per dwelling. A 2% increase in precept to £29,608 would increase a Band D rate to £64.21, up by £1.26 per annum. Increases of 5%, 7% and 9% were also illustrated. A 9% increase would represent a Band D increase of £5.67. <b><i>Proposed: by Mr Oglesby , Seconded: by Mr Blundell and all councillors present in agreement</i></b> that the target increase for presentation at budget fixing for the January meeting should be 1.95% which will require a precept request of £29 594.68 and will result in an increase of £1.23 for Band D properties to £64.18</li> <li>Councillors were encouraged to consider what projects and maintenance funding would be required for the next financial year (2016/17) alongside the grants they would like to consider. These requirements will have an impact on the amount of precept being requested as there are a number of budget lines that need to be allocated before these figures can be determined. An email has been received from West Lavington Youth Club with a request for a grant in the sum of £3000 on the basis that the grant made to the club in the last two years had been reduced to £2000 in order to allow for funding to be extended by the council to other organisations and projects. The Village Hall has also made a request for a grant in the sum of £2400, reflecting the same level of funding received in 2015/16.</li> <li>The general consensus of parish councillors was that an increase in precept</li> </ul>	

	is necessary to continue to maintain current facilities and functions that are required and to enable consideration of projects for the benefit of the community. The final decision on the precept amount to request will be voted on at the January meeting. The final figures needs to be submitted to Wiltshire Council in January.																
<b>16/17/184</b>	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>• <b>16/10587/FUL Bridge Inn, Church Street, West Lavington SN10 4LD.</b> Change of use from Public House to single residency dwelling, conversion of pub carpark at rear to garden. Mr Scott raised several issues regarding the planing application and was concerned to ensure that due processes regarding the change of use be properly dealt with. The council agreed with his views and a suitable letter, prepared by him, and read to the Council, would be sent to WC.</li> <li>• <b>16/09110/FUL 6 The Farm, High Street, Littleton Panell, Devizes SN10 4AX.</b> Addition of oak framed lead covered entrance porch. There are no objections to this proposal.</li> <li>• <b>16/11099/TPO Holly Cottage, 1 Sunnyside, West Lavington, Devizes SN10 4HU.</b> Oak Tree – 20% thin of the overall canopy and raise the crown to 3m. In view of the recent applications, the parish council request that, if approval is given, it requires the applicant to consult with the County arboriculture advisor which limbs can be removed to raise the crown. We do not agree with the proposal to thin by as much as 20% (1/5<sup>th</sup> of the overall canopy) but, if approval has to be given, we request a similar requirement for consultation as requested for the raising of the crown.</li> </ul> <p><b>Planning Decisions</b></p> <ul style="list-style-type: none"> <li>• <b>16/1032/TCA Holly Cottage, 1 Sunnyside, West Lavington, Devizes SN10 4HU.</b> Cypress Trees x 3 Fell, Holly Tree- reduce branches toward house and thin.</li> <li>• <b>16/10153/TCA 1A Pagnell Lane, Littleton Panell, Devizes SN10 4EW – T1</b> Norway Maple – reduce crown by 50% and T2 Beech – reduce crown by 50%</li> </ul>																
<b>16/17/185</b>	<p><b>Disbursements</b></p> <table border="1"> <thead> <tr> <th>Cheque Number</th> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>1&amp;1 (monthly website fee Sep</td> <td>8.39</td> </tr> <tr> <td>1462</td> <td>Grant Thornton (audit fees)</td> <td>270.00</td> </tr> <tr> <td>1463</td> <td>Kaye Elston (clerk expenses)</td> <td>45.49</td> </tr> <tr> <td>1464</td> <td>Kaye Elston (clerk salary)</td> <td>246.55</td> </tr> </tbody> </table>	Cheque Number	Payee	£	DD	1&1 (monthly website fee Sep	8.39	1462	Grant Thornton (audit fees)	270.00	1463	Kaye Elston (clerk expenses)	45.49	1464	Kaye Elston (clerk salary)	246.55	
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<b>16/17/186</b>	<p><b>Items for the website</b></p> <ul style="list-style-type: none"> <li>• Dog fouling posters</li> <li>• Community message from Wiltshire Police</li> </ul>	<b>KE</b>															
<b>16/17/187</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Letter from West Lavington Village Hall to thank the parish council for the second instalment of their grant.</li> </ul>																
<b>16/17/188</b>	<p><b>Area Board Feedback</b></p> <ul style="list-style-type: none"> <li>• Mr Coxhead attended and his report has been circulated.</li> </ul>																
<b>16/17/189</b>	<p><b>Date of next meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Thursday 5<sup>th</sup> January 2017 at 7pm</b></li> <li>• <b>Area Board meeting on 23/01/17 – Mrs B Matters to attend</b></li> </ul>																
<b>16/17/1</b>	<p><b>Items of Maintenance</b></p> <ul style="list-style-type: none"> <li>• New and Views – dog fouling, reminder re email database, CCTV and commencement of Parish Steward scheme</li> </ul>	<b>SG</b>															

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*Meeting closed at 9pm*

Signed.....5<sup>th</sup> January 2017