

WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL 7TH JUNE 2018, 7PM
IN THE WEST LAVINGTON VILLAGE HALL
MINUTES

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| Present: | Councillors: Mrs S Gamble (Chair), Mr R Oglesby, Mrs J Ford, Mrs H Freeman, Mr S Coxhead, Mr M Challinor, Mr P Blundell, Mrs B Herniman (until 1015) and Mr R Scott. | |
| Also present | Mrs K Elston (Clerk) and Mr R Gamble (until 7.45pm) | |
| 18/19/031 | Apologies for absence <ul style="list-style-type: none"> • Mr M May and Mr A Morton. | |
| 18/19/032 | Declaration of interests <ul style="list-style-type: none"> • There were none. | |
| 18/19/033 | Minutes of the last meetings held 03/05/18 and Matters Arising <ul style="list-style-type: none"> • Minutes were agreed and signed by the Chairman. • Matters arising Minute 18/19/018 – reminder to be sent to Wiltshire Council in relation to the replanting of trees. Clerk to action. | KE |
| 18/19/034 | Chairman's announcements <ul style="list-style-type: none"> • Wiltshire Army Cadets – Mrs Gamble reported that she had attended as a parish council guest the official opening of the county's newest detachment at Lavington School on 9th May. More than 40 cadets, many of them pupils, use the school's facilities for their Wednesday night training since the detachment was established last autumn. A special presentation was made to head teacher Sarah Lowkis for the school's generosity in opening up its facilities. The Wiltshire ACF band provided a musical backdrop as Major General McCall inspected the cadets on parade. An impressive event of young people also attended by family and friends of the cadets. • Pecuniary Interests – clerk has sent reminder to all councillors to check their registrations on the Wiltshire Council website to ensure they are up to date. The community can view these registrations via a link from the parish council website to Wiltshire Council's. • Insurance – the council's insurance was with AON but they have now stopped providing insurance cover for parish councillors. An alternative has been found, Norrish and Fisher. The insurance was due for renewal on 1st June. Cover with Norrish and Fisher was agreed and a cheque for the fee will be drawn at this meeting in the sum of £995.47 which is less than the previous premium paid to AON. • Request from Cub pack – to be discussed later in the agenda. | |
| 18/19/035 | Public Participation <ul style="list-style-type: none"> • There was none. | |
| 18/19/036 | Wiltshire Councillor's Report <ul style="list-style-type: none"> • Carwash Planning application – the application was withdrawn in December 2017. This resulted in a Wiltshire Council end of May 2018 deadline for any potential resubmission. As no resubmission at the end of May 2018 occurred, the next step is for Wiltshire Enforcement Officer to be contacted in relation to the removal of the canopy on site. • Bus shelter on the High Street by Wheatsheaf Mews – the broken glass and bent frame was reported by the clerk to Wiltshire | |

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| | <p>Council on 13th February, advising that the shelter was dangerous and needed to be removed. Councillor Richard Gamble has since followed this up with Wiltshire Council and has now written to the Head of the Bus Team when advised that this is a Highway matter.</p> <ul style="list-style-type: none"> • Area Board on 16th July at the Hub in Devizes. • Devizes will be holding a Wellbeing Day on 23rd June on The Green. | |
| 18/19/037 | <p>Planning Applications</p> <ul style="list-style-type: none"> • 18/04756/TCA 84 High Street, Littleton Panell, Devizes SN10 4EU - Fell Eastern Conifer Hedge, Reduce 5 x Beech and 2 Hazels to 5 meters. Councillors believe that overgrowth has occurred due to unplanned planting. Although councillors did not object to the application, they considered that the owners should be reminded that this is not the right time of year to fell trees and that Wiltshire Council should write to them ensuring a survey is undertaken before any work commences. • 18/04209/FUL Garage site The Spinney, West Lavington, Devizes SN10 4HP – demolition of garage blocks and erection of a detached bungalow. Councillors strongly objected to this application. They believed there was a greater demand for parking, already an issue, as opposed to housing in the area. That the garages are currently empty may result from the high level of rent demanded (£20 per week). Any further application for a bungalow on other garage areas should be challenged as a ‘change of use’. It would be preferable to demolish the garages and create parking spaces. • 18/03936/FUL Dauntsey’s School, High Street, West Lavington, Devizes SN10 4HE – erection of storage building, landscaping, access, turning area and associated works. The site is slightly outside but on the edge of the settlement boundary. Granting of permission would allow deliveries to be taken into the school by the school and prevent lorries going through the grounds. Councillors were in agreement that strong screening would need to be put in place to reduce the visual impact on the village upon entry. It was agreed that the clerk would request of Dauntsey’s a visit of a small number of councillors to the site to assess the impact. Clerk to email school to ask if a visit could be arranged for Mr Coxhead, Mr Challinor, Mrs Ford and Mrs Herniman with delegated authority, following the visit, to reach a decision on behalf of the council. • 18/04731/LBC Dauntsey’s School, High Street, West Lavington, Devizes, SN10 4HE – alteration of wall partitions in IT Workshop and Practice Rooms on first floor of 1895 building. Councillors had no objections. • 18/04649/FUL Milton House, 27 Church Street, West Lavington Devizes SN10 4LF – creation of off-road parking. Application was listed after the Agenda was published with a date for comments by 4th July which is before next council meeting on 5th July. Clerk to apply for an extension to the date and also to ask for a plan. <p>DECISIONS</p> <ul style="list-style-type: none"> • 18/02517/TCA 1A Lavington Lane, Littleton Panell, Devizes SN10 4EY – T1 – Sycamore. Poor tree, ivy clad. Adjacent to road. Under wires. Blocking light to property. Fell tree. • 18/03939/TCA 115 High Street, Littleton Panell, Devizes, SN10 4EU – Leylandii tree – fell, Mountain Ash tree – fell. | <p>KE</p> <p>SC/JF</p> <p>KE</p> |

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| 18/19/038 | <p>Report of the Footpaths Working Party</p> <ul style="list-style-type: none"> • Report sent to councillors prior to the meeting. • Flooding at White Street – the report contains a photograph of this recurring problem. It has been reported to Wiltshire Council by Mrs Ford and it was agreed that the clerk should write to Richard Dobson at Wiltshire Council directly to express the concerns of councillors. • Database for local farmers and landowners – they have been contacted and asked if they wish to be included on the database. | KE |
| 18/19/039 | <p>Neighbourhood Plan update</p> <ul style="list-style-type: none"> • Regulation 16 consultation commences on Monday 11th June for 6 weeks to 24 July. Notices have been put on the website, the Noticeboard, blackboards and also notification published in News & Views and the community news section of the Gazette & Herald. • This consultation, at Regulation 16 stage, is owned by Wiltshire Council who will collate the responses. An external examiner will review the results and, if all goes well, the process will then move to a Referendum. | |
| 18/19/040 | <p>Website Rebuild</p> <ul style="list-style-type: none"> • Mrs Herniman and Mrs Freeman informed the meeting of the tasks that have been completed in relation to all data on the current website. Contributors to pages, other than the parish council, have been contacted to ensure that they consent to their information continuing to appear on the council's website. The longer term plan is to source another website provider and to obtain quotes to enable a new, easier to maintain, website to be built. The current task in hand is to ensure that all the information on the website is GDPR compliant. Mrs Herniman and Mrs Freeman will continue to work on the website content. • Parish councillor emails linked to 1&1 provider – a demonstration was given by Ms Herniman to inform councillors of the conclusions of her website email work: i.e. the security provided where parish council emails are directed through one server and how the use of other emails passed through other servers could compromise that security. | |
| 18/19/041 | <p>Insurance – change of company</p> <ul style="list-style-type: none"> • See Minute 18/19/034 above. | |
| 18/19/042 | <p>Councillors Emails</p> <ul style="list-style-type: none"> • A recommendation had been tabled by the GDPR Working Group regarding councillor email communications in circumstances where any councillor declined to use the 1&1 council email address system for council business (created with councillor agreement). • The recommendation and the creation of the council email account for council business was the result of advice received by the council from Wiltshire Association of Local Councils (WALC) with regard to best practice concerning processing of personal data by the council. It stated that the council is the data controller and where councillors are corresponding on behalf of the council via a council email address, it is easier to determine that the council owns and is responsible for the data. Where it is held on a councillor's private email address, it is less clearly the council's data. However, the advice received also stated: "whilst there are good reasons for councillors to use council specific | |

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| | <p>email addresses, there is no law which obliges them to do this”.</p> <ul style="list-style-type: none"> The GDPR Working Group of the Risk Management Committee had met on Monday 4th June, therefore, to discuss development of a process to accommodate all means of email communications (i.e. council and private accounts) while minimising any foreseeable risks in usage. Although the resultant recommendation tabled can mean additional administrative tasks for councillors not choosing to use the parish council email system and also regrettably for the clerk, it seeks to accommodate best practice while assuring uninterrupted business flow and security. Councillors were not in a position to agree the document as it was felt that some councillors required further explanation of the benefits and security of the system. Proposal was to use the contents of the recommendation proposed by the GDPR Working Group as an interim measure until the next meeting: Proposed: Mr S Coxhead Seconded: Mrs S Gamble 7 councillors in agreement, 1 against and 1 abstention Councillors were in agreement that any councillors who required more information would be able to access it. Mr Scott with Mr Coxhead would liaise with relevant councillors. | |
| 18/19/043 | <p>Parish Governor vacancy at Dauntsey’s School – nomination decision</p> <ul style="list-style-type: none"> The two parish councillors who have expressed an interest will pass their CVs to the clerk who will then forward them to Dauntsey’s School’s clerk of governors. | KE |
| 18/19/044 | <p>Telephone Kiosk Maintenance</p> <ul style="list-style-type: none"> Mr Scott is sourcing the paint manufacturer and also quotes to have the repairs carried out to the kiosk. | RS |
| 18/19/045 | <p>Village Hall – update from parish council and village hall committee</p> <ul style="list-style-type: none"> The Village Hall is a community asset and its future is again at risk. The Chair has stepped down, the Treasurer wishes, after 3 years, to step down and the Booking Clerk, who has also taken on the secretarial role, will, after long dedicated service, be stepping down in the autumn. The parish council’s four councillor members of the Village Hall Committee, led by Mr May, are seeking to develop proposals that will lead to the continued functioning of the hall. An informal information gathering meeting has taken place with the few other remaining village hall committee members, who will again meet on July 3. Ideas of how the Parish Council could potentially assist will then be brought to the council’s July meeting for consideration. Mr May will provide the proposals to the clerk beforehand for circulation. | KE |
| 18/19/046 | <p>Freedom of Information and Communication Policies</p> <ul style="list-style-type: none"> To be postponed to the next meeting. Clerk to place on agenda. | KE |
| 18/17/047 | <p>Asset Register – update re Youth Club building insurance</p> <ul style="list-style-type: none"> The land on which the Youth Club building is located is leased from the parish council. The building is on the parish council asset register. Details of the insurance policy held by the Youth Club therefore had been requested to ensure the sum insured matches the value (£150,000) on the asset register. Insurance details provided show a sum insured of £139 174, the cost to rebuild. The Youth Club treasurer has also advised that the insurance is current until 31.03.19. | |
| 18/17/048 | <p>Extension of pavement in High Street – update</p> <ul style="list-style-type: none"> Clerk advised she has sent several chasing emails to Graeme | |

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| | Morrison with no response. Mr Challinor who will be meeting with Mr Morrison soon will mention the matter to him. | MC |
| 18/19/049 | Closed Burial Ground Maintenance - update <ul style="list-style-type: none"> Information has been sent to the PCC. Mr Challinor, who is also church treasurer, advised it would be discussed at the PCC's next meeting in July. Mr Challinor will report back after that meeting. | MC |
| 18/19/050 | BMX Track, Basketball hoop, playing fields' shelter – update <ul style="list-style-type: none"> Wicksteed Inspection –has taken place and the Playgrounds Working Group will look at it in more detail. There are replacement parts required for the rocker and Mr Blundell is currently sourcing quotes. Chain on the large gate for Roberts Playground – clerk to bring to next meeting so that Mr Blundell can cut off the existing chain. BMX Track – issues with the laying of the kerbing during reburishment have now been remedied. Mr Blundell has arranged for the grand opening of the refurbished track on the day of the Village Fete with several guests. Basketball Hoop – the repositioning work should be completed soon. Cub pack activity – the local cub pack had requested use of Robert's Playground to undertake some tasks as part of their badges. The council welcomed the request. Clerk to email cub leader and ensure that all necessary risk assessments and consent forms obtained. Repairs to the weather damaged shelter by the BMX track – the insurance company had authorised the work which has now been completed. They have advised that payment will be sent direct to the contractor. The VAT and excess only will be required of the parish council. Cheque to be drawn at this meeting and sent to contractor.in the sum of £695. | KE KE KE |
| 1015 | Mrs B Herniman left the meeting. | |
| 18/19/051 | Robbers Stone – update <ul style="list-style-type: none"> No progress to report regarding permissions to move stone onto MOD land. | |
| 18/19/052 | WW1 Commemorative Tree Planting - update <ul style="list-style-type: none"> See Minute 18/19/051 regarding planting of trees on MOD land. | |
| 18/19/053 | CCTV System – update <ul style="list-style-type: none"> Broadband capacity at the Village Hall is enough to support access to the system remotely. Operating Manual – still not received. Clerk to chase SMART. Data Processing Contract is with SMART for signing and returning to the clerk. | KE |
| 18/19/054 | General Data Protection Regulations (GDPR) - update <ul style="list-style-type: none"> The Working Group met on 4th June (see Minute 18/19/042). Group will next meet to review outstanding issues regarding the council's GDPR implementation. | |
| 18/19/055 | Annual Parish Meeting – update <ul style="list-style-type: none"> Took place on 30th May 2018. Feedback from attendees was good. The Wiltshire Air Ambulance presentation was well received. Thanks expressed to Mr Scott for making the contact. Donation of £50 to the Wiltshire Air Ambulance agreed and a cheque will be drawn this evening and sent by the clerk. | KE |
| 18/19/056 | Grant for the Elderly <ul style="list-style-type: none"> Mr May had put forward a request for a grant to fund a trip for the | |

| | elderly. It was unclear from the information the exact amount requested and also if it included VAT. Clerk to clarify with Mr May for the next meeting. | KE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 18/19/057 | Budget Monitoring <ul style="list-style-type: none"> Monitoring sheet sent to councillors prior to the meeting, but no time to discuss in depth. Financial Statement 2017/18 – this has been amended as per Mr May's proposal to illustrate Reserves position. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/058 | Disbursements <table border="0"> <thead> <tr> <th>Cheque Number</th> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>1&1 (monthly website fee)</td> <td>8.39</td> </tr> <tr> <td>1559</td> <td>Nikki Softley (Streetscene)</td> <td>100</td> </tr> <tr> <td>1560</td> <td>Nikki Softley (Streetscene)</td> <td>39</td> </tr> <tr> <td>1561</td> <td>Kaye Elston (Refuse sacks)</td> <td>32</td> </tr> <tr> <td>1562</td> <td>Norris and Fisher (insurance)</td> <td>995.47</td> </tr> <tr> <td>1563</td> <td>Cardiac Science (Defib Battery)</td> <td>228</td> </tr> <tr> <td>1564</td> <td>Kaye Elston (clerk salary)</td> <td>246.15</td> </tr> <tr> <td>1565</td> <td>Wicksteed (playgrd Inspection)</td> <td>144</td> </tr> <tr> <td>1566</td> <td>Sandra Gamble (wine for APM)</td> <td>42.84</td> </tr> <tr> <td>1567</td> <td>Rekk Ltd (shelter repair)</td> <td>695</td> </tr> <tr> <td>1568</td> <td>Wiltshire Air Ambulance</td> <td>50</td> </tr> </tbody> </table> | Cheque Number | Payee | £ | DD | 1&1 (monthly website fee) | 8.39 | 1559 | Nikki Softley (Streetscene) | 100 | 1560 | Nikki Softley (Streetscene) | 39 | 1561 | Kaye Elston (Refuse sacks) | 32 | 1562 | Norris and Fisher (insurance) | 995.47 | 1563 | Cardiac Science (Defib Battery) | 228 | 1564 | Kaye Elston (clerk salary) | 246.15 | 1565 | Wicksteed (playgrd Inspection) | 144 | 1566 | Sandra Gamble (wine for APM) | 42.84 | 1567 | Rekk Ltd (shelter repair) | 695 | 1568 | Wiltshire Air Ambulance | 50 | |
| Cheque Number | Payee | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD | 1&1 (monthly website fee) | 8.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1568 | Wiltshire Air Ambulance | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/059 | Items for the website <ul style="list-style-type: none"> Claire Perry MP to open BMX track at the Village Fete Regulation 16 Consultation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/060 | Correspondence and Circulars Received <ul style="list-style-type: none"> Wiltshire Council Briefing Notes – CATG Meetings and Wiltshire Housing Site Allocation Plan already been sent to councillors. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/061 | Area Board 16/07/18 <ul style="list-style-type: none"> Attendance to be decided at next meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/062 | Date of next Council meeting <ul style="list-style-type: none"> Thursday 5th July at 1900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/19/063 | Items of maintenance <ul style="list-style-type: none"> There were none. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Meeting closed at 10.40pm

Signed.....5th July 2018