

WEST LAVINGTON PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL 3rd MAY 2018, 7PM
IN THE WEST LAVINGTON VILLAGE HALL
MINUTES

Present:	Councillors: Mrs S Gamble (Chair), Mr R Oglesby, Mrs J Ford, Mrs H Freeman, Mr S Coxhead, Mr M Challinor (from 2025), Mrs B Herniman, Mr M May, Mr R Scott and Mr T Morton.	
Also present	Mrs K Elston (Clerk) and Mr R Gamble (until 7.45pm)	
	AGENDA FOR ANNUAL PARISH COUNCIL MEETING	
18/19/001	Apologies for absence <ul style="list-style-type: none"> • Mr P Blundell 	
18/19/002	Declaration of interests <ul style="list-style-type: none"> • There were none. 	
18/19/003	Election of Chair and Vice-chair <ul style="list-style-type: none"> • Election of Chair – Mrs Gamble was nominated and she agreed to accept the nomination. Proposed: Mr M May Seconded: Mrs J Ford All councillors in agreement Councillors wanted to thank Mrs Gamble for all her hard work this past year • Election of Vice-chair – Mr M May was nominated and he agreed to accept the nomination. Proposed: Mrs S Gamble Seconded: Mr S Coxhead All councillors in agreement 	
18/19/004	Minutes of the last meetings held 05/04/18 and EOM 11/04/18 Matters Arising <ul style="list-style-type: none"> • Minutes 05/04/18 - these were agreed to be a true and accurate record. Mrs Gamble signed them. • Minutes 11/04/18 – these were agreed to be a true and accurate record. Mrs Gamble signed them. • Matters arising: CCTV – SMART have advised that they cannot download images remotely as the broadband at the Village Hall does not have the capacity to do so. Mr Scott and Mr May want to challenge this as they believe that the capacity is good at the Village Hall. Mr Scott has asked SMART to advise what speed is required. Manual for the system – SMART have only offered a technical manual although they have said they could write a users manual for the system. This makes using the system for the clerk and councillors challenging as they have only had a very small amount of training. Need to request more training so that it will be possible for the council to be able to view images themselves. Clerk to contact SMART. Data Processor – contract has been drafted for SMART to sign as they are able to access the information and this would be deemed processing. Processing document to be sent to SMART. Consent Form – this needs to be sent to farmers on the contact list to confirm that they agree to the parish council keeping their details on 	<p>KE</p> <p>KE</p>

	record to support work with them in the community. Clerk to send out.	KE
18/19/005	Chairman's announcements <ul style="list-style-type: none"> There were none. 	
18/19/006	Public Participation <ul style="list-style-type: none"> There was none. 	
18/19/007	Wiltshire Councillor's Report <ul style="list-style-type: none"> Carwash Planning application – at the last meeting councillors were aware that the application had been withdrawn. There has been a rumour that another application had been lodged but there is no confirmation of this with Wiltshire Council. Commerative Trees on the Plain – Councillor Gamble has been in contact with the Head Forrester for the South of England and will continue to persue this. Moving the Robbers Stone – Councillor Gamble has been in contact with the Senior Historic Building Adviser with the MOD. He is very interested in the moving of the Robbers Stone and will take a look at the project. Councillor Gamble has also been in touch with the Brigadere who is involved with The Plain to ask for support. One of objections raised was the loss of income was the tenant farmer but this has been investigated further and would be approximately £140 per annum. There would be legal fees to redraft the leases. Councillor Gamble asked if the principles of the property had been spoken to. Bus Shelter by the Stage Post – there has been further damage following the damage in February when the Clerk reported it to Wiltshire Council. The matter has now been report to Highways as a health and safety matter It it dangerous and needs to be removed urgently. Councillor Gamble will chase Highways. Carparking in the Market Place in Devizes – a Traffic Regulation Order has been published to being in payment for parking in that area. An order does not guarantee that it will be granted. Parish councillors felt that this is not helpful to local businesses. Area Board 14/05/18 – this will be held at The Hub (Devizes Library). Traffic lights being installed on London Road in Devizes – this will be on the junction with Winsor Drive. Braeside in Devizes – this is an activity centre that is being closed and Wiltshire Council have advised that this is due to financial costs. 	
18/19/008	Review of Standing Orders and Financial Regulations <ul style="list-style-type: none"> Standing Orders – to be revised in line with new regulations that have recently come from NALC. To be presented at the next meeting. Financial Regulations – there were amendments to Sections 10 and 11. Also an amendment which confirms that the clerk could spend up to £1000 if necessary to enable an emergency repair to be carried out. Mr Morton advised that he would like to review the Financial Regulations further and bring them to the next meeting. 	KE KE/TM
18/19/009	Review of Committees and Working Groups including Terms of Reference <ul style="list-style-type: none"> Website Group – TORs have been set up for this group. Councillors were in agreement to adopt them. Proposed: Mr S Coxhead Secoded: Mrs S Gamble All councillors present in agreement Playgrounds Group – councillors in agreement to amend the number required to be quorate from 4 to 3. Proposed: Mr S Coxhead 	

	<p>Seconded: Mrs B Herniman All councillors present in agreement Mr Blundell to ask non councillor members of the group if they still want to serve on the group. Risk Committee – TORs were reviewed and agreed no changes were required. Proposed: Mr S Coxhead Seconded: Mrs B Herniman All councillors present in agreement</p> <ul style="list-style-type: none"> • Clerk to send out revised list of committees and working groups. 	<p>PB</p> <p>KE</p>
18/19/010	<p>Nominations to External Working Bodies/Organisations</p> <ul style="list-style-type: none"> • West Lavington Village Hall – paper sent to councillors prior to the meeting by Mr May to brief councillors on the Village Hall committee. Mr May advised that the hall is an asset to the community but the committee is losing members with only the secretary and booking clerk, Mrs L Raynor, remaining. The Chair is stepping down and the Treasurer wants to step down when a replacement can be found. Financially the Village Hall is successful as the bookings are on the increase. There is a requirement to have four parish councillors on the committee. The four members nominated will be Mrs Gamble, Mr Challinor, Mr May and Mr Morton. Mr May has suggested that the councillors meet soon to look at how to support the Village Hall. Mr May will arrange to meet with other committee members and report back at the next meeting. • Dauntsey's School Governor – Mrs Gamble has been the nominated Governor previously and would now like to stand down at the end of June. Therefore the school will request another nomination from the parish council. Mr Oglesby and Mrs Herniman expressed an interest. <p>2025 Mr M Challinor arrived.</p> <ul style="list-style-type: none"> • Alms Houses – nomination remains as Mr May. 	<p>MM</p>
18/19/011	<p>Policies – review</p> <ul style="list-style-type: none"> • Freedom of Information Policy – Mr Coxhead agreed to look at this one in closed detail to ensure it is compliant with GDPR. • Health and Safety Policy – councillors were in agreement that it had reviewed and therefore needed to be re-adopted. • Communications Policy – Mr Coxhead agreed to look at this in more detail to ensure that it is compliant with GDPR. • Equalities and Inclusion – councillors reviewed and agreed it could be re-adopted. • Play Equipment Policy – councillors reviewed and agreed it could be re-adopted. • Clerk to email Mrs Herniman the policies that had been re-adopted so that they could be put onto the website. 	<p>SC</p> <p>SC</p> <p>KE</p>
18/19/012	<p>Review of Asset Register</p> <ul style="list-style-type: none"> • Question raised over number of benches on the register. Councillors agreed to delegate the checking of the asset register in relation to the benches to the Playgrounds Committee. • Councillor raised question in relation to Youth Club extension on the Asset Register. It needs to remain there as the parish council is responsible for the building as in Trust. Councillors were in agreement that they should ask to have sight of the Youth Club insurance cover. Clerk to request from Youth Club. 	<p>PB</p> <p>KE</p>
18/19/013	<p>Review of subscriptions and insurance</p>	

	<ul style="list-style-type: none"> • Subscriptions paid to WALC, 1&1 website provider and Parish Online • Insurance paid to AON, this this needs to be reviewed as they are not going to be offering insurance to parish council going forward. Clerk to seek alternative quotes and email out to councillors. 	KE
18/19/014	<p>To Receive Financial Statement for 2017/18</p> <ul style="list-style-type: none"> • This had been circulated to councillors prior to the meeting. • The parish council income for the financial year was substantially higher than last year due to a number of grants being received for projects undertaken like the Neighbourhood Plan and the installation of CCTV cameras. Grants and donations totalled £20 381.50. • Expenditure has also been higher due to the projects notes above taking place. • The amount to be put into Reserves will be confirmed at the next meeting. • In conclusion the parish council is in a sound financial position. All expenditure has been contained within readily available resources and the carried forward is sufficient to support planning for the following year. 	
18/19/015	<p>To confirm the budget allocation</p> <ul style="list-style-type: none"> • Councillors have agreed their budget allocation when the precept was agreed. Clerk confirmed that the first instalment of the precept had been received into the bank account in the sum of £ • Councillors will need to consider asking the community about the CIL money that will come from the development of houses on Lavington Lane. • Basket ball hoop move – this has been commissioned and the contractor is waiting for better weather to commence the task. 	
18/19/016	<p>Village Hall – Committee reorganisation</p> <ul style="list-style-type: none"> • See Minute 18/19/010 above. 	
18/19/017	<p>General Power of Competency</p> <ul style="list-style-type: none"> • This is a power that can be used when there is not an existing power, or legislation that provide the legitimate reason for a parish council to act. One of the two requirements to be able to have the general power of competency is not in place for West Lavington Parish Council. The clerk needs to be CILCA qualified and she is currently undertaking the qualification and it will be in place by the beginning of January 2019. 	
18/19/018	<p>Planning Applications</p> <ul style="list-style-type: none"> • 18/03939/TCA 115 High Street, Littleton Panell, Devizes SN10 4EU – Laylandii fell and Mountain Ash fell. Councillor did not raise any objections to this application. <p>Planning Decision</p> <ul style="list-style-type: none"> • 18/01840 Springside Cottage, 4 Rickbarton, West Lavington, SN10 4LU – G1 Cypress – fell approximately 13 trees, G2 Spruce x 7 fell and G3 Cypress x 2 fell. Councillors were mixed in their opinions about these trees as many felt that some were healthy trees and should not have been felled. Councillors going forward will consider if they want to object to an application applying for a preservation order. <p>Clerk to advise Planning at Wiltshire Council.</p>	KE
	AGENDA FOR PARISH COUNCIL MEETING	

	<ul style="list-style-type: none"> Telephone Kiosk on the corner of Lavington Lane – this belongs to the parish council and needs to be painted and refreshed. It was agreed to seek tenders to carryout the painting of the box as it will be in traditional paint that contains lead. Mr Scott will seek quotes. 	RS
18/19/026	<p>Market Lavington NHP Regulation 14</p> <ul style="list-style-type: none"> Councillors have been sent the documents relating to Market Lavington and their plan. They have three sites going forward under Regulation 14. The wording to be sent which support their plan was read out to councillor who agreed to send the comment to Market Lavington. Clerk to submit the agreed text in support of their plan. <i>Proposed: Mr M May</i> <i>Secoded: Mr S Coxhead</i> <i>All Councillors present in agreement</i> 	KE
18/19/027	<p>Extension of Pavement in the High Street – update</p> <ul style="list-style-type: none"> Clerk advised there has been no update since the request for a survey to be completed. Clerk to chase again. 	KE
18/19/028	<p>Closed Burial Ground – update</p> <ul style="list-style-type: none"> Mr Challinor has confirmed that All Saints Church in West Lavington is unable to find evidence that it has asked the parish council under Section 215 (2) of the Local Government Act 1972 to take over the maintenance of the closed burial ground. Therefore the clerk will contact the Parocial Church Council to ask if they wish to request the parish council take over the maintenance under the above act. Will also need them to confirm that the churchyard has been closed by an Order in Council under Section 215 (1) of the same act. The parish council if they take on the maintenance can then within three months write to Wiltshire Council to pass over the maintenance to them. 	KE
18/19/029	<p>Robbers Stone – update</p> <ul style="list-style-type: none"> See Minute 18/19/007 above. 	
18/19/030	<p>WW1 Commermorative Tree Planting and Grounds - update</p> <ul style="list-style-type: none"> No update currently as linked to Minute 18/19/029 above. 	
18/19/031	<p>General Data Protection Regulations (GDPR) - update</p> <ul style="list-style-type: none"> Policies circulated prior to the meeting were Subject Access Requests Policy, Data Processing Agreement and Data Breach Policy. Councillors were in agreement to adopt all three policies. <i>Proposed: Mrs S Gamble</i> <i>Secoded: Mr M May</i> <i>All Councillors present in agreement</i> Data Protection Officer (DPO) – new guidance advises that for now there is a relaxation on the requirement for the parish council to appoint a DPO. Although this is welcomed in some aspects they could have been very valuable when a Subject Access Request is requested. Clerk to circulate information that Mr Oglesby was given after a briefing he attended. 	KE
18/19/032	<p>Annual Parish Meeting</p> <ul style="list-style-type: none"> Clerk advised that the hall is booked and she has spoken to the speaker regarding the talk for the Wiltshire Air Ambulance. Councillors were in agreement to make a donation of £50 to the Air Ambulance. Clerk to send out invites to organisations. Clerk to publish agenda on noticeboard and website. Councillors to bring some refreshments for the event and Mrs Gamble 	KE KE

	<p>will source wine to be reimbursed for.</p> <ul style="list-style-type: none"> Councillors need to consider what they wish to bring to the parish council update part of the evening. 							
18/19/033	<p>Budget Monitoring</p> <ul style="list-style-type: none"> To be placed on next agenda. 	KE						
18/19/034	<p>Disbursements</p> <table> <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> </tbody> </table>	Cheque Number	Payee	£	DD	1&1 (monthly website fee)	8.39	
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18/19/035	<p>Items for the website</p> <ul style="list-style-type: none"> Annual Parish Meeting on 30/05/18 NHP Regulation 15 							
18/19/036	<p>Correspondence and Circulars Received</p> <ul style="list-style-type: none"> Wiltshire Council Briefing Notes - these have already been sent to councillors. 							
18/19/037	<p>Area Board 14/05/18</p> <ul style="list-style-type: none"> Mr Coxhead to attend. 	SC						
18/19/029	<p>Date of next Council meeting</p> <ul style="list-style-type: none"> Thursday 7th June at 1900 							
18/19/030	<p>Items of maintenance</p> <ul style="list-style-type: none"> There were none. 							

Meeting closed at 10.45pm

Signed.....7th June 2018