

UPAVON PARISH COUNCIL - MINUTES OF MEETING HELD ON 17th
SEPTEMBER 2014
AT 1900 HRS IN UPAVON VILLAGE HALL

	Action
<p>1. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Russ Appleton (RA), John Cabra (JC), Keith Everest-Howard (KH), Keith Howard (KH), Noel Maskell (NM), Julie Swansborough (JS), Peter Williams (PW), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Len Prothero, James Stidston.</p>	
<p>2. Apologies. Apologies have been received from: Bob Greatorex (BG), Ralph Hilliard (RH) and Paul Oatway (PO) (District Councillor).</p>	
<p>3. Adjournment.</p> <p>a. Police Report. The monthly Neighbourhood Police Report had not been received.</p> <p>b. Member(s) of the Public. Members of the public had no issues to raise in Adjournment, but did enter into debate during the Planning and Development Control discussions.</p> <p>d. Trenchard Lines. Trenchard Lines Garrison Commander had sent an excellent Report, detailing ongoing operations and future plans for Trenchard Lines. All Councillors had received a copy in advance of the Meeting.</p> <p>e. Army Rebasing. The monthly Army Rebasing Newsletter was not issued in September. However, a short Briefing Note had been received and distributed to Councillors in advance of the Meeting.</p>	
<p>4. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 16th July 2014, were read and signed as a true copy.</p>	
<p>5. Matters Arising. There were no Matters Arising from the last Meeting.</p>	
<p>6. Planning and Development Control. The following Planning Applications remain ‘live’:</p> <p>a. 14/04237/OUT - Development of Whistledown Farm – ‘Partially Supported’.</p> <p>b. 14/07984/TCA – 2 The Gardens – Tree Works – ‘No Objections’</p> <p>c. 14/07903/LBC – 30 High Street – Replace Rotten Windows</p>	

<p>and Frames – ‘No Objections’.</p> <p>d. 14/08438/TCA – The Beeches, 34 High Street – Tree Works – ‘No Objections’.</p>	
<p>7. Parish Plan and Current Issues. The Chairman ran through the updated Issues List, requesting those responsible for issues to give a quick verbal update, where necessary. Reporting was by exception, and the following Issues were updated during the Meeting:</p> <ul style="list-style-type: none"> – Ser 1 – Automated Electronic Defibrillator. <ul style="list-style-type: none"> ○ The first AED has been paid for and received. Installation and a ‘training plan’ will follow shortly. ○ A project officer to oversee the purchase of a second AED is required. It is hoped that a nomination will be made before October’s UPC Meeting. – Ser 2 – A345 Footpath – Phase 2. The Meeting was briefed on the progress made towards Phase 2 of the A345 footpath. A further progress report will be provided after the next CATG Meeting. – Ser 6 – Emergency Plan. A Councillor is required to take on the development and refinement of the UPC’s Draft Emergency Plan, to include an enhanced piece on flood planning. It is hoped that a nomination will be made before October’s UPC Meeting. – Ser 13 – Village Maintenance. <ul style="list-style-type: none"> ○ Ser (d) – Notice Board for Bus Shelter. It is hoped that the second notice-board will be fitted in the bus shelter in the not-too-distant future. Should there be further delays, Paul Cowan and Keith Howard have volunteered to install it. ○ Ser (k) – River Avon Sign on A345 Pewsey Road. Peter Williams has agreed to try and track down the missing River Avon sign. If it cannot be located, consideration will be given to the local manufacture of a new sign. ○ Ser (m) – Costed Plan for Litter-Picking. Julie Swansborough provided a detailed and costed plan for the future of litter picking. It has been decided, however, that litter-picking will be included in a new Village Maintenance Contract – see below – and that, after October 2014, litter-picking would cease as a stand-alone activity. – Ser 17 – WCC Highways Community Day – 17th July 2014. It was generally agreed that the Community Day 	<p>JM/KH/PC</p> <p>PC</p> <p>PC/NM</p> <p>JS/PC/KH</p> <p>PW</p> <p>JS/PC/KH</p> <p>PC</p>

<p>scheduled for 17th July 2014 had been a waste of time and effort as far as the Parish Council was concerned. Paul Cowan had voiced his concerns to both Stephen Matthews (WCC Highways) and Paul Oatway. He intends to raise the issue further at the next CATG Meeting.</p> <ul style="list-style-type: none"> – Ser 21 – New Village Maintenance Contract. The current Village Maintenance Contract (grass cutting only) runs out at the end of this year. It is the intent to let a new contract at the beginning of 2015 that will bring together all aspects of village maintenance, less those performed by Balfour Beatty. Keith Howard and the Community Facilities Committee agreed to draft the requirements of the new contract. Ideally, this should be completed and circulated ahead of October’s UPC Meeting. – Ser 23 – Lighting in Watson Close. There has been no progress on this issue. Ralph Hilliard is continuing to chase. – Ser 24 – Parish Council Committee Structure. Paul Cowan circulated a draft for the new UPC Committee Structure. Councillors are requested to pass comment back to Paul by Wednesday 1st October, and a consolidated structure will be discussed and agreed at October’s UPC Meeting. – Ser 26 – Half-Yearly Meeting – November 2014. A half-yearly Public Meeting will be held in the Village Hall at 1900 hrs on Wednesday 12th November 2014. Paul Cowan and the Committee leaders have the lead. – Ser 27 – Frequency of UPC Meetings. It was agreed to reduce the number of UPC Meetings from January 2015. The future Meeting schedule will be: January; March; May (to include the annual Parish meeting); July; September; October (Half-Yearly Public Meeting, only); November. <p>The updated Issues List can be found at the Upavon Parish Council Website – upavonpc.co.uk. Any residents requiring a hard copy of the List should request one in writing to the Parish Clerk at 24 High Street, Upavon.</p>	<p style="text-align: center;">KH</p> <p style="text-align: center;">RH</p> <p style="text-align: center;">PC/ALL</p> <p style="text-align: center;">PC</p> <p style="text-align: center;">ALL</p>
<p>8. New Issues Raised. The following new Issue was discussed:</p> <ul style="list-style-type: none"> – Financial Regulation. Paul Cowan directed that all future claims for expenses must be backed up by: <ul style="list-style-type: none"> ○ An explanation as to how the expenses arose – motor mileage allowance, car parking, etc. ○ Receipts, wherever possible and practicable. <p>Jon Mulroy was tasked to produce a Claims Form for future use.</p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">JM</p>

<p>9. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> – PCAP – 24th July 2014. Peter Williams gave a short brief on the last PCAP Meeting. This covered PCAP Accounts, The Neighbourhood Police Report and The Parish Issues List. – Wiltshire Housing Strategy Meeting – 29th July 2014. Paul Cowan gave a short update on progress towards the new Core Strategy, including details of the ongoing Settlement Boundary Consultation, and the Rural Housing Needs (RHN) Survey. – Pewsey Area Board – 15th September 2014. Paul Cowan briefed on the Area Board, concentrating on the plans for the new Pewsey Campus. 																			
<p>10. Village Website. John Cabra gave a short update on the Village Website:</p> <ul style="list-style-type: none"> – The progress of the AED project will be briefed via the Village Website. – A ‘Newsletter Function’ is to be added to the Village Website. Those residents who ‘sign up’ to it will then receive regular updates and notices via the Website: these will include UPC Minutes, Army Rebasing Newsletters, etc. 																			
<p>11. Finance. Cheques for payment were:</p> <table border="1" data-bbox="268 1249 1098 1518"> <thead> <tr> <th style="text-align: left;">Cheque Number</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>001504</td> <td>J Swansborough – Litter-Pick</td> <td style="text-align: right;">120-50</td> </tr> <tr> <td>001505</td> <td>Wilts County Council - Allotments</td> <td style="text-align: right;">56-00</td> </tr> <tr> <td>001506</td> <td>St John Ambulance - AED</td> <td style="text-align: right;">2 272-80</td> </tr> <tr> <td>001507</td> <td>F Needham – Bin-Emptying</td> <td style="text-align: right;">80-00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">2 529-30</td> </tr> </tbody> </table> <p>After the payment of the cheques detailed above, the bank balance stands at £10 201-84. It should be remembered that the balance shown includes a £6 000-00 grant held for UCG towards the hire of the school.</p>	Cheque Number	Payee	Amount	001504	J Swansborough – Litter-Pick	120-50	001505	Wilts County Council - Allotments	56-00	001506	St John Ambulance - AED	2 272-80	001507	F Needham – Bin-Emptying	80-00	Total		2 529-30	
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<p>12. Clerk’s Notes/Correspondence. Nil.</p>																			
<p>13. Items for Website/Magazine. Nil.</p>																			
<p>14. AOB. Nil.</p>																			
<p>15. Date of Next Meeting. The next Upavon Parish Council Meeting will be held on 15th October 2014 at 1900 hrs in the Upavon Village Hall.</p>	ALL																		

16. There being no further business, the Meeting closed at 2043 hrs.	

Members of the public wishing to raise items during the adjournment at the next Parish Council Meeting should submit them in writing to Jon Mulroy (Clerk), 24 High Street, Upavon, at least 48 hours before the Meeting, in order to allow for a considered response