

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON  
20<sup>th</sup> JANUARY 2016 AT 1900 HRS IN UPAVON VILLAGE HALL**

	<b>Action</b>
<p>16/01. <b>Present.</b></p> <p>a. <b>Council Members and ‘In Support’.</b> Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), John Cabra (JC), Ralph Hilliard (RH), Adrian Lutman (AL), Noel Maskell (NM), Julie Swansborough (JS), Gerry Ward (GW), Lt Col Grant Ingleton (CO Trenchard Lines), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. <b>Members of the Public.</b> John Tighe.</p>	
<p>16/02. <b>Apologies.</b> Apologies were received from: PC Dave McCalmont (Wiltshire Police).</p>	
<p>16/03. <b>Adjournment.</b></p> <p>a. <b>Police Report.</b> The Neighbourhood Policing Report had not been received before the Meeting. Once received, it will be circulated to Councillors and copied to the Parish Council Website.</p> <p>b. <b>Army Basing.</b> The December Army Basing Newsletter had been received. It was forwarded to all Councillors, placed on the Council Notice-board and copied to the Village Website.</p> <p>c. <b>Trenchard Lines.</b> The Commanding Officer was in attendance.</p> <ul style="list-style-type: none"> <li>– He gave a short brief on planned works at Trenchard Lines over the next 2 years, or so.</li> <li>– He thanked the Community SpeedWatch Team for carrying out checks on the A342 alongside the camp, and requested that the Team inform him of the dates of future checks, in order that he can join them ‘on duty’.</li> </ul> <p>d. <b>Members of the Public.</b></p> <ul style="list-style-type: none"> <li>– Nil.</li> </ul>	<p><b>JM</b></p> <p><b>JM</b></p> <p><b>NM</b></p>
<p>16/04. <b>Minutes of Previous Meeting.</b> The Minutes of the previous Meeting, dated 18<sup>th</sup> November 2015, were read and signed as a true copy.</p>	<b>JM</b>
<p>16/05. <b>Matters Arising.</b> The following issue was discussed briefly:</p> <p>a. <b>Everleigh Recycling Centre – Planned Closure.</b> A résumé of the Everleigh Recycling Centre issue was provided. It is expected that the WCC Cabinet Member for Waste will make an important announcement on Monday 25<sup>th</sup> January</p>	<b>PC</b>

<p>2016: it is thought that the Centre’s closure is not a foregone conclusion.</p> <p><b>b. Highways Issues Use of MyWiltshire App.</b> Gerry Ward has taken over as the team Leader of the Public Safety Committee. He briefed the Meeting that he had now passed a significant number of reports on highways issues to WCC by means of the MyWiltshire App, and that some work had already been successfully completed.</p> <p><b>c. Replacement of the ‘Two Person Swing’ at the Upper Playground.</b> Further consideration will be given to the replacement of the ‘Two Person Swing’ (condemned by RoSPA), and to the dedication of a memorial to the memory of Russ Appleton.</p>	<p><b>ALL</b></p>
<p><b>16/06. Planning and Development Control.</b> The following Planning Applications remain ‘live’:</p> <p><b>a. 15/12778/TCA – Upavon House, 2 Andover Road, Upavon, SN9 6EB – Tree works in Conservation Area.</b> The Parish Council has indicated that it has ‘No Objections’ to this Planning Application. <b>Afternote:</b> Planning permission has now been granted.</p> <p><b>b. 16/00373/TCA – The White House, 2 Chapel Lane, Upavon. Tree works in the Conservation Area.</b> The Parish Council has indicated that it has ‘No Objections’ to this Planning Application.</p> <p>The Chairman gave a quick update on the progress of a Planning Application for a ‘Travellers’ Site’ close to the villages of Enford and Netheravon. The Application has been rejected for a number of practical reasons; however, it is expected that an Appeal will be lodged against this decision.</p>	
<p><b>16/07. Parish Plan and Current Issues.</b> Before running through the updated Issues List, the Chairman again emphasised the Parish Council’s <b>PRIORITY ISSUES</b>; this is where the Main Effort of the Parish Council must be brought to bear. The reporting that followed was by exception, and the following Issues were updated during the Meeting:</p> <ul style="list-style-type: none"> <li>– <b>Ser 6 – Emergency Plan.</b> Adrian Lutman has the lead on this issue. <ul style="list-style-type: none"> <li>○ He gave a quick summary of the excellent Emergency Planning Workshop that he had attended in early January 2016.</li> <li>○ The development of the Upavon Emergency Plan continues. In order to further enhance the Plan, Adrian will convene a Meeting in late January to discuss key details. It is expected that Paul Cowan, Gerry Ward and Jon Mulroy</li> </ul> </li> </ul>	<p><b>AL</b></p> <p><b>AL</b></p> <p><b>PC/GW/JM</b></p>

<p>will be involved.</p>	
<p>– <b>Ser 13 – Village Maintenance.</b></p>	
<ul style="list-style-type: none"> <li>○ <b>Five-A-Side Football Posts.</b> Ralph Hilliard reported that the removal of the (condemned) Five-a-Side Football Posts from the Upper Playground is imminent.</li> </ul>	<p>RH</p>
<ul style="list-style-type: none"> <li>○ <b>A342 Footpath to Down View.</b> The Village Maintenance Contractor has carried a ‘one-off’ cut back of the footpath. In the meanwhile, the following enduring solutions are to be investigated. <ul style="list-style-type: none"> <li>▪ Use of the newly instated Parish Steward, who ‘comes on-line’ in April 2016.</li> <li>▪ WCC Highways Department to take the task on as routine maintenance.</li> </ul> </li> </ul>	<p>PC</p>
<ul style="list-style-type: none"> <li>○ <b>RoSPA Inspection.</b> <ul style="list-style-type: none"> <li>▪ In the absence of a Community Facilities Committee Team Leader, the Chairman has taken responsibility for the Action Plan to remediate those issues of concern detailed by the recent RoSPA Inspection.</li> <li>▪ It has been agreed that we will continue to use PlaySafety as our annual inspectors.</li> </ul> </li> </ul>	<p>PC</p>
<ul style="list-style-type: none"> <li>○ <b>Moles on the Lower Play Area.</b> The Chairman agreed to contact a local Pest Control expert in order to rid the lower play area of its moles.</li> </ul>	<p>PC</p>
<p>– <b>Ser 24 – Parish Council Committee Structure – <i>PRIORITY WORK.</i></b></p>	
<ul style="list-style-type: none"> <li>○ This work remains <b>critical</b>. An Interim Structure had been agreed, and copied to the Parish Council Website.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Gerry Ward has joined the Parish Council, and has taken the lead in the Public Safety Committee. He is already making a significant impact.</li> </ul>	<p>GW</p>
<ul style="list-style-type: none"> <li>○ It was assessed that at least one more Councillor is required. Efforts are to continue to identify and recruit suitable individuals as Parish Councillors.</li> </ul>	<p>PC/ALL</p>
<ul style="list-style-type: none"> <li>○ The key post of Community Facilities Committee Leader remains unfilled.</li> </ul>	
<p>– <b>Ser 32 – Half-Yearly Meeting – October 2015.</b></p>	

<ul style="list-style-type: none"> <li>○ The Half-Yearly Public Meeting took place in the Village Hall on Wednesday 14<sup>th</sup> October 2015, and a draft Projects List has been produced and costed.</li> <li>○ The Projects List is to be consolidated and agreed in principle by all Councillors ahead of the March UPC Meeting. A 'Lead Councillor' for each Project is to be appointed.</li> <li>○ The consolidated Projects List, once agreed by all, will be incorporated into a new Issues Tracking List for 2016/17; this will continue to be managed by Jon Mulroy.</li> </ul> <p>– <b>Ser 33 – Set Precept for 2016/17.</b></p> <ul style="list-style-type: none"> <li>○ The Precept requirement work was completed and the Precept (including Precept Grant) was set at £17 700-00. This was to be <b>formally endorsed</b> later during the Meeting.</li> <li>○ The Precept requirement paperwork was to be sent to WCC on 21<sup>st</sup> January 2016. <b>Afternote:</b> The request for the Precept was sent to WCC Finance Department at 0845 hrs on 21<sup>st</sup> January 2016.</li> </ul> <p>The updated Issues List can be found at the Upavon Parish Council Website – <a href="http://upavonpc.co.uk">upavonpc.co.uk</a>. 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><b>PW/ Fin Cttee</b></p> <p><b>PW/ALL</b></p> <p><b>PW/JM</b></p> <p><b>JM</b></p>
<p>16/08. <b>New Issues Raised.</b> The following new Issues were discussed:</p> <ul style="list-style-type: none"> <li>– <b>The Queen's 90<sup>th</sup> Birthday Celebration.</b> Gerry Ward briefed the Meeting that it is likely that St Mary's PCC and The Antelope are considering laying on an event to celebrate the Queen's 90<sup>th</sup> Birthday. Jon Mulroy agreed to contact one of the Church Wardens in order to gain further details and ascertain whether the Parish Council can assist in any way.</li> </ul>	<p><b>GW/JM</b></p>
<p>16/09. <b>Reports from Representatives on Other Committees.</b></p> <ul style="list-style-type: none"> <li>– <b>Joint Area Board of December 2015.</b> The Chairman had attended the Joint Area Board in December 2015, which discussed the issue of Everleigh Recycling Centre. He had provided an update earlier in the Meeting.</li> <li>– <b>PCAP Emergency Planning Workshop of January 2016.</b> Adrian Lutman had attended the Emergency Planning Meeting in January 2016. A back-brief was provided earlier during the Meeting.</li> <li>– <b>Pewsey Area Board of January 2016.</b> Peter Williams</li> </ul>	

<p>attended the recent Pewsey Area Board and provided a short update. Minutes of the Board Meeting can be found at the Wiltshire County Council Website, or via the 'Pewsey Our Community Matters' weekly newsletter.</p>													
<p>16/10. <b>Village Website.</b> The Website continues to work well and provides an outstanding service. Due to health issues, John Cabra has taken a 'back-seat' on website issues for the past few weeks. During that time, Bob McDonald has provided an excellent service for which the Chairman thanked him 'in absentia'.</p>	<b>JC/BM</b>												
<p>16/11. <b>Finance.</b></p> <p>a. <b>Precept – 2016/17.</b> Upavon Parish Councillors voted unanimously to keep the Precept at its current level of <b>£17 700-00</b> for the Financial Year 2016/17. This comprises a Precept Payment of £17 590-15 plus a Precept Grant of £109-85.</p> <p>b. <b>Financial Statement.</b> Cheques for payment were:</p> <table border="1" data-bbox="268 898 1098 1137"> <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>001571</td> <td>J Mulroy (Salary and Expenses)</td> <td style="text-align: right;">600-00</td> </tr> <tr> <td>001572</td> <td>J Cabra (IT Support Payment)</td> <td style="text-align: right;">55-04</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td style="text-align: right;"><b>655-04</b></td> </tr> </tbody> </table> <p>After the payment of the cheque detailed above, the <b>bank balance stands at £21 034-41</b> credit. It should be remembered that the balance shown includes a <b>£6 000-00</b> grant held for UCG towards the hire of the school, and <b>£409-30</b> is 'ring-fenced' for the AED Fund.</p> <p>c. <b>Charities Account.</b> The Charities Account stands at <b>£1261-44</b>, credit.</p>	Cheque Number	Payee	Amount	001571	J Mulroy (Salary and Expenses)	600-00	001572	J Cabra (IT Support Payment)	55-04	<b>Total</b>		<b>655-04</b>	
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<p>16/12. <b>Clerk's Notes/Correspondence.</b> Nil.</p>													
<p>16/03. <b>Items for Website/Magazine.</b> Nil.</p>	<b>JM</b>												
<p>16/04. <b>AOB.</b> The following was briefly discussed:</p> <ul style="list-style-type: none"> <li>- <b>Highways Issues.</b> Two issues had come to light shortly before the Meeting: <ul style="list-style-type: none"> <li>o <b>Resurfacing of Roads.</b> It is planned that the roads in and around the Village centre will be resurfaced during FY 2016/17. This will include the area outside The Ship, and will hopefully include the road down towards The Gardens.</li> <li>o <b>Overgrown Hedges.</b> WCC Highways Department has made it clear that they will</li> </ul> </li> </ul>													

<p>consider sending out Enforcement Notices to home-owners whose hedges have overgrown pavements and roads.</p> <ul style="list-style-type: none"> <li>– <b>External Audit – FY 2017/18 and Beyond.</b> From Financial Year 2017/18 onwards, the Parish Council will not routinely be subjected to an external audit of its Treasurer’s Account. The Parish Council has decided that it will opt out of the Sector Led Body appointed to carry out external audit on an ‘as required’ basis. Should questions arise over our internal audit procedures, the advice of an independent local auditor will be sought.</li> </ul>	
<p>16/05. <b>Date of Next Meeting.</b></p> <ul style="list-style-type: none"> <li>– The next <b>Upavon Parish Council Meeting</b> will be held on <b>Wednesday 16<sup>th</sup> March 2016</b> in the Upavon Village Hall, commencing at 1900 hours.</li> </ul>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<p>16/06. There being no further business, the Meeting closed at 2015 hours.</p>	

**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**