

**UPAVON PARISH COUNCIL - MINUTES OF MEETING HELD ON 18<sup>th</sup> JUNE 2014**  
**AT 1900 HRS IN UPAVON VILLAGE HALL**

	<b>Action</b>
<p><b>1. Present.</b></p> <p>a. <b>Council Members and 'In Support'.</b> Paul Cowan (PC) (Chairman), Russ Appleton (RA), John Cabra (JC), Keith Everest-Howard (KH), Bob Greatorex (BG), Ralph Hilliard (RH), Noel Maskell (NM), Julie Swansborough (JS), Peter Williams (PW), Paul Oatway (PO) (District Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. <b>Members of the Public.</b> Len Prothero.</p>	
<p><b>2. Apologies.</b> Apologies were received from: Richard Barratt and Joseph Sadd (Neighbourhood Policing Team), and Pat Eyre (RFO).</p>	
<p><b>3. Adjournment.</b></p> <p>a. <b>Police Report.</b> The Neighbourhood Police Team Report had been received and was read out by the Chairman. The Report has been forwarded to Councillors, and will be copied to the Parish Council Website.</p> <p>b. <b>Member(s) of the Public.</b> No requests had been received by members of the public to speak during the Adjournment.</p>	<b>JC</b>
<p><b>4. Minutes of Previous Meeting.</b> The Minutes of the previous Meeting, dated 21<sup>st</sup> May, were read and signed as a true copy.</p>	
<p><b>5. Matters Arising.</b></p> <p>a. There were no Matters Arising from the last Parish Council Meeting.</p> <p>b. However, there was one issue outstanding from the Annual Meeting held on 21<sup>st</sup> May 2014. The Chairman agreed to seek to extend the Parish Council's Third Party Liability Insurance Cover, in order that the Village Mini-Fun Day to be held on 12<sup>th</sup> July 2014 is suitably covered.</p>	<b>PC</b>
<p><b>6. Planning and Development Control.</b> The following Planning Applications remain 'live':</p> <p>a. <b>14/04237/OUT – Development of Whistledown Farm.</b> The Parish Council's Objections and Comments were sent to Wiltshire County Council on 18<sup>th</sup> June 2014. They will be posted to the Village Website ASAP.</p> <p>b. <b>14/044464/ADV – Village Shop/Post Office – Change of Signage.</b> Supported (Comments sent to WCC on 16<sup>th</sup> May 2014).</p>	<b>JC</b>

<p>c. <b>14/04979/FUL – 8 Alexander Field – Single Storey Extension.</b> No Objections (Comments sent to WCC on 11<sup>th</sup> June 2014).</p> <p>d. <b>14/05105/FUL – 3 Devizes Road – Two Storey Extension and Single Storey Replacement Garage.</b> Under consideration by the Parish Council – comments to be with Wiltshire County Council by 27<sup>th</sup> June 2014.</p> <p>e. <b>14/05355/FUL – Field Opposite 12 Devizes Road – Creation of New Access Including Dropped Kerb, New Gates and Hardstanding.</b> Under consideration by the Parish Council – comments to be with Wiltshire County Council by 1<sup>st</sup> July 2014. <b>Afternote:</b> Comments sent to Wiltshire County Council on 19<sup>th</sup> June 2014, recommending that the Application is rejected.</p>	
<p><b>7. Election of Councillor to Vacancy.</b> Keith Everest-Howard (KH), a resident of Riverside Park, Upavon, had applied in writing to the Chairman of the Parish Council that he may be elected as a Member of the Council, in order to fill the recent vacancy. His membership was proposed by Noel Maskell, seconded by Julie Swansborough, and unanimously supported by all Councillors present. The relevant paperwork is complete, and KH is now an Upavon Parish Councillor.</p>	<b>JM/KH</b>
<p><b>8. Parish Plan and Current Issues.</b> 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"> <li>– <b>Ser 1 – Automated Electronic Defibrillator.</b></li> <li>– <b>Ser 2 – A345 Footpath – Phase 2.</b></li> <li>– <b>Ser 3 – Upavon Community Group – Revised Contract.</b></li> <li>– <b>Ser 4 – Expenditure of 106 Monies – Playground Equipment.</b></li> <li>– <b>Ser 5 – One-Way Traffic around ‘Triangle House’.</b></li> <li>– <b>Ser 6 – Emergency Plan.</b></li> <li>– <b>Ser 9 – Community SpeedWatch.</b></li> <li>– <b>Ser 10 – Activities for the Elderly.</b></li> <li>– <b>Ser 11 – Refurbishment of Avon Square Gas Lamp.</b></li> <li>– <b>Ser 12 – Business Plan and Budget – 2014/15.</b></li> <li>– <b>Ser 13 – Village Maintenance.</b></li> </ul> <ul style="list-style-type: none"> <li>○ <b>Ser (d) – Notice Board for Bus Shelter.</b></li> <li>○ <b>Ser (f) – Down View ‘Phone Box.</b></li> <li>○ <b>Ser (h) – Jubilee Post.</b> It is recognised that repairs are not required. No further action will be taken, and issue removed from Issues List.</li> <li>○ <b>Ser (j) – Area around Pottery Corner.</b></li> <li>○ <b>Ser (k) – River Avon Sign on A345 Pewsey Road.</b></li> <li>○ <b>Ser (l) – Fence at Upper Playing Field.</b></li> </ul>	

<ul style="list-style-type: none"> <li>- <b>Ser 15 – 20 mph Speed Limit in Upavon.</b> This issue was discussed, and is to be removed from the Issues List. It may be revisited as part of the Planning Process for the proposed development of the Whistledown Farm site.</li> <li>- <b>Ser 17 – WCC Highways Community Day – 17<sup>th</sup> July 2014.</b></li> <li>- <b>Ser 20 – Plan for Red ‘Phone Boxes.</b></li> <li>- <b>Ser 21 – New Village Maintenance Contract.</b></li> <li>- <b>Ser 22 – Mowing Areas, Maps and Schedule.</b></li> <li>- <b>Ser 23 – Lighting in Watson Close.</b></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>9. <b>New Issues Raised.</b> The following new Issues were discussed, and have been added Issues List.</p> <p>a. <b>Parish Council Committee Structure.</b> It was agreed that an updated Committee Structure is required, in order to reflect the composition of the Parish Council. The document should nominate Committee Chairmen and Members, and allocate tasks and responsibilities. If possible, proposed attendance at External Meetings should be included. This has been added to the Issues List.</p>	<b>PC/JM</b>						
<p>10. <b>Reports from Representatives on Other Committees.</b> No External Meetings had been attended by Councillors. Both PC and PO stressed the importance of attendance at such Meetings (Area Board, CATG, PCAP, etc), particularly since the majority of funding issues are agreed at this level. As a result:</p> <ul style="list-style-type: none"> <li>- The Parish Council will identify key Meetings that must be attended.</li> <li>- PC and KH will attend the Area Board Meeting on 7<sup>th</sup> July 2014 – further details to follow.</li> <li>- NM will attend the CATG Meeting on 24<sup>th</sup> July 2014.</li> </ul>							
<p>11. <b>Village Website.</b> JC gave a short brief on the progress of the Village Website:</p> <ul style="list-style-type: none"> <li>- It was agreed that JC will attempt to secure the <a href="http://upavon.uk">upavon.uk</a> URL for the Village Website – this is likely to be at minimal expense.</li> <li>- JC leaves on vacation on [about] 20<sup>th</sup> June 2014 for a period of 2 weeks. Bob MacDonald (BM) has agreed to manage the Website in JC’s absence.</li> </ul>	<b>JC</b>  <b>BM</b>						
<p>12. <b>Finance.</b> Cheques for payment were:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque Number</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Cheque Number	Payee	Amount				
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001494	J Mulroy	277-00	
001495	P M Eyre	57-86	
001496	F Needham	80-00	
<b>Total</b>		<b>414-86</b>	
<p>After the payment of the cheques detailed above, the <b>bank balance stands at £9 826-38</b>. It should be remembered that the balance shown includes a £5 000-00 grant held for UCG towards the hire of the school.</p>			
<p>13. <b>Clerk's Notes/Correspondence.</b> Keith Everest-Howard, as a new Member, to be included in all future correspondence. He has also agreed to pass information on to NM, as required/requested.</p>			<b>JM</b>
<p>14. <b>Items for Website/Magazine.</b> It was agreed that a short article for Together Magazine should be written, in order to reflect the excellent work carried out at the Upper Playing Field, and to recognise how much can be achieved with Community Support. JM and RA to discuss further.</p>			<b>JM/RA</b>
<p>15. <b>AOB.</b></p> <p>a. <b>Pat Eyre – Recognition of Service.</b> In recognition of many years of loyal service to the Parish Council, it was agreed that a 'Thank You' to Pat, in the form of an 'Evening Out', would be wholly appropriate. JC agreed to scope the possibilities for such an evening, to take place later this summer: he will report back to Council Members soonest.</p> <p>b. <b>Planning Seminar.</b> PW mentioned the Planning Seminar, the details of which had been circulated some weeks ago. JM agreed to attempt to recover the details and re-circulate for further comment/action.</p>			<b>JC</b>  <b>JM</b>
<p>16. <b>Date of Next Meeting.</b> The next Upavon Parish Council Meeting will be held on Wednesday 16<sup>th</sup> July 2014 at 1900 hrs in the Upavon Village Hall.</p>			<b>ALL</b>
<p>18. There being no further business, the Meeting closed at 2027 hrs.</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**