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| <p>15/06. <b>Planning and Development Control.</b> The following Planning Applications remain 'live':</p> <p>a. <b>14/04237/OUT</b> – Development of Whistledown Farm – <b>'Partially Supported'</b>. This Application is currently 'on hold' and is likely to be resubmitted in the near future – possibly within the next three weeks.</p> <p>b. <b>14/11740/FUL</b> – 5 Vicarage Lane, Upavon – Rear Single Storey Extension – <b>'No Objections'</b>.</p> <p>c. <b>15/00018/FUL</b> – 2 Down View, Upavon – Two Storey Rear Extension and Velux to Front Main Roof – Paperwork not Yet Circulated.</p> <p>The Chairman ran through the draft report from the recent <b>Rural Housing Needs Survey</b>, and briefed the Meeting that Upavon Parish Council's comments would be sent to the Survey Team within the next couple of days.</p>   | <p><b>PC/JM</b></p>   |
| <p>15/07. <b>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 1 – Automated Electronic Defibrillator.</b> <ul style="list-style-type: none"> <li>○ The first AED project is just about complete: confirmation that the AED has been registered with the Emergency Services is imminent, and a wall-mounted AED sign is due to be delivered during the next week or so.</li> <li>○ The second AED has been purchased and work is progressing to install it in the 'phone box at Down View. Installation costs are significant, but it was agreed that they will be met.</li> <li>○ Ralph Hilliard is the Council Lead for the second AED, training, etc, and will liaise with St John Ambulance accordingly.</li> </ul> </li> <li>– <b>Ser 2 – A345 Footpath – Phase 2.</b> The Chairman briefed that there has been little progress towards the A345 Footpath, Phase 2 since November: <ul style="list-style-type: none"> <li>○ A commencement date is expected soon.</li> <li>○ Peter Williams is renewing efforts to secure 'lottery' funding in order to assist in the costs of tree removal, etc.</li> </ul> </li> <li>– <b>Ser 6 – Emergency Plan – PRIORITY WORK.</b> There has been significant progress here:</li> </ul> | <p><b>JM</b></p> <p><b>PC</b></p> <p><b>RH</b></p> <p><b>PW</b></p> |

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| <ul style="list-style-type: none"> <li>○ Flood Response and Action Plan have been completed and 'logged' with Wiltshire County Council (WCC).</li> <li>○ A Flood Information Sheet has been produced and delivered to 'vulnerable' properties in the Village.</li> <li>○ The Parish Emergency Assistance Scheme (PEAS) stores (sandbags, sand, etc) have been requested and are due to be delivered within the next two weeks or so.</li> <li>○ The Flood Response Plan will be delivered to 'vulnerable' properties once the PEAS stores have been received.</li> <li>○ Work on the more generic Emergency Plan has been put 'on hold'. This will be kick-started again once additional Councillors have been 'recruited' to the Parish Council.</li> </ul> <p>– <b>Ser 13 – Village Maintenance.</b> The Chairman briefed the Meeting on the excellent work that has been carried out by the Highways Team and BBLP over recent weeks. He highlighted the outstanding work completed around the Upavon Community Centre, and the excellent liaison that is now evident between Highways and the Environment Agency. Further, he asked that Paul Oatway pass on the appreciation and thanks of the Parish Council to Stephen Matthews and his team.</p> <p>– <b>Ser 20 Village Red 'Phone Boxes.</b></p> <ul style="list-style-type: none"> <li>○ The 'phone box at Down View is to be used to install the second AED.</li> <li>○ The 'phone box in the Village Centre is to be 'smartened up' and used as an 'Information Point'.</li> <li>○ Noel Maskell has agreed to take this project on and has been requested to draw up a costed solution ahead of the March Meeting. It is hoped that the 'costed' solution can be circulated to Councillors ahead of the Meeting in March, and that the go-ahead can be given during that Meeting.</li> <li>○ Ralph Hilliard has agreed to assist.</li> </ul> <p>– <b>Ser 21 – New Village Maintenance Contract – PRIORITY WORK.</b></p> <ul style="list-style-type: none"> <li>○ This year's grounds maintenance bill has been received - £3072-00 plus VAT).</li> <li>○ A very inclusive Grounds Maintenance Contract for 2015/16 and beyond has been drawn up by the Community Facilities Committee.</li> <li>○ To date, a single bid has been received from Last Landscaping. This comes in at a cost of £6720-00.</li> </ul> | <p><b>JM/PC/RA</b></p> <p><b>PC</b></p> <p><b>PO</b></p> <p><b>NM</b></p> <p><b>RH</b></p> |
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| <ul style="list-style-type: none"> <li>○ A second bid from Bawdens Ltd is expected in the near future and it is assumed that this will come in at about the same cost.</li> <li>○ The Parish Council agreed unanimously to move forward with the new Grounds Maintenance Contract. Once the second bid has been received, the Chairman will make a final recommendation, and the contract will be let accordingly.</li> </ul>   | <b>PC</b>    |
| <ul style="list-style-type: none"> <li>– <b>Ser 23 – Lighting in Watson Close.</b> Ralph Hilliard briefed the Meeting that he is now in contact with Wiltshire County Council on this issue.</li> </ul>   | <b>RH</b>    |
| <ul style="list-style-type: none"> <li>– <b>Ser 24 – Parish Council Committee Structure – PRIORITY WORK.</b> <ul style="list-style-type: none"> <li>○ As a result of two unexpected ‘resignations’ the Parish Council is somewhat depleted and the Committee Structure is not working effectively.</li> <li>○ The Chairman is hoping to recruit two or three new Councillors in the very near future. They will fill important roles in the Public Safety, Planning and Finance Committees.</li> <li>○ Once a new Committee Structure is up and running, the Chairman intends to appoint his ‘permanent’ Deputy.</li> </ul> </li> </ul> | <b>PC</b>    |
| <ul style="list-style-type: none"> <li>– <b>Ser 26 – Half-Yearly Meeting – November 2014.</b> The Half-Yearly Public Meeting was successfully held on Wednesday 26<sup>th</sup> November 2014. The Chairman intends to circulate a Business Plan Projects List for agreement during the week commencing 19<sup>th</sup> January 2015.</li> </ul>  | <b>PC/JM</b> |
| <ul style="list-style-type: none"> <li>– <b>Ser 29 – Upavon Parish Council Precept 2015/16 – PRIORITY WORK.</b> <ul style="list-style-type: none"> <li>○ After some discussion, it was formally agreed that the Precept for the year 2015/16 will be raised by [up to] 5%.</li> <li>○ Jon Mulroy will send the Precept request to WCC by 23<sup>rd</sup> January 2015.</li> </ul> </li> </ul>   | <b>JM</b>    |
| <ul style="list-style-type: none"> <li>– <b>Ser 30 – Deployment of Speed Indicator Devices (SIDs) – New Policy.</b> Jon Mulroy briefed the Meeting that he had just received a note from WCC to inform the Parish Council that work continues in order to develop a new, affordable policy for the deployment of SIDs across the County. This note has been circulated to all Councillors.</li> </ul>   |              |
| <ul style="list-style-type: none"> <li>– <b>Ser 31 – Hard-Standing Bus-Stop Opposite Riverside Park.</b> It was agreed that this project will be rolled into 2015/16, and that Noel Maskell is the Parish Council Lead. He is requested to present a costed plan at the March</li> </ul>  | <b>NM</b>    |

| <p>Meeting.</p> <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>   |                         |                |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
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| <p>15/08. <b>New Issues Raised.</b> The following new Issue was discussed:</p> <ul style="list-style-type: none"> <li>– Nil.</li> </ul>   |                         |                |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| <p>15/09. <b>Reports from Representatives on Other Committees.</b></p> <ul style="list-style-type: none"> <li>– <b>Pewsey Community Area Partnership (PCAP) – 08 Jan 15.</b> Peter Williams briefed on the latest PCAP Meeting. Issues discussed included: A345 closure at the Woodbridge Roundabout; Neighbourhood Planning; Tourism; Army Rebasing; Bus Service Consultation. Details will be in the Minutes of that Meeting, and will be circulated once received.</li> <li>– <b>Pewsey Area Board – 12 Jan 15.</b> There were no significant issues to be briefed that were not covered by PCAP.</li> </ul>   |                         |                |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| <p>15/10. <b>Village Website.</b> Nothing to Report.</p>  |                         |                |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| <p>15/11. <b>Finance.</b></p> <p>a. <b>Financial Statement.</b> Cheques for payment were:</p> <table border="1" data-bbox="268 1249 1098 1585"> <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>001525</td> <td>Fred Needham</td> <td style="text-align: right;">160-00</td> </tr> <tr> <td>001526</td> <td>Jon Mulroy</td> <td style="text-align: right;">135-97</td> </tr> <tr> <td>001527</td> <td>Citizens' Advice Bureau</td> <td style="text-align: right;">25-00</td> </tr> <tr> <td>001529</td> <td>Paul Cowan</td> <td style="text-align: right;">17-99</td> </tr> <tr> <td>001530</td> <td>Simon Last Landscaping</td> <td style="text-align: right;">3686-40</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td style="text-align: right;"><b>4025-36</b></td> </tr> </tbody> </table> <p><b>NB – Cheque Number 001528 'Voided'.</b></p> <p>After the payment of the cheques detailed above, the <b>bank balance stands at £11,448-48</b>. 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.</p> <p>c. <b>Charities Account.</b> It was explained that there are still issues to be resolved with the Charities Account. Jon Mulroy is working on this, and is confident that all will have been resolved by the March Parish Council Meeting.</p> <p>b. <b>Financial Regulations and Governance:</b></p> | Cheque Number           | Payee          | Amount | 001525 | Fred Needham | 160-00 | 001526 | Jon Mulroy | 135-97 | 001527 | Citizens' Advice Bureau | 25-00 | 001529 | Paul Cowan | 17-99 | 001530 | Simon Last Landscaping | 3686-40 | <b>Total</b> |  | <b>4025-36</b> | <p style="text-align: center;"><b>JM</b></p> <p style="text-align: center;"><b>JM</b></p> |
| Cheque Number   | Payee                   | Amount         |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| 001525  | Fred Needham            | 160-00         |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| 001526  | Jon Mulroy              | 135-97         |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| 001527  | Citizens' Advice Bureau | 25-00          |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| 001529  | Paul Cowan              | 17-99          |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| 001530  | Simon Last Landscaping  | 3686-40        |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |
| <b>Total</b>  |                         | <b>4025-36</b> |        |        |              |        |        |            |        |        |                         |       |        |            |       |        |                        |         |              |  |                |   |

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| <ul style="list-style-type: none"> <li>- The Parish Council Financial Regulations have been drafted and circulated to all Councillors. The Financial Committee should now scrutinise these Regulations, and get back to Jon Mulroy with answers to the questions contained therein.</li> <li>- An Internal Audit of the Treasurer's Account will commence at the end of January 2015.</li> </ul> <p><b>c. Financial Governance.</b></p> <ul style="list-style-type: none"> <li>- The Chairman carried out a Bank/Cash Reconciliation and a check of the Cash Books at the end of the 2015. No issues were raised.</li> <li>- Ralph Hilliard has agreed to carry out a Bank/Cash Reconciliation exercise during January 2015.</li> </ul> <p><b>d. Contribution to Local Charities.</b> It was agreed that the following contributions would be made:</p> <ul style="list-style-type: none"> <li>- <b>Good Neighbours Coordinators.</b> A sum £25-00 from the Charities' Account.</li> <li>- <b>Carer Support Wiltshire.</b> A sum of £25-00 from the Charities' Account.</li> <li>- <b>Victim Support Wiltshire.</b> A sum of £25-00 from the Charities' Account.</li> <li>- <b>Citizen's Advice Bureau.</b> A sum of £25-00 from the Treasurer's Account.</li> </ul> | <p><b>FIN CTTEE</b></p> <p><b>JM</b></p> <p><b>RH/JM</b></p> <p><b>JM</b></p> |
| <p>15/12. <b>Clerk's Notes/Correspondence.</b> Nil.</p>  |   |
| <p>15/13. <b>Items for Website/Magazine.</b> Nil.</p>  |   |
| <p>15/14. <b>AOB.</b> The following were briefly discussed:</p> <ul style="list-style-type: none"> <li>- <b>Councillors Registration of Interests.</b> Jon Mulroy briefed the meeting that he had started the exercise to copy Councillors' Registration of Interests onto the WCC Website.</li> <li>- <b>Government Consultation on Parish Polls.</b> Peter Williams agreed to look at the Consultation on Parish Polls and reply accordingly.</li> <li>- <b>County Consultation on the Community infrastructure Levy (CIL).</b> Peter Williams also agreed to look at the CIL Consultation and engage as required.</li> </ul>  |   |
| <p>15/15. <b>Date of Next Meetings.</b> The next Upavon Parish Council Meeting will be held on Wednesday 18<sup>th</sup> March 2015 at 1900 hrs in the Upavon Village Hall.</p>  | <p><b>ALL</b></p>   |
| <p>15/16. There being no further business, the Meeting closed at 2045</p>  |   |

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**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**