

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON 18<sup>th</sup> MARCH  
2015 AT 1900 HRS IN UPAVON VILLAGE HALL**

	<b>Action</b>
<p>15/17. <b>Present.</b></p> <p>a. <b>Council Members and ‘In Support’.</b> Paul Cowan (PC) (Chairman), Russ Appleton (RA), John Cabra (JC), Noel Maskell (NM), Paul Oatway (PO) (County Councillor), Peter Williams (PW), Jon Mulroy (JM) (Clerk).</p> <p>b. <b>Members of the Public.</b> Adrian Lutman (AL), Len Prothero, James Stidston.</p>	
<p>15/18. <b>Apologies.</b> Apologies have been received from: Ralph Hilliard, Julie Swansborough (JS).</p>	
<p>15/19. <b>Adjournment.</b></p> <p>a. <b>Police Report.</b> The latest Police Report was received on 17 Mar 15, circulated to all Councillors, and copied to the Village Website.</p> <p>b. <b>Army Basing.</b> The March 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> A short note was received from the Commanding Officer at Trenchard Lines informing us: a) that new Prime Contractors had been appointed to maintain Trenchard Lines, and, b) that he leaves his post in March 2015; a successor has not yet been nominated</p> <p>d. <b>Members of the Public.</b> Len Prothero commented on the Parish Council’s response to Planning Application 14/04237/OUT, the proposed development of Whistledown Farm, and a short discussion followed.</p>	<p><b>JM</b></p> <p><b>JM</b></p>
<p>15/20. <b>Minutes of Previous Meeting.</b> The Minutes of the previous Meeting, dated 14<sup>th</sup> January 2015, were read and signed as a true copy.</p>	<b>JM</b>
<p>15/21. <b>Matters Arising.</b> The following issues were discussed briefly:</p> <p>a. <b>Councillors’ Registration of Interests.</b> The Meeting was briefed that Councillors’ Registrations of Interests had been successfully loaded onto the Wiltshire County Council (WCC) database.</p> <p>b. <b>Community Infrastructure Levy (CIL) Consultation.</b> Peter Williams agreed to have a second look at this Consultation, and to brief the Parish Council accordingly.</p>	<p><b>JM</b></p> <p><b>PW</b></p>

<p>15/22. <b>Planning and Development Control.</b> The following Planning Applications remain 'live':</p> <ul style="list-style-type: none"> <li>a. <b>14/04237/OUT</b> – Development of Whistledown Farm – <b>'Supported with Conditions'</b>.</li> <li>b. <b>15/01340/LBC</b> – The Antelope, High Street – Alterations to form 2 letting rooms with en-suites – <b>'No Objections'</b>.</li> <li>c. <b>15/01325/FUL</b> – The Antelope, High Street – Alterations to form 2 letting rooms with en-suites within existing outbuildings – <b>'No Objections'</b>.</li> </ul> <p>The Chairman ran through the recent <b>Development Plan Document Meeting</b>, the details of which had already been circulated to Councillors.</p>	
<p>15/23. <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: we are awaiting a new set of pads (required as part of our accreditation), and a wall-mounted AED sign is due to be fitted above the AED cabinet in the near future.</li> <li>○ The second AED has been purchased and work is progressing to install it in the 'phone box at Down View. Installation costs <i>may</i> be significant, but it was agreed that they will be met.</li> <li>○ Ralph Hilliard is the Council Lead for AED2, training, etc, and is to liaise with St John Ambulance accordingly. He will also lead on the accreditation of AED2.</li> </ul> </li> <li>– <b>Ser 2 – A345 Footpath – Phase 2.</b> The Chairman briefed on the progress of this Project: <ul style="list-style-type: none"> <li>○ It is anticipated that Balfour Beatty will be 'on-site' on Tuesday 24<sup>th</sup> March in order to mark out exactly where the work will take place adjacent to the A342.</li> <li>○ Tree felling is also due to commence on Tuesday 24<sup>th</sup> March.</li> <li>○ Peter Williams is renewing efforts to secure 'lottery' funding in order to assist in the costs of tree removal, etc.</li> <li>○ An unexpected bill to the amount of [just under]</li> </ul> </li> </ul>	<p><b>JM/PC</b></p> <p><b>PC</b></p> <p><b>RH</b></p> <p><b>PC/NM</b></p> <p><b>PC/NM</b></p> <p><b>PW</b></p> <p><b>PC/PO</b></p>

<p>£1400-00 has been received to cover WCC's legal works on this issue. The Parish Council is contesting; a) Payment of the bill, and, b) The size of the bill (compared to our own legal bill of £500-00). A 'Final Demand' letter has been received, threatening legal action against the Parish Council. <b><i>The Chairman has been requested to pass a copy of this letter to Paul Oatway for his further action.</i></b></p> <ul style="list-style-type: none"> <li>- <b>Ser 6 – Emergency Plan.</b> There has been significant progress here: <ul style="list-style-type: none"> <li>o The Flood Response and Action Plans have been completed, and the Parish Emergency Assistance Scheme (PEAS) stores (sandbags, sand, etc) have been received.</li> <li>o The Flood Response Plan has been delivered to 'vulnerable' properties.</li> <li>o Work on the more generic Emergency Plan remains 'on hold'. This will be kick-started again once additional Councillors have been 'recruited' to the Parish Council.</li> </ul> </li>   <li>- <b>Ser 13 – Village Maintenance.</b> <ul style="list-style-type: none"> <li>o <b>A342 Footpath to Down View.</b> The Chairman confirmed that he is in contact with Balfour Beatty (Kristian Price) in order to cut back the bank alongside the A342 footpath. Once this work has been completed, the responsibility for the maintenance of the footpath will fall to our Maintenance Contractor, Last Landscaping.</li> <li>o <b>New Pooh-Bin.</b> Consideration is to be given to install a pooh-bin at one or other end of the new A345 footpath.</li> </ul> </li>   <li>- <b>Ser 20 – Village Red 'Phone Boxes.</b> <ul style="list-style-type: none"> <li>o The 'phone box at Down View is to be used to install the second AED. Action is 'in-hand'.</li> <li>o The 'phone box in the Village Centre is to be 'smartened up' and used as an 'Information Point'.</li> <li>o Noel Maskell has agreed to take this project. He will come up with a number of options, cost them and present at the next Parish Council Meeting.</li> <li>o The Chairman agreed to assist.</li> </ul> </li>   <li>- <b>Ser 21 – New Village Maintenance Contract.</b> <ul style="list-style-type: none"> <li>o A very inclusive Grounds Maintenance Schedule of Works for 2015/16 and beyond has been drawn up by the Community Facilities</li> </ul> </li> </ul>	<p><b>PC/JM</b></p> <p><b>PC/RA</b></p> <p><b>NM/RA</b></p> <p><b>NM</b></p> <p><b>PC</b></p>
---	---

<p>Committee.</p> <ul style="list-style-type: none"> <li>○ The Contract has been awarded to Last Landscaping, and comes in at a cost of £6720-00. This will be paid quarterly.</li> <li>○ The Contract is currently being 'fine-tuned' and will be monitored by the Community Facilities Committee. A final draft of the Contract was distributed during the Meeting and comment invited (to Russ Appleton, copy to the Chairman and Jon Mulroy) by Wednesday 25<sup>th</sup> March 2015.</li> </ul> <p>– <b>Ser 24 – Parish Council Committee Structure – PRIORITY WORK.</b></p> <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> <li>○ <b>Afternote:</b> During the Meeting, the Parish Council agreed to welcome Adrian Lutman as a co-opted member of the Parish Council. In the first instance, he has been asked to take on the role of 'Lead Planner'.</li> </ul> <p>– <b>Ser 26 – Half-Yearly Meeting – November 2014.</b></p> <ul style="list-style-type: none"> <li>○ The Half-Yearly Public Meeting was successfully held on Wednesday 26<sup>th</sup> November 2014.</li> <li>○ A Meeting is to be held on Thursday 26<sup>th</sup> March in order to; a) cost the Business Plan projects for 2015/16, and, b) prepare a detailed budget for 2015/16.</li> </ul> <p>– <b>Ser 29 – Upavon Parish Council Precept 2015/16.</b></p> <ul style="list-style-type: none"> <li>○ The Precept was raised by [just over] 4% to £17089-75. We also expect a Precept Grant of £610-25, making a total of £17700-00.</li> <li>○ The Precept request was sent to WCC in the time-frame required, and we now await the payment of the first instalment, expected in early April.</li> </ul> <p>– <b>Ser 31 – Hard-Standing Bus-Stop Opposite Riverside Park.</b></p> <ul style="list-style-type: none"> <li>○ It was agreed that this project will be rolled into</li> </ul>	<p>RA</p> <p>All</p> <p>PC</p> <p>PC/AL</p> <p>PW</p> <p>JM</p> <p>NM</p>
--	---

<p>2015/16, and that Noel Maskell is the Parish Council Lead. He is requested to present a costed plan at the May Meeting.</p> <ul style="list-style-type: none"> <li>○ It was further agreed that the sum of £300-00 will be allocated to this project in next year's budget.</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>	<b>PW</b>												
<p>15/24. <b>New Issues Raised.</b> The following new Issue was discussed:</p> <ul style="list-style-type: none"> <li>– <b>Maintenance of the A342 Footpath to Down View.</b> This issue was raised by a member of the public and has now been included under 'Village Maintenance' in our Issues List. It is being actioned by the Community Facilities Committee.</li> </ul>	<b>RA</b>												
<p>15/25. <b>Reports from Representatives on Other Committees.</b></p> <ul style="list-style-type: none"> <li>– <b>Development Plan Document (DPD) Meeting – 04 Mar 15.</b> The Chairman briefed on the recent DPD Meeting earlier in the Meeting.</li> <li>– <b>Pewsey Area Board – 16 Mar 15.</b> Paul Oatway gave a very short overview of the Board Meeting and confirmed that there was nothing of specific interest to Upavon discussed.</li> </ul>	<b>PC</b>  <b>PO</b>												
<p>15/26. <b>Village Website.</b> The Village Website continues to run well, and an additional section has been added under the Parish Council tab, in order to display all road and highway issues.</p>													
<p>15/27. <b>Finance.</b></p> <p style="padding-left: 40px;">a. <b>Financial Statement.</b> Cheques for payment were:</p> <table border="0" style="width: 100%; margin-left: 40px;"> <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>001535</td> <td>Jon Mulroy</td> <td style="text-align: right;">65-74</td> </tr> <tr> <td>001536</td> <td>Fred Needham</td> <td style="text-align: right;">160-00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td style="text-align: right;"><b>225-74</b></td> </tr> </tbody> </table> <p style="padding-left: 40px;">After the payment of the cheques detailed above, the <b>bank balance stands at £11,433-68</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>£252-50</b> is 'ring-fenced' for the AED Fund.</p> <p style="padding-left: 40px;">b. <b>Internal Audit – 05 Feb 15.</b> The Meeting was briefed on</p>	Cheque Number	Payee	Amount	001535	Jon Mulroy	65-74	001536	Fred Needham	160-00	<b>Total</b>		<b>225-74</b>	<b>JM</b>          <b>JM</b>
Cheque Number	Payee	Amount											
001535	Jon Mulroy	65-74											
001536	Fred Needham	160-00											
<b>Total</b>		<b>225-74</b>											

<p>the Report of the Internal Audit that had taken place on 05 Feb 15. The Report had been circulated to all Councillors, and all had had the opportunity to comment.</p> <p><b>c. Financial Regulations.</b> The Parish Council Financial Regulations final draft has been circulated to all Councillors. There have been no comments, indicating that the Regulations have been accepted. The Regulations will be updated as necessary, and regularly circulated for comment. Of key importance is the governance of our accounts.</p> <p><b>d. Financial Governance – Treasurer’s Account.</b> Russ Appleton agreed to carry out the next Bank Reconciliation exercise, and to sign all recent payment and receipt vouchers. This reconciliation will be the ‘start point’ for our External Audit work.</p> <p><b>e. Charities Account.</b> The issues with the Charities Account have been resolved. The balance currently stands at <b>£1627-89</b>, credit.</p> <p><b>f. Contribution to Cemetery Fund and Together Magazine.</b> The Parish Council had been approached to increase its annual contributions to the PCC Cemetery Fund (currently £500-00 per annum) and Together Magazine (currently £250-00 per annum). The Parish Council agree <i>in principle</i> to increase the contributions, and Noel Maskell agreed to liaise with the PCC Treasurer, Mike Thorne, in order to scope the level of increase.</p> <p><b>g. Contribution to URC Link.</b> The Parish Council had been approached to make a contribution to URC Link. It was agreed that a contribution of <b>£250-00</b> would be made from the <b>Charities Account</b>.</p>	<p><b>JM/ALL</b></p> <p><b>RA/JM</b></p> <p><b>JM</b></p> <p><b>NM</b></p> <p><b>JM</b></p>
<p>15/28. <b>Clerk’s Notes/Correspondence.</b> Nil.</p>	
<p>15/29. <b>Items for Website/Magazine.</b> Nil.</p>	
<p>15/30. <b>AOB.</b> The following were briefly discussed:</p> <ul style="list-style-type: none"> <li>– <b>A345 Road Closure.</b> <ul style="list-style-type: none"> <li>○ The A345 Pewsey Road is to be closed for a five-week period from Monday 23<sup>rd</sup> March to allow for extensive works by Wessex Water.</li> <li>○ It is hoped that WCC Highways may be able to bring forward planned re-surfacing work to coincide with this road closure.</li> <li>○ Paul Oatway agreed to take up this issue with Kristian Price at WCC Highways.</li> </ul> </li> <li>– <b>Co-Opting of New Councillor.</b> Adrian Lutman (AL) had attended the Meeting in order to volunteer to become a</li> </ul>	<p><b>PO</b></p> <p><b>AL</b></p>

Parish Councillor. The Parish Council agreed unanimously that he should be co-opted to the Council with immediate effect. Jon Mulroy will take the necessary administrative actions.	<b>JM</b>
15/31. <b>Date of Next Meetings.</b> The next Upavon Parish Council Meeting will be held on <b>Wednesday 20<sup>th</sup> May 2015</b> in the Upavon Village Hall. This will be preceded by the Annual Parish Meeting which will commence at <b>1900 hrs.</b>	<b>ALL</b>
15/32. There being no further business, the Meeting closed at 2035 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**