

UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON 20th MAY 2015
AT 1940 HRS IN UPAVON VILLAGE HALL

	Action
<p>15/33. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), Russ Appleton (RA), John Cabra (JC), Adrian Lutman (AL), Noel Maskell (NM), Julie Swansborough (JS), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Pat Eyre, Mike Parr, James Stidston.</p>	
<p>15/34. Apologies. Apologies have been received from: Ralph Hilliard (RH), PC Richard Barratt (Wiltshire Police), Paul Oatway (County Councillor).</p>	
<p>15/35. Adjournment.</p> <p>a. Police Report. The Annual Police Report had been received, circulated to all Councillors, and copied to the Village Website.</p> <p>b. Army Basing. The latest 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. Trenchard Lines. No Report was received from Trenchard Lines – this due to the fact that the Commanding Officer’s post is currently gapped. Lieutenant Colonel Grant Ingleton, Commandant (Designate) Trenchard Lines, had attended the earlier Annual Parish Meeting and had made himself known to the Councillors.</p> <p>d. Members of the Public. No points were discussed.</p>	<p>JM</p> <p>JM</p>
<p>15/36. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 18th March 2015, were read and signed as a true copy.</p>	JM
<p>15/37. Matters Arising. The following issues were discussed briefly:</p> <p>a. Community Infrastructure Levy (CIL) Consultation. Peter Williams gave a short brief on CIL, which will be introduced shortly to replace the current Section 106 Payment Mechanism. It is considered that CIL will be more beneficial to local communities where development has taken place than the current Section 106 Payment Mechanism – under the new Levy monies not spent by local communities on infrastructure improvement will be taken by the local authority, rather than returned to developers.</p> <p>b. Contributions to Cemetery Fund and Together</p>	<p>PW</p> <p>NM</p>

<p>Magazine. Noel Maskell had liaised with Mike Thorne in order to assess the requirement for a rise in the amount we contribute to the Cemetery Fund. The requirement remains unclear, and Noel Maskell has agreed to get back to Mike Thorne in order to get a more clearly defined request.</p> <p>c. A342 Footpath from Pottery Corner to Down View. This issue had been raised formally before the last Meeting by one of our residents, and action is now being taken by the Chairman. It is assessed that a significant amount of work is required to remedy the issue: Paul Cowan agreed to take this to WCC Highways, and to engage the support of CATG if necessary.</p>	<p>PC/RA</p>
<p>15/38. Planning and Development Control. The following Planning Applications remain 'live':</p> <p>a. 14/04237/OUT – Development of Whistledown Farm – ‘Supported with Conditions’. There has been no further progress on this Planning Application – it had been planned to discuss it at an Area Planning Committee Meeting on 14th May 2015 but this Meeting was postponed. It remains unclear as to when a decision will be made on this Application, and Jon Mulroy agreed to prepare a note for Together Magazine and the Village Website whenever the application is progressed further.</p>	
<p>15/39. Parish Plan and Current Issues. Before running through the updated Issues List, the Chairman again emphasised the Parish Council's PRIORITY ISSUES; 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"> – Ser 1 – Automated Electronic Defibrillator. <ul style="list-style-type: none"> ○ The first AED project is complete. ○ The second AED has been purchased and work is progressing to install it in the 'phone box at Down View. ○ Mandy Wernham had put in place a comprehensive training programme to support AED2. She was thanked for her excellent work. ○ Jon Mulroy agreed to assist in the registration of AED2, and the development of a maintenance/training plan for both AEDs. – Ser 2 – A345 Footpath – Phase 2. The Chairman briefed on the progress of this Project: <ul style="list-style-type: none"> ○ BBLP commenced work on 5th May and by 18th May the footpath was completed. ○ Fencing materials have been purchased and delivered, and installation is 'in-hand'. All work 	<p>JM/PC PC</p> <p>MW</p> <p>JM/MW</p> <p>PC/NM PC/NM</p>

<p>should be complete by the end of May 2015.</p> <ul style="list-style-type: none"> ○ The Parish Council continues to contest the unexpected legal bill, received last month from Wiltshire County Council (WCC). <p>– Ser 6 – Emergency Plan. There has been significant progress here:</p> <ul style="list-style-type: none"> ○ The Flood Response Plan work has been completed. ○ Work on the more generic Emergency Plan had been placed ‘on hold’. Adrian Lutman (AL) agreed to take this project on, and Jon Mulroy agreed to assist. Other Councillors will be welcome to play a part in this important work. 	<p>PC</p>
<p>– Ser 13 – Village Maintenance.</p> <ul style="list-style-type: none"> ○ A342 Footpath to Down View. This issue is covered at Minute 15/37 c, above. 	<p>AL/JM</p>
<p>– Ser 20 – Village Centre Red ‘Phone Box.</p> <ul style="list-style-type: none"> ○ It had been agreed that the ‘phone box in the Village Centre is to be ‘smartened up’ and used as an ‘Information Point’. ○ No progress has been made to date. ○ The Chairman agreed to assist Noel Maskell in drawing up a costed plan for this project. This plan is to be presented to the Parish Council Meeting in July. 	<p>PC/RA</p>
<p>– Ser 21 – New Village Maintenance Contract.</p> <ul style="list-style-type: none"> ○ The new Grounds Maintenance Contract, awarded to Last Landscaping, commenced on 1st April 2015. ○ The arrangement seems to be working [reasonably] well, after earlier problems with bin-emptying which seem to have been overcome. ○ A Meeting is to be convened with the Contractor in order to assess the quality of service delivered to date – date TBC. 	<p>NM/RA</p>
<p>– Ser 24 – Parish Council Committee Structure – PRIORITY WORK. This work is now <i>critical</i>. Under new Regulations laid down by NALC the Parish Council is mandated to publish, by 1st July 2015, a list of Councillors along with detailed responsibilities. The following positions were agreed during the earlier Annual Parish Meeting:</p> <ul style="list-style-type: none"> ○ Chairman: Paul Cowan. ○ Deputy: Peter Williams. 	<p>RA/PC</p> <p>PC</p>

<p>and during the Parish Council Meeting Adrian Lutman agreed to become the lead for the Planning Committee.</p> <p>The remaining appointments and responsibilities will be developed out-of-committee and circulated accordingly.</p> <ul style="list-style-type: none"> - Ser 29 – Upavon Parish Council Precept 2015/16. <ul style="list-style-type: none"> o All Precept work was completed in the timeframe required and sent to WCC. o The first instalment of the Precept and Precept Grant (total £8 850-00) was received in to the Council’s bank account in early April. The second instalment is expected in early October. o This is now routine work and will be removed from the Issues List. - Ser 30 – Hard-Standing Bus-Stop Opposite Riverside Park. <ul style="list-style-type: none"> o This project had been rolled into 2015/16, with Noel Maskell as the Parish Council Lead. o It has been further agreed that the project will be on a ‘self-help’ basis and will not be funded unless absolutely necessary. - Ser 32 – Half-Yearly Meeting – October 2015. <ul style="list-style-type: none"> o The Half-Yearly Public Meeting is scheduled to take place in the Village Hall on Wednesday 14th October 2015. o It was agreed that Peter Williams will have responsibility for this Meeting, including: developing the presentation; running the Meeting; drawing up a costed Business Plan Projects List; assessing the budget requirements for FY 2016/16. <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>PC/JM</p> <p>JM</p> <p>NM/PC</p> <p>PW</p>
<p>15/40. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> - Julie Swansborough agreed to complete the Mobile Libraries Consultation questionnaire and return it to WCC. 	<p>JS</p>
<p>15/41. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> - Pewsey Community Area Partnership Meeting (PCAP) – 30th April 2015. The Parish Council was not represented at 	

<p>– this Meeting.</p> <p>– Pewsey Area Board – 11th May 2015. The Parish Council was not represented at this Meeting.</p>										
<p>15/42. Village Website. The Village Website continues to run well, and an additional section has been added under the Parish Council tab, in order to publish the information mandated by NALC: this entails financial and committee details – see Minute 15/43 d, below.</p>										
<p>15/43. Finance.</p> <p>a. Financial Statement. Cheques for payment were:</p> <table border="1" data-bbox="268 633 1098 875"> <thead> <tr> <th data-bbox="268 633 384 701">Cheque Number</th> <th data-bbox="619 633 703 667">Payee</th> <th data-bbox="986 633 1098 667">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 734 379 768">001547</td> <td data-bbox="419 734 539 768">J Mulroy</td> <td data-bbox="994 734 1090 768">335-59</td> </tr> <tr> <td data-bbox="268 835 363 869">Total</td> <td></td> <td data-bbox="994 835 1090 869">335-59</td> </tr> </tbody> </table> <p>After the payment of the cheque detailed above, the bank balance stands at £22 228-19 credit. It should be remembered that the balance shown includes a £6 000-00 grant held for UCG towards the hire of the school, and £349-69 is 'ring-fenced' for the AED Fund.</p> <p>b. Annual Budget 2015/16. The Chairman briefed the Meeting on the budget for FY 2015/16 which had recently been drawn up. He further emphasised that the Budget for FY 2016/17 must be agreed before Precept work commences in December 2015.</p> <p>c. Parish Council Accounts – End of Year Statement and Endorsement of Accounts. The End of Year Statement and supporting paperwork had been circulated to all Councillors for comment. It was proposed by Adrian Lutman, seconded by Julie Swansborough and agreed unanimously that these are a true statement of the Parish Council Accounts. The Annual Return will be sent to the External Auditor by recorded-delivery post on Thursday 21st May 2015.</p> <p>d. Financial Regulations, Governance and Transparency– Treasurer’s Account. Jon Mulroy briefed the Meeting on the new NALC Regulations to ensure transparency of our accounts and accounting procedures. The following documents are to be published annually, by 1st July, on the Village Website:</p> <ul style="list-style-type: none"> • List of Expenditure on all Items in excess of £100-00. • End of Year Accounts. • Parish Council Governance Statement. • Internal Audit Report. • List of Councillors and Detailed Responsibilities. 	Cheque Number	Payee	Amount	001547	J Mulroy	335-59	Total		335-59	<p style="text-align: center;">JM</p> <p style="text-align: center;">PC/PW/JM</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p>
Cheque Number	Payee	Amount								
001547	J Mulroy	335-59								
Total		335-59								

<p>Afternote: The financial documents for FY 2014/15, detailed above, have since been copied to the Website. The list of Councillors and responsibilities will follow shortly</p> <p>e. Contribution to Cemetery Fund and Together Magazine. It was agreed that no action will be taken to increase the annual contribution to the Cemetery Fund until such time as a more clearly defined request is received – see Minute 15/37 b, above.</p>	<p>PC/JM</p> <p>NM</p>
15/44. Clerk's Notes/Correspondence. Nil.	
15/45. Items for Website/Magazine. Nil.	
15/46. AOB. The following were briefly discussed: – Nil.	
15/47. Date of Next Meetings. The next Upavon Parish Council Meeting will be held on Wednesday 29th July 2015 in the Upavon Village Hall. This is a change to the advertised date and Jon Mulroy agreed to let all interested parties know of the change of date.	ALL
15/48. There being no further business, the Meeting closed at 2040 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