

UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON 29th JULY 2015
AT 1900 HRS IN UPAVON VILLAGE HALL

	Action
<p>15/49. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), Russ Appleton (RA), John Cabra (JC), Ralph Hilliard (RH), Noel Maskell (NM), Julie Swansborough (JS), Paul Oatway (County Councillor), PC Dave McCalmont (Wilthire Police), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. James Stidston.</p>	
<p>15/50. Apologies. Apologies have been received from: Adrian Lutman (AL).</p>	
<p>15/51. Adjournment.</p> <p>a. Police Report. PC Richard Barratt has moved on to Marlborough Police Station. He has been replaced in Pewsey by PC Dave McCalmont, who attended the Meeting and delivered a comprehensive Neighbourhood Policing Report. A copy of the Report will be e-mailed to Jon Mulroy, and will be circulated to Councillors, and copied to the 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 – we do not anticipate receiving regular reports in the future, but we will strive to maintain a close liaison.</p> <p>d. Members of the Public. A note from Virginia Thorne relating to bats and the Whistledown Farm development site had been replied to before the Meeting.</p>	JM
<p>15/52. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 20th May 2015, were read and signed as a true copy.</p>	JM
<p>15/53. Matters Arising. The following issue was discussed briefly:</p> <p>a. Contributions to Cemetery Fund and Together Magazine. Noel Maskell had liaised further with the PCC Treasurer with reference to Parish Council contributions to the Cemetery Fund and Together Magazine. The Chairman decided, however, that he would contact the PCC and help them find savings/efficiencies in their annual expenditure – eg, grass-cutting in the cemetery. Only after this exercise would an increase in contributions be considered.</p>	PC
<p>15/54. Planning and Development Control. The following Planning</p>	

<p>Application remains 'live':</p> <p>a. 14/04237/OUT – Development of Whistledown Farm – ‘Supported with Conditions’. The Planning Application was discussed at the July Eastern Area Planning Committee Meeting and was unanimously supported. No further news on the proposed development had been received.</p>	
<p>15/55. 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"> ○ A Meeting is scheduled for 4th August 2015 in order to formally register AED2 with the Emergency Services. Thereafter the maintenance and training programme for both AEDs becomes 'routine business'. – Ser 2 – A345 Footpath – Phase 2. The Chairman briefed on the progress of this Project: <ul style="list-style-type: none"> ○ The footpath is now complete and all fencing erected. ○ The unexpected legal bill received from Wiltshire County Council (WCC) for legal costs remains an 'outstanding issue'. – Ser 6 – Emergency Plan. <ul style="list-style-type: none"> ○ The Draft Emergency Plan has been passed to Adrian Lutman for his consideration. ○ Further work on to progress the Plan will continue in the week commencing 3rd August 2015. – Ser 13 – Village Maintenance. <ul style="list-style-type: none"> ○ Five-A-Side Football Posts. It was agreed that, as a short term fix, Ralph Hilliard would take the football posts away and get them repaired and repainted. In the slightly longer term, once the expected Whistledown Farm 106 monies (enhancement of playing fields) are received, it was proposed that a new, more robust, set of posts are purchased. ○ A342 Footpath to Down View. The footpath has been 'cut back' by the Village Maintenance Contractor. Investigations are now ongoing to ascertain whose responsibility this is: 	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM/PC/MW</p> <p style="text-align: center;">PC</p> <p style="text-align: center;">AL/JM</p> <p style="text-align: center;">RH</p>

<p>BBLP/WCC or the Village Maintenance Contract. The Chairman agreed to contact WCC Highways soonest in order to clarify the situation.</p>	<p>PC/RA</p>
<p>– Ser 20 – Village Centre Red ‘Phone Box.</p> <ul style="list-style-type: none"> ○ No action has been taken. The issue will be reconsidered during the September UPC Meeting. 	<p>PC</p>
<p>– Ser 21 – New Village Maintenance Contract.</p> <ul style="list-style-type: none"> ○ A Contract Review Meeting was held in early July. It was concluded that, after some minor ‘teething problems’, the contract is working well. ○ Work continues to rationalise bins across the village, and to deconflict responsibilities between the contractor and BBLP/WCC. ○ The Contractor has also agreed to put in some preparatory work ahead of September’s RoSPA Inspection – weeding, removal of obsolete equipment, etc. 	<p>RA/PC</p> <p>RA/PC</p> <p>RA</p>
<p>– Ser 24 – Parish Council Committee Structure – <i>PRIORITY WORK</i>. This work remains critical. Under the Regulations laid down by NALC the Parish Council was mandated to publish, by 1st July 2015, a list of Councillors along with detailed responsibilities – this has not yet been done. An Interim Structure (draft provided to Chairman and Deputy on 29th July 2015) will be developed and copied to the website by the September UPC Meeting.</p>	
<p>– Ser 28 – Future Plans for Upavon Primary School/ Community Centre</p> <ul style="list-style-type: none"> ○ The Chairman briefed on a recent visit from WCC Education Department. This visit was part of a county-wide scoping review on all WCC school properties. No decisions have been made regarding the future of Upavon Primary School. ○ It was decided that this year’s annual rent for the school premises would not be collected from the UCG. This money – up to £1000-00 – is to be used to redecorate the main hall of the Community Centre. 	<p>PC</p> <p>PC/UCG</p>
<p>– Ser 30 – Hard-Standing Bus-Stop Opposite Riverside Park.</p> <ul style="list-style-type: none"> ○ This project had been rolled into 2015/16, with Noel Maskell as the Parish Council Lead. It will be on a ‘self-help’ basis and will not be funded 	<p>NM/PC</p>

<p>unless absolutely necessary. It is hoped that work will commence in August/September 2015.</p> <ul style="list-style-type: none"> - 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 Preparatory work is progressing well. <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>PW</p>						
<p>15/56. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> - Reeders’ Garage – Initial Planning Consultation. <ul style="list-style-type: none"> o The Parish Council had recently received draft plans for the development of residential housing on the site of Reeders’ Garage, as a ‘consultation document’. The Planning Committee has already viewed the plans in detail. o The plans are now to be circulated around the remaining Councillors for further comment. o The Chairman intends to pass consolidated comments back to Reeders’ by the end of August 2015. - Status of 21 Avon Square. Ralph Hilliard had been asked by the residents of Avon Square/Watson Close for an update on the status of the property at 21 Avon Square. He agreed to make inquiries, initially through Aster Housing, and to brief the Parish Council and local residents on his findings. 	<p>JM PC/ Planning Committee RH</p>						
<p>15/57. Reports from Representatives on Other Committees. The Parish Council was not represented at any ‘higher level’ meetings during the period May-July 2015.</p>							
<p>15/58. Village Website. The Website continues to work well and provides an outstanding service.</p>							
<p>15/59. Finance.</p> <p>a. Financial Statement. Cheques for payment were:</p> <table border="1" data-bbox="268 1883 1145 2027"> <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>001554</td> <td>Grant Thornton (Audit)</td> <td>240-00</td> </tr> </tbody> </table>	Cheque Number	Payee	Amount	001554	Grant Thornton (Audit)	240-00	<p>JM</p>
Cheque Number	Payee	Amount					
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001555	Last Landscaping (Maintenance Contract)	1926-00	
001556	Land Marc Support Services (Permissive Footpath)	40-00	
001557	J Mulroy (Salary and Expenses)	611-86	
001558	Swan Advocacy (Dementia Support)	25-00	
Total		2 842-86	
<p>After the payment of the cheque detailed above, the bank balance stands at £19 248-51 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 £105-50 is 'ring-fenced' for the AED Fund.</p> <p>b. Upavon Parish Council Accounts – End of Year Statement and External Auditor’s Comments. The End of Year Statement and External Auditor’s comments had been circulated ahead of the Meeting. All had understood and there was no further comment from Councillors.</p> <p>c. Financial Transparency– Treasurer’s Account. Jon Mulroy briefed the Meeting that we are now 80% compliant with the new Transparency Regulations. A detailed Parish Council Structure is now required to bring us up to 100% compliancy.</p> <p>d. Charities Account. Jon Mulroy had provided a written update on the Charities Account ahead of the Meeting. It is hoped that the necessary paperwork will soon be complete and despatched to CCLA Investment Management Limited.</p>			<p>JM</p> <p>JM/PC/ PW/JS</p>
15/60. Clerk’s Notes/Correspondence. Nil.			
15/61. Items for Website/Magazine. Nil.			
<p>15/62. AOB. The following were briefly discussed:</p> <ul style="list-style-type: none"> – URC Link – Temporary Contact Number. Noel Maskell briefed the Meeting that there had been an issue transferring the URC Link contact number to his property. Until such time as the problem is fixed, the temporary contact ‘phone number for URC Link is 01980 630436. John Cabra agreed to copy an appropriate notification to the Website. 			<p>NM</p> <p>JC</p>
15/63. Date of Next Meeting. The next Upavon Parish Council Meeting will be held on Wednesday 16 th September 2015 in the Upavon Village Hall.			ALL
15/64. 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