

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON  
16<sup>th</sup> MARCH 2016 AT 1900 HRS IN UPAVON VILLAGE HALL**

	<b>Action</b>
<p>16/17. <b>Present.</b></p> <p>a. <b>Council Members and ‘In Support’.</b> Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), John Cabra (JC), Ralph Hilliard (RH), Adrian Lutman (AL), Noel Maskell (NM), Julie Swansborough (JS), John Tighe (JT), Gerry Ward (GW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. <b>Members of the Public.</b> Nil.</p>	
<p>16/18. <b>Apologies.</b> Apologies were received from: Lt Col Grant Ingleton (CO Trenchard Lines), PC Dave McCalmont (Wiltshire Police)</p>	
<p>16/19. <b>Adjournment.</b></p> <p>a. <b>Police Report.</b> The Neighbourhood Policing Report was received just before the Meeting and hard copies were provided for the Meeting. It has, latterly, been circulated to Councillors and copied to the Parish Council Website. Dates of future Meetings have been forwarded to PC Dave McCalmont in order that he may be able to attend Meetings in the future, as time allows.</p> <p>b. <b>Army Basing.</b> 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. <b>Trenchard Lines.</b> The Commanding Officer was unable to attend the Meeting. He had sent a message informing the Meeting that he had little to report at present.</p> <p>d. <b>Members of the Public.</b></p> <p style="padding-left: 40px;">– Nil.</p>	<p><b>JM</b></p> <p><b>JM</b></p> <p><b>JM</b></p>
<p>16/20. <b>Minutes of Previous Meeting.</b> The Minutes of the previous Meeting, dated 20<sup>th</sup> January 2015, were read and signed as a true copy.</p>	<b>JM</b>
<p>16/21. <b>Matters Arising.</b> The following issues were discussed briefly:</p> <p>a. <b>Everleigh Recycling Centre – Planned Closure.</b> An up-to-date résumé of the Everleigh Recycling Centre issue was provided. A survey is being carried out at the Centre every three weeks, in order to better assess its usage. Whilst ‘the story continues to run’, the assessment is that Wiltshire County Council (WCC) still have the intention to close the Centre in due course.</p>	<b>PC</b>

<p><b>b. Replacement of the ‘Two Person Swing’ at the Upper Playground.</b> It was unanimously agreed that a new piece of play equipment would be purchased to replace the damaged ‘Two Person Swing’, and that it would be dedicated to the memory of Russ Appleton, who did so much in support of the Upper Play Ground. Ralph Hilliard volunteered to source an engraved plaque, as required.</p> <p><b>c. The Queen’s 90<sup>th</sup> Birthday Celebration.</b> Gerry Ward gave a quick update on the planning for the Queen’s 90<sup>th</sup> Birthday Celebration, which will take place on Saturday 12<sup>th</sup> June 2016. The Celebration will take place during the day and early evening in and around the Upper Play Ground, and celebrations will continue in the Village Centre later during the evening. Further details will follow. The Parish Council agreed unanimously to support the Celebration with a £250-00 grant.</p>	<p><b>PC/ALL</b></p> <p><b>RH</b></p> <p><b>GW</b></p> <p><b>JM</b></p>
<p><b>16/22. Planning and Development Control.</b> The following Planning Applications remain ‘live’:</p> <ul style="list-style-type: none"> <li>– <b>Nil.</b></li> </ul> <p>The Chairman gave a quick update on the development of Whistledown Farm. Progress is currently being held-up due to disagreements with WCC over the extent of Community Infrastructure Levy (CIL) requirements that will have to be put in place by the developers.</p>	<p><b>PC</b></p>
<p><b>16/23. 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 6 – Emergency Plan.</b> Adrian Lutman has the lead on this issue. <ul style="list-style-type: none"> <li>○ The development of the Upavon Emergency Plan continues. In order to further enhance the Plan, Adrian will convene a Meeting in order to discuss key details. <b>Afternote:</b> See Ser 24 below. Emergency Planning issues will be discussed at the Committee Leaders’ Meeting in early/mid April.</li> </ul> </li> <li>– <b>Ser 13 – Village Maintenance.</b> <ul style="list-style-type: none"> <li>○ <b>Five-A-Side Football Posts.</b> The (condemned) Five-a-Side Football Posts are still awaiting removal from the Upper Play Ground.</li> <li>○ <b>A342 Footpath to Down View.</b> The Village Maintenance Contractor will carry out the</li> </ul> </li> </ul>	<p><b>AL</b></p> <p><b>AL</b></p> <p><b>RH</b></p> <p><b>PC</b></p>

<p>necessary work to cut the verge back from the footpath. This will come in at a cost of £288-00.</p> <ul style="list-style-type: none"> <li>○ <b>RoSPA Inspection.</b> <ul style="list-style-type: none"> <li>▪ The newly appointed Community Facilities Committee Team Leader (see Ser 24, below) will take on responsibility for the Action Plan to remediate those issues of concern detailed by the recent RoSPA Inspection.</li> <li>▪ The Village Maintenance Contractor is undergoing formal training in order to be qualified to carry out future Inspections.</li> <li>▪ Until such time as the Maintenance Contractor is qualified to carry out the Inspections, it has been agreed that we will continue to use PlaySafety as our annual inspectors.</li> </ul> </li> <li>○ <b>Highways and StreetScene.</b> The Chairman acknowledged the excellent work being carried out by Gerry Ward in reporting Highways Issues to WCC, and in chasing them up, once registered. Significant progress is being made.</li> </ul>	<p><b>PC</b></p> <p><b>PC</b></p> <p><b>GW</b></p>
<ul style="list-style-type: none"> <li>– <b>Ser 24 – Parish Council Committee Structure – <i>PRIORITY WORK.</i></b> <ul style="list-style-type: none"> <li>○ Progress is being made. An Interim Structure had been agreed, and copied to the Parish Council Website. A new Framework has now been drafted and circulated for consideration.</li> <li>○ The excellent news was that <b>John Tighe (JT)</b> has joined the Parish Council, and has agreed to take on the role of the Community Facilities Team Leader.</li> <li>○ A Meeting of Team Leaders is to be convened in early/mid April, in order to agree a final structure, confirm job specifications, and assign responsibilities.</li> </ul> </li> </ul>	<p><b>PC/ALL</b></p> <p><b>JT</b></p> <p><b>PC/JM TEAM LEADERS</b></p>
<ul style="list-style-type: none"> <li>– <b>Ser 32 – Half-Yearly Meeting – 14<sup>th</sup> October 2015.</b> The Half-Yearly Public Meeting took place in the Village Hall on Wednesday 14<sup>th</sup> October 2015. <ul style="list-style-type: none"> <li>○ A draft Projects List has been produced and circulated to all Councillors for comment.</li> <li>○ The consolidated Projects List, once agreed by all, will be incorporated into a new Issues Tracking List for 2016/17; this will continue to be managed by Jon Mulroy.</li> <li>○ During the sub-group Meeting detailed at Serial 24, above, it is intended to run through the Projects List, line-by-line, in order to:</li> </ul> </li> </ul>	<p><b>PW</b></p> <p><b>JM TEAM LEADERS</b></p>

<ul style="list-style-type: none"> <li>- Confirm each Project.</li> <li>- Agree timelines.</li> <li>- Assign 'Lead Councillors'.</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>16/24. <b>New Issues Raised.</b> The following new Issues were discussed:</p> <ul style="list-style-type: none"> <li>- <b>Deployment of Speed Indicator Device (SID).</b> The Chairman briefed the Meeting that Upavon Parish Council, along with six other local Parish Councils, has secured the use of a Speed Indicator Device (SID). The SID will be deployed, in turn, around the seven Parishes for a period of two weeks at a time. It is intended that Simon Last, the Village Maintenance Contractor, will be responsible for the deployment of the device between Parishes. The costs will come in at [about] £300-00 per Parish per year. Details of the coordination of the device between Parishes are yet to be finalised.</li> </ul>	<b>PC</b>									
<p>16/25. <b>Reports from Representatives on Other Committees.</b></p> <ul style="list-style-type: none"> <li>- <b>Pewsey Area Board 7<sup>th</sup> March 2016.</b> The Chairman had attended this Meeting and provided a quick update. Minutes of the Board Meeting can be found at the Wiltshire County Council Website, or via the 'Pewsey Our Community Matters' weekly newsletter.</li> <li>- <b>Community Area Transport Group Meeting (CATG) – March 2016.</b> The Chairman and Gerry Ward had attended this Meeting and provided a quick update.</li> </ul>	<b>PC</b>  <b>PC/GW</b>									
<p>16/26. <b>Village Website.</b> The Website continues to work well and provides an outstanding service. John Cabra intends to carry out a 'spring-clean' of the Website before the next meeting.</p>	<b>JC/BM</b>									
<p>16/27. <b>Finance.</b></p> <p>a. <b>Precept – 2016/17.</b> The Precept requirement of <b>£17 700-00</b> (including a Precept Grant of £109-85) for the Financial Year 2016/17 has been agreed, and the first instalment should be paid into the Parish Council bank account in the near future.</p> <p>b. <b>Financial Statement.</b> Cheques for payment were:</p> <table border="1" data-bbox="268 1854 1098 2020"> <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>001574</td> <td>J Mulroy (Salary and Expenses)</td> <td>651-71</td> </tr> <tr> <td>001575</td> <td>R Wright (Pest Control Services)</td> <td>144-00</td> </tr> </tbody> </table>	Cheque Number	Payee	Amount	001574	J Mulroy (Salary and Expenses)	651-71	001575	R Wright (Pest Control Services)	144-00	<b>JM</b>
Cheque Number	Payee	Amount								
001574	J Mulroy (Salary and Expenses)	651-71								
001575	R Wright (Pest Control Services)	144-00								

001576	Last Landscaping	288-00	
<b>Total</b>	<b>1083-71</b>		
<p>After the payment of the cheque detailed above, the <b>bank balance stands at £19 964-70</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>£459-30</b> is 'ring-fenced' for the AED Fund.</p>			
<p>c. <b>Charities Account.</b> The Charities Account stands at <b>£1481-44</b>, credit.</p>			
<p>d. <b>Financial Regulations – 2016/17.</b> Financial Regulations for 2016/17 were circulated to Councillors during the week before the Meeting. All agreed that the Regulations met the requirements of the parish Council and it was unanimously agreed that they would be adopted forthwith.</p>			<b>JM/ALL</b>
<p>e. <b>Sector Led Body (SLB) Provision of External Audit Services.</b> It was confirmed that the Parish Council would remain 'opted-in' to the SLB Provision of External Audit Services. It had been concluded that to do so would provide both a cost-effective and workload-effective solution for the Parish Council.</p>			
<p>f. <b>Upavon Parish Council Code of Conduct (CoC).</b> A 'templated' Code of Conduct for the Parish Council was circulated to Councillors in the week before the Meeting. All agreed that this Code of Conduct accurately reflected the requirements of the Parish Council and it was unanimously agreed that it would be adopted forthwith.</p>			<b>JM/ALL</b>
<p><b>Afternote:</b> In order to meet the requirements of the NALC Transparency Regulations, copies of the Financial Regulations 2016/17, and the newly adopted Code of Conduct will be copied to the Parish Council Website.</p>			<b>JM/JC/BM</b>
<p>16/28. <b>Clerk's Notes/Correspondence.</b> Nil.</p>			
<p>16/29. <b>Items for Website/Magazine.</b> Nil.</p>			
<p>16/30. <b>AOB.</b> The following was briefly discussed:</p> <ul style="list-style-type: none"> <li>– <b>Public Footpath behind Avon Square.</b> Ralph Hilliard mentioned the dreadful state of the Public Footpath running behind Avon Square. He agreed to give the appropriate details to Gerry Ward for onward reporting to WCC.</li> <li>– <b>Property at 21 Avon Square.</b> The Chairman spoke about the lack of any progress in the compulsory purchase of the property at 21 Avon Square. Paul Oatway agreed to raise the issue again at WCC-level, but warned that there was little appetite within WCC to carry out 'enforcement</li> </ul>			<p><b>RH/GW</b></p> <p><b>PC</b></p> <p><b>PO</b></p>

<p>operations’.</p> <ul style="list-style-type: none"> <li>– <b>Resurfacing of Village Centre.</b> The Chairman briefed the Meeting that, as yet, there was no firm date for the resurfacing of the roads in the Village Centre.</li> </ul>	
<p>16/31. <b>Date of Next Meeting.</b></p> <ul style="list-style-type: none"> <li>– The next <b>Upavon Parish Council Meeting</b> will be held on <b>Wednesday 18<sup>th</sup> May 2016</b> in the Upavon Village Hall. This will be preceded by the <b>Annual Parish Meeting</b>, which will commence at 1900 hours.</li> </ul>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<p>16/32. There being no further business, the Meeting closed at 2020 hours.</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**