

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
18th MAY 2016 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>16/33. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), John Cabra (JC), Ralph Hilliard (RH), Adrian Lutman (AL), Noel Maskell (NM), John Tighe (JT), Gerry Ward (GW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Robert Bruce, James Stidston.</p>	
<p>16/34. Apologies. Apologies were received from: Julie Swansborough (JS), Lt Col Grant Ingleton (CO Trenchard Lines), Anne Larsen-Burnett (SSO Trenchard Lines), PC Dave McCalmont (Wiltshire Police).</p>	
<p>16/35. Adjournment.</p> <p>a. Neighbourhood Policing Report. PC Dave McCalmont had sent his apologies. His Neighbourhood Policing Team Report had been received and read out at the earlier Annual Parish Meeting. It will be copied to the Website.</p> <p>b. Army Rebasing Newsletter. The latest Army Rebasing Newsletter has been received, circulated to Councillors, displayed on the noticeboard and copied to the website.</p> <p>c. Trenchard Lines. Lt Col Grant Ingleton, CO Trenchard Lines, was not able to attend the Meeting. He sent a short Annual Report which was read out at the earlier Annual Parish Meeting. It will be copied to the Website.</p> <p>d. Members of the Public. Robert Bruce spoke during the Adjournment, in order to brief the Meeting on the plans to commemorate the Centenary of The Battle of the Somme. Details are:</p> <ul style="list-style-type: none"> ○ Date. Thursday 30th June 2016 from 1830-1900 hrs ○ Location. Lower Playground (wet weather programme in the Church). ○ Congregation. All Village residents welcome – and particularly children. ○ Engagement. Display tables will be available for those with Somme Memorabilia. Attendees are encouraged to bring along drinks so they can mingle after the vigil. ○ Publicity. Robert Bruce agreed to send a copy of the event ‘flyer’ to John Cabra, for uploading to the Parish Council Website. 	<p style="text-align: center;">JM/JC</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JM/JC</p> <p style="text-align: center;">Robert Bruce/JC</p>

<ul style="list-style-type: none"> ○ Way Ahead. The Chairman of the Parish Council made it clear that he plans to attend this important event, and all Councillors were encouraged to attend likewise. 	
<p>16/36. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 16th March 2016, were read and signed as a true copy.</p>	JM
<p>16/37. Matters Arising. The following issues were discussed briefly:</p> <p>a. Deployment of Speed Indicator Device (SID). The Chairman briefed the Meeting on the progress made towards the deployment of an SID around seven parishes, including Upavon. There remains work to do in the support, funding and coordination of the project.</p>	PC
<p>16/38. Planning and Development Control. The following Planning Applications remain ‘live’:</p> <ul style="list-style-type: none"> – 16/02250/FUL - Nova House, 2 Andover Road, Upavon, SN9 6EB. Creation of new drive to replace existing shared drive – ‘No Objections’. Afternote – This has now been ‘Approved with Conditions’ by WCC. – 16/02827/FUL - The Garage, High Street, Upavon, SN9 6EA. Demolition of existing garage buildings, forecourt and canopy and replacement with four dwellings – ‘Supported with Conditions’ – Trees in Churchyard. Adrian Lutman (AL) briefed the Meeting that he had been in contact with WCC Planning, in order to put together a plan for the control and maintenance of the trees along the boundary between the churchyard and Priory Cottage. It is hoped that a six-year plan to control the trees on the boundary will be agreed. – Trenchard Lines Planning Applications. The Parish Council had received notice of a number of Planning Applications for Trenchard Lines – these will be brought forward to the Planning Committee once hard copies are received, and will be discussed at the July Parish Council Meeting, as required. Afternote – The Planning Applications have arrived by post – they amount to hundreds of pages! They will be distributed to the Planning Committee accordingly. 	JM/Planning Committee
<p>16/39. 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"> ○ After some discussion, the Projects List for 2016/17 was endorsed by the Parish Council. ○ Jon Mulroy agreed to produce the first Issues List for 2016/17, and will continue to manage the process. NB – In the event that any updates are not received in a timely fashion ahead of future Meetings, the Issues List Process will be handed back to Councillors. 	<p style="text-align: center;">JM ALL</p>
<p>16/41. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> – Pewsey Area Board 9th May 2016. Paul Oatway gave a short brief on the outcomes of the Area Board of 9th May 2016. The two major issues of interest were: <ul style="list-style-type: none"> ○ Everleigh Household Recycling Centre (HRC). Whilst the contract to run Everleigh HRC remains in place until 2017, the future of the Centre remains unclear. Paul Oatway and the elected Area Councillors will continue to lobby robustly in order to keep the Centre open. The issue now rests with the Pewsey Community Area Partnership (PCAP) organisation. ○ A345 Road Closure at North Newnton. After serious discussion, the decision to close the A345 at North Newnton for a period of up to 4 months, to allow bridge repairs to be completed, was overturned. Further details of this planned maintenance work will follow. <p>Minutes of the Board Meeting can be found at the Wiltshire County Council Website, or via the 'Pewsey Our Community Matters' weekly newsletter.</p> <ul style="list-style-type: none"> – Community Area Transport Group Meeting (CATG). Paul Oatway gave a short update on the ongoing work of the CATG, at which Upavon Parish Council continues to be represented by the Chairman and Gerry Ward. – Pewsey Area Crime and Community Safety (PACCS) Meeting. There was nothing to report from PACCS, but Gerry Ward briefed the Meeting that he would attend the next Meeting in June. 	<p style="text-align: center;">PC</p> <p style="text-align: center;">PO/PC</p> <p style="text-align: center;">PO/PC/GW</p> <p style="text-align: center;">PC/GW</p> <p style="text-align: center;">GW</p>
<p>16/42. Village Website.</p> <p>a. The Website continues to work well and provides an outstanding service. It has been maintained by Bob McDonald and John Cabra over the past 12 months, with a few security patches added and an increase in the severity of the “spam Assassin” due to Jon Mulroy receiving so many unwanted e-mails.</p> <p>b. For a small Village Website there is a consistently high hit</p>	<p style="text-align: center;">JC/BM</p> <p style="text-align: center;">PW/ALL</p>

<p>rate (representative chart circulated to all Councillors). More information is being added to the historical sections as it is discovered. Any information considered useful/suitable for the Website should be directed to John Cabra.</p> <p>c. IT Strategy. Peter Williams had produced a draft IT Strategy Paper, which was circulated to Councillors for comment ahead of the Meeting. Comments should be passed to Peter by 31st May, and the finalised Strategy is to be endorsed at July's Meeting.</p>	<p>JC/ALL</p> <p>PW/All</p>															
<p>16/43. Finance.</p> <p>a. Financial Statement. Cheques for payment were:</p> <table border="1" data-bbox="268 696 1086 969"> <thead> <tr> <th>Cheque Number</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>001582</td> <td>Wiltshire Bobby Van Trust</td> <td>25-00</td> </tr> <tr> <td>001583</td> <td>J Mulroy</td> <td>628-00</td> </tr> <tr> <td>001584</td> <td>Joanne Eden</td> <td>30-00</td> </tr> <tr> <td>Total</td> <td></td> <td>683-00</td> </tr> </tbody> </table> <p>After the payment of the cheque detailed above, the bank balance stands at £26 116-21 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 £469-30 is 'ring-fenced' for the AED Fund.</p> <p>b. Charities Account. The Charities Account stands at £1292-66, credit.</p> <p>c. Upavon PC Accounts - Annual Report. A summary of the Parish Council's Annual Report on its Accounts had been circulated to Councillors before the Meeting. It was agreed that this was an accurate Report on the Accounts, and the Annual Report for 2015/16 was approved unanimously. The Report will be sent to the External Auditors within days.</p> <p>d. Upavon PC Accounts - Internal and External Audits. Jon Mulroy briefed the Meeting on the recent Internal Audit, which was considered a success – the Audit Letter had been circulated to Councillors before the Meeting. The Meeting was then given an outline of the External Audit process that would follow shortly.</p> <p>e. Transparency Regulations. Jon Mulroy briefed the Meeting that once the Parish Council Structure had been copied to the Website, all the requirements of the Financial Transparency Regulations would be met.</p> <p>f. Annual contributions to St Mary's PCC (Cemetery Fund), Together Magazine and Village Hall Committee. There was some discussion regarding future donations to St</p>	Cheque Number	Payee	Amount	001582	Wiltshire Bobby Van Trust	25-00	001583	J Mulroy	628-00	001584	Joanne Eden	30-00	Total		683-00	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>Mary's PCC (Cemetery Fund), Together Magazine and the Village Hall Committee, after which it was decided that:</p> <p>(1) The annual contributions would remain unchanged: St Mary's PCC – £500-00; Together Magazine - £250-00; Village Hall Committee – £500-00.</p> <p>(2) The Chairman would approach St Mary's PCC Treasurer in order to ascertain why last year's £500-00 contribution had not been credited to the Cemetery Fund.</p> <p>(3) The Chairman would approach the Village Hall Committee in order to arrange an opportunity to look over the Committee Accounts and recent Audit Reports.</p>	<p>JM</p> <p>PC</p> <p>PC</p>
<p>16/44. Clerk's Notes/Correspondence. Nil.</p>	
<p>16/45. Items for Website/Magazine. It was agreed that a short article would be prepared for Together Magazine, outlining the Parish Council plans for 2016/17 and beyond.</p>	<p>PC/PW/JM</p>
<p>16/46. AOB. The following was briefly discussed:</p> <ul style="list-style-type: none"> – Maintenance. Gerry Ward briefed the Meeting on his ongoing dealings with WCC Highways which were largely extremely successful, and his concerns that the Parish Steward will not come 'on-line' for Upavon until October 2016. He will lobby robustly in order to ensure that all routine and non-statutory work is completed in a timely fashion. – Community Facilities. <ul style="list-style-type: none"> ○ John Tighe briefed the Meeting on the potential use of the Probationary Service in order to carry out routine works around the Village. He agreed to pass contact details on to Jon Mulroy. ○ He also briefed the Meeting that he would be scrutinising the Village Maintenance Contract in the near future, in order to ensure that it continues to meet the Village's requirements. 	<p>GW</p> <p>JT</p> <p>JT</p>
<p>16/47. Date of Next Meeting.</p> <ul style="list-style-type: none"> – The next Upavon Parish Council Meeting will be held on Wednesday 20th July 2016 in the Upavon Village Hall (TBC – dependent on the re-decoration of the Village Hall). 	<p>ALL</p> <p>ALL</p>
<p>16/48. There being no further business, the Meeting closed at 2049 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