

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON  
21<sup>ST</sup> SEPTEMBER 2016 AT 1900 HRS IN UPAVON VILLAGE HALL**

	<b>Action</b>
<p>16/65. <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), Noel Maskell (NM), John Tighe (JT), Gerry Ward (GW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. <b>Members of the Public.</b> Andrew Flack, Bob McDonald, Mike Parr, James Stidston, Brian Thompson.</p>	
<p>16/66. <b>Apologies.</b> Apologies were received from: Adrian Lutman (AL), Lt Col Grant Ingleton (CO Trenchard Lines), PC Dave McCalmont (Wiltshire Constabulary), Julie Swansborough (JS).</p>	
<p>16/67. <b>Adjournment.</b></p> <p>a. <b>Neighbourhood Policing Report.</b> PC Dave McCalmont had sent his apologies. His Neighbourhood Policing Team Report had been received on 21<sup>st</sup> September 2016, and distributed to all Councillors. It will be copied to the Website.</p> <p>b. <b>Army Rebasing Newsletter.</b> The latest Army Rebasing Newsletter has been received, circulated to Councillors, displayed on the notice-board and copied to the website.</p> <p>c. <b>Trenchard Lines.</b> Lt Col Grant Ingleton, CO Trenchard Lines, had reported that he had no significant issues to raise.</p> <p>d. <b>Members of the Public.</b> Brian Thompson asked if there had been any progress towards the development of Whistledown Farm. The Chairman explained that progress was being realised and that the Community Infrastructure Levy (CIL) provisions had been formally agreed and should be ‘signed-off’ within the next few days. The landowners would thereafter be in a position to market the site for development.</p>	<p align="center"><b>JM/JC</b></p> <p align="center"><b>JM</b></p>
<p>16/68. <b>Minutes of Previous Meeting.</b> The Minutes of the previous Meeting, dated 20<sup>th</sup> July 2016, were read and signed as a true copy.</p>	<b>JM</b>
<p>16/69. <b>Matters Arising.</b> The following issues were discussed briefly:</p> <p>a. <b>Village Hall Accounts.</b> Noel Maskell (NM) kindly provided a copy of the Village Hall Committee Accounts for the Chairman’s perusal. The Chairman agreed to view the accounts, and get back to the Committee Treasurer, if necessary.</p> <p>b. <b>Planning Application 16/02827/FUL – The Garage Site.</b> Paul Oatway had raised this Planning Application with the</p>	<b>PC</b>

<p>Planning Department in order to ascertain the way forward. He informed the Meeting that the Application remains 'stalled' as a result of the Environment Agency's flood assessment of the site. The assigned Planning Officer continues to seek a way around the issue. Action now lies with the Planning Officer and the Environment Agency. However, it has also been acknowledged that there are other development options for the site 'on the table'.</p> <p>c. <b>Plans for Upavon School/Community Centre.</b> Paul Oatway, our County Councillor, had clarified the immediate future of the School/Community Centre by E-Mail before the Meeting. The Education Department had confirmed that the site is still owned by the Council, but that student numbers do not warrant re-opening it as a school. It was also confirmed that the Council has no current plans to sell the school.</p> <p>d. <b>A345 Footpath – Feasibility Study.</b> There had been no further progress on the Feasibility Study. A Scoping Meeting with the owner of Grey Flags is to be arranged.</p>	<p><b>PC/PW</b></p>
<p>16/70. <b>Planning and Development Control.</b> The following Planning Applications remain 'live':</p> <ul style="list-style-type: none"> <li>– <b>16/02827/FUL – The Garage</b>, High Street, Upavon, SN9 6EA. Demolition of existing garage buildings, forecourt and canopy and replacement with four dwellings – 'Supported with Conditions'.</li> <li>– <b>16/07171/LBC – The Antelope</b>, Upavon, SN9 6EA – Remove fireplace – 'No Objections'.</li> <li>– <b>16/07671/FUL – Wyvern Gliding Club</b>, Upavon, SN9 6BE – Erection of new glider hangar – a late response was sent on 21<sup>st</sup> September 2016 – 'No Objections and One Observation'.</li> </ul>	<p><b>PO/PC</b></p>
<p>16/71. <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 06/15 – Emergency Plan.</b> Emergency Planning work has stalled, and the Council Lead has now resigned from the Parish Council. The Chairman emphasised the importance of this work, and briefed the Meeting that the Plans were about 75% complete: all that is required is a degree of refinement and updating. A volunteer is required to run with this project.</li> <li>– <b>Ser 11/15 – Gas Lamp at Avon Square.</b> The renovation of the Gas Lamp is ongoing, and almost complete.</li> </ul>	<p><b>PC</b></p> <p><b>ALL</b></p> <p><b>PC</b></p>

<ul style="list-style-type: none"> <li>- <b>Ser 20/15 – Telephone Box in Village Centre.</b> Jon Mulroy reported that the Village Map is close to completion – photographs of the map had been circulated to Councillors in early September. He agreed to work with John Tighe on the ‘renovation’ of the ‘phone box, and the purchase of a new Ordnance Survey Map to be placed in the bus shelter.</li> </ul>	<p style="text-align: center;"><b>JM</b></p> <p style="text-align: center;"><b>JM/JT</b></p>
<ul style="list-style-type: none"> <li>- <b>Ser 28/15 – Plans for Upavon Primary School/Community Centre.</b> It has been confirmed that there are no current plans to re-open or sell the School/Community Centre. The Community Group are now encouraged to push ahead with the re-decoration of the Centre.</li> </ul>	<p style="text-align: center;"><b>UCG</b></p>
<ul style="list-style-type: none"> <li>- <b>Ser 01/16 – Neighbourhood Development Plan (NDP).</b> Peter Williams had circulated an ‘early draft’ of the NDP, and requested ‘agreement in principle’ that the format and layout was about right. There was significant discussion about the Plan, and general agreement that it was moving in the right direction. It was further agreed that, once the Plan is close to completion, the Council would pay for a legal expert to endorse the work, prior to ratification and consideration by Parishioners.</li> </ul>	<p style="text-align: center;"><b>PW</b></p>
<ul style="list-style-type: none"> <li>- <b>Ser 02/16 – Expenditure Plan for Future CIL Payments.</b> The important issue of CIL Payments was included in the draft NDP. Recognising that the development of Whittleddown Farm may commence in the near future, Peter Williams agreed to ‘accelerate’ this part of the overall NDP.</li> </ul>	<p style="text-align: center;"><b>PW</b></p>
<ul style="list-style-type: none"> <li>- <b>Ser 03/16 – RoSPA Inspection Process.</b> <ul style="list-style-type: none"> <li>o The Annual RoSPA Inspection was carried out on Monday 12<sup>th</sup> September by a representative from PlaySafety. John Tighe was in attendance and provided the Meeting with a short update. In sum, the Inspector was satisfied with much that he had seen. A detailed Inspection Report is expected soon, with a remedial Action Plan to follow.</li> <li>o John Tighe is also looking at alternative arrangements for 2017 onwards, including engaging Simon Last, the Village Maintenance Contractor. (we need to be aware of any ‘conflict of interest’).</li> </ul> </li> </ul>	<p style="text-align: center;"><b>JT</b></p> <p style="text-align: center;"><b>JT</b></p> <p style="text-align: center;"><b>JT</b></p>
<ul style="list-style-type: none"> <li>- <b>Ser 04/16 – Annual Maintenance Programme and Five-Year Plan.</b> John Tighe continues to engage the Village Maintenance Contractor in order to draw up a comprehensive Annual Maintenance Programme. He is also drawing up a Five-Year Routine Maintenance Plan, which, in turn, will inform the annual budget.</li> </ul>	<p style="text-align: center;"><b>JT</b></p>

<ul style="list-style-type: none"> <li>– <b>Ser 05/16 – Deployment of SID.</b> The three sites for the SID in Upavon have been confirmed – Pewsey Road, Andover Road and Devizes Road – and details passed to the SID Coordinator. All is now in-place for this Project to take-off.</li> <li>– <b>Ser 06/16 – A345 Footpath – Feasibility Study.</b> A Scoping Meeting between the Parish Council and the owner of Grey Flags is to be arranged before any further progress can be realised.</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><b>PC/GW</b></p> <p><b>PC/GW</b></p>
<p>16/72. <b>New Issues Raised.</b> The following new Issues were discussed:</p> <ul style="list-style-type: none"> <li>– <b>Resignation of Adrian Lutman – Re-Distribution of Responsibilities.</b> Adrian Lutman has resigned from the Parish Council as a result of his impending move to Gibraltar. The Chairman emphasised the importance of ‘back-filling’ his areas of responsibility with immediacy. Volunteers are now required to take on: Emergency Planning; Lead of the Planning Committee; Membership of the Finance Committee.</li> <li>– <b>Automated External Defibrillator (AED) – Training Session – 12<sup>th</sup> October 2016.</b> Jon Mulroy briefed the Meeting on the AED Awareness Training Session that will take place in the Village Hall on Wednesday 12<sup>th</sup> October 2016 from 1900 – 2000 hours. The session has been ‘advertised’ on the Village Website and on posters around the Village. All Councillors were urged to attend.</li> <li>– <b>Upavon Parish Council Issues List.</b> It was agreed that the Issues List Process should continue as a useful Management Tool. Jon Mulroy agreed to continue to manage the process so long as Councillors submit reports, etc, in the timeframe requested.</li> </ul>	<p><b>ALL</b></p> <p><b>JM ALL</b></p>
<p>16/73. <b>Reports from Representatives on Other Committees.</b></p> <ul style="list-style-type: none"> <li>– <b>Pewsey Area Board – 12<sup>th</sup> September 2016.</b> Paul Oatway gave a short brief on the outcomes of the recent Area Board Meeting: <ul style="list-style-type: none"> <li>○ There were no Upavon-specific issues.</li> <li>○ Everleigh HRC remains an issue of concern, and its future beyond 2017 remains uncertain.</li> <li>○ The Pewsey Campus (to be known as The Vale Health and Well-Being Centre) Project is still on-</li> </ul> </li> </ul>	

<p>track, and work is due to commence in February 2017.</p> <p>Minutes of the Area 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"> <li>– <b>Community Area Transport Group Meeting (CATG).</b> The Chairman and Gerry Ward gave a quick update on the recent CATG Meeting.</li> <li>– <b>Pewsey Area Crime and Community Safety (PACCS) Meeting.</b> Gerry Ward briefed the Meeting that he intends to be at next PACCS Meeting on 22<sup>nd</sup> September.</li> </ul>	<p><b>PC/GW</b></p>															
<p>16/74. <b>Village Website and IT Strategy.</b></p> <ul style="list-style-type: none"> <li>– John Cabra briefed the Meeting that the Village Website continues to provide an excellent service.</li> <li>– He also briefed that he will attempt to purchase the detachable Hard-Drive and Laser Printer (detailed in the endorsed PC IT Strategy) at discount rates.</li> </ul>	<p><b>JC</b></p>															
<p>16/75. <b>Finance.</b></p> <p>a. <b>Financial Statement.</b> Cheques for payment were:</p> <table border="1" data-bbox="268 1137 1161 1550"> <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>001594</td> <td>Jon Mulroy – Salary and Expenses</td> <td style="text-align: right;">625-59</td> </tr> <tr> <td>001595</td> <td>Wiltshire Council – Half-Yearly Payment on Allotments</td> <td style="text-align: right;">28-00</td> </tr> <tr> <td>001596</td> <td>Grant Thornton – Payment of External Auditor.</td> <td style="text-align: right;">120-00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td style="text-align: right;"><b>773-59</b></td> </tr> </tbody> </table> <p>After the payment of the cheque detailed above, the <b>bank balance stands at £20 884-46</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>b. <b>Charities Account.</b> The Charities Account stands at <b>£1397-24</b>, credit.</p> <p>c. <b>Upavon PC Accounts - External Audits.</b> Jon Mulroy had sent out a written summary of the External Auditor's comments at the beginning of September. The summary has also been posted to the Village Website. There were no further</p>	Cheque Number	Payee	Amount	001594	Jon Mulroy – Salary and Expenses	625-59	001595	Wiltshire Council – Half-Yearly Payment on Allotments	28-00	001596	Grant Thornton – Payment of External Auditor.	120-00	<b>Total</b>		<b>773-59</b>	<p><b>JM</b></p> <p style="text-align: center; margin-top: 100px;"><b>JM</b></p>
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comments/questions on the External Audit Report.	
16/76. <b>Clerk's Notes/Correspondence.</b> It was agreed that future UPC Meeting Minutes would be sent to the Upavon Community Group (UCG) for their information. The accompanying note would urge the Group to go ahead with the re-decoration of the Centre 'in short time'.	<b>JM</b>
16/77. <b>Items for Website/Magazine.</b> Nil.	
16/78. <b>AOB.</b> The following was briefly discussed: <ul style="list-style-type: none"> <li>– <b>Condition of the A342.</b> It was brought to the attention of the Meeting that the southernmost stretch of the A342 is in a dreadful state. It was agreed that this would be submitted to Wiltshire Council as a Community Issue, via MyWiltshire App.</li> <li>– <b>Council Tax Consultation and Potential Capping.</b> The issue of the ongoing Council Tax Consultation was raised; the Chairman assured the Meeting that the PC was aware of this issue, and that the PC would take part in the Consultation as appropriate.</li> <li>– <b>Mobile 'Phone Coverage in Upavon.</b> Andrew Flack raised the issue of poor mobile 'phone coverage in Upavon, and suggested that the Church Tower may be used to house a transmitter/booster. The Chairman agreed that he would pass this issue on to the Chairman of the Parochial Parish Council for further consideration.</li> </ul>	<b>GW</b>          <b>PC/PCC</b>
16/79. <b>Date of Next Meeting.</b> <ul style="list-style-type: none"> <li>– The next <b>Upavon Parish Council Meeting</b> will be held on <b>Wednesday 16<sup>th</sup> November 2016</b> in the Upavon Village Hall.</li> </ul>	<b>ALL</b>
16/80. There being no further business, the Meeting closed at 2020 hours.	

**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**