

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
16TH NOVEMBER 2016 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>16/81. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), John Cabra (JC), Ralph Hilliard (RH), Noel Maskell (NM), Bob McDonald (BM), Julie Swansborough (JS), John Tighe (JT), Gerry Ward (GW), Lt Col Grant Ingleton (CO Trenchard Lines), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Andrew Flack, Len Prothero, James Stidston.</p>	
<p>16/82. Apologies. Apologies were received from: PC Dave McCalmont (Wiltshire Police).</p>	
<p>16/83. Adjournment.</p> <p>a. New Councillor. The Chairman began the Meeting by welcoming Bob McDonald (BM) as a new Member of the Parish Councillor. In the first instance, Bob will join both the Planning and Financial Committees.</p> <p>b. Neighbourhood Policing Report. PC Dave McCalmont had sent his apologies. He explained that his role as Upavon’s Community Police Officer had been taken over by PC Teresa Herbert. All correspondence will now be directed to Teresa, and it is hoped that she will be able to attend a Parish Council Meeting in the not-too-distant future.</p> <p>c. Army Rebasing Newsletter. The latest Army Rebasing Newsletter had been received, circulated to Councillors, displayed on the notice-board and copied to the website.</p> <p>d. Trenchard Lines. Lieutenant Colonel Grant Ingleton, Commanding Officer Trenchard Lines, briefed the Meeting on the progress of works towards Project Army 2020:</p> <ul style="list-style-type: none"> – All Planning Permissions had been granted and contracts would soon be put out to tender. Work is expected to commence in 2018, to be complete in 2020. – The Main Gate project remains a priority. It is also hoped that a Zebra Crossing will be put in place, and that the speed limit can be reduced to 30 mph along the A342. The Parish Council will support both these aspirations. – The Wyvern Gliding Club Planning Permission has been granted, although a decision is still to be made 	<p align="right">BM</p> <p align="right">JM</p> <p align="right">JM</p> <p align="right">PC</p>

<p>as to when this work should commence.</p> <ul style="list-style-type: none"> – There is a possibility that a Planning Application may be submitted for the erection of a Technical Hangar for the Air Cadets in the area of the Wind-Sock. – In all, the future looks good for Trenchard Lines! <p>e. Members of the Public. In response to a query from Len Prothero, the Chairman gave a quick update on the potential development of the Whistledown Farm Site. Progress is being held-up as a result of a disagreement over Public Footpaths/Rights of Way. There remains no clear indication as to when work is likely to commence on the site.</p>	
<p>16/84. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 21st September 2016, were read and signed as a true copy.</p>	<p>JM</p>
<p>16/85. Matters Arising. The following issues were discussed briefly:</p> <p>a. A345 Footpath – Feasibility Study. There had been no further progress on the Feasibility Study, and the Chairman stated that this would be a priority ahead of the next Meeting.</p> <p>b. Resignation of Adrian Lutman – Re-Distribution of Responsibilities. Bob McDonald has agreed to join both the Planning and Finance Committees. ‘In the margins’, he also agreed to take on the Emergency Planning role. Jon Mulroy agreed to assist in this important work.</p> <p>c. Condition of the A342. Gerry Ward confirmed that this issue had been reported to Wiltshire Council (WC) via MyWiltshire App, and that a team had been on-site to assess the work required.</p> <p>d. Mobile ‘Phone Coverage in Upavon. The Chairman had discussed this issue the Parochial Church Council, having spoken with the network providers. It was agreed that the concept of housing a network transmitter/booster in the church tower is a non-starter.</p>	<p>PC</p> <p>BM</p> <p>JM</p>
<p>16/86. Planning and Development Control. The following Planning Applications remain ‘live’:</p> <ul style="list-style-type: none"> – 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’. – 16/08724/FUL – Fair View, 4 Devizes Road, Upavon, SN9 6ED – Erect double storey front extension – ‘No Objections’ 	

<ul style="list-style-type: none"> – 16/07365/FUL – Trenchard Lines, York Road, Upavon, SN9 6BE – Replace existing double height roller shutter with new Glazed façade and install two new windows – ‘No Objections’ – 16/10099/TCA – 32 High Street, Upavon – Tree Works – ‘No Objections’ 	
<p>16/87. 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 06/15 – Emergency Plan. Emergency Planning work had stalled since the Council Lead has resigned from the Parish Council. Bob McDonald, assisted by Jon Mulroy, has agreed to take on this important work. – Ser 11/15 – Gas Lamp at Avon Square. The renovation of the Gas Lamp is ongoing, and almost complete. – Ser 20/15 – Telephone Box in Village Centre. Jon Mulroy reported that the Village Map is close to completion – the map is in the process of being ‘digitised’, and should be printed soon. 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. – Ser 28/15 – Plans for Upavon Primary School/Community Centre. There was nothing further to report on this issue, although there was some discussion on the potential to use the School classrooms as ‘overflow office space’, if required. – Ser 01/16 – Neighbourhood Development Plan (NDP). Peter Williams had circulated a second, more mature draft’ of the NDP ahead of the Meeting. All agreed that the Plan is moving in the right direction, and it is hoped that a more ‘polished’ product will be in-place by early 2017, and that the Plan should be completed by April 2017. Jon Mulroy agreed to contact Burbage Parish Council in order to pick up any ‘top tips’ from their NDP writing experience. – Ser 02/16 – Expenditure Plan for Future CIL Payments. Peter Williams briefed the Meeting that the important issue of CIL Payments has been ‘rolled into’ the NDP, detailed above. – Ser 03/16 – RoSPA Inspection Process. John Tighe continues to look at options for 2017 onwards, including: a) continuing with PlaySafety, or, b) engaging Simon Last, as both our Inspector and Village Maintenance Contractor. 	<p style="text-align: center;">BM/JM</p> <p style="text-align: center;">PC</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JM/JT</p> <p style="text-align: center;">PC</p> <p style="text-align: center;">PW/ Planning Committee</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">PW</p> <p style="text-align: center;">JT</p>

<ul style="list-style-type: none"> - Ser 04/16 – Annual Maintenance Programme and Five-Year Plan. John Tighe continues to engage the Village Maintenance Contractor in order to draw up a comprehensive Annual Maintenance Programme. He is also working with the Chairman, in order to draw up the Five-Year Routine Maintenance Plan, which, in turn, will inform the Annual Budget process. - Ser 05/16 – Deployment of SID. The Project has now taken off, and the detailed deployment schedule has been agreed and published. Gerry Ward agreed to continue to liaise with the overall SID Coordinator, and to brief the Parish Council as required. - Ser 06/16 – A345 Footpath – Feasibility Study. The Chairman stated that this issue will be a priority ahead of January’s Parish Council Meeting. <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 style="text-align: center;">JT</p> <p style="text-align: center;">JT/PC</p> <p style="text-align: center;">GW</p>
<p>16/88. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> - Pewsey Community Area Partnership (PCAP) Funding – Financial Year 2017/18. PCAP had requested that Upavon Parish Council continues to contribute to their annual running costs. It was unanimously agreed that the Parish Council will continue its support, and that a contribution of £250-00 will be made in 2017/18. Afternote: Jon Mulroy contacted PCAP on 17th November and informed them of this decision. - Upavon Parish Council Standing Orders. The Draft UPC Standing Orders had been circulated to all Councillors ahead of the Meeting. All agreed that they be formally endorsed. - Bus Stop on A345 Salisbury Road. Louise Fenigsztein-Baker from the Old Dairy Cottage had commented on the state of the bus stop on the northbound side of the A345 Salisbury Road (effectively at the bottom of her garden). Gerry Ward agreed to assess the situation and take the appropriate action. - Annual Contribution to St Mary’s Church Cemetery Fund. The Parish Council had received a note from the Parochial Church Council (PCC) requesting that the annual contribution to the Cemetery Fund be increased. The Chairman agreed that he would respond to the PCC, in order to get more details. He will brief the Parish Council 	<p style="text-align: center;">JM</p> <p style="text-align: center;">GW</p> <p style="text-align: center;">PC</p>

<p>accordingly.</p>							
<p>16/89. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> - Community Area Transport Group Meeting (CATG) 12th October 2016. There was nothing significant to report from CATG. - Pewsey Community Area Partnership (PCAP) Meeting 20th October 2016. Gerry Ward had attended this Meeting and gave a quick update. Of note: <ul style="list-style-type: none"> o Extraordinary PCAP Meeting. An Extraordinary PCAP Meeting is to be convened, in order to explore and assess the implications of WC's intent to delegate various responsibilities down to Town/Parish Councils. It was agreed that this is of significant importance, and that every effort will be made to ensure that the Parish Council is represented. o Safe Place Project. The Upavon Village Store has been added to the list of Safe Places in the Pewsey Area, in support of this important project. - Pewsey Area Board – 31st October 2016. The Minutes of the Area Board Meeting had been received on 16th November 2016 and circulated to all Councillors. There was nothing further to report from this Meeting. <p>Minutes of the Pewsey Area Board Meeting and all supporting Meetings can be found at the Wiltshire County Council Website, or via the 'Pewsey Our Community Matters' weekly newsletter.</p>	<p style="text-align: center;">PC/PW</p> <p style="text-align: center;">ALL</p>						
<p>16/90. Village Website and IT Strategy.</p> <ul style="list-style-type: none"> - John Cabra briefed the Meeting that: <ul style="list-style-type: none"> o The new Parish Council printer has been set up, and a back-up disk has been purchased. Both are working very well. o The website has recently been 'patched' as recommended, due to a possible security issue. 	<p style="text-align: center;">JC</p>						
<p>16/91. Finance.</p> <p>a. Financial Statement. Cheques for payment were:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Cheque Number	Payee	Amount				<p style="text-align: center;">JM</p>
Cheque Number	Payee	Amount					

001602	Playdale Limited	2108-40	
001603	Royal British Legion	50-00	
001604	Jon Mulroy – Salary and Expenses	649-41	
	Total	2807-81	
<p>After the payment of the cheque detailed above, the bank balance stands at £21 900-82 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 £84-30 is 'ring-fenced' for the AED Fund.</p> <p>b. Charities Account. The Charities Account stands at £1397-24, credit.</p> <p>c. Authorised Signatories to Parish Council Account. Jon Mulroy briefed the Meeting on the requirement to plan ahead regarding signatories to the Parish Council Accounts ahead of next May's Local Elections. He would continue to liaise with Councillors, in order that there can be a smooth transition of Accounts post the Local Elections in May 2017.</p> <p>d. Annual Precept for 2017/18. Peter Williams briefed the Meeting on the process for the calculation of the Precept for 2017/18. The initial instructions, including an updated Precept Calculator had been received. The Parish Council's Precept request has to be forwarded to Wiltshire Council by 20th January 2017.</p>			JM
16/92. Clerk's Notes/Correspondence. Nil			
16/93. Items for Website/Magazine. Nil.			
<p>16/94. AOB. The following was briefly discussed:</p> <ul style="list-style-type: none"> – Reporting Highways Issues. Gerry Ward gave a quick overview as to how the MyWiltshire App is working to report Highways Issues to WC. He produced various statistics showing types of issues raised, locations and frequency. The Chairman formally thanked him for his excellent work. – Link Drivers Required. Noel Maskell briefed the Meeting that there is currently a shortage of drivers for Link. Any volunteers should contact Noel on 01980 630436 for further information. 			
<p>16/95. Date of Next Meeting.</p> <ul style="list-style-type: none"> – The next Upavon Parish Council Meeting will be held on Wednesday 18th January 2017 in the Upavon Village Hall. 			ALL

16/96. There being no further business, the Meeting closed at 2028 hours.	
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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

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