

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
15TH MARCH 2017 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>16/113. Present.</p> <p>a. Council Members and ‘In Support’. Paul Cowan (PC) (Chairman), Peter Williams (PW) (Deputy), John Cabra (JC), Ralph Hilliard (RH), Bob McDonald (BM), John Tighe (JT), Gerry Ward (GW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Marian Briggs, Donal Connon, Sarah Connon.</p>	
<p>16/114. Apologies. Apologies were received from: PC Teresa Herbert (Wiltshire Police), Lieutenant Colonel Grant Ingleton (Commanding Officer, Trenchard Lines), Julie Swansborough (JS).</p>	
<p>16/115. Adjournment.</p> <p>a. Neighbourhood Policing Report. The Police Reports for February and March 2017 had been received, circulated to Councillors and copied to the Website.</p> <p>b. 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>c. Trenchard Lines. The Commanding Officer had passed his apologies to the Meeting and added the following points:</p> <ul style="list-style-type: none"> – The decision on the Army 2020 refine is still awaited. – Thanks passed to the Chairman for his support of the speed-limit reduction on the A342. – The combined trial on the use of the Airfield for 622 Squadron and the Wyvern Gliding Club had been a success. It is unlikely that any cadet flying will happen until summer: the gliders are currently undergoing a refit. <p>d. Pewsey Area Community Health Trainer Update. Sanjana Matthews-Mair attended the Meeting and gave a comprehensive brief on her role in the community. In summary, her role is to facilitate individuals to ‘<i>improve their health and make positive lifestyle changes</i>’. Further details can be found at health.trainers@wiltshire.gov.uk or by ‘phoning 0300 003 4566’.</p> <p>e. Members of the Public.</p>	JM

<p>– Nil.</p>	
<p>16/116. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 18th January 2017, were read and signed as a true copy.</p>	<p>JM</p>
<p>16/117. Matters Arising. The following issues were discussed briefly:</p> <p>a. A345 Footpath – Feasibility Study. The Chairman reported that he had been in discussion with the owner of Grey Flags regarding the A345 Footpath Feasibility Study. It was agreed that ‘formal’ discussions would start in earnest once the new Parish Council is in-place. The Chairman recommended that he, the new Chairman and the Parish Council lead should initially engage in these discussions.</p> <p>b. 30 mph Speed Limit Past Trenchard Lines. The Chairman reported that he had been in contact with Wiltshire Council (WC) Planning Department regarding this issue. He felt that there was little appetite to reduce the speed limit past the camp to 30 mph without further justification. He agreed to continue to pursue this issue.</p> <p>c. Annual Parish Meeting, May 2017. It had been agreed that:</p> <ul style="list-style-type: none"> – The Annual Meeting will be held on Wednesday 17th May 2017. The current Chairman will preside over this Meeting, after which the new Council will appoint their Chairman. – The new format for the Annual Meeting will be communicated to ‘participating partners’ by the end of March 2017. – The first Meeting of the new Parish Council will be held on Wednesday 5th July 2017. <p>d. Meeting with the Reeder Brothers – Closure of Garage Site. The Chairman briefed that the Garage had formally closed at the end of January 2017, and that Planning Permission had been granted on 13th March 2017. The Reeder Brothers are now looking towards marketing the site, and this is likely to take some time. In the meanwhile, it is intended that a number of cars for sale will be kept on the forecourt, in order to give the appearance of a functioning business. There may be issues over the payment of business rates, etc, and the Chairman agreed to discuss these issues with WC as required.</p> <p>e. Parish Councillor ‘Recruitment Letter’. The Chairman had undertaken to write a ‘Recruitment Letter’ for the Village Magazine and Website. This had now been overtaken by events, with the recent receipt of election materials from WC Electoral Services.</p>	<p>PC/ Chair (Des)</p> <p>PC</p> <p>JM/All</p> <p>PC/JM</p> <p>Chair (Des)/ All</p> <p>PC</p>

<p>16/118. 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’. <p>Afternote: As at Monday 13th March 2017, this Planning Application has been ‘Approved Subject to Conditions’. Further information on this Application and the various ‘Conditions’ can be found at the Wiltshire Council Website under Planning and Building Control.</p> <ul style="list-style-type: none"> – 17/00556/FUL – 25 Fairfield, Upavon, SN9 6DZ. Single storey extension – ‘No Objections’. 	<p>Planning Cttee</p>
<p>16/119. 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. Bob McDonald continues to run with Emergency Planning and is making progress. In addition to his work in reviewing the Emergency Plan and the Flood Plan, he has successfully introduced ‘Flood Awareness App’ to the Homepage of the Village Website. Parishioners are also able to ‘sign-up’ for Environment Agency Flood Reports via the Website. – Ser 11/15 – Gas Lamp at Avon Square. The Gas Lamp is ready for installation, once the painting has been completed. Weather dependent, this should happen before the May Annual Meeting. – Ser 20/15 – Telephone Box in Village Centre. Progress has been made: <ul style="list-style-type: none"> ○ The Village Map is complete and awaiting installation in the bus-shelter. ○ The 1;25 000 Ordnance Survey Map has been purchased and is being laminated ahead of installation in the bus-shelter. ○ John Tighe is to attend an event to formally open the Information Point in the ‘phone box at Swan Corner, Pewsey, at the end of March. Thereafter, work will commence on the renovation of the ‘phone box in the Village Centre. It is understood that grant-funding may be available to support this project, and this will be pursued. 	<p>BM</p> <p>PC</p> <p>JM</p> <p>JM/PC</p> <p>JT</p>

<ul style="list-style-type: none"> - Ser 28/15 – Plans for Upavon Primary School/ Community Centre. There was nothing specific to report on this issue, but it is becoming clear that there are various site maintenance issues that need to be addressed with WC in due course. 	<p>PC/ Chair (Des)</p>
<ul style="list-style-type: none"> - Ser 01/16 – Neighbourhood Development Plan (NDP). Peter Williams reported that progress had continued on the NDP: <ul style="list-style-type: none"> o The latest, mature iteration of the NDP has been passed to a ‘Selected Parish Group’, the Members of which are providing feedback and input to the Plan. o Funding may be sought for final professional/ technical assistance ahead of the Plan being lodged with WC. 	<p>PW/ Planning Cttee</p>
<ul style="list-style-type: none"> - Ser 02/16 – Expenditure Plan for Future CIL Payments. The important issue of CIL Payments is to be ‘rolled into’ the NDP and is to form a stand-alone Annex to the Plan. <ul style="list-style-type: none"> o It has also become clear that CIL Payment opportunities should be clarified in conjunction with current or planned levy projections. The developments at Whistledown Farm and the Garage Site are clear examples. 	<p>PW/ Planning Cttee</p>
<ul style="list-style-type: none"> - Ser 03/16 – RoSPA Inspection Process. <ul style="list-style-type: none"> o John Tighe has been working with the Village Maintenance Contractor in order to put a repair plan in place to follow up last year’s RoSPA Inspection’s recommendations. o This year’s Inspection will, again, be carried out by an inspector from PlaySafety. 	<p>JT</p>
<ul style="list-style-type: none"> - Ser 04/16 – Annual Maintenance Programme and Five-Year Plan. <ul style="list-style-type: none"> o Repair of the fence at the Lower Play Area has become the priority. John Tighe has been working hard in order to find 3 suitable tenders to carry out this important task. It is clear that the cost will be [about] £8 000-00 (+) and the Parish Council unanimously agreed that this sum would be made available. Work is to commence as soon as practicable. o It was agreed that the post/barrier on the footpath to the Lower Play Area would be removed soonest. o Otherwise, it has been decided to continue to run with the current Village Maintenance Contract ‘As Is’, with the addition of increased 	<p>JT</p> <p>JT</p>

<p>grass-cutting.</p> <ul style="list-style-type: none"> ○ The Chairman made the point that the Parish had received an outstanding service from the Maintenance Contractor and formally thanked him for his support. <ul style="list-style-type: none"> – Ser 05/16 – Deployment of SID. The SID is still at the contractors undergoing repair. Its imminent redeployment is unlikely. Gerry Ward agreed to continue to monitor the situation, and to brief the Parish Council as required. – Ser 06/16 – A345 Footpath – Feasibility Study. This issue was covered under 'Matters Arising'. <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>It was agreed that the Issues List for 2016/17 would run into the new List for 2017/18, as a start-point for the new Parish Council.</p>	<p>GW</p>
<p>16/120. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> – Parish Council Elections – 4th May 2017. Jon Mulroy briefed the Meeting on the process and timings for the forthcoming Parish Council Elections. <ul style="list-style-type: none"> ○ The majority of the information will be found on the WC Electoral Services Website (http://www.wiltshire.gov.uk/elections), and an information page has been set up on the Village Website. ○ He agreed to provide potential candidates with assistance of a general nature. However, specific issues should be directed to Electoral Services at elections@wiltshire.gov.uk. ○ It was stressed that all completed Nomination Papers have to be handed into Electoral Services by hand. – Family Picnic in the Park – 10th June 2017. Gerry Ward outlined plans for a 'Family Picnic in the Park' event to be run in the Village on Saturday 10th June. Whilst the Council agreed to financially support the event, the Chairman asked Gerry to provide more details on expenditure, funding streams, numbers attending, etc, before a specific amount could be put aside. 	<p>JM</p> <p>JC/BM</p> <p>JM</p> <p>GW</p>
<p>16/121. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> – Pewsey Community Area Partnership (PCAP) Meeting – 19th January 2017. There was nothing specific to report 	

<p>from the most recent PCAP Meeting.</p> <ul style="list-style-type: none"> – Community Area Transport Group Meeting (CATG) – 25th January 2017. The Chairman had attended the most recent CATG Meeting: there was nothing specific to report. – Pewsey Area Board – 06th March 2017. Gerry Ward attended March’s Area Board Meeting: there was nothing significant to report. <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>16/122. Village Website and IT Strategy.</p> <ul style="list-style-type: none"> – John Cabra briefed the Meeting that the current Main Effort is to upload all the Elections paperwork/information in a ‘user friendly’ format. 	JC/BM												
<p>16/123. Finance.</p> <p>a. Financial Statement. Cheques for payment were:</p> <table border="0" 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: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>001612</td> <td>D L Stevens</td> <td style="text-align: right;">60-00</td> </tr> <tr> <td>001613</td> <td>J Mulroy</td> <td style="text-align: right;">609-87</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">669-87</td> </tr> </tbody> </table> <p>After the payment of the cheques detailed above, the bank balance stands at £18 357-25 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. Annual Precept for 2017/18. The Meeting was briefed that the formal request for an Annual Precept of £18500-00 for the Financial Year 2017/18 was sent to WC Finance at 0828 hours on 19th January 2017. It was expected that the first instalment would be paid into the Treasurer’s Account by mid-April 2017.</p> <p>c. Audit of Accounts – 2016/17 . It was briefed that:</p> <ul style="list-style-type: none"> ○ The Internal Audit is to be carried out on Wednesday 5th April 2017. ○ This is the last year that the External Audit is to be carried out by Grant Thornton. The Audit Papers are expected at the beginning of April 2017. ○ As a result of the forthcoming Elections and the 	Cheque Number	Payee	Amount	001612	D L Stevens	60-00	001613	J Mulroy	609-87	Total		669-87	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p>
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formation of a new Parish Council, the Council's Annual Report on its accounts will probably need to be endorsed by Council Members 'Out of Committee'.	JM/All
16/124. Clerk's Notes/Correspondence. Nil	
16/125. Items for Website/Magazine. Ralph Hilliard agreed to write an article for the Village Magazine regarding dog fouling around the upper part of the Village. Jon Mulroy was to send him the e-mail address for the Magazine editors.	RH JM
<p>16/126. AOB. Paul Oatway briefed the Meeting that he will be seeking re-election in May this year and, of course, it is unclear whether he will be representative at the Annual Meeting on 17th May. To that end, he made the following points:</p> <ul style="list-style-type: none"> – He thanked the Parish Council Members for all they had done during his four-year tenure as our County Councillor. He had particularly enjoyed working with Upavon Parish Council. – He singled out the Chairman, Paul Cowan, for particular praise. He thanked Paul for his dedication and professionalism in leading the Parish Council forward. He also made the point that the majority of Parishioners do not understand the extent of the work carried out by the Chairman and Councillors in their own time: if they understood this, they would probably be able to fully appreciate the work carried out on their behalf. – He gave a quick résumé of his role and responsibilities as our County Councillor, and gave a summary of his many and impressive achievements for both the Parish of Upavon, and the wider Vale of Pewsey. <p>The Chairman and Councillors thanked Paul Oatway for his enormous support, and wished him luck at the forthcoming Elections.</p>	
<p>16/127. Date of Next Meetings.</p> <ul style="list-style-type: none"> – The Annual Parish Meeting will be held on Wednesday 17th May 2017 in the Upavon Village Hall. – The next Parish Council Meeting will be held on Wednesday 5th July 2017 in the Upavon Village Hall. 	All
16/128. There being no further business, the Meeting closed at 2033 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

DRAFT