

UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
5TH JULY 2017 AT 1900 HRS IN UPAVON VILLAGE HALL

	Action
<p>17/001. Present.</p> <p>a. Council Members and ‘In Support’. John Tighe (JT) (Chairman), John Cabra (JC), Andrew Flack (AF), Gerry Ward (GW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public.</p>	
<p>17/002. Apologies. Apologies were received from: Bob McDonald (BM) (Deputy Chairman), Paul Cowan (PC), Lieutenant Colonel Grant Ingleton (Commanding Officer, Trenchard Lines).</p>	
<p>17/003. Adjournment.</p> <p>a. Neighbourhood Policing Report. The most recent Police Reports 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 was unable to attend, and had passed his apologies to the Meeting. He had nothing significant to report.</p> <p>d. Members of the Public.</p> <p style="padding-left: 40px;">– Nil.</p>	JM
<p>17/004. Co-Option of New Council Members. It was proposed by the Chairman, seconded by Gerry Ward and unanimously agreed that the following would be co-opted to the Parish Council with immediate effect:</p> <ul style="list-style-type: none"> – Paul Cowan (PC). Planning Issues only. – Andrew Flack (AF). A Full Member with general and specified responsibilities to follow. – Mike Parr (MP). Business and Commerce Issues only. <p>Jon Mulroy agreed to collate all the necessary paperwork in short time.</p>	JM
<p>17/005. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 15th March 2017, were read and signed as a true copy.</p>	JM
<p>17/006. Matters Arising. There were no Matters Arising from the</p>	

<p>Parish Council Meeting of 15th March 2017, but the following issues, raised at the Annual Meeting of 17th May 2017, were discussed briefly:</p> <p>a. Priorities for Parish Council Expenditure – 2017/18. This had been raised as an important issue at the Annual Meeting. Work had been done on this, and further discussion would take place later in the Meeting.</p> <p>b. Community Infrastructure Levy (CIL) Expenditure. Again, this had been raised as an issue at the Annual Meeting. It had since been agreed that, in the event of the receipt of a significant amount of CIL, a Public Meeting would be called, in order to involve parishioners in its expenditure. The Planning Sub-Committee would have the lead.</p> <p>The remaining Matters Arising will be covered later during the Meeting.</p>	<p>Planning Cttee</p>
<p>17/007. Planning and Development Control. The following Planning Application remains ‘live’:</p> <ul style="list-style-type: none"> – 17/04450/FUL – Frogs Island, Andover Road, Upavon, SN9 6EB. Double Car Port to front of property – ‘No Objections’. – 17/05812/FUL – Land along the River Avon, Upavon. Enhancement works – <p>Further details of all Planning Applications can be found at the Wiltshire Council Website.</p> <p>Afternote. The Chairman voiced his concerns over Wiltshire County Council’s (WCC) recent decision to no longer send out hard-copies of all Planning Application documentation. It was considered that A4 copies of planning documents, sent electronically, would be insufficient for serious consideration by the Parish Council. Paul Oatway agreed to take this up as an issue with WCC Planning and Development.</p>	<p>PO</p>
<p>17/008. 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 01/17 – Parish Council Priorities, Committee Structure and Business Plan 2017/18. Prior to the Meeting, the list of Priorities, the Committee Structure, Business Plan and Issues List had been circulated for comment – there had been no significant comments. They were re-circulated again ahead of the Meeting, in order to gain agreement that all are broadly content with them: all were content, and these documents will be used to guide the PC’s efforts through the next twelve months. It is recognised that some refinement would be necessary from 	<p>AII/JM</p>

<p>time to time.</p> <ul style="list-style-type: none"> - Ser 02/17 – Emergency Plan. Bob McDonald continues to run with Emergency Planning and is making progress. Bob would be invited to brief the Parish Council on his progress, once he has returned from his holiday. - Ser 03/17 – Telephone Box in Village Centre. Progress was briefed, as follows: <ul style="list-style-type: none"> o The Village Map and OS Map are complete and ready for installation (Paul Cowan is making some minor alteration to one of the notice-boards). o It was agreed that: a) The bus shelter will be given a professional ‘make-over’, b) The maps will be mounted in the notice-boards, and, c) The ‘phone box will be painted and transformed into an Information Point. The Chairman retains the lead, with Jon Mulroy in assistance. - Ser 04/17 – Neighbourhood Development Plan (NDP). Peter Williams had left the Parish Council, but had agreed to continue his important work on the NDP. The Chairman briefed the Meeting: <ul style="list-style-type: none"> o The refined Draft NDP had been completed, and appeared to be a detailed and comprehensive planning document. o The document would now be forwarded to Peter Deck, the PCAP ‘Planning Guru’, for his comments, prior to sending it on to WCC Planning and Development for endorsement. o The NDP ratification process would then follow. o The Chairman agreed to keep Councillors informed. - Ser 05/17 – 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 NDP. <ul style="list-style-type: none"> o The issue had been discussed at the Annual Meeting and earlier in the PC Meeting. It was clear that significant CIL payments are likely be made available to the PC in the next 12-24 months. Public engagement would be key to the successful expenditure of the monies. The Planning Sub Committee would retain the lead. - Ser 06/17 – Annual Maintenance Programme and Five-Year Plan. <ul style="list-style-type: none"> o It had been agreed to continue to run with the present Village Maintenance Contract ‘As Is’, 	<p style="text-align: center;">BM</p> <p style="text-align: center;">JT/JM</p> <p style="text-align: center;">JT</p> <p style="text-align: center;">Planning Ctee</p>
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<p>with the addition of increased footpath grass-cutting.</p> <ul style="list-style-type: none"> ○ The overhaul of the Lower Play Area had been an enormous success. ○ It was now considered important to have in-place a long-term Maintenance Programme for routine maintenance of PC assets – gates, signs, play equipment, bus stops, etc. The Chairman would retain the lead. <p>– Ser 07/17 – A345 Footpath – Feasibility Study. This Issue had been ‘on the books’ for nearly two years, with no action taken. After some discussion, it was decided that:</p> <ul style="list-style-type: none"> ○ This is not a Priority Issue. It will be kept on the Issues List as a low Priority Issue and may be ‘resurrected’ in the future, if appropriate. ○ It was acknowledged, however, that this would be a complicated, time-consuming and expensive project. <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</p>
<p>17/009. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> – Nil. 	
<p>17/010. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> – Pewsey Community Area Partnership (PCAP) Meeting – 20 Apr 17. There were no significant issues to report to Councillors. – Community Area Transport Group Meeting (CATG) – 7th June 2017. Gerry Ward attended this Meeting and briefed the Councillors as follows: <ul style="list-style-type: none"> ○ It was agreed that the Community Policing Team (CPT) would carry out speed checks on the Devizes Road from time to time. ○ Gerry Ward agreed to, once again, raise the following issues at CATG: <ul style="list-style-type: none"> ▪ The ‘Give Way’ sign on the Andover Road by Triangle House. A ‘Stop’ sign would seem to be more appropriate. ▪ The positioning of ‘No Entry’ signs on the High Street, approaching the One-Way-System around Triangle House. It was considered that they are still not clearly 	<p style="text-align: center;">GW</p> <p style="text-align: center;">GW</p>

<p>Total 696-67</p> <p>After the payment of the cheques detailed above, the bank balance stands at £14,480-11 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 £225-30 is 'ring-fenced' for the AED Fund.</p> <p>b. Authorised Signatories - Update. It was confirmed that the Authorised Signatories to our accounts are:</p> <ul style="list-style-type: none"> ○ Treasurer's Account: John Tighe, Bob McDonald, Gerry Ward. ○ Charities Account: John Cabra, Paul Cowan, Peter Williams. <p>c. Audit of Accounts – 2016/17 . It was briefed that:</p> <ul style="list-style-type: none"> ○ The Internal Audit had taken place on Wednesday 5th April 2017. ○ An Extraordinary Meeting of the PC had been held on 19th April 2017, in order to 'sign off' the Annual Return. ○ The Annual Return, endorsed by the PC, had been sent off to Grant Thornton, the External Auditors, on 9th May 2017, and their comments are now awaited. 	
<p>17/013. Clerk's Notes/Correspondence. Nil</p>	
<p>17/014. Items for Website/Magazine. Nil.</p>	
<p>17/015. AOB. The following issues were discussed:</p> <ul style="list-style-type: none"> – Community SpeedWatch. After some discussion, it was agreed that an attempt would be made to resurrect Upavon's SpeedWatch activities. Andrew Flack agreed to take on the role of coordinator, and John Mulroy agreed to furnish him with the contact details for training, etc. Afternote: This has been added to the Issues List. – Grass Verge Cutting. The grass verges along the A345 towards Pewsey had been cut back. It was expected that the verges along the A342 would be cut soon. If necessary, Paul Oatway agreed to contact the Highways Department, in order to speed this important work. – Footpath from Trenchard Lines to Upavon. The subject of the footpath from Trenchard Lines down to Vicarage Lane had been discussed on a number of occasions. Paul Oatway briefed the Meeting that he had recently walked the route with Trenchard Line's Commanding Officer, and that the only part of the path that was overgrown was the 	<p style="text-align: center;">AF JM</p> <p style="text-align: center;">PO</p>

hundred metres or so on the approach to Vicarage Lane. He agreed to ensure that this would be cut back at no cost to the PC.	PO
17/016. Date of Next Meetings. The next Parish Council Meeting will be held on Wednesday 20th September 2017 in the Upavon Village Hall.	All
17/017. There being no further business, the Meeting closed at 2030 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

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