

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
20TH SEPTEMBER 2017 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>17/018. Present.</p> <p>a. Council Members and ‘In Support’. John Tighe (JT) (Chairman), Bob McDonald (BM) (Deputy), John Cabra (JC), Paul Cowan (PC), Andrew Flack (AF), Mike Parr (MP), Gerry Ward (GW), Mandy Wernham (MW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. James Stidston.</p>	
<p>17/019. Apologies. Apologies were received from: Lieutenant Colonel Grant Ingleton (Commanding Officer, Trenchard Lines).</p>	
<p>17/020. Adjournment.</p> <p>a. Neighbourhood Policing Report. The most recent monthly 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 on his apologies. He had communicated by e-mail that there was nothing significant to report at this time.</p> <p>d. Members of the Public.</p> <p align="center">– Nil.</p>	JM
<p>17/021. Co-Option of New Council Members. It was proposed by the Chairman, seconded by Bob McDonald, and unanimously agreed that the following would be co-opted to the Parish Council with immediate effect:</p> <p>a. Amanda (Mandy) Wernham (MW). A Full Member with general and specified responsibilities to follow.</p> <p>Jon Mulroy agreed to collate all the necessary paperwork in short time.</p>	JM
<p>17/022. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 5th July 2017, were read and signed as a true copy.</p>	JM
<p>17/023. Matters Arising. The following Matters Arising from the Parish Council Meeting of 5th July 2017 were discussed briefly:</p> <p>a. Co-Option of New Parish Councillors. The appropriate paperwork was handed out to the new Parish Councillors and duly</p>	JM

<p>completed.</p> <p>b. Planning Development and Control – Distribution of Planning Documents. Paul Oatway briefed the Meeting that there had been considerable opposition to the distribution of Planning Documents by electronic means only. As yet, no decision has been made to revert back to the distribution of ‘hard-copies’ by post. Paul Oatway agreed to update the Parish Council as appropriate.</p> <p>c. Community Area Transport Group (CATG) Follow-Up Action – Triangle House Junction. Gerry Ward had taken this issue up at CATG on 23rd August. Unfortunately, due to highways legislation, it is not possible to change the signage around Triangle House, as previously discussed. It was agreed, however, that the branches partly concealing the GIVE WAY sign at the junction would be cleared.</p> <p>d. Village Maintenance – Pavement Cleaning. Gerry Ward briefed the Meeting that the Parish Steward had agreed to clean the pavement of goose droppings along the Andover Road in the area of the bridge. Later in the Meeting he briefed Councillors on the success of the Parish Steward Scheme.</p> <p>e. Village Website/IT Data Protection – Councillors’ Personal Details. This issue was discussed later in the Meeting under ‘New Issues Raised’.</p> <p>f. Grass Verge Cutting. It was reported that the grass verges along the local major roads had been cut soon after the last Meeting. No further action was required.</p> <p>g. Footpath beside The Pottery. It was reported that the footpath from ‘The Pottery’ to Trenchard Lines is now largely passable. No further action was required.</p> <p>The remaining Matters Arising will be covered later during the Meeting.</p>	<p>PO</p> <p>JT/GW</p>
<p>17/024. Planning and Development Control. The following Planning Applications remain ‘live’:</p> <ul style="list-style-type: none"> – 17/07484/FUL and 17/07937/LBC – Baptist Chapel, Chapel Lane, Upavon, SN9 6DY. Side ground-floor extension – kitchenette and toilet – ‘No Objections’. Afternote: This Application has subsequently been ‘Approved with Conditions’. – 17/08144/TCA – 3 Chapel Lane, Upavon, SN9 6DY – Tree Works in the Conservation Area – ‘No Objections’. <p>Further details of all Planning Applications can be found at the Wiltshire Council Website.</p>	
<p>17/025. Parish Plan and Current Issues. Before running through the</p>	

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:

- **Ser 02/17 – Emergency Plan.** Bob McDonald continues to run with the Emergency Plan and is making significant progress. He reported that his main-effort at the moment is the gathering of information on organisations and individuals who would have equipment and/or skill-sets to assist in emergency situations. His intention is 'mount a campaign' through the Website and the Together Magazine, in order to 'recruit' as many organisations and individuals as possible.

BM

- **Ser 03/17 – Telephone Box in Village Centre.** Progress was briefed, as follows:

- o Plans are now in place for: a) The bus shelter to be given a 'make-over', b) The maps to be mounted in the notice-boards, and, c) The 'phone box to be painted and transformed into an Information Point.
- o The Parish Council will bid for an Area Board Grant of £600-00, in order to fund the 'phone box transformation.
- o The Parish Council agreed to fund the bus shelter 'make-over', up to £500-00.
- o The Chairman retains the lead, assisted by Mandy Wernham and Jon Mulroy.

JT/MW/JM

- **Ser 04/17 – Neighbourhood Development Plan (NDP).**

- o It was reported that Peter Williams had made the amendments to the draft NDP, as recommended by Peter Deck (PCAP Planner), and had passed it to Wiltshire Council for accreditation. The Chairman agreed to contact Peter Williams, in order to clarify exactly what progress had been made: he agreed to keep Councillors informed.
- o It was further reported that, once the Parish Council had an accredited NDP in-place, 'enhanced' CIL Payments would be available, in the [probable] event of future housing developments in the Village.

JT

- **Ser 05/17 – Expenditure Plan for Future CIL Payments.** The important issue of CIL Payments has been 'rolled into' the NDP and is to form a stand-alone Annex to the NDP.

- o The issue had been discussed at previous Parish Council Meetings, and it remains clear

<p>that significant CIL payments are likely be made available to the Parish Council in the next 12-24 months.</p> <ul style="list-style-type: none"> ○ Whilst public engagement would be key to the successful expenditure of the monies, it is imperative that the Parish Council now starts to put together a 'wish list' of amenities, etc, that CIL monies could be spent on. ○ The Planning Sub Committee would retain the lead, and all Councillors are urged to pass ideas to the Paul Cowan in the first instance. 	<p>PC/ All</p>
<p>– Ser 06/17 – Annual Maintenance Programme and Five-Year Plan. It was reported that:</p> <ul style="list-style-type: none"> ○ The Village Maintenance Contract continues to work well, and the Contract will remain largely unchanged for the time-being. ○ The Parish Steward Scheme is working extremely well, as recently reported by Gerry Ward. The tasking process is effective, and Upavon is fortunate to have the Parish Steward in the Village for two days during most months. ○ However, the recent RoSPA Inspection Report clearly indicates the importance of having long-term, rolling Maintenance Programme for routine maintenance of Parish Council assets. The Chairman has the lead on this issue, and outlined how the issue will be tackled in the not-so-distant future. ○ The recent RoSPA Inspection Report, was discussed in some detail, and the Chairman agreed to put together a plan to deal with the most serious failings in short time. 	<p>JT</p> <p>GW</p> <p>JT</p> <p>JT</p>
<p>– Ser 07/17 – A345 Footpath – Feasibility Study. It was agreed that this issue would be progressed, with a 'scoping Meeting' between Councillors (the Chairman, Paul Cowan and Gerry Ward) and the owners of Grey Flags: once the owners' requirements are clarified, the Feasibility Study will commence in earnest.</p>	<p>JT/PC/GW</p>
<p>– Ser 08/17 – Re-Energise Upavon Speed Watch.</p> <ul style="list-style-type: none"> ○ Andrew Flack reported that he had made contact with the Speed Watch Police Coordinator, and operator training is due to take place at the Police HQ in Devizes in November. ○ Volunteers would now be 'called for' to take part in this project. ○ The initial priorities for Speed Watch Operations would be the Devizes Road, and the A345 beside the BT Exchange. ○ The Chairman recommended that Andrew keeps 	<p>AF</p>

<p>our local Community Policing Team in the loop – the Point of Contact is: Teresa.Herbert@wiltshire.pnn.police.uk.</p> <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>17/026. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> - Data Protection – General E-Mail Addresses. <ul style="list-style-type: none"> o John Cabra briefed the Meeting on the contents of the recent Data Protection Briefing Note, and outlined how the new Data Protection will impact on the Parish Council's electronic communications. o Amongst the many considerations were the use of BCC addressees in e-mails, and the use of the 'I-Cloud' for document storage. The latter will cost up to £200-00 per year, and this expenditure was agreed. - Vandalised Parish Council Property/Assets. Andrew Flack raised the issue of vandalised property/assets at the upper Play Area. It was decided that the vandalised football shelter and picnic benches would be removed. The Chairman agreed to ask the Village Maintenance Contractor to carry out this task. - End of World War I – Commemorative Tree Planting. Bob McDonald had attended an initial meeting on this issue and sent out a summary prior to the Parish Council Meeting. Bob has now agreed to consider a number of options for the location of the trees (nine trees; one for each Upavon parishioner who fell in World War I) and to make a recommendation to the Parish Council prior to finalising our bid to Wiltshire Council by the end of November 2017. - Upavon Community Centre. The Parish Council had been informed that the Upavon Community Group is to 'fold' at the end of the year, and that the Community Centre is to be handed back to the Parish Council. After a significant amount of discussion, it was decided that: <ul style="list-style-type: none"> o The Chairman is to contact Wiltshire Council, inform them that the Community Group will no longer be using the Centre, and ascertain what future plans, if any, the County Council has for the building(s). o As discussed, the Parish Council is to consider whether or not it would wish to take the building 	<p style="text-align: center;">JC</p> <p style="text-align: center;">JT</p> <p style="text-align: center;">BM</p> <p style="text-align: center;">JT</p> <p style="text-align: center;">JT/AII</p>

Cheque Number	Payee	Amount	
001637	Grant Thornton LLP	240-00	
001638	Play Safety Ltd	218-40	
001639	Manningford Parish Council	220-00	
001640	J Mulroy	605-50	
001641	Wiltshire Council	28-00	
Total		1311-90	
<p>After the payment of the cheques detailed above, the bank balance stands at £11,202-21 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 £225-30 is 'ring-fenced' for the AED Fund.</p> <p>Afternote: The second instalment of the Parish Precept was paid into the Treasurer's Account on 20th September 2017: the Account now stood at £20,452-21, credit.</p>			
<ul style="list-style-type: none"> - b. Audit of Accounts – 2016/17 . It was briefed that: <ul style="list-style-type: none"> o The Audit for 2016/17 is complete and the External Auditors comments received: these comments were briefed to Parish Councillors and are considered to be of little-or-no-significance. o All relevant documents relating to the Audit have been copied to the Website. o Details of the new regime for External Audits for 2017/18 onwards are now 'eagerly' awaited. 			JM
<ul style="list-style-type: none"> - Re-Valuation of PC Assets. It was agreed that a re-valuation of PC Assets is to take place. This is required to ensure that we are appropriately insured. The Chairman agreed to take the lead, assisted by Mandy Wernham and Jon Mulroy. 			JT/MW/JM
17/030. Clerk's Notes/Correspondence . Nil.			
17/031. Items for Website/Magazine . Nil.			
17/032. AOB . The following issues were discussed: <ul style="list-style-type: none"> - Upavon Family Picnic in the Park (UFPIP) – 14th July 2018. Gerry Ward briefed the Meeting that a further UFPIP event would be held at the Upper Play Area on Saturday 14th July 2018. Further details would follow in due course. - 'Village' Geese and Signage. Andrew Flack raised the issue of the unique 'village geese' and the requirement for some form of information/warning signage to protect them. It was agreed that, in the first instance, the issue would be 			GW

<p>taken to CATG for their consideration and possible funding. Failing that, the Parish Council agreed to fund the required signage.</p> <ul style="list-style-type: none"> - Allotment Issues. Paul Cowan informed the Meeting that he is forming an 'Allotment Association', and hoped that it would be possible to take on all responsibility for the allotments from the Parish Council, including the collection and payment of annual rent. He intends to speak to the Responsible Officer at Wiltshire Council, and will brief Councillors on future plans at November's Meeting. 	<p>AF/GW</p> <p>PC</p>
<p>17/033. Date of Next Meetings. The next Parish Council Meeting will be held on Wednesday 15th November 2017 in the Upavon Village Hall.</p>	<p>All</p>
<p>17/034. There being no further business, the Meeting closed at 2109 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