

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
10TH JANUARY 2018 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>18/001. Present.</p> <p>a. Council Members and ‘In Support’. John Tighe (JT) (Chairman), Bob McDonald (BM) (Deputy), John Cabra (JC), Paul Cowan (PC), Mike Parr (MP), Mandy Wernham (MW), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Phil Hocking, Tracey Pullen.</p>	
<p>18/002. Apologies. Apologies were received from: Andrew Flack (AF), Gerry Ward (GW), Lieutenant Colonel Grant Ingleton (Commanding Officer, Trenchard Lines).</p>	
<p>18/003. 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. Lieutenant Colonel Ingleton was unable to attend the Meeting and had sent his apologies accordingly. He passed on the following information:</p> <ul style="list-style-type: none"> – There was nothing significant to report on the progress towards Army 2020, and the supporting works in Trenchard Lines. – A serial-offending speeder had been recently apprehended, travelling at 102 mph past Trenchard Lines! <p>d. Members of the Public.</p> <ul style="list-style-type: none"> – Nil. 	<p>JM</p> <p>JM</p>
<p>18/004. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 8th November 2017, were read and signed as a true copy.</p>	JM
<p>18/005. Matters Arising. The following Matters Arising from the Parish Council Meeting of 8th November 2017 were discussed briefly:</p> <p>a. ‘Village Geese’ and Signage. Andrew Flack retains the lead: he was unable to attend the Meeting, and had sent his apologies, accordingly. Further, he reported that the Village Geese Signage would be ‘sorted out without any more delay’.</p>	AF

<p>b. Allotment Issues. Paul Cowan reported that:</p> <ul style="list-style-type: none"> – The allotment holders had agreed to form an Allotments Association, which would be affiliated to the National Allotments Society. – A detailed proposal for fencing and other allotment improvements would follow in due course – the cost is likely to be between £400-00 and £600-00. The Parish Council will be requested to provide a ‘set-up fund’, by way of an interest-free loan – details to follow shortly. – It is planned that all funding will be run through the Parish Council Account. – The Parish Council agreed unanimously with this approach, and Paul Cowan will complete the follow-on actions in short time. <p>c. Re-Valuation of PC Assets. This issue was discussed later in the Meeting.</p> <p>The remaining Matters Arising were to be covered later during the Meeting.</p>	<p style="text-align: center;">PC</p> <p style="text-align: center;">PC</p>
<p>18/006. Planning and Development Control. The following Planning Applications remain ‘live’:</p> <ul style="list-style-type: none"> – 17/10406/FUL – Little Acre, 12A Pewsey Road, Upavon, SN9 6DT – Proposed extension to existing bungalow to create an Annexe – ‘No Objections’. Note; There have been a number of ‘issues’ with this Planning Application: the Planning Committee is engaged in assisting the Applicant. – 17/11804/FUL – The Surgery, 43 Fairfield, Upavon, SN9 6DZ – Proposed new entrance porch and replacement windows – ‘No Objections’. <p>Further details of all Planning Applications can be found at the Wiltshire Council Website.</p>	<p style="text-align: center;">PC</p>
<p>18/007. Parish Plan and Current Issues. Before running through the Current Issues, 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:</p> <ul style="list-style-type: none"> – Ser 02/17 – Emergency Plan. Bob McDonald continues to run with the Emergency Plan. He reported that the ‘Volunteer Form’ had been uploaded to the Website, but only one volunteer had stepped forward. The aim now is to continue to seek volunteers, whilst refining the current Plan. – Ser 03/17 – Telephone Box in Village Centre. Progress 	<p style="text-align: center;">BM</p>

<p>was briefed, as follows:</p>	
<ul style="list-style-type: none"> ○ The Chairman retains the lead, assisted by Mandy Wernham. 	<p>JT/MW</p>
<ul style="list-style-type: none"> ○ The bus shelter has been re-painted (albeit that some remedial paint work is required!) and awaits a coat of anti-graffiti paint. 	
<ul style="list-style-type: none"> ○ Paul Cowan hold the notice boards for the two maps – these are to be fixed in-place once the anti-graffiti paint has been applied. 	<p>PC/JM</p>
<ul style="list-style-type: none"> ○ The carpenter has completed his recce of the 'phone box project, and should be starting work in the near future. 	
<p>– Ser 04/17 – Neighbourhood Development Plan (NDP). There was significant discussion about the Parish Neighbourhood Plan.</p>	
<ul style="list-style-type: none"> ○ There had been no progress since the November Meeting. However, it was agreed that the Parish Council <i>should</i> continue to prepare an NDP. 	<p>Planning Cttee</p>
<ul style="list-style-type: none"> ○ After considerable discussion, it was decided to scope the possibility of outsourcing the work to someone who has the required knowledge/ experience. This was based on the expectation that government funding towards the preparation of NDPs continues – recent correspondence suggests that this will be the case. 	
<ul style="list-style-type: none"> ○ Paul Cowan and the Planning Committee agreed to take this forward and report back before the March Meeting. 	<p>PC/ Planning Cttee</p>
<p>– Ser 05/17 – Expenditure Plan for Future CIL Payments. There was nothing significant to report on future CIL payments. The Planning Committee retains the lead: in due course they will develop a detailed plan for CIL expenditure. It is expected that a Public Meeting will be necessary in order to inform the expenditure plan.</p>	<p>Planning Cttee</p>
<p>– Ser 06/17 – Annual Maintenance Programme and Five-Year Plan. It was reported that:</p>	<p>JT</p>
<ul style="list-style-type: none"> ○ The Village Maintenance Contractor continues to provide an excellent service for the Parish. 	
<ul style="list-style-type: none"> ○ The barrier at the entrance to the Lower Play Area that had been replaced. 	
<ul style="list-style-type: none"> ○ A number of trees are to be cut back around the Lower Play Area. 	
<ul style="list-style-type: none"> ○ A number of large stones are to be laid alongside The Pound, Chapel Lane, in order to stop cars driving/parking on the beautifully kept lawn area. 	
<ul style="list-style-type: none"> ○ Details of works at the Upper Play Area were 	

<p>discussed later in the Meeting.</p> <ul style="list-style-type: none"> - Ser 07/17 – A345 Footpath – Feasibility Study. It had been agreed that this issue would be progressed. A ‘scoping Meeting’ between Councillors and the owners of Grey Flags <i>will</i> take place before the March Meeting. - Ser 08/17 – Re-Energise Upavon Speed Watch. Andrew Flack had agreed to take the lead in re-energising the Village Speed Watch project. He reported that he had applied for the next training course. Further, he reported that he had several willing volunteers for the project, and that he would be also be applying for their training courses. Afternote: Andrew has now obtained a number of Speed Watch ‘recruitment posters’ which are being displayed around the Village. - Ser 09/17 – Upavon Community Centre. The Upavon Community Group ‘folded’ at the end of 2017. The following actions have been taken/remain outstanding: <ul style="list-style-type: none"> o There has been some low-level maintenance/tidying of the grounds. o The Chairman intends to discuss the handover of the Centre in detail with Fiona Bobbitt-Scott. o The Upavon Brownies have arranged to hold future meetings in the Village Hall rather than the Community Centre. The Parish Council agreed to assist financially, if required. 	<p>JT/PC</p> <p>AF</p> <p>JT</p> <p>JT</p>
<p>18/008. New Issues Raised. The following new Issue was discussed:</p> <ul style="list-style-type: none"> - Clarification of Maintenance Plan for Upper Play Area. The Chairman briefed the Meeting on the Maintenance Plan for the Upper Play Area: <ul style="list-style-type: none"> o The children’s playground at the Upper Play Area is to be re-fenced, using metal fencing, and all of the wood chippings will be replaced. This will cost [about] £7200-00 to complete. o Bob McDonald agreed to do some research on the costings for two seats to be placed at the Upper Play Area. 	<p>JT</p> <p>BM</p>
<p>18/009. Reports from Representatives on Other Committees.</p> <ul style="list-style-type: none"> - Pewsey Community Area Partnership (PCAP) Meeting – 19 Oct 17. Gerry Ward attended this Meeting – there was nothing significant to report back, and the Minutes have been circulated. - Community Area Transport Group Meeting (CATG) – 06 Dec 17. Gerry Ward attended this Meeting – again, there 	

<p>was nothing significant to report back. The Minutes have been circulated.</p> <ul style="list-style-type: none"> - Pewsey Area Board – 08 Jan 18. Bob McDonald, Gerry Ward and Mandy Wernham attended this Meeting. The following points were briefed: <ul style="list-style-type: none"> o There was a request for free use of Village Halls for PCAP Meetings. Jon Mulroy agreed to liaise between Susie Brew at PCAP and the Chairman of the village Hall Committee. o There will be a 'Keep Wiltshire Tidy Weekend' during the period 3rd-4th March 2018. All Parishes were encouraged to participate. o Fly-Tipping continues to be an issue across the County. Any instances of fly-tipping should be reported to Susie Brew at PCAP. - County Councillor's Points. Paul Oatway briefed on the following issue: <ul style="list-style-type: none"> o There remain significant 'issues' at Everleigh Household Recycling Centre (HRC). o Paul Oatway had sent a 'strongly worded' letter to the Cabinet Member for Waste at WCC, and he awaits a response. o The Parish Council will be 'kept in the loop' as the issues progress. <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>18/010. Village Website and IT Strategy.</p> <ul style="list-style-type: none"> - All continues to run well, and there was nothing significant to report on IT/Website issues. - Bob McDonald and John Cabra continue to investigate the implications of GDPR, and will have a 'compliance plan' in-place by the time the regulations come into force. 	BM/JC									
<p>18/011. 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>001645</td> <td>J Mulroy</td> <td>604-00</td> </tr> <tr> <td>Total</td> <td></td> <td>604-00</td> </tr> </tbody> </table> <p>After the payment of the cheques detailed above, the bank balance stands at £16,985-19 credit. It should be</p>	Cheque Number	Payee	Amount	001645	J Mulroy	604-00	Total		604-00	
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<p>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. Annual Precept – 2018/19. The Chairman briefed Councillors on the recent Meeting of the Finance Committee, at which it was decided to increase the Precept for FY 2018/19 to £21,000-00. This increase was proposed by The Chairman, seconded by Bob McDonald, and agreed unanimously. Jon Mulroy agreed to pass this requirement on to Wiltshire County Council before the deadline of 19th January 2018. Further, the Chairman agreed to put together a short article for Together Magazine, explaining why the increase was considered necessary: Jon Mulroy agreed to assist in putting this together.</p> <p>c. External Audit 2017/18 – Update. The required information regarding the process for External Audits of Parish/Town Council Accounts from April 2018 onwards was received in November 2017 and circulated to all Councillors. In sum, an Annual Statement will be required at the end of the Financial Year: if the annual turnover (income or expenditure) is to be less than £25,000-00, then no formal external audit action will be taken.</p> <p>d. Re-Valuation of PC Assets. It had been agreed that a re-valuation of PC Assets was to take place. This is now planned to take place before the end of the Financial Year.</p>	<p>JM</p> <p>JT/JM</p> <p>JM</p> <p>JM/JT/MW</p>
<p>18/012. Clerk's Notes/Correspondence.</p> <p>– Nil.</p>	<p>JM</p>
<p>18/013. Items for Website/Magazine. As detailed above – an explanatory note regarding the increase in Precept for 2018/19 will be submitted to the Village Magazine and posted to the Website.</p>	<p>JM</p>
<p>18/014. AOB. The following issues were discussed:</p> <p>– Bob McDonald informed the Meeting that The Council's bid for trees to mark the centenary of the end of the First World War had been successful.</p>	<p>BM</p>
<p>18/015. Date of Next Meeting. The next Parish Council Meeting will be held on Wednesday 14th March 2018 in the Upavon Village Hall.</p>	<p>All</p>
<p>18/016. There being no further business, the Meeting closed at 2018 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

DRAFT