

**UPAVON PARISH COUNCIL – MINUTES OF MEETING HELD ON
14TH MARCH 2018 AT 1900 HRS IN UPAVON VILLAGE HALL**

	Action
<p>18/017. 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), Lieutenant Colonel Grant Ingleton (Commanding Officer, Trenchard Lines), Paul Oatway (PO) (County Councillor), Jon Mulroy (JM) (Clerk).</p> <p>b. Members of the Public. Lesley Edmunds, James Stidston, Brian Thompson.</p>	
<p>18/018. Apologies. Apologies were received from: Nil</p>	
<p>18/019. 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 made the following points:</p> <ul style="list-style-type: none"> – All Planning Permissions for the various rebuilds at Trenchard Lines have been granted. Confirmation of funding is now awaited prior to work commencing. – Work on the Gliding Club’s new hangars is due to commence within the next few weeks. – Otherwise, there was nothing significant to report. – The Commanding Officer agreed to get together with the Chairman and representatives from St Mary’s Parochial Church Council (PCC), in order to discuss plans to mark the Centenary of the end of World War One which falls on Sunday 11th November 2018. <p>d. Members of the Public.</p> <ul style="list-style-type: none"> – Mrs Lesley Edmunds made the following points: <ul style="list-style-type: none"> ○ Resurfacing the Top of Fairfield. The re-surfacing of the road at the top of Fairfield had never been completed and is in a bit of a mess – it was understood that this work had been contracted and paid for. Paul Oatway agreed to look 	<p align="center">JM</p> <p align="center">JM</p> <p align="center">CO/JT/PCC</p> <p align="center">PO</p>

<p>into this issue and ensure that the appropriate action is taken.</p> <ul style="list-style-type: none"> ○ Litter-Picking. The issue of litter-picking was discussed. The Chairman informed the Meeting that he had spoken to the Village Maintenance Contractor who will concentrate on areas of concern. Gerry Ward informed the Meeting that the 'Great Spring Clean' is due to take place over the weekend 23rd-25th March. The Chairman agreed to follow-up with Lesley as required. 	<p>JT</p>
<p>18/020. Minutes of Previous Meeting. The Minutes of the previous Meeting, dated 10th January 2018, were read and signed as a true copy.</p>	<p>JM</p>
<p>18/021. Matters Arising. The following Matters Arising from the Parish Council Meeting of 10th January 2018 were discussed briefly:</p> <ul style="list-style-type: none"> a. 'Village Geese' and Signage. Andrew Flack has continued to progress this issue, and has received quotes for the signs. He intends to be at the next CATG Meeting in order to confirm permission to erect the signs, and to discuss any funding that may be available. Paul Oatway agreed that he would support the Parish Council's aspirations. b. Allotment Issues. Paul Cowan reported that: <ul style="list-style-type: none"> – The formation of the Allotments Association is well in-hand, and works are underway to significantly improve the condition of the allotments - new fences, gates, etc. – There are a number of plots vacant, and they would be widely advertised in short time. It was agreed that people from outside the Parish would be allowed to take on plots, should vacancies allow it. – Paul Cowan agreed that he would liaise closely with the new Clerk, as the new processes 'bed-in'. c. Maintenance Issues. The Chairman reported that the new Maintenance Programme commences at the beginning of April. Other programmed work includes: remedial work at the Upper Play Area; 'digging-in' stones around 'The Pound', Chapel Lane; cutting back trees and repairing the slide/fort in the Lower Play Area. These issues will now be dealt with under 'Village Projects'. d. General Data Protection Regulations (GDPR). This issue was dealt with later in the Meeting, under 'New Issues Raised'. e. Annual Precept. It was reported that the Annual Precept request had been sent to Wiltshire Council on 11th January 2018. An article had also been submitted to the Together 	<p>AF</p> <p>PO</p> <p>PC</p> <p>PC</p>

<p>Magazine, explaining the need to increase this year's Precept.</p> <p>f. 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>18/022. Planning and Development Control. The following Planning Applications remain 'live':</p> <ul style="list-style-type: none"> - 18/01161/FUL – 3 Chapel Lane, Upavon, SN9 6DY. Proposed Greenhouse in Rear Garden – 'No Objections'. - 18/01295/FUL – Little Beeches, Devizes Road, Upavon, SN9 6ED. Re-position Air Source Heat Pump – 'No Objections'. <p>Paul Cowan informed the Meeting that the Garage Site had recently been sold, and that work is due to commence 'within the next few weeks'. He also mentioned that investigative work had been carried out at the Whistledown Farm site, but assessed that further work would be unlikely to commence in the near future.</p> <p>Further details of all Planning Applications can be found at the Wiltshire Council Website.</p>	<p>PC/ Planning Cttee</p>
<p>18/023. 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 – there was nothing significant to report at the Meeting. - Ser 03/17 – Telephone Box in Village Centre. Progress was briefed, as follows: <ul style="list-style-type: none"> o The 'phone box refurbishment is due to be complete by the end of May 2018. o The original contractor is to remove the anti-graffiti paint from the interior of the bus shelter, and is to repaint it. It is hoped that this will happen before mid-April. o The Village Map and OS Map are ready to be located in the shelter, once all work is complete. - Ser 04/17 – Neighbourhood Development Plan (NDP). There was significant discussion about the Parish Neighbourhood Plan. <ul style="list-style-type: none"> o It was decided at the last Meeting that the Parish 	<p>BM</p> <p>JT</p> <p>JT</p> <p>PC/JM</p>

<p>Council should explore the options of outsourcing the NDP Process.</p> <ul style="list-style-type: none"> ○ Bob McDonald reported that he had been in contact with an 'NDP Consultant' and has received an initial quote for producing the NDP (£17,250-00) and the timeline to complete it (in excess of 2 years). It is assessed that it should be possible to apply for grants <i>up to</i> a maximum of £17,000-00. ○ After significant discussion, and taking into account the cost, the timelines, and the 'life' of the NDP (up to 2026, only) it was decided by majority-vote that the NDP would be progressed no further. This will be deleted from the Issues List. ○ Paul Oatway added that, in the case of any future major Planning Applications, he would do all within his power to support the Parish Council in its dealings with the Planning Authorities. <p>– Ser 05/17 – Expenditure Plan for Future CIL Payments. There was nothing significant to report on future CIL payments.</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 Contractor continues to provide an excellent service for the Parish, and there are no real issues here at present. ○ Further details of the Maintenance Programme for the Village had been discussed earlier in the Meeting. <p>– Ser 07/17 – A345 Footpath – Feasibility Study. The Chairman reported that no progress had been made on this issue and decided that it would no longer be pursued. It is to be removed from the Issues List.</p> <p>– Ser 08/17 – Re-Energise Upavon Speed Watch. Andrew Flack reported that his training that had been due to take place on Saturday 3rd March 2018 had been postponed until Saturday 14th April 2018. He also reported that, despite the posters, etc, advertising the project, he had only four volunteers to date.</p> <p>– Ser 09/17 – Upavon Community Centre. The Upavon Community Group 'folded' at the end of 2017. The Chairman briefed the Meeting:</p> <ul style="list-style-type: none"> ○ He has had various communications with Wiltshire Council, and is attempting to set up a scoping Meeting at the site, to be followed by a full 'survey' of the site and buildings. 	<p>JT</p> <p>PO</p> <p>Planning Cttee</p> <p>JT</p> <p>JT</p> <p>AF</p> <p>JT</p>
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<ul style="list-style-type: none"> ○ At present, there is no indication that any organisation, from the Village or otherwise, intends to make use of the facility. ○ Whilst open to suggestions and 'radical ideas', the Chairman made it clear, again, that the PC is not willing to take any further responsibility for the old School buildings. ○ Further decisions will be made following the site meeting and 'survey'. 	JT
<p>18/024. New Issues Raised. The following new Issues were discussed:</p> <ul style="list-style-type: none"> – GDPR and the Appointment of a Data Protection Officer. John Cabra and Bob McDonald gave a short briefing on GDPR, and how the Parish Council is progressing: <ul style="list-style-type: none"> ○ There has been a significant amount of work done in the background, in order to work towards GDPR compliance. ○ Current work includes personal data protection and cyber protection. ○ John Cabra gave a quick run through the recently purchased Office 365 package which is being introduced for the Council – this will take the Parish Council a significant way towards GDPR compliance. ○ Paul Oatway advised that the Parish Council should now 'tread water' somewhat until such time as firm guidance on GDPR is provided by Wiltshire Council. – Traffic Flow through Village Centre. Andrew Flack raised concerns about traffic flow around the garage site, particularly since it has now been sold and work on the site is due to commence soon: uncontrolled parking around the site is limiting visibility, and the whole area is becoming dangerous: <ul style="list-style-type: none"> ○ The Chairman informed the Meeting that he had made contact with the developers, in order to put forward his concerns. ○ After some discussion it was decided that the issue would be raised at CATG, and that a review of the safety of the whole area (including junctions) would be requested as a matter of urgency, to take into account the works about to commence on the site. ○ It was agreed that Andrew Flack and John Tighe would attend the next CATG Meeting – Wednesday 28th March 2018. 	JC/BM JC PO/JC/BM AF JT AF/JT
<p>18/025. Reports from Representatives on Other Committees.</p>	

<p>instalment should arrive in the Treasurer's Account in late April/early May.</p> <p>c. Internal and External Audit 2017/18. Jon Mulroy reported that:</p> <ul style="list-style-type: none"> ○ The Internal Audit of Accounts is planned for Tuesday 3rd April. The Account will then be handed over to Tracey Pullen on Friday 6th April. ○ There should be no requirement for an External Audit. However, an Exemption Form and an Annual Return will be produced and authorised prior to the handover of the Accounts. <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 early in the new Financial Year.</p>	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JT</p>
<p>18/028. Clerk's Notes/Correspondence.</p> <p style="padding-left: 40px;">– Nil.</p>	<p style="text-align: center;">JM</p>
<p>18/029. Items for Website/Magazine. The Clerk agreed to send a note to the Website and Together Magazine giving contact details of the new Clerk to the Parish Council.</p>	<p style="text-align: center;">JM</p>
<p>18/030. AOB. The following issues were discussed:</p> <p style="padding-left: 40px;">– Nil.</p>	<p style="text-align: center;">BM</p>
<p>18/031. Date of Next Meetings. The next Parish Council Meeting will be held on Wednesday 16th May 2018 in the Upavon Village Hall. This will be preceded by the Annual Parish Meeting, which will commence at 1900 hours.</p>	<p style="text-align: center;">All</p>
<p>18/032. There being no further business, the Meeting closed at 2050 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 Tracey Pullen (Clerk), upavonclerk@outlook.com at least 48 hours before the Meeting, in order to allow for a considered response.