

# UPAVON PARISH COUNCIL MEETING

WEDNESDAY 24<sup>th</sup> March 2021 at 7.00pm

ONLINE MEETING

## Minutes

**Present: Council Members** Jon Mulroy (JM), John Cabra (JC), Andrew Flack (AF), Amanda Wernham (AW), Paul Cowan (PC), Charles Leigh-Bennet (CL), Graham Newland (GN), Brendan Scullion (BS), Nick Morton (NM), Bee Barff (BB) Clerk and 3 members of the public.

**The meeting commenced at 7.05pm**

20/023	<b>Absence apologies and Declaration of Interests</b> Apologies were received from: Nil There were no conflicts of interest declared.	
20/024	<b>Adjournment</b> I. Points from County Councillor - The County Councillor was unable to attend the meeting, nothing to report. II. Trenchard Lines/Army Rebasing - The Commanding Officer was unable to attend the meeting, nothing to report. III. Members of the Public – Nil.	PO GI
20/024	<b>Minutes of Meeting 10<sup>th</sup> February 2021</b> was circulated before the meeting and no points were raised, signed by the new Chairman JM as a true copy.	JM
20/025	<b>Matters Arising</b> <b>I. Footpath Alongside Whistledown Development</b> – regarding block off piece leading to Devizes road, JM and CL will look into it and will discuss this matter with the developers. John Tighe, the previous Chairman, made a point that this has been discussed previously and the developers weren't keen on it at that time. <b>II. Footpath on A345 from Riverside Park</b> – all the Councillors agreed it's worth pursuing, JM will write a note to Mr Ford. <b>III. Police Reports to PC Meetings</b> – AF didn't have a chance to catch up with the CPSO. He will get the updates for the next meeting. <b>IV. Upavon Allotment Society Funding</b> – As discussed at the last meeting, UPC had a meeting with the Allotment society and the County Councillor on the 24 <sup>th</sup> February. It came to a successful conclusion of UPC to contribute £2,500(from CIL funds), Pewsey Area Board to contribute £2,500 and the Pewsey Local Youth Network Fund to fund remaining £1,500 in recognition of the involvement of young people in the Allotment Society. The work has already commenced.	JM/CL JM AF JM

## Parish Current Issues

- I. **New Councillors** – JM welcomed our 3 co-opted new Councillors and related to their previous experience and current positions they have been asked to consider the following positions in the Upavon Parish Council:
- Graham, with a background in local government planning, has been asked to take over Paul as the Planning Committee leader.
  - Brendan, a keen volunteer to take on the Business/Commerce lead and also work with AF in the Public Safety Committee.
  - Nick, a willing volunteer to do anything, join in the Public Amenities Committee with CL.
- As BB receives information on New Councillor Courses, she will pass it on.

## II. Elections – 6<sup>th</sup> May 2021

- All the Councillors who would like to stay in the Council, have been asked to hand in their nomination papers to the Election office in Salisbury. BB previously shared the process on the email, she will help if they have any questions regarding the process.
- The Campaign to recruit new councillors went well, UPC will keep actively recruiting for individuals to stand for election in May.
- JM is working on preparing a comprehensive information package to hand on to the new Council which will include: Structure and Committee Responsibilities, List of Ongoing Issues with Reference, Action Plan Start State, List of all outstanding Planning Issues with detailed status of each, draft Priorities for 2021/22, Financial Update and Budget, Rolling Maintenance Plan, CIL/S106 Expenditure Update and Plan.

## III. S106 Funds and Legal Side Agreement

- JM explained that:
  - S106 Funds are given to the UPC from the developers of the Whistledown View development, to enhance the playground and open space of the community.
  - S106 Funds agreement was signed in December 2016 and now stand at £67,529.20. This must be spent within 10 years or returned to the developer.
  - The restrictive nature of this funding – *'The Provision/Improvement /Maintenance of Equipped Play Space and Casual Play Space at Lower Playing Field and Formal Sports Pitches at Andover Road Sports Pitches, Upavon'*.
  - UPC has been advised that unfortunately there is no flexibility within the agreement for the contribution to be spent elsewhere: however, it may be worth contacting the developers to scope a variation in the agreement.
  - A legal agreement is required to be signed before UPC can draw down 106 funds into its accounts. This to be signed on behalf of the Parish Council by any two Councillors and witnessed by the Proper Officer – the Clerk, BB. In order to be able to carry this out, we need authorisation by a Parish Council Resolution.

20/026

BB

JM

	<p>- All the councillors agreed that Chair and Deputy Chair to sign on behalf of the Parish Council for the Legal agreement paper. JM is currently waiting for the advice from the local solicitor before signing the paper.</p> <p><b>IV. CIL Funds - 'Community Infrastructure Levy'</b></p> <p>- JM explained:</p> <ul style="list-style-type: none"> <li>▪ £22,052.11 in UPC CIL account. However, UPC has committed £2,500 to the Allotment Society, hence we have some £19,552.11 uncommitted.</li> <li>▪ So far it has been spent on the Village Hall, SIDs, contribution to UAS for borehole construction. It is to be spent in the 10-year time frame; careful consideration is required.</li> </ul> <p><b>V. Footpath to Rushall</b></p> <p>- JM will contact to Colin Gale, Rushall PC, to discuss this matter and will consider asking the Redcliffe developers whether S106 funds can be used for this purpose. PC will get the address of the RC developers to send the note to.</p> <p><b>VI. Village Maintenance</b></p> <ul style="list-style-type: none"> <li>a. <b>RoSPA Follow-Up</b> – CL has the detailed remedial plan in-hand. CL is in contact with lots of playground equipment companies for the replacement of the play equipment. PC recommended a company in Chippenham which was considerably cheaper than others. PC will hand over the contact details to CL.</li> <li>b. <b>Village Maintenance Plan</b> – JM and CL made an assessment of immediate maintenance requirements as well as future requirements. A 'rolling maintenance plan' is being produced which will be handed over to the incoming Council.</li> <li>c. <b>Play Area Refurbishment</b> – CL have asked Simon Last to do the prep for the playground refurbishment. The lower playground junior swings will get replaced and both upper and lower playground metal slide will be rubbed down and repainted. Major play equipment replacement will be spent with S106 funds at the lower play area only. CL also suggested making the lower playground for younger children's play equipment and the Upper playground for older children's play equipment. JM and CL will keep working on this project.</li> </ul> <p><b>VII. Public Safety</b></p> <ul style="list-style-type: none"> <li>a. <b>Highways</b> – Nothing to report.</li> <li>b. <b>Police/Crime</b> – Dog theft has become a country wide issue, AF stressed that more people need to be aware and be careful.</li> <li>c. <b>Traffic/SIDs</b> – AF asked JC for the recent SID report. AF will contact the Police to sort out the speeding issues with the data.</li> <li>d. <b>Emergency/Flood Planning</b> – A flood plan was written some time ago and was executed up to a point. Unfortunately, it is now dormant. The new PC may wish to take this on.</li> </ul> <p><b>VIII. Annual Donations and Contributions</b> – List of Annual Donations and membership contributions was circulated before the meeting. The list was reviewed during the meeting and all Councillors agreed to keep the list as they have been in the past, apart from:</p>	<p></p> <p>JM/PC</p> <p>PC</p> <p>JM/CL</p>
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	<ul style="list-style-type: none"> <li>▪ RBL Poppy Appeal – £50+</li> <li>▪ URC Link – £100</li> <li>▪ Sew and Grow – £50 – 100, depending on the future planned project.</li> </ul>	
20/027	<b>Planning and Development Control</b> – Planning Application 21/017/FUL had no objection and the consultee letter has been sent.	
20/028	<b>Reports from Representatives on other Committees</b> <ol style="list-style-type: none"> <li>I. <u>PCAP</u> - No one from UPC attended. Minutes of the recent meeting have been circulated between the Councillors.</li> <li>II. <u>Pewsey Area Board Meeting</u> – Nothing to report.</li> <li>III. <u>CATG</u> – Last meeting was in February. It has been covered in the last UPC meeting and the minutes have been circulated.</li> </ol>	
20/029	<b>Website</b> – AF suggested adding more local news on our website and using more social media to advertise.	JC
20/030	<b>Finance</b> <ol style="list-style-type: none"> <li>I. <u>Financial situations as at 15<sup>th</sup> March 2021</u> – Bank reconciliation has been circulated to all the Councillors before the meeting and no questions were raised.</li> <li>II. <u>End of FY2020/2021</u> – BB explained that she will pay the remaining few invoices and close the account on 31st of March. BB will prepare the paperwork for the Internal and external audit and will arrange the Internal audit soon.</li> </ol>	BB
20/031	<b>Clerk's Notes/Correspondence</b> – N/A.	BB
20/032	<b>Items for the Magazine/Website</b> – Nil.	
20/033	<b>AOB – Councillors to submit items to Bee Barff 48hours before Meeting</b> <ul style="list-style-type: none"> <li>▪ <b>Silent Soldier and VE Day</b> <ul style="list-style-type: none"> <li>- JC will try to fix the broken Silent Soldier first, if it doesn't work UPC has to purchase a new one. PC suggested a silent soldier bench and this will be discussed in due course.</li> <li>- JM suggested to put our efforts into this year's Remembrance Day and approach the event jointly with the Village hall and committee and the PCC.</li> </ul> </li> </ul>	JC

## The meeting closed at 8.57pm

Bee Barff  
Clerk to Upavon Parish Council

30/03/2021