

# WEST LAVINGTON PARISH COUNCIL

PARISH COUNCIL MEETING 7 OCTOBER 2010, 7.30PM

IN THE GILES ROOM, WEST LAVINGTON VILLAGE HALL

## MINUTES

ACTION

**Present:** Councillors: Mr M Wadman (Chairman); Mrs J Collins; Mrs M Diccox; Mrs E Evans; Mrs J Ford; Miss B Green; Mr T Jones.

**Apologies:** Councillors: Mr K Dyer; Mr M Page; Mrs P Watts; Mr R. Gamble [WC].

The Chairman reported that WC Elections had advised the Council that there had been no petition by 10 or more electors for an election to the vacant post of Councillor, and that the Council may proceed with co-option to fill the vacancy.

**Also present:** Mr P Baxter (Clerk).

### 10/11/077 Declarations of interest

There were none.

### 10/11/078 Minutes of the last meeting of the Council

Members **agreed** the Minutes, and they were signed by the Chairman.

### 10/11/079 Matters arising from those Minutes

There were none.

### 10/11/080 Wiltshire Councillor's report

In the absence of the Councillor, the Chairman read out a prepared statement received, attached to these Minutes. Miss Green noted that a grit bin in Russell Mill Lane was empty. The Clerk was asked to request its filling by WC Highways.

PB

### 10/11/081 Wiltshire Police report

In the absence of a police representative, no report made.

### 10/11/082 Informal report of the Risk Management Committee

The Committee Chairman [Mr T Jones] gave a verbal report of the first meeting of the new Committee [Minute 10/11/63 refers]. Mr Jones reported that Terms of Reference had been agreed, and that the Committee had agreed both a draft risk management policy and a risk register. Once some minor alterations had been made at the request of Members, the next meeting of the Council would receive the agreed Minutes, and the Committee's recommendation that the Council adopts both the Policy and the Risk Register.

PB

**10/11/083 Report of the Footpaths Working group**

Mrs Ford thanked those who had volunteered to undertake the 'village clean-up' on 2 October, and noted the visible improvement to the street-scene. Mrs Ford reported that Footpath 15 now had a new small gate adjacent to the large five-bar gate, and that the latter would now be padlocked by the landowner.

Mrs Ford also reported that after a standard request had been made to an adjacent occupier a section of holly hedge had been cut back on a Littleton Panell footpath that had previously caused an obstruction. The Chairman noted that the sides of the footpath had encroached on the footway, and that some cutting back was required. Volunteers were sought to form a working party to effect improvements.

MW

**10/11/084 Reports from representatives**

*Devizes Area Board:* The Chairman read out a written statement in the absence of Mr Dyer. The Clerk drew members' attention to a range of papers and leaflets provided by Mr Dyer for circulation.

*Primary school:* Mrs Evans reported that the new school drop-off arrangements in the Village Hall car park continued to be successful with a few minor issues. Traffic flow continued to be smoothed by the wake & shake and breakfast clubs. Mrs Evans noted that the school Travel Plan was to be reviewed next Tuesday, and that she would report any update to the next Council meeting.

The widespread sickness bug was now resolving itself, and two new teachers were settling in well.

EE

*Dauntsey's School:* The Chairman read out a prepared statement from Maj. Matters, attached.

*Village Hall:* Mrs Ford reported that policies were being updated, and quotes were in hand for repairs to a leaking roof, not as worse as had been feared. Quotes and grant-aid were also being sought for a deep clean/treatment to the main hall floor. There followed a general discussion on issues for users of the hall and playing fields that Mrs Ford undertook to deal with.

*Youth Club:* No report made.

*Neighbourhood Watch:* No report made.

*Emergency Planning:* Mr Jones reported that he would review the list of local contacts that he holds which may be called upon to assist in a community emergency.

TJ

*Twinning Association:* No report made.

*Junior Playground:* Mrs Evans reported that the contractor engaged to cut down and remove the rotten logs play feature had not done the work. The Chairman undertook to pursue the matter. The Clerk confirmed that the 'witches hat' roundabout had been repaired, and that lubrication had been applied to the self-closing gates.

MW

#### **10/11/085 Planning matters**

The Clerk reported three decisions had been notified by Wiltshire Council: E/10/0959/FUL 137 High Street, Littleton Panell, approved with conditions; E/10/1043/TCA 94 High Street, Littleton Panell, approved with conditions; E/10/1121/TCA The Old Vicarage, West Lavington, approved with conditions.

One Planning Application had been received. Members had **no comment** on: E/10/1199/FUL 1A, Lavington Lane, Littleton Panell (loft conversion and side extensions).

#### **10/11/086 Report of the external auditor**

The Clerk reported receipt of the external audit report. Members noted the comments related to the provision of a risk management policy and the timing of the approval of the return's original submission. The Clerk advised that the steps taken by the Risk Management Committee and future diligence in preparing a timely agenda item for June 2011 would satisfy the requirements.

#### **10/11/087 Financial statement**

The Responsible Financial Officer presented an agenda paper on the income and expenditure of the Council for the six month period. The VAT reclaim position was also explained, and comments made regarding a Reserves Policy. Members **agreed** the recommendations that:

A mid-term reclaim be made for VAT paid;

A Reserves Policy be established, with the reserve set at 7.5% of the net precept after any grants payable were taken into account, and a sum be set aside into deposit to establish the Reserve this year;

Having considered the funds remaining to the Council, and known commitments for the remaining period, Members agreed to defer any further non-planned expenditure until a later date.

PB

PB

**10/11/088 Website**

The Chairman suggested that a website be established. Members discussed whether the site should be focussed on the villages as a whole, or centred on the functions and activities of the Parish Council. The Clerk provided the options available for a domain name, noting the criteria for holding a government-issued suffix [.gov.uk] and the more widely used commercial options. Having considered costs and the prior existence of a website for the village of West Lavington in West Sussex, Mrs Evans proposed, seconded by Mrs Ford and all **agreed** that a website should be established for the Parish Council, with links available to other village organisations. Mrs Diccox proposed and Mr Jones seconded, and all **agreed** that a .gov.uk domain name be sought. The Clerk would be 'webmaster' as provided for in his job description.

PB

**10/11/089 Disbursements**

The following were approved for payment:

F Coles (grass and bins)	£ 290.00
Mazars (external audit)	£ 334.88
D Merrett	£4788.12
JKH Masonry Cleaning (war memorial)	£ 658.00
P Baxter (expenses, inc war memorial landscaping)	£ 137.20

**10/11/090 Correspondence and circulars received**

That not dealt with at the meeting was placed on circulation for observations. The Clerk was asked to reply to the WC Rights of Way Officer expressing the Council's view on the prioritisation of resources in making alterations to a byway on Salisbury Plain near New Zealand Camp.

PB

**10/11/091 Date of next meeting**

The next meeting will be 4 November 2010 at 7.30pm, in the Giles Room, Village Hall.

**10/11/092 Items of Maintenance**

The Chairman reported a successful meeting with Members of Market Lavington Parish Council, in which proposals for a joint tender and contract for grounds maintenance were discussed. Members agreed that work should continue to establish joint arrangements, subject to cost efficiencies being identified.

PB

Mrs Ford noted that the old Village Hall direction sign at the junction of Sandfield required removal, it having been replaced by a new one.

JF

It was noted that the pavement surface between The Manor House and Duck Street was breaking up, and had the potential for a slip/trip hazard. The Clerk was asked to write to WC Highways.

PB

Mrs Evans reported that the street name sign for Sunnyside, West Lavington was now in poor repair, with the lettering barely visible. The Clerk was asked to write to WC Street Signs.

The Clerk reported that a number of previous messages to WC Highways had not been acknowledged. The Clerk was asked to repeat the messages and copy Cllr Gamble.

PB

PB

**10/11/093 Key messages**

Members agreed three key messages for public communication:

Census (27 March 2011);

Dog fouling;

Website forthcoming.

The meeting was closed at 8.55pm

Signed..... (Chairman) 4 November 2010