

# WEST LAVINGTON PARISH COUNCIL

PARISH COUNCIL MEETING 2 SEPTEMBER 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; Mr M Page; Mrs P Watts.

**Apologies:** Councillors: Mr K Dyer; Mr R Gamble.

**Also present:** Mr M Woods; Mr M May; Mr P Baxter (Clerk).

In welcoming all present to the meeting, the Chairman noted that a letter of resignation from the post of Councillor had been received from Mr D Wilmot. The Clerk undertook to take the necessary action with Wiltshire Council to advertise the vacancy.

PB

### 10/11/058 Declarations of interest

There were none at this time.

### 10/11/059 Minutes of the last meeting of the Council

Members **agreed** the Minutes, and they were signed by that meeting's Chairman.

### 10/11/60 Matters arising from those Minutes

There were none.

### 10/11/61 Wiltshire Police report

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

### 10/11/62 Wiltshire Councillor's report

In the absence of the Councillor, the Chairman read out a prepared statement received, attached to these Minutes.

### 10/11/63 Risk Management Committee

The Clerk made a verbal report, having reviewed the Council's governance on taking up his duties. He recommended to the Council that the previous arrangements for Member attendance at a single annual meeting of the Committee, be improved to provide for:

- 1 A formal Committee structure, established by full Council resolution;
- 2 Five nominated Members, to include the Council's Chairman and Vice-Chairman;
- 3 Meeting frequency increased to two meetings per year, the first to be on 7 October 2010 at 6.30 pm;
- 4 A quorum to be three Members present;

- 5 The Committee Chairman and Vice Chairman to be elected at the first meeting;
- 6 The Clerk to prepare in advance of the first meeting draft Terms of Reference, policy and procedure papers, and a draft Risk Register;
- 7 The Committee to be empowered to make recommendations to the full Council.

After discussion, the Proposals above were **agreed**, and nominations to the Committee, for the remaining period up to the Annual General Meeting, are: Mrs Evans; Mrs Ford; Mr Jones; Mr Page; and Mr Wadman.

PB

#### **10/11/64 Report of the Footpaths Committee**

Before the report was presented, and in the light of the previous discussion on Committee structure, the Chairman proposed, and all **agreed**, that there was no requirement for footpaths to be the subject of a formal Committee. A more informal consideration of issues arising would permit flexibility of approach to changing situations, with a Working Group established making its recommendations to the full Council, which would approve any actions arising.

On behalf of the Working Group, Mrs Ford reported that arrangements were in hand with the landowner adjacent to FP15 for the hedgerow to be cut back, allowing the replacement of a stile with a kissing gate, and the locking of a five-bar gate. It is hoped this action will control the improper use of the footpath by horseriders. Mrs Ford will continue this liaison.

JF

Mrs Ford provided copies of a prepared note, suitable for handing to occupiers of properties with overgrowing vegetation adjacent to footpaths.

Miss Green reported that FP12 behind the Catholic Church was almost impassable, with holly and nettles. Mrs Ford agreed to visit the adjacent occupiers.

JF

Mrs Ford raised the outstanding matter of dropped kerbs, requesting that further consideration be given to their installation, subject to positioning advice from Wiltshire Council highways, at the top of Lavington Lane (near the junction with the A360) and at the junction of FP41 with the B3098 (near 18 Lavington Lane). The Clerk was asked to make these requests to Wiltshire Council.

PB

Mrs Ford reported that the traffic sign reflective chevrons at the A360/ Duck Street junction were now beyond effective cleaning and required replacement. The Clerk was asked to make a request for replacement to Wiltshire Council.

PB

## 10/11/65 Reports from representatives

*Devizes Area Board:* there was nothing to report on this occasion.

*Primary school:* Mrs Evans reported the first day of the new car parking/drop off scheme had passed by with no problems reported. The school does not have the funds to re-surface the car park, but would be willing to consider sharing the estimated £9000 cost with partners. The Travel Plan is being reviewed. The Breakfast Club commences next week, alternating with Wake and Shake.

The Clerk was asked for progress in the requested enquiry regarding insurance liability to the Council, should an accident occur in the car park during the drop-off period. The (new) Clerk undertook to pursue the enquiry and report back.

*Dauntsey's School:* the Chairman read a report submitted by Maj. Matters (attached to these Minutes).

*Village Hall:* Mrs Ford reported that the newly elected officers of the Committee were reviewing governance. Electrical testing had been completed and a number of minor electrical works were in hand. The Hall floor is to be cleaned, and the flat roof repaired.

*Youth Club:* Mrs Watts reported that the Club was experiencing significant financial problems, and had reduced its opening hours accordingly. Paid staff were supplementing their reduced hours with voluntary time. Discussion on this matter was deferred to the later agenda item.

*Neighbourhood Watch:* there was nothing to report on this occasion.

*Emergency Planning:* there was nothing to report on this occasion.

*Twinning Association:* Mr Page reminded Members of the fundraising event scheduled for the following evening. He advised the meeting that a visiting French contingent is due on 8 October for three days. Hosts for families were sought. Enquiries are continuing to acquire street signs.

*Junior playground:* Mrs Evans reported that the 'Witches Hat' was still broken, this matter being deferred to the later agenda item. The Chairman agreed to review the estimates received for the re-varnishing of benches.

PB

MW

**10/11/66 A360 noise and vibration, Community Speedwatch**

Mrs Diccox reported that she had received complaints about noise and vibration from passing heavy traffic, and its potential impact on buildings and quality of life. The Clerk reported on his approach to the Community Speedwatch project, as directed by the Chairman. Although no return contact had been received, the Clerk has made contact with the Devizes Area Board Manager, who is visiting the village the next day to agree with the Clerk the position of data collection devices. Analysis of this data should provide the Police with the material to design an enforcement solution, which may include the use of Council volunteers. Mrs Collins agreed to accompany the Clerk at the meeting.

Mrs Watts raised concerns over the routing of diverted traffic around Rickbarton in the event of an accident blocking the A360. Members agreed that there was little that could be done to influence these operations.

**10/11/67 West Lavington Youth Club (WLYC)**

The Chairman introduced correspondence from the Secretary to the Youth Club, which explained the significance of their funding problems, with external sources withdrawing contributions. Opening hours were reduced, staff working as volunteers to cover duties, and levels of service to young people reduced. The Chairman then read out a note received from the Devizes Area Board Manager, advising the Council of its powers to raise funding through the precept. The Chairman noted that several youth clubs and similar organisations were funded by other Councils, and that if the WLYC was to be placed on a sustainable footing in the future then this Council might wish to raise its precept by a substantial sum to fund a 'perpetual' grant.

Mr Page noted that the Council ought to consider the needs of other village organisations as well, and after discussion the Clerk was asked to seek advice from Wiltshire Council on the financial impact to the Band D equivalent of a possible rise in the precept of £5000.

Mr Jones suggested that a meeting be established with Members of other Parishes from which young people attend the youth club, in order that their agreement might be sought to share the precept burden. The Clerk was asked to write to the Clerks of Market Lavington and Easterton Parish Councils and make the invitation.

Mr Jones subsequently asked if Mr May, in the public gallery, could illustrate what effect a small interim grant might have on operations, which he did. The Clerk assured the meeting that there were sufficient funds available, and Members **agreed** (proposed by Mr Page, seconded by Mrs Watts) that a sum of £1000 would be offered as an interim grant.

JC  
PB

PB

PB

**10/11/68 Dauntsey Alms House charity**

The Chairman reported that the charity was seeking a replacement Trustee, upon the resignation of Miss Hinton. Miss Green having volunteered, the nomination was proposed by Mrs Ford, seconded by Mrs Watts and all **agreed**. The Clerk was asked to write to the Clerk to the charity.

PB

**10/11/69 Junior playground equipment**

The Clerk reported that a quotation had been received since the last meeting of the Council, for a sum of £509, and being in excess of the authority granted at the last meeting, sought advice from Members. After discussion, Members **agreed** (Mr Page proposing, seconded by Mrs Diccox) that the Clerk is to proceed, noting that if the equipment suffers further failure it may be taken out of service.

PB

**10/11/70 War Memorial cleaning**

The Clerk reported that he had received two quotes, from four enquiries made, for the specialist cleaning of the War Memorial. Wiltshire Council Conservation department had been consulted, as recommended by Mr Gamble, and in providing advice had approved a light clean. The Clerk also reported that the War Memorials Trust had encouraged an application for 50% grant aid. Members **agreed**, proposed by Mrs Diccox and seconded by Miss Green, that the work be commissioned from JKH Masonry Cleaning. The Clerk was asked to make the necessary arrangements, subject to receiving satisfactory insurance credentials.

PB

**10/11/71 Planning matters**

The Clerk reported three Decisions had been notified by Wiltshire Council: E/10/0836/LBC The Old Manor, West Lavington, approved with conditions; E/10/0893/TCA 34 High Street, West Lavington , approved with conditions; E/10/0940/FUL 5 High Corner, Pagnell Lane, Littleton Panell, approved with conditions.

Three Planning Applications had been received. Members had **no comment** on: E/10/1043/TCA 94 High Street, Littleton Panell (tree works); E/10/1121/TCA The Old Vicarage, West Lavington (tree works).

With regard to Application E/10/1058/FUL 50 High Street, Littleton Panell Mr Page declared an interest, in knowing the applicants very well, and abstained from further discussion. The remaining Members made the following **observations:**

- 1 The development is outside the village boundary;
- 2 The development is outside the building line;
- 3 The development is not in keeping with the surroundings;
- 4 Approval would set a precedent.

The Clerk was asked to respond to Wiltshire Council on all these matters.

PB

**10/11/72 Website**

This item was deferred to the next meeting.

**10/11/73 Disbursements and inter-account transfers.**

The Chairman advised members that as the new Clerk was now employed on national Conditions of Service, he had together with the Clerk reviewed the Model Contract which states the Clerk should be paid monthly. The Chairman reminded Members that the retired Clerk had been paid quarterly by cheque, and with separate Allowances, this made for an administrative burden. The Chairman recommended to Members that the process be modernised, and that Standing Orders be established with the council's Bank to pay salary and allowances monthly. Mrs Ford proposed, and Mrs Evans seconded, with Members **agreed**, that the Chairman and Vice Chairman sign the mandates to pay £290.90 (salary) and £25.90 (allowances) monthly, both amounts subject to review.

The following were **approved** for payment:

Mr Haste's salary for June/July/August	£ 280.00
Mr Baxter's salary for July/August	£ 186.66
Mr Haste's expenses for July/August	£ 87.74
Mr Baxter's expenses for July/August	£ 43.33
Mrs Whyman's expenses for playground materials	£ 38.96
Wiltshire Council street sign works	£ 140.87
Mr Coles grass cutting and bins	£ 460.00
West Lavington Youth Club grant	£1000.00

The Clerk observed that he appears to be restricted in the level of funds that can be transferred upon his authority from one of the Council's accounts to another account. Upon considering the governance and security issues, Members **authorised** the Clerk, as Responsible Financial Officer, to use his best professional judgement in moving any level of funds between the Council's two accounts, subject to the Clerk establishing any limits that the bank may impose on such movements.

**10/11/74 Correspondence and circulars received**

That not dealt with at the meeting was placed on circulation for observations.

**10/11/75 Date of next meeting**

The next meeting will be 7 October at 7.30pm, in the Giles Room, Village Hall.

**10/11/76 Items of maintenance**

There were none.

The meeting was closed at 9.30pm

Signed \_\_\_\_\_ (Chairman) 7 October 2010