

WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL 6TH APRIL 2017, 7PM
IN THE WEST LAVINGTON VILLAGE HALL
MINUTES

Present:	Councillors: Mrs S Gamble (Chair), Mr M May, Mr R Oglesby (from 7.10pm), Mrs M Rowles, Mrs J Ford, Mrs B Matters, Mr S Coxhead. Mr P Blundell, Mr M Challinor, Mrs E Evans and Mr R Scott.	
Also present	Mrs K Elston (Clerk) and Councillor Richard Gamble (until 7.20pm).	
17/18/001	Apologies for absence <ul style="list-style-type: none"> • There were none. 	
17/18/002	Declaration of interests <ul style="list-style-type: none"> • Mr Challinor declared an interest in planning application 17/02124/FULL 	
17/18/003	Minutes of the last meeting held on 01/03/17 and Matters Arising <ul style="list-style-type: none"> • Minutes from last meeting - correct spelling of Mr Challinor. • Minute 251 - regarding Housing Needs Survey should read 'Whether one should be undertaken is a discussion for the Steering Group and then to make a recommendation to the Parish Council. • With the above amendments the minutes were agreed and signed by the Chair. 	
17/18/004	Chairman's Announcements <ul style="list-style-type: none"> • Mrs Gamble thanked councillors and members of the community who supported The Great British Spring Clean. An additional thank you to Mr S Coxhead for organising the equipment and managing the event. • Red telephone box at Lavington Lane – Mr Scott will follow up with BT Openreach how to retain the telephone box. Mr Scott will identify which planning officer is dealing with this. • Election on 4th May – two members of the current parish council have decided not to put themselves forward for the election in May. Mrs Rowles and Mrs Evans were thanked by the Chair for all their work over the time they had served on the parish council. Mrs Evans has been a councillor for 20 years and served on a number of other community-based committees during that time. 	RS
17/18/005	Public Participation <ul style="list-style-type: none"> • There was no participation. 	
17/18/006	Wiltshire Councillor Report (Richard Gamble) <ul style="list-style-type: none"> • Beech Tree Duck Street – the tree work noted at previous meetings is now to take place on 11th April and will be for a duration of three days. These works will be carried out in the Easter holidays and will be at the same time as the closure on the A360. • Closure of A360 – this is at Tilshead and Orcheston from 10th April to 21st April 2017 from 0700 to 1800. • Area Board – this is on 4th June. • Local Elections on 4th May – if anyone needs a postal vote Mr Gamble has the forms for people to apply. • Market Lavington speed restrictions – the 20mph signs through the centre of the town will be displayed soon. 	
17/18/007	Vandalism and police visits/litter/anti-social behaviour - update <ul style="list-style-type: none"> • Neighbourhood Watch - Mrs Gamble had written to PC Teresa Herbert with a view to arranging a meeting. PCSO Ellen Carter had responded to advise that the police are happy to attend a meeting regarding Neighbourhood Watch but requested to know in advance what the 	

	<p>scheme wants from them. Mr Coxhead will arrange a meeting with the interested parties.</p>	SC
17/18/008	<p>CCTV Village Hall Camera Costs update</p> <ul style="list-style-type: none"> The second quote sought had recently been received for consideration. Mr Scott agreed to analyse the two and report back to the next meeting. With regard to monitoring, Noel Woolrych has indicated that he would be able to provide this service in relation to one of the quotes, should the council decide to accept it. 	RS
17/18/009	<p>Report of the Footpaths Working Party</p> <ul style="list-style-type: none"> Report distributed to councillors with the agenda. Parish Steward – currently a locum parish steward is performing duties until Wiltshire Council fills this post on a permanent basis. Parish and Town Council Highway Evening – an invitation has been received for 24th May at Devizes for a parish councillor to attend from 1900 to 2100. Mrs Ford agreed to attend. Footpath Surveys – Paul Millard from Wiltshire Council has confirmed with Mrs Ford that Footpath 1 has been cleared. Mrs Ford updated pathways work referred to Wiltshire Council. 	JF
17/18/010	<p>Neighbourhood Plan – update</p> <ul style="list-style-type: none"> Papers sent out to councillors prior to the meeting. One consultant fee proposal – in relation to completing the Plan - was still awaited. Receipt was anticipated within the next week which would enable discussion and proposals regarding the next steps in the plan process at the council's May meeting. Estimates so far received from two consultants vary enormously, from an overall general figure of £25,000 to a fixed offer commencing at £6,500 but subject to further costs at £400 per day. Grant funding is available up to £9000 but may not be obtainable for all elements of the work required. The Chairman reported that Michael Gaiger, the owner of the Neighbourhood Plan Consultation's preferred development site 7, had communicated his intention to carry out a number of planning, architectural and infrastructure examinations in relation to site 7, with a view to informing the public at the end of May of his proposals for site 7. He had also reiterated his wish to keep councillors informed of his plans as they evolve and his desire to reflect community aspirations as much as possible. Councillors appreciated very much the intentions expressed by Mr Gaiger, and, while his proposals do not prevent the council continuing with any plans to complete the Neighbourhood Plan, they would give serious consideration in the normal way to any planning application submitted regarding site 7. 	
17/18/011	<p>Tree Work in Old Burial Ground - update</p> <ul style="list-style-type: none"> Re Wessex Tree Care quote for £337.50 plus £56.25 VAT to cut back a Laburnum in the Closed Burial Ground to a stump. The council is responsible for maintenance of the Closed Burial Ground. Following discussion with Mr Giles (churchwarden) who preferred not to reduce the Laburnum as dramatically, advice from WC concerning planning obligations, and further advice from Wessex Tree Care, the Clerk was requested to instruct Wessex Tree Care to complete planning permission applications (the laburnum being in a conservation area). If permission is granted, the Clerk will instruct Wessex Tree Care to carry out the work. Need to copy any further correspondence to PCC secretary, Mr M Challinor. 	KE

17/18/012	<p>Protocol re parish communications/information between councillors – for information</p> <ul style="list-style-type: none"> Mrs Gamble reminded councillors that e-mail communications between councillors need to go through the Clerk, usually with a copy to the Chair. Mrs. Gamble suggested a review at the next meeting of the Communication Protocol, to include some clarification amendments. 	
17/18/13	<p>Dog Fouling update</p> <ul style="list-style-type: none"> A letter from a parish resident, unhappy with the posters that have been displayed as part of the council's anti-dog fouling campaign, had been received. Councillors discussed and were in agreement that the history of the campaign needed to be explained. Unfortunately, courteous entreaties had not had any apparent effect on a situation in relation to which the council had received many complaints. Furthermore, suggestions to install more dog waste bins did not take into account who would empty the bins and the inherent costs of the bins and emptying. Councillors were in agreement that the more recent posters are beginning to have an impact and the campaign should continue for the moment. A letter in reply to the letter of complaint would be drafted and delivered by the Clerk. 	KE
17/18/14	<p>Registering The Churchill Public House as a Community Asset - update</p> <ul style="list-style-type: none"> The Clerk had written to Wadworth, as part of the process of registering The Churchill as a community asset, and received a response which she read to councillors. In summary, Wadworth would prefer the community to support the local pub. In addition, they stated that they would object to the application, although no objection can affect the application. Proposal to go ahead with application was agreed. Clerk to complete application form. <p>Proposed: Mr R Scott Seconded: Mr M May All councillors present in agreement</p>	KE
17/18/015	<p>Planning for Annual Parish Meeting</p> <ul style="list-style-type: none"> Discussion took place in relation to agenda items for this year's event. Proposals were: to focus more highly on the work that voluntary organisations carry out and in particular those individuals making things happen. to invite the Wildlife Conservation Officer from the MOD to speak about work on Salisbury Plain to run a wine tasting session. Mr Scott to follow up. Date set for Friday 26th May at 1900. Village Hall has confirmed the hall is free that evening. 	KE KE RS
17/18/016	<p>Date for Annual Parish Council Meeting</p> <ul style="list-style-type: none"> Date agreed as Thursday 11th May at 7pm, which also meets the requirement for the parish council to meet within 14 days of councillors taking office after Monday 8th May. 	
17/18/017	<p>Parish and Town Council Election on 04/05/17 – update on candidates</p> <ul style="list-style-type: none"> In West Lavington there are 9 of the current 11 councillors restanding for election with no additional applicants. Therefore, notification has been received from Wiltshire Council confirming those 9 standing have been elected without contest. Co-options to fill casual vacancies – there will be two in West Lavington 	

	and these will be advertised after 4 th May. Ideally need to promote at the Annual Parish Meeting on 26 th May.	
17/18/018	<p>Budget Monitoring and Budget allocations for 2017/18</p> <ul style="list-style-type: none"> • Budget Monitoring sheet was sent to all councillors prior to the meeting. • Balance remaining as at 31/03/17 - is estimated to be £9517 after cheques to be drawn have been presented. More funds remain than anticipated due to projects planned but not completed by the end of the financial year. Invoices for two projects are currently outstanding, namely, tree work in the Closed Burial Ground, which will be £337 (ex VAT), along with an outstanding invoice for £1160 (ex VAT) for repair work in Roberts Playground. It is anticipated that this invoice will be received before the end of the financial year (see note in minutes below). • There are budget areas underspent as services or equipment have not yet been purchased due to time lines being moved. This applies to the NHP budget which has a remaining balance of £2947 and, e.g. the Emergency Planning budget of £200. It is anticipated that this funding will be spent in 2017/18. • Allocations to Reserves were proposed as: NHP - £2947 Closed Burial Ground - £600 Defib Maintenance - £150 Highways Reserve - £300 Special Fund - £1000 CCTV - £2000 General Reserves - £613 approximately TOTAL - £7610 To remain in current account as a carried forward: Grants - £650 Street Scene - £300 Robert's Playground equipment £1000 (<i>subsequently invoiced £1160 ex VAT and paid within 2016/17 financial year</i>) Proposed: Mr M May Secoded: Mrs J Ford All councillors in agreement Transfers will not take place until the first instalment of the precept comes into the current account at the end of April. • Proposals for budget allocations for 2017/18 were circulated when precept was agreed. To be confirmed at the next meeting when all invoices for 2016/17 have been received. • 1 and 1 Website increase in costs – as from the 22/04/17 the monthly cost of the website provider will be increasing by £2 gross per month. • Wiltshire Council Waste collection increase in costs – the annual cost of this service will increase for 2017/18 from £444 to £466 per annum. 	
17/18/019	<p>Funding for Elderly trips – discussion</p> <ul style="list-style-type: none"> • Grant request to provide support for the elderly in 2017/18 financial year - Councillors were asked to consider and approve funding for two bus trips and free lunches for new members of the Luncheon Club. The sum of £650 to be carried forward from the 2016/17 budget allocation. Councillors agreed to provide that amount together with a further £300 from the 2017/18 budget allocation for the two bus trips (proposed bus costs being £450 each) and to support free lunches for new members of the Luncheon Club (estimated to be in the region of £30 - £50). The sum of £950, to be monitored in terms of costs, would be made 	

	<p>available for allocation. Proposed: Mr M May Seconded: Mrs J Ford All councillors in agreement</p>													
17/18/020	<p>Planning Applications</p> <ul style="list-style-type: none"> • 17/02124/FULL 1 Sandfield, West Lavington, Devizes SN10 4HH – proposed dwelling and associated car parking. Councillors have no objections to the plans. • 16/11547/FULL The Stage Post, 9 High Street, West Lavington, Devizes SN10 4HQ – demolition of existing vacant public house and erection of four residential dwellings with associated parking – amended plans. Councillors wish their previous comments to be taken into consideration although they consider the amendments are an improvement on the previous plans. • 17/02363/TPO End Farm, Strawberry Lee, 27 White Street, West Lavington, Devizes SN10 4LW – T1 Ash remove secondary leader over drive, T2 Sycamore reduce canopy by 2-3 metres, T3 Sycamore reduce by 2m remove dead wood, remove first major limb from ground level, remove dead wood, T4 remove basal suckers and reduce crown laterally by 2m. T5 remove limb over road back to main stem, reduce remaining crown over road by 1-2 metres. Councillors have no objections to the plans. <p>Decisions</p> <ul style="list-style-type: none"> • 17/01320/TCA Woodend, 51 High Street, West Lavington, Devizes SN10 4JB – T1 Cherry – fell, T2 Oak – Crown lift to 9ft above footpath, T3 Horse Chestnut – reduce canopy by 2 metres and T4 Cherry – Crown clean/thin by 20%. 													
17/18/021	<p>Disbursements</p> <table border="1"> <thead> <tr> <th>Cheque Number</th> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>1&1 (monthly website fee Sep)</td> <td>8.39</td> </tr> <tr> <td>1480</td> <td>Kaye Elston (clerk salary)</td> <td>246.55</td> </tr> <tr> <td>1481</td> <td>HMRC</td> <td>492 .00</td> </tr> </tbody> </table>	Cheque Number	Payee	£	DD	1&1 (monthly website fee Sep)	8.39	1480	Kaye Elston (clerk salary)	246.55	1481	HMRC	492 .00	
Cheque Number	Payee	£												
DD	1&1 (monthly website fee Sep)	8.39												
1480	Kaye Elston (clerk salary)	246.55												
1481	HMRC	492 .00												
17/18/022	<p>Items for website and News and Views</p> <ul style="list-style-type: none"> • A360 (part) Temporary Closure Tilshead and Orcheston – closure from 10/04/17 to 21/04/17. • Annual Parish Meeting on 26th May at 1900. • Dog Campaign is being effective. • Reminder to community to apply for planning permission for work on trees in conservation area. 													
17/18/023	<p>Correspondence and circulars received, key messages and public contact</p> <ul style="list-style-type: none"> • Temporary Road Closure – C20 (part) Broadway/Ledge Hill/Spin Hill/Parsonage Lane/Grove Road, Market Lavington. This will commence on 21st April until 25th April 2017 from 0700 to 1800. • Worton and Cheverell Football Club – Clerk has received a request for permission to use the Playing Fields at the Village Hall on 17th June for an event they are having. The Village Hall has already been booked. Councillors in agreement to give permission. Clerk to advise football club and confirm with Mrs Rayner. 	KE												
17/18/024	<p>Area Board Representative for 4th June</p> <ul style="list-style-type: none"> • To be confirmed at next meeting. 													

17/18/025	Date of next meetings <ul style="list-style-type: none"> • Parish Council Meeting – 4th May 2017 at 1900 • Annual Parish Council Meeting – 11th May at 1900 • Annual Parish Meeting – 26th May 2017 at 1900 	
17/18/026	Items of Maintenance <ul style="list-style-type: none"> • Risk Assessment Committee to meet in June prior to full council meeting 	

Meeting closed at 2210

Signed.....4th May 2017