

Upper Deverills Parish Council

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 11 May 2016 at 6.30pm.

Present: Councillors, Louise Stratton, Bridget Beattie, Richard Cousens, Robin Greenwood and Colin Hirons

In attendance: The Parish Clerk Christine Fordham; two members of the public were present.

Public Question Time

1. Election of Chair (008/16)

It was proposed by Cllr Stratton, seconded by Cllr Beattie, that Cllr Cousens be appointed Chair; there were no other nominations and all Councillors were in favour. Cllr Cousens was duly elected.

2. Election of Vice Chair (009/16)

It was proposed by the Chair, seconded by Cllr Stratton that Cllr Beattie be appointed Vice Chair; there were no other nominations and all Councillors were in favour. Cllr Beattie was duly elected Vice Chair.

3. Councillors to sign their Acceptance of Office (010/16)

Cllrs Cousens and Beattie signed the acceptance of Office forms in the presence of the Clerk.

4. Acceptance of Apologies for Absence (011/16)

None

5. Dispensations (012/16)

None requested

6. Declarations of Interest (013/16)

None

7. Exclusion of the Press and Public (014/16)

No reason were given to exclude the press and public.

8. Minutes of the Planning Meeting held on 27 March.(015/16)

It was proposed by the Chair, seconded by the Vice Chair that the minutes of the Planning meeting held on 27 March 2016 be accepted as a true record; all were in favour and the minutes were duly signed.

9. Chairman's Announcements (016/16)

The Chair thanked members for his nomination; he advised that he envisaged he would only remain chair for a maximum of 2 years. He expressed his sincere thanks to Cllr Stratton (former Chair) for her hard work on behalf of the Parish. He formally welcomed the new Clerk, Mrs CD Fordham

10. Appointment of Committee Members(017/16)

Staffing Committee: Cllrs Beattie, Hirons and Stratton.

River Action Group: Cllr Beattie

Traffic Action Group: Cllr Cousens

Broadband Action Group: Cllr Greenwood

11. Review of Delegation arrangements to Committees and Sub Committees(018/16)

No changes

12. Review and Adoption of Parish Documentation (019/16)

a) Financial Standing Orders and Standing Orders Update (020/16)

Councillors resolved that the Financial Standing Orders and the Standing Orders were approved.

b) Other Council Policies (021/16)

Councillors resolved that all policies were accepted

c) Council Procedures(022/16)

The Clerk was asked to find out the cost of the publications Local Council administration and Local Councils explained. It was proposed by Cllr Hirons, seconded by Cllr Beattie that the Clerk be authorised to expend up to £80 on the publications; all were in favour.

With agreement of Councillors item 19 was taken at this point

With agreement of Councillors item 18 was taken at this point.

13. Planning (023/16)

a) WCC 16/03798/TCA – application for work to trees in a Conservation Area; proposal to fell 2 Beech Trees at the Manor House, Brixton Deverill. The trees were diseased and the Council resolved to agree to the application.

b) WCC 16/00327/FUL, Erection of two dwellings and associated external works at Whitepits, Kingston Deverill. The decision was due on 24 May. Cllr de Rhé-Philippe had advised that she would ask for the application to be submitted to the full Planning Committee if the desk officer was minded to approve it.

14. Planning Update Discussions (024/16)

WCC 16/00239/ENF. On discussion Councillors considered that the direct questions asked of the Planning Department had not been answered. The Council resolved that in order to ensure consistency and a full understanding of how the decision was reached a further letter would be sent to WCC. It was proposed by Cllr Stratton, seconded by Cllr Greenwood that the Chair be given delegated authority to prepare and send a letter to the Planning Department; all Councillors were in favour. The draft would be circulated for comment.

15. Parish Steward – Highways (025/16)

a) Speed Indication Device

Cllrs Beattie and Cousens had met with Denise Greche, the Highways Engineer and 5 sites had been identified for the location of the SID. A quote of £621.50 excluding VAT had been received from Ringway to supply and erect 3 posts for the SID. Any other contractor would have to be approved by WCC Highways before an alternative quote could be sought and it was therefore proposed by Cllr Stratton, seconded by Cllr Hirons that the quote be accepted, subject to confirmation of budget allocation; all were in favour.

b) Night time closure of A350

The Council would monitor the effect of the closure.

16. Rights of Way (026/16) *This item was taken after item 17.*

Cllr Stratton advised that no progress had been made on the permissive path at Whitecliff Farm and she would now contact the land owners. On discussion it was agreed that the Clerk would source a copy of the definitive map for the area.

17. Broadband Action Group (027/16)

It was considered that the issues for Kingston and Monkton Deverill were resolved. Action would now concentrate on Brixton Deverill. It was noted with concern that WCC were reluctant to meet with the Council to discuss the matter. The Chair would contact Cllr de Rhé-Philippe to press for a meeting, meanwhile BAG would investigate the implications of the Universal Service Obligation for BT.

18. Parish Plan (028/16)

It was resolved that the Parish Plan would be discussed at the July Meeting.

19. Unity Trust Bank (029/16)

Councillors noted the £6 per month admin charge to be introduced from 4 June 2016.

It was proposed by Cllr Stratton, seconded by Cllr Beattie that the former clerk be removed as administrator from the Bank Mandate and Mrs CD Fordham added; all were in favour.

20. Insurance Renewal and Risk Assessment (030/16)

It was proposed by Cllr Beattie, seconded by Cllr Greenwood that the existing Insurance policy be renewed, and that the Risk Assessment for the year ahead be approved; all were in favour.

21. Data Protection Registration – Renewal(031/16)

It was proposed by Cllr Greenwood, seconded by Cllr Beattie that the Data protection Registration be renewed; all were in favour.

22. Wiltshire Association of Local Councils (032/16)

It was proposed by Cllr Stratton, seconded by Cllr Greenwood that the membership of WALC be renewed; all were in favour.

23. Year End Accounts (033/16)

The Inspection period for the year end accounts was agreed.

24. Year End Accounts Section One (Governance) Annual Return (034/16)

It was proposed by Cllr Stratton, seconded by Cllr Beattie that the appropriate accounting safeguarding action had been taken and the Governance Statement be signed; all were in favour.

25. Year End Accounts Section Two (Accounting Statement) Annual Return (035/16)

It was proposed by Cllr Greenwood, seconded by Cllr Stratton that the year End Accounts be approved and signed; all were in favour. The external Audit fee was noted.

26. Year End Accounts (036/16)

It was noted that the accounts would be sent by registered post.

The Internal Audit report was noted and it was proposed by Cllr Greenwood, seconded by Cllr Stratton that the recommendations be accepted; all were in favour. The Council noted the Audit Solutions Invoice for £162.

27. Approval and Signing of the Parish Accounts (037/16)

It was proposed by Cllr Greenwood, seconded by Cllr Stratton that the April accounts be approved

all were in favour.

28. Payments (038/16)

Invoice Wages Sarah Jeffries LGA 1972 s111	£ 410.40
Wages Under Payment re Internal Audit LGA 1972 s111	£ 75.00
Travelling LGA 1972 s111	£ 10.80
Maiden Bradley IT Contribution April LGA 1972 s111	£ 8.00
Postage Reimbursement LGA 1972 s111	£ 17.52
Deverills Cricket Club LGA 1972 s137	£1000.00
Wiltshire Association of local Councils Subscription LGA 1972 s111	£ 134.00
Auditing Solutions Ltd LGA1972 s111	£ 162.00
Information Commissioner LGA 1927 s111	£ 35.00
Deverills Festivals s137	£ 200.00
Deverills Parish News s137	£ 200.00
Maiden Bradley Parish Council re payment to new account bank account Unity Trust LGA 1972 s111	£ 16.00

Receipts

Wiltshire Council Precept payment of Precept	£6873.00
Interest	£ 1.74

Re - credited

Maiden Bradley Parish Council IT Usage payment account transferred £ 16.00

Under the Local Government Act 1972 (Sch 2) the authorization of the payments, was proposed by Cllr Stratton, seconded by Cllr Beattie all Councillors were in favour. Cllrs Cousens and Hirons would carry out the online authorisation.

29. Clerk's Report (039/16)

a) Clerk's Contract

It was proposed by Cllr Hirons, seconded by Cllr Beattie that the new Clerk contract be approved and signed; all were in favour and the contract was signed by the Chair and Clerk.

b) Outgoing Clerk

The Clerk would action change of contact details.

30. Meetings for Councillors to Consider attending (040/16)

a) Community Area Traffic Group Meeting

Meeting to be held on 31 May. Cllr Beattie had attended the previous one.

31. Correspondence (041/16)

a) Resident – request for a grant to produce a book on Kingston Deverill. It was not normal Council practice to give grants to individuals and therefore the request was turned down.

b) Came & Company Spring Council Matters 2016

c) WALC newsletter - March 2016

d) Cllr Mr Whitehead's Local Highway Newsletter

e) Wiltshire's Public Health briefing - March 2016

f) Spotlight on Heart of the Village

g) Weekly Email News Digest - Monday, 21 March 2016

h) PCC Newsletter - Spring 2016

i) VCSE Sector & Funding News from DEVELOP

j) SPTA April 2016 Newsletter.

k) Wiltshire Monthly Intelligencer

l) Dementia Friendly meeting update

m) Rural Policing Newsletter

n) Steele Davis Responsive and Planned Maintenance

o) Clerks & Councils Direct

32. Parish Clerk's Delegated Powers (042/16)

a) WCC Planning Application 16/02911/TCA – Fell and remove cypress leylandii trees at Manor Farm Cottage 1 Brixton Deverill BA12 7EJ – Supported.

b) The Chicken Farm application at Sutton Veny was not on the WCC Planning Committee agenda.

33. Notice of items to be considered at the next meeting (043/16)

External Audit

VAT Claim

Audit on condition of Council's assets

Annual Parish Newsletter – draft content at production

New clerk's training and costs to be approved

The Clerk was asked to obtain 3 quotes for laptop for use for Council business. It was proposed by Cllr Stratton, seconded by Cllr Greenwood that the quotes be circulated in between meetings for approval; all were in favour.

Cllr Greenwood would circulate details of dates to visit the pumping station.

34. Items for Newsletter and Notice Boards (044/16)

35. Date of next meeting (045/16)

The next full meeting of Upper Deverills Parish Council will be held on Wednesday 13 July at 6.30 in the Village Hall, Kingston Deverill.

The meeting closed at 8.20 pm.

Date:

Signed:

Cllr R Cousens
Chair