

Upper Deverills Parish Council

9 Beech Grove, Warminster, Wiltshire, BA12 0AB Tel: 01985 213436
Chairman: Miss Louise Stratton Clerk Mrs Sarah Jeffries MILCM

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 9th March 2016 at 6.30pm.

Present: Councillors, Miss Louise Stratton, Mr Richard Cousens, Councillor Bridget Beattie and Mr Robin Greenwood.

In attendance: The Parish Clerk Mrs Sarah Jeffries MILCM, five members of the public were present.

Public Question Time

The Director of the Deverills Festival asked if the Grant Application item could be moved to the start of the meeting. The Council approved of this request.

A parishioner spoke to Council on the new structure that had appeared in the parish. They felt that any new structures should be moveable and this one appeared not to be. The fields that it was situated in were thought to be amenity fields. They felt that this should be investigated. The Chairman reported that a copy of the permitted development letter from Wiltshire Council had been provided from the landowner but this item was up for discussion further down the Agenda.

There was also a request for news re the consulted possible development in Kingston Deverill was forth coming. The Chairman reported that nothing had come forward from Wiltshire Council.

A Report from the Broadband Action Group

Richard Kitson reported to Council on Brixton Deverill, see attached report. He mentioned that John Thompson had replied to his recent correspondence and that he had indicated that he would be in touch next week. The Chairman thanked Richard Kitson for his update. This item would be discussed further down the Agenda.

A Report from the Rural Police

Two members of the Rural Policing Unit were present. A crime report was verbally given and a hard copy given to the clerk. A copy is attached to these minutes. Discussions took place on the recent peddlers selling paintings in and around Wiltshire and the cold calling issues in communities. Discussions on the action of putting in no cold calling community zones, was mentioned and that there had to be a large amount of the community who approved this action before it could be implemented. Peddlers certificates and the various certifications were discussed along with vulnerable members of the community. No calling zones would need to be set up by Wiltshire Council, this was noted. The Rural Policing Unit informed Council that the Bobby Van can be arranged for elderly parishioners to help put in security to their properties.

HGVs breaching the Weight Limit on the B3095 was mentioned, using the Upper Deverills as a short cut. The Rural Policing Unit informed Council that if registrations

could be obtained, Trading Standards can if contacted fine the vehicle owners. There is also a system where a lorry watch can be set up through trading standards. The Chairman thanked the speakers for bringing their issues and reports to the Councils attention.

15/159 Acceptance of apologies for absence

Resolved: Councillor Colin Hiron had sent his apologies due to a family commitment. Council resolved his reason for absence.

15/160 Chairman's announcements

Resolved: none to give

15/161 Dispensations

Resolved: none received

15/162 Declarations of interest, members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)

Resolved: none given

15/163 Exclusion of the Press and Public [Standing Order #1c](#)

Resolved: not required

15/164 To receive and sign the minutes of the Full Council meeting held on the 20th January 2016 (Previously circulated) [LGA 1972 Sch 12 para 41\(1\)](#)

Resolved: that they were a true record of the meeting. Proposed Councillor Robin Greenwood seconded Councillor Richard Cousens

15/165 Broad Band Action Group - Parish Plan item 11 Education and Communications

Resolved: it as agreed that a procedure complaint could be sent in to Wiltshire Council, by the Broadband Action Group on the behalf of the Parish Council. A copy would be sent to the clerk.

15/178 Deverills Festival Grant application

Resolved: This item was brought forward. Council agreed a grant for £200.00 to the Deverills Festival. Proposed Councillor Louise Stratton seconded Councillor Robin Greenwood

15/166 Planning – For Comment

Resolved: noted that at the time of producing this Agenda, no planning applications, had been received by the clerk.

(Please note: in planning matters, the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body)

Enforcement

Resolved: Councillor Louise Stratton reported that all the tree planting has now been completed. It was agreed that this has been actioned well and looks smart.

15/01085/ENF 75 Monkton Deverill. Breach of Condition of 14/10157/FUL

Resolved: noted the below reply from received by the clerk from Wiltshire Councils Enforcement team.

I refer to the above matter, and your enquiry of 4th November 2015. I can advise that as a result of my investigation, a Non Material Amendment application to the original plans was submitted by the applicants Mr & Mrs Colyer. The amendment allows for non use of brick for the extension and proposed increase in width of the porch.

The planning officer confirmed that having had regard to the effect of the proposed change, the Council is satisfied that the amendment is not material and accordingly has APPROVED the request for a non-material change to the planning permission. In the circumstances, this remedies the breach of planning control, and I confirm closure of the enforcement file. Yours faithfully, Mark Williams

Farm Buildings

Resolved: it was noted that the parishioner had spoke to the Chairman back in the summer last year re whether permission was required for such a building. The parishioner was informed to contact Wiltshire Council. The parishioner contacted Wiltshire Council and had followed the correct procedure. The copy of the letter received by the parishioner was given to the Chairman and shown to Council at the meeting.

The clerk highlighted to Council that she had queried the application 15/07911/AGD Location: Land off Farm Track to Keysley Farm Keysley Farm Monkton Deverill Wiltshire BA12 7EY Registration Date: 11/08/2015 Proposal: Application for prior notification of proposed agricultural building to be used as animal feed store, on the 17th August 2016. The clerk had received an email reply confirming that the Parish Council would not be required to comment on the application by the Planning Officer.

A set of photographs was shown to Council. The screening put in place was approved. The reflective roof was seen as an issue as Wessex Water had had to place a non reflective roof on their building. Councillor Richard Cousens asked if his concerns that 'due diligence' has been thoroughly exercised by Wiltshire Council when giving consent to farming buildings be sought. It was agreed that this be sought and the draft letter presented by Councillor Richard Cousens be sent.

It was felt that it should be noted that the parishioner has taken the correct course of action with Wiltshire Council Planning Department and the Parish Council felt that this should be noted in the minutes.

It was agreed that Councillor Richard Cousens would compile the comments and adjustments. The clerk was instructed to send the final adapted draft when sent to her by Councillor Richard Cousens to Wiltshire Council. It was agreed that the photographs would be included with the correspondence.

15/167 Parish Steward - Highways

Resolved: noted the message received by the clerk from Councillor Colin Hirons reporting that, there is a huge hole next to the fire hydrant cover outside 96 MD (The Cooke's). Likewise holes in the tarmac in BD – opposite house nearest Longbridge and again on the bend on the MD side of the last house. Both on the Mere bound side. It was agreed that it would be proactive for Councillor Colin Hirons to report online the issues as he can identify clearly on the mapping the exact place the issues were.

Wessex Water

Resolved: note the below report given to the clerk by Councillor Colin Hirons reporting back on his communications with Wessex Water re the raised plinth and the close down of the Corfe Mullen Project in the Deverills.

Wessex Water are aware of the concerns regarding the concrete valve plinth on the corner of Hindon Lane. They maybe ought to form a concrete slope between the plinth and the edge of the road. This has been highlighted to them before.

I am not sure of any other issues there may be – could you ask if there have been any other items ?

Councillor Richard Cousens reported two issues, that Bartlett's have left their hording in situ. He has informed them that this requires collecting. He also brought up the issue that the passing layby that was deemed unnecessary has been created. He requested that this be removed and the fence straightened as it would invite fly tipping. It was not felt that this has been agreed in the planning process. The Chairman said she would check and report back to Council at the next meeting.

It was also noted that Wessex Water have offered the opportunity for a final visit to the finished pumping station – April sometime This visit needs to be advertised to the interested parties, Wessex Water need to know approx. numbers. It was agreed that a Public notice to be put out re the possible visit. Councillor Colin Hirons to action.

15/168 Speed Indicator Devices Parish Plan Transport and Traffic items 20-21

Resolved: heard and noted a report from Councillor Bridget Beattie on her recent attendance at a SID meeting at Warminster Town Council. A copy of her report is attached to the minutes. A map of the five suggested sites put forward by Councillor Bridget Beattie and Councillor Richard Cousens was viewed and approved. The clerk was instructed to send the request to the Highways and approved the possible costs involved with such installations; a quotation would be sought from the Highways during the assessment stage and reported back to Council.

15/169 Wiltshire Council Parish Emergency Assistance Scheme/Emergency Flood, Snow etc. Plan. Parish Plan Environment and Countryside item 15

Resolved: Councillor Richard Cousens reported he had nothing to report.

15/170 Sutton Veny Chicken Farm Proposal

Resolved: Councillor Richard Cousens reported that the planning meeting is to be held on the 15th March 2016.

15/171 Litter Pick – Parish Plan Crime & Community Safety item 4 maintain the periodic Litter Pick

Resolved: the equipment had been brought to the meeting by the clerk. Waste bags would follow. Councillor Robin Green reported that a Brixton Deverill parishioner has agreed to take ownership of arranging the Brixton Deverill litter pick as he would not be available. Mapping was discussed, the clerk provided the archive mapping she held. Councillor Richard Cousens agreed to copy them for parishioners. The Risk Assessment was approved; along with the request for photographs for the Parish News, Annual Newsletter and Clean for the Queen publicity was approved. The clerk reported that she had provided permission sheets for the use of photographs.

15/172 Asset Maintenance

Resolved: the clerk was given copies for Monkton Deverill and Brixton Deverill but not Kingston Deverill. It was reported that the bench was now in place in Monkton Deverill Churchyard and has been much appreciated by parishioners. It was noted that this did not need to be placed on the Asset register as it had been gifted to the Church.

15/173 Parish Plan – Environment and Countryside item 16

Resolved: Councillor Robin Greenwood reported that Richard Lucas has agreed to walk the footpaths and report back to the Parish Council any issues he might find. The clerk was instructed to send a letter thanking him for taking this action in Brixton Deverill and asking if he report any issues directly with the Parish Council. Councillor Robin Greenwood would supply the clerk with the contact details.

15/174 Rights of Way

Resolved: Councillor Louise Stratton reported that contact still has to be made with the owners and that she would follow this item up for the next meeting.

15/175 Pensions Regulations Staging Date

Resolved: That the staffing committee be tasked with this item.

15/176 Financial Standing Orders and Standing Orders Update

Resolved: discussed and resolved the draft update alterations the clerk had actioned to the Councils Financial Standing Orders and Standing Orders. This was to cover the new procurement procedures brought into place. The draft would be brought to the next meeting for final approval.

15/177 Annual Parish Meeting

Resolved: discussed whom it wished the clerk to invite to the Annual Parish meeting. It was agreed that all of last year's previous invitees made up of the Deverills Festival Director, Friends of the Deverills Church's, Village Hall Committee, Art Club and Cricket Club.

15/179 Risk Assessment

Resolved: approved and signed the Risk Assessment in preparation of the Governance Statement for the Internal Audit.

15/180 Insurance Provision

Resolved: discussed the insurance provision in preparation of the governance statement for the Internal Audit, no change was suggested to the assets covered and the level of cover. Council approved the clerk seek three quotations ready for the May meeting as the provision of cover is for June 2016 to June 2017.

15/181 VAT Reclaim

Resolved: noted that the clerk has checked if a VAT reclaim can be actioned the total to be claimed to date is only is £21.37. The clerk will monitor the VAT until it reaches the £100.00 limit.

15/182 Asset Register

Resolved: approved the attached Asset list in preparation of the governance statement for the Internal Audit and approved no inclusions were required.

15/183 Corporate Governance Questionnaire

Resolved: approved the statement and witnessed the signing of it by the Chairman.

15/184 Internal Audit

Resolved: note that the Internal Auditing Company have arranged with the clerk to action the Internal Audit for the 2015/2016 year on the 25th April 2016.

15/185 Councillor Audit

Resolved: approved Councillor Richard Cousens actioning a check on the Parish Council Accounts to verify the accounts to date. Councillor Richard Cousens agreed to action the check on Wednesday 16th March 2016.

15/186 Approval and signing of the Parish Accounts [Internal Audit Accounts & Audit Regulations 2003 reg 2](#)

Resolved: approve the accounts brought to the meeting. Account number 20353148 held £6704.84.

15/187 Payments

Resolved: reviewed and approved the items of expenditure listed below and noted the non receipt of income: [LGA 1972 s150 \(5\)](#) Council approved Councillor Louise Stratton and Councillor Richard Cousens as the two members to action the payments and sign the payment list to agree to action the activation.

Wages 12 th March 2016 LGA 1972 s111	£198.00
Postage Reimbursement LGA 1972 s111	£ 2.21
Travelling LGA 1972 s111	£ 10.80
Maiden Bradley IT Contribution LGA 1972 s111	£ 16.00
Heat & Light etc. LGA 1972 s111	£ 16.26
Garden Bench (Monkton Deverills Churchyard Grant) GPC	£245.00

Receipts

None

Bank Mandate

Resolved: to sign the documentation arranging for the removal of Ranald Blue and the addition of Councillor Bridget Beattie. All Councillors present actioned their signatures. The clerk was instructed to send it onto Councillor Colin Hirons to action his signature.

15/188 Clerk's Report

Nominations for Chairman and Vice Chairman

Resolved: noted that the clerk will require nominations for Chairman and Vice Chairman for the May meeting. Councillors were asked to email the clerk their nominations.

Clerks Holiday Easter Break

Resolved: approved the clerks request to use 10 hours lieu time from the 28th March 2016 to 8th April 2016 for the Easter break.

Clerks Resignation

Resolved: noted the clerks resignation letter, the pack the clerk had compiled re the employment process and paper work for the employing a new clerk required. Council approved delegated powers to the staffing committee to move the employment process forward. Councillor Richard Cousens would lead with Councillor Colin Hirons and Councillor Bridget Beattie.

15/189 Meetings for Councillors to consider attending

Parish and Town Council Involvement Evening invitation

Resolved: noted Parish and Town Council Involvement Evening invitation.

15/190 Correspondence received

Wiltshire Association of Local Councils Training

Resolved: noted the Negotiate a better outcome in planning training session.

Campaign to Protect Rural England Best Kept Village Competition

Resolved: to consider taking part in next year's event, next year.

Stourhead Breast Cancer Walk

Resolved: noted the correspondence regarding plans for the Breast Cancer Care Stourhead, Wiltshire Pink Ribbonwalk

HM Queen Elizabeth 90th Birthday Commemorative Medal for Councils

Resolved: noted attached correspondence advertising the purchase of commemorative medals for members of the community

All Email Correspondence received by the Clerk has been emailed or posted to Councillors. A list can be requested from the Clerk, if required.

Booklets, Brochures and Emails on the below list were also received.

Glasdon

AONB Annual Update
AONB Star Gazing
Cranbourne Chase Food Fair
Cranbourne Chase summary of work in progress
AONB So much more than the view

15/191 Parish Clerks Delegated Powers [LGA 1972 s101](#)

Resolved: noted the below

Planning

15/12418/FUL Location Lower Pertwood Farm Hindon Salisbury SP3 6TA

Proposed: erection of Dutch Barn for storage of farm machinery

Comment sent in: supported

15/192 Notice of items to be taken into consideration at the next meeting.

Councillors are asked to highlight items, the Clerk recommends the below:

Resolved: Review Parish Plan policy list. Hindon road Barn broadband

15/193 Items for Parish Newsletter & Notice Boards

Councillors are asked to inform the Clerk, which items it wishes to highlight in the Parish News and on the noticeboards.

Resolved: clerks position date of next meeting draft minutes noticeboards

15/194 Date of the next meeting

Resolved: to note that Wednesday 11th May 2016 meeting would be the date of the next meeting. Starting at 6.00pm all will be welcome

The meeting finished at 8.41pm

Members of the Council considered the foregoing matters in consideration of their duties:
Equal Opportunities (race, gender, sexual orientation, marital status and any disability);
Crime and Disorder; health and Safety, and Human Right