

## Upper Deverills Parish Council

**Minutes of the Annual meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 10 May 2017 at 6.50pm.**

**Present: Councillors** Richard Cousens (Chair); Bridget Beattie (Vice Chair), David Croot, Colin Hirons and Louise Stratton.

**In attendance:** The Parish Clerk Christine Fordham; 3 members of the public were also present.

### **Public Question Time**

1. **Acceptance of Apologies for Absence (008/17)**

PCSO Debbi Robertson; All apologies were accepted

2. **Declarations of Acceptance of Office(009/17)**

All Councillors signed the Declaration of Acceptance of Office, these were witnessed by the Clerk.

3. **Declarations of Acceptance of Office (010/17)**

Councillors were reminded to complete the declaration of Interest of the Wiltshire County Council website within 30 days.

4. **Election of Chair(011/17)**

The Clerk asked for nominations; It was proposed by Cllr Beattie, seconded by Cllr Croot, that Richard Cousens be appointed Chair; there were no other nominations and all were in favour. Richard Cousens was duly appointed Chair. Cllr Cousens advised that he did not wish to serve any longer than a year.

5. **Election of Vice Chair (012/17)**

It was proposed by Cllr Hirons, seconded by Cllr Stratton that Cllr Bridgett Beattie be appointed vice Chair; there were no other nominations, all Councillors were in favour of the nomination. Cllr Beattie was there duly elected as vice Chair.

6. **Appointment of Committee Members(013/17)**

Staff Committee – Chair and Vice Chair

7. **Appointment of Council Representatives(014/17)**

The following appointments were unanimously agreed:

Highways and CATG – Cllr Beattie

River and Associated Issues – Cllr Croot

Brixton Deverill – Cllr Croot

Liaison meetings with local Parish Councils – Cllr Cousens.

8. **Review of Council Standing Orders and Financial Standing Orders (015/17)**

All Councillors had been sent copies of the Standing Orders and it was proposed by Cllr Croot, seconded by Cllr Beattie that the council would confirm their re-adoption; all were in favour and the Standing orders were re-adopted.

9. **Timetable for Review of Council Documentation/Policies (016/17)**

It was agreed that the Clerk would prepare an annual timetable for the review of policies with a group of policies being considered at each meeting.

10. **Annual Review of Insurance Provision (017/17)**

It was agreed that the insurance provision was adequate. On reviewing the Council's assets it was agreed that investigations would be made to see if it was possible to move the noticeboard at Brixton Deverill, as it was in a dangerous position close to the road.

11. **Dispensations (018/17)**

No requests had been received

12. **Declarations of Interest (019/17)** Cllr Stratton declared an interest in item 28.

**13. Exclusion of the Press and Public (020/17)**

No reasons were given to exclude the press and public.

**14. Minutes of the Council Meeting held on 8 March 2017 (021/17)**

It was proposed by Cllr Beattie, seconded by Cllr Croot that the minutes of the meeting of the Council held on 8 March be accepted as a true record; all were in favour and the minutes were duly signed.

*It was agreed that item 28 be taken at this point. Members of the public left after this item.*

**15. Matters Arising(022/17)**

- a) Cllr Croot had inspected the hedge along the road to the church in Brixton Deverill and the Clerk was asked to report that it needed cutting.
- b) The hedge at the Riverford also needed cutting.
- c) The litter pick had been well supported and the Chair reported that there had been less litter than in previous years.
- d) Cllr Croot that the trees in Brixton Church yard had been trimmed at low level, rather than crowned
- e) The Chair reported that the Best Kept Village Competition required a large amount of work and it was agreed that it would be more appropriate to enter each village separately, one each year. It was agreed that co-ordinators would be sought for each village. An item would be included on the September agenda.

**16. Reports from Visitors (023/17)** None

**17. Broadband Action Group (024/17)** No further update

**18. Chairman's Announcements(025/17)**

The Chair reported the sudden death of former Councillor Robin Greenwood, which had shocked the community. He had represented the interests of Brixton Deverill with passion and zeal and the Council had missed his wisdom and commitment since he retired from the Council in the autumn.

The Chair thanked Councillors for their contribution to the annual newsletter

**19. Parish Plan Action Plans (026/17)**

An update was given at the Annual Assembly.

**20. Parish Steward (027/17)**

The Council's immediate priorities for the Steward were clearing the visibility splay at the junction of Hindon Lane with the A350 and the hedge cutting.

**21. Highways issues, (028/17)**

An enquiry had been made as to why there were no white lines on some parts of the road; it was noted that not all roads in the area were wide enough to have central white lines.

**22. Community Area Transport Group Meeting (029/17)**

Cllr Beattie had attended the meeting but advised that there was very little of interest to the villages around Warminster and it was agreed that the Council would only send a representative in future if there was an item of particular relevance to the Council.

**23. Rights of Way (030/17)**

**a)Outline proposal to link two existing footpaths**

On discussion it was agreed that this issue would be reviewed at a later date.

b)The Stile at the exit of the Millwrights field was of poor quality. The Clerk would advise the PROW.

**24. Council Website – approval of quotes for developing and hosting new website (031/17)**

The Council had received the following quotes:

Michael Valentine;	£25 to migrate the site
	£25 for Quest plus licence
	£80 Annual Hosting fee

Craven Plan: £375 to develop a new template  
£144 Annual hosting fee

Parishcouncil.net £250 to develop new template  
£200 Annual hosting fee

It was proposed by Cllr Croot, seconded by Cllr Stratton that the quote of £50 plus £80 Annual hosting fee from Michael Valentine be accepted; all were in favour. No changes to the template were required with this option.

**25. Speed Indicator Device – Approval of Quote to purchase a SID (032/17)**

The following quotes had been received:

Radar Equipment Signs and Systems:	Sign	£2695
	Battery	£54
	Pole kit	£99 All plus VAT

Pandora Technologies	Sign	£2395
	Battery Chrg	£110
	Delivery	30 All plus VAT

Thermotor	Sign	£1320
	Battery	£305
	Spare Batt	£75
	Post Kit	£705 All plus VAT

It was proposed by Cllr Beattie, seconded by Cllr Stratton that the Council purchase the SID from Pandora Technologies; the company offered the fastest delivery and the Council preferred the design; all Councillors were in favour.

**26. Clerk's Report (032/17)**

- a) The precept of £7373 has been received.
- b) The year end salary return has been submitted to HMRC
- c) The Clerk had attended the Audit Training afternoon in March, this had been very helpful, although things will change slightly for 2017/18, and that Grant Thornton will no longer be carrying out the external checks.
- d) The internal auditor will be meeting with the Clerk on 26 May to carry out the internal audit.
- e) The Clerk will submit a VAT reclaim after the SID had been purchased.

**27. Correspondence Received (033/17)**

- a) Civic Voice of 14.3.17 – Civic Day celebrations on 17 June
- b) WCC of 15.3.17 – Chewing Gum Action group Clean up campaign.
- c) WCC of 27.3.17 – Highways and Transport newsletter of April 2017
- d) Headway of 6.4.17 – request for donation
- e) Salisbury City Council of 11.4.17 – Local Authority and Business Workshops.
- f) WALC of 13.4.17 – Newsletter
- g) Came and Company of 2.5.17 – Quote of £168 insurance premium for renewal of policy. It was proposed by Cllr Croot, seconded by Cllr Beattie that the quote be accepted; all were in favour and the quote was duly accepted.
- h) West Wilts CPT of 4.5.17 – Report for West Wiltshire Area.
- i) WCC Highways of 10.5.17 – Newsletter including Parish Steward Priorities

**28. Planning (034/17) *this item was taken after item 14.***

- a) WCC Tree Officer of 21.3.17 – Application 17/00542/TCA Tree Officer visited that site and confirmed that trees would damage the wall if allowed to grow on.
- b) WCC of 5.5.17 – Application 17/03272/FUL. Application for demolition of existing dwellings at 12 and 14 Kingston Lane and 2 replacement dwellings . On discussion Councillors decided that the current buildings on the site were not an asset to the village; It was proposed by Cllr Croot, seconded by Cllr Hirons that the Council would not make a comment on the application; all were in favour. Cllr Stratton had declared an interest in this item and did not take part in the discussion or vote.
- c) Summaries dated 10.3, 17.3, 24.3, 31.3, 7.4, 14.4., 21.4, 5.5

**29. Payments (035/17)**

Payee	Description	Amount £	Cheque No.
Mrs C D Fordham	Salary 11.3.17 to 10.5.17	466.40	Electronic payment
	Expenses advance from 11.3.17 to 10.5.17	40.00	
	Annual Reconciliation of expenses	60.00	
	Audit Training 60 miles @45p per mile	27.00	
	<b>Total</b>	<b>593.40</b>	
WALC	Audit training	15.00	Electronic Payment
	Annual Subscription	118.12	
	VAT	26.62	
	<b>Total</b>	<b>159.74</b>	
Deverills Performing Arts (S137)	Grant towards cost of Festival( See minutes of January 17)	<b>Total 300.00</b>	300064 (300061 was voided)
Deverills Cricket Club (S 137)	Grant towards grass cutting costs See minutes of January 17)	<b>Total 1000.00</b>	300062
Crockerton and Deverills Parish News (s137)	Grant (see minutes of January 17)	<b>Total 250.00</b>	300065 (300063 was voided)
Came and Company	Insurance Premium inc £18 IPT	<b>Total 168.00</b>	Electronic Payment

Under the Local Government Act 1972 (Sch 2) the approval of the cheques and electronic payment, was proposed by Cllr Stratton, seconded by Cllr Beattie; all Councillors were in favour and the cheques were duly signed.

**30.Provisional Figures for financial Year 2016/17 and Date of Next Meetings to approve Audit of 2016/17 submission(036/17)**

Provisional figures had been circulated. The internal auditor would be carrying out the audit on Friday 26 May. It was agreed that an additional meeting would be held on Monday 5 June to approve the Annual Statement of Governance and the Accounts for submission to the External Auditors. The Clerk would contact Grant Thornton to advise of the late submission due the difficult booking the hall for the approval meeting.

**31.Items for Parish Newsletter and Notice Board (037/17)**

**32.Date of the next meeting(038/17)** The next meeting of the Council will take place on 5 June to consider urgent matters only, with the next full business meeting on 12 July.

Date:

Signed:

Cllr R Cousins  
Chair