

Upper Deverills Parish Council

Minutes of the Annual meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 9 May 2018 at 6.30pm.

Present: Councillors Richard Cousens (Chair); Bridget Beattie (Vice Chair), Dr David Croot, Colin Hirons and Louise Stratton (arrived at 6.42).

In attendance: The Parish Clerk Christine Fordham and 7 members of the public

Public Question Time

A number of residents addressed the Council about their concerns with the development of a pheasant rearing enterprise at Woodcombe Farm. The Chair thanked everyone for attending the meeting and advised that the Council noted the residents views on the matter, and thanked those who had already copied their correspondence to the Council.

1. **Acceptance of Apologies for Absence (008/18)**

2. **Election of Chair (009/18)**

The Clerk asked for nominations; Cllr Beattie nominated Cllr Cousens, this was seconded by Cllr Croot; there were no other nominations and Cllr Cousens was duly elected. The Chair accepted the nomination but advised that he would be standing down in the Autumn.

3. **Election of Vice Chair (010/18)**

Cllr Stratton nominated Cllr Beattie, this was seconded by Cllr Hirons; there were no other nominations and Cllr Beattie was duly elected.

4. **Appointment of Committee Members (011/18)**

Staff Committee – Chair and Vice Chair

5. **Appointment of Council representatives (012/18)**

The following were unanimously agreed:

Highways and CATG – Cllr Beattie

River and Associated Issues – Cllr Croot

Brixton Deverill Cllr Croot

Liaison Meetings with local Parish Councils Chair

6. **Review of Council Standing Orders and Financial Standing Orders(013/18)**

The Clerk advised that the Model Standing Orders had just been revised and it was agreed that the Council would consider revised Standing Orders at the July meeting. Councillors re-affirmed the existing Financial Standing Orders.

7. **Dispensation (014/18)**

No requests had been received

8. **Declarations of Interest (015/18)**

Cllr Croot declared an interest in item 23b).

9. **Exclusion of the Press and Public (016/18)**

No reasons were given to exclude the press and public.

10. **Minutes of the Council Meetings held on 14 March and 25 April 2018 (017/18)**

It was proposed by Cllr Croot, seconded by Cllr Beattie that the minutes of the meeting of the Council held on 14 March 2018 be accepted as a true record; all were in favour and the minutes were duly signed. It was proposed by Cllr Beattie, seconded by Cllr Hirons, that the minutes of the extraordinary meeting of the Council held on 25 April 2018 be accepted as a true record; all were in favour and the minutes were duly signed.

11. **Matters Arising(018/18)**

None

12. Matters Arising from the Annual Meeting of the Parishes (019/18)

None

13. Annual Review of Insurance Provision and consideration of quotes for insurance for 2018/19 (020/18)

Councillors considered the existing insurance provision as adequate. The following renewal quotes for 2018/19 had been received:

Zurich £229.95

Ecclesiastical £168 plus £50 Broker fee

Aegeas £2,250.

It was proposed by Cllr Croot, seconded by Cllr Stratton that the Ecclesiastical quote, sourced through Came and Company be accepted; all were in favour and the quote was duly accepted. Came and Company provided regular newsletters and offered support to the Council if there were any insurance queries and the Council decided they wished to remain with them, in spite of the new broker fee being introduced.

14. Reports from Visitors (021/18) .

15. Broadband Action Group (022/18)

Plans were now in place to re-site the broadband cabinet to avoid the flooding issues with the first site. It was hoped that the service would be up and running by the end of the summer. The Council thanked Tim Watts and Richard Lucas for all their work on this issue.

16. Chairman's Announcements(023/18)

The Chair reminded Councillors that this was a good time of year to refresh their knowledge of the Councillors Code of Conduct.

17. Parish Steward (024/18)

The Chair wished to officially record the Council's appreciation of the quality of the work undertaken by the Parish Steward.

18. Highways issues, (025/18)

a) **Problems caused by snow and diverting traffic**

It was agreed that a working party be set up, consisting of the Chair, vice Chair and Mr Kitson, to liaise with other interested Parish Councils and the Local Authority to discuss how to stop traffic diverting through the villages when the A350 is closed. Cllr Beattie would progress the issue

b) **Other Highway issues**

The Chair advised that he had contacted the suppliers of the SID to advise that the battery was not charging properly and they will supply a new battery at no cost.

19. Rights of Way (026/18)

20. GDPR – Terms of Reference for Working Party(027/18)

It was agreed that a working party be set up to plan the Council's compliance with the new regulations; the working party would consist of the Clerk, and Cllrs Croot and Hiron.

21. Clerk's Report (028/18)

a) the 18/19 precept of £8373 had been received on 25.4.18

b) The Clerk advised the Council of her holiday dates.

22. Update on regularisation of Councillor's email addresses (029/18)

The Clerk reported that the website host would be sending details of how to effect the change. He had agreed not to charge to migrate the Council's existing emails to the new address..

23. Applications for Grants (030/18)

a) Application from Crockerton and Deverills Parish News It was proposed by Cllr Beattie, seconded by Cllr Hiron that a request for a grant of £275 towards the

cost of the villages' newsletter be approved; all were in favour and the grant was duly approved.

- b) Application from Deverills Archaeology Group Cllr Croot withdrew from the meeting whilst this item was under discussion.

On discussion the Council felt that promoting and exploring the valley's archaeological sites would engage local interest and promote tourism in the area, and was in alignment with the Parish Plan. It was proposed by Cllr Beattie, seconded by Cllr Hirons that the grant be approved; all Councillors present were in favour.

24. Correspondence (031/18)

- a) WALC of 15.3.18 – Newsletter and updates.
- b) WCC of 19.3.18 – GDPR briefing.
- c) WALC of 21.3.18 – Update on Governance and Accountability Regulations for smaller authorities.
- d) WCC of 26.3.18 – Highways Newsletter
- e) ICO of 8.4.18 – Notification of DD for Data Protection Registration.
- f) WALC of 9.4.18 – Newsletter and revised model Standing Orders.
- g) Wessex Water of 10.4.18 – Flood warning updates.
- h) WCC Enforcement of 11.4.18 – Flooding in Brixton Deverill; Resident of 12.4: WCC Highways of 16.4, Resident of 17.4. It was noted that the drainage ditches had not been re-instated.
- i) WALC of 13.4.18 - NALC Study tour in Chippenham in June.
- j) WCC of 13.4.18 – Code of Conduct and Registration of Interests.
- k) WCC of 18.4.18 – Notification of consultation on Boundary Review
- l) WCC of 20.4.18 – Invitation to town and Parish Council training day
- m) CPRE of 26.4.18 – invitation to AGM.
- n) WCC Highways of 27.4.18 – Parish Steward Schedule.
- o) WCC of 27.4.18 – Termination of free rubbish collection from Community halls.
- p) WALC of 5.18 – Newsletter and GDPR update.
- q) WCC of 3.5.18 - Briefing Note on Youth Parliament.
- r) WCC Highways of 9.5.18 – Notification of Temporary Closure of A350 from 18 June to 13 July. To be investigated by the Working Party.

25. Planning(032/18)

- a) WCC Planning 18/02609/FUL of 28.3.18 – Application for Single Storey Extension at 5 Hindon Rd, Monkton Deverill. No comment.
- b) Update on the Mast at Brixton Deverill Pumping Station. Cllr Hirons had had a meeting with Wessex Water it had been agreed that there would be no increase in the height of the mast and no light would be affixed. Wessex Water had acknowledged the tree and gutter issues. He was monitoring the situation but no action had yet been taken on the trees.
- c) WCC Planning 18/00256/ENF of 5.4.18 – Woodcombe Farm. The Enforcement officer had visited Woodcombe Farm and confirmed that Planning Permission was required for Pheasant Pens
 - i)WCC Planning of 4.5.18 – Confirmation that a planning application was received on 1.5.18. It was not intended that a Stop Notice be issued following

further changes to the site, but that the planning application would be progressed.

ii) Resident of 7.5.18 – Comments on possible pheasant rearing development at Brixton Deverill.

iii) Resident of 4.5.18 – Comments on possible pheasant rearing development at Brixton Deverill

iv) WCC of 8.5.18 – Copy of letter to Cllr De Rhe-Phillipe re possible pheasant rearing development at Brixton Deverill.

v) Resident of 8.5.18 Comments on possible pheasant rearing development at Brixton Deverill

Councillors were concerned that there were a significant number of issues in connection with this application and that it would be easy for certain issues to be missed. Concern was also expressed that the Council had only recently had contact from the County Councillor about the issue, despite having contacted her a number of times. On discussion it was agreed that a statement of the current position and the Council's concerns would be sent to WCC Planning to ensure that all the matters raised by residents and the Council were addressed by WCC and that the Council were kept informed of developments. A draft would be circulated to Councillors for consideration. An extra-ordinary meeting of the Council would be called if the planning application was received between meetings.

d) Other Planning Matters

i) WCC of 10.4.18 - Guidance for use of CIL funds.

ii) WALC of 10.4.18 – NALC consultation on unauthorised developments and encampments.

iii) WCC of 20.4.18 – Update of changes to Planning Legislation

iv) WCC 18/03886/FUL of 4.5.18 – Application for 2 Storey Office Building at Lower Pertwood Farm. No Comment

26. **Finance (033/18)**

a) **Payments**

Payee	Description	Amount £	Cheque no/EP
Mrs CD Fordham	Salary 11.03 to 10.05.18 (reduction due to overpayment of tax refund)	412.20	EP
	Expenses advance 11.3. to 10.5.18	40.00	
	Reimbursement for stamp	17.51	
	Annual Reconciliation of expenses	96.00	
	Total	565.71	
Upper Deverills Cricket Club	Grant towards the cost of grass cutting	Total 1000.00	
PCC of Deverills and Horningsham	Grant towards cost of newsletter	Total 275.00	EP

PCC of Deverills and Horningsham	Grant towards cost of repairs to Churchyard Wall at Monkton Deverill (Section 137 Expenditure)	Total 750.00	EP
DCK Beavers Ltd	Annual Year End processing Fee VAT	25.00 5.00 Total 30.00	EP
Came and Company	Insurance IPT Fees	150.00 18.00 50.00 Total 218.00	EP
WALC	Annual Subscription VAT	123.50 24.70 Total 148.22	EP
Deverills Archaeology Groups	Grant Section 137expenditure	Total 250.00	EP
ICO	Annual Data Protection Registration Fee.	Total 35.00	To be Taken by Direct Debit on 19.5
Unity Trust Bank	Bank Charges	Total 18.00	Taken by Direct Debit on 31.3.18

Under the Local Government Act 1972 (Sch 2) the approval of the electronic payments was proposed by Cllr Beattie, seconded by Cllr Stratton; all Councillors were in favour and the payments would be actioned.

27. **Internal Audit Report – To note contents and draw up action plan if required(034/18)**

The Internal Audit Report had only just been received and it was therefore agreed that in order to give Councillors time to consider the report the item would be deferred until the next meeting of the Council.

28. **Review and Approval of the Annual Governance Statement for 2017/18 (035/18)**

This item was deferred until the next meeting of the Council.

29. **Review and Approval of Accounting Statements for 2017/18(036/18)**

This item was deferred until the next meeting of the Council.

30. **Annual Newsletter(037/18)**

The Chair would provide a draft of his annual report and an item on the 100th anniversary of the end of WWI commemorations would be included.

31. **Items for Parish Newsletter and Noticeboard(038/18)**

32. **Any Other Business(039/18)**

33. **Date of next meeting(040/18)** The date of the next ordinary meeting of the Parish Council will be on Wednesday 11 July 2018.

The meeting closed at 8.20pm.

Date: 11th July 2018

Signed:

Cllr R Cousens

Chair