

Upper Deverills Parish Council

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

Present: Councillors Richard Cousens (Chair); Bridget Beattie (Vice Chair), Dr David Croot, and Cllr Louise Stratton.

In attendance: The Parish Clerk Christine Fordham

Public Question Time – None present

1. **Acceptance of Apologies for Absence (051/18)** Colin Hirons (Work)
2. **Dispensations (052/18)**

No requests had been received

3. **Declarations of Interest (053/18)** None
4. **Exclusion of the Press and Public (054/18)**

No reasons were given to exclude the press and public.

5. **Minutes of the Council Meetings held on 9 May and 6 June 2018 (055/18)**

It was proposed by Cllr Croot seconded by Cllr Stratton that the minutes of the meeting of the Council held on 9 May 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 Croot that the minutes of the extraordinary meeting of the Council held on 6 June be accepted as a true record; all were in favour and the minutes were duly signed.

6. **Matters Arising(056/18)**

The Chair advised that an antenna had been erected at the pumping station and some gutter clearance had taken place; this had occurred after Wessex Water had been prompted by Cllr Hirons

7. **Reports from Visitors (057/18)** None present
8. **Broadband Action Group (058/18)**

Cllr Croot reported that the cabinet had been installed in Brixton Deverill. Engineers were carrying out a survey in preparation for running the fibre optic cable from Longbridge Deverill.

9. **Chairman's Announcements(059/18)**
10. **Parish Steward (060/18)**

The Chair had asked the Parish Steward to clear the culverts to ensure a clear flow.

11. **Highways issues, (061/18)**

Cllr Beattie advised that she had been informed by WCC that it was impossible to close the Hindon Road, when the A350 was closed as there were no works on it. She was still awaiting a meeting with Highways to discuss the issues caused by diverting traffic. Cllr Beattie was also pursuing the re-instatement of the weight restriction sign for the B3050

12. **Rights of Way (062/18)**
13. **Policy Reviews - to approve updated Standing Orders (063/18)**

The Clerk advised the Council of the new items that had been added to the model Standing Orders; the Council agreed to retain the same discretionary items and timings as in the Standing Orders adopted in 2013. It was proposed by Cllr Croot, seconded by Cllr Stratton that the revised standing Orders be adopted; all were in favour and the Standing orders were duly adopted.

14. General Data Protection Regulation – working party report (064/18)

The working party had met with an external adviser, Tim Watts on 20 May to discuss the Council's obligations and strategy to meet the new legislation. The Clerk had completed The Personal Data Audit questionnaire and an action plan. Mr Watts advised that as the Council did not hold sensitive data, and given the new guidance from NALC it was agreed that the Council would not appoint a Data Protection Officer. The Clerk and Councillors were advised to regularly destroy any information on issues that were no longer current, unless the Council was legally obliged to do retain them, to minimise the risk of any data breach. A full briefing had been given to Councillors before the meeting began.

15. Purchase of Litter Picking Equipment (065/18)

On discussion it was agreed that the Council would not purchase their own equipment, but would rely on booking the equipment from WCC.

16. Email Addresses Update (066/18)

In view of the change of roles within the Council and the appointment of a new Clerk it was agreed that the new email addresses would come into effect from 30 September 2018..

17. Clerk's Report (067/18)

- a) The Clerk had posted the notice notifying the public rights to inspect the accounts. The inspection period would end on 8 August; no one has asked to see the accounts so far
- b) The Clerk had attended the Training and Networking Day at Trowbridge on 15 June. The main points were:
 - The new refuse collection arrangements
 - 2k more homes a year are to be built in Wiltshire
 - There was no requirement for smaller Councils to appoint an external DPO
 - There was to be a boundary review across the whole of Wiltshire
 - It was expected (at that time) for it to take 3 years for Salisbury to recover from the nerve agent attack in terms of business.
 - New planning regulations allow for Permission in Principle to be granted for up to 9 houses, with a much shorter turn around. Detailed planning permission would have to follow.
 - The Council tax base for 19/20 should be sent out to Parishes at the beginning of November and precept requests would need to be submitted by 25 January 2019.

18. Clerk's Resignation (068/18)

The Clerk had written to Councillors on 23 June advising that she wished to resign her position, as soon as a new Clerk could be appointed. It was agreed that the Chair would mention the matter in the Parish News and the post would be advertised on the WALC website.

19. Correspondence (069/18)

- a) WCC Highways of 21.5.18 – Temporary closure of unclassified road in Kingston Deverill from 3.7 to 5.7.
- b) Resident of 22.5, 4.6 and 22.6, and WCC of 22.5, 5.6 and 22.6. – Concerns about promised clearance of a drainage ditch, which has not yet taken place. WCC have now issued an enforcement notice. The Council noted WCC's action.
- c) WCC of 4.6 – Briefing note on CATG meetings: changes to the administrative action for the meeting.

- d) WCC of 14.6 – Armistice Commemoration
- e) WCC Highways of 15.6 – Temporary closure of A350
- f) Police and Crime Commissioner of 15.6 – Advertisement for deputy Police and Crime Commissioner.
- g) WALC of 19.6.18 - Newsletter. To note update to GDPR.
- h) WCC of 19.6.18 – CATG Tracker
- i) Frome Town Council of 20.6- Invitation to conference of Zero Carbon Towns.
- j) WCC of 26.6.18 – Notice of Temporary closure of A350 between A303 and A36 for period 14 to 15 July.
- k) WCC of 29.6.18 – Details of the next phase of the Army Covenant Fund.
- l) WCC of 2.7.18 – Briefing on Employment Land Review.
- m) CPRE of 2.7.18 – Fund raising event.
- n) WCC of 3.7.18 and 6.7 – Briefing note on new recycling collections.
- o) Cllr Beattie of 4.7.18 – Suggestion that the Council consider presenting commemorative trees to the village churches for the 100th anniversary of the WWI armistice. The Council were in favour of this idea and Cllr Croot would seek advice on appropriate native trees and Cllr Beattie would contact the PCC
- p) WCC of 5.7.18 – Substantive Highway Funding Scheme

20. Planning (070/18)

- a) Resident of 7.6.18 – Concerns about the installation of a mobile home at Woodcombe Farm, Brixton Deverill and copy of letter sent to WCC about the possible infringement of planning regulations. The Chair reported that the Agent for the Woodcombe Farm development had requested a delay in the consideration of the planning application in order that reports could be obtained on the archaeology of the area. The Council were concerned that this would cause further delays in the determination of the original planning application; The County Councillor had advised that such delays were common.
- b) List of Planning Applications of 11.5,18.5,25.5,1.6,8.6,15.6,22.6, 29.6,6.7

21. Finance (071/18)

a) Payments

Payee	Description	Amount £	Cheque No.
Mrs C D Fordham	Salary 11.0.18 to 10.07.18 (includes rectification of under payment)	498.96	Electronic payment
	Expenses advance from 11.05.18 to 10.7.18	40.00	
	Travel expenses to Trowbridge 48 miles @45p per mile	21.60	
	Total	560.56	
Profile Business Supplies	Printing of Trifold Annual Newsletter	Total 70.00	Electronic Payment

Auditing Solutions	Internal Audit for 17/18	140.00	Electronic Payment
	VAT	28.00	
	Total	Total 168.00	

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

b) **Internal Audit Report – Update on Actions**

The Clerk advised that the 2017/18 accounts had now been published discretely on the website, together with a note that the 2016/17 accounts were on the previous website. The Cash book had been updated to reflect the VAT omission and the Clerk's salary deficit would be rectified in the July payments

22. **Annual Newsletter (072/18)**

The newsletter had been printed and distributed around the villages.

23. **Council Website (073/18)** The vacancy for a Clerk would be published on the website.

24. **Items for Parish Newsletter and Notice Boards (074/18)** The vacancy would be mentioned.

25. **Any Other Business(075/18)**

The Chair advised that it was his intention to stand down as chair at the next meeting of the Council. He had been very disappointed in the WCC response to the Woodcombe Farm development and the late submission of an official planning application and considered that residents had been let down.

26. **Date of next meeting (076/18)** The next meeting of the Upper Deverills Parish Council will be held on Wednesday 12 September 2018 at 6.30pm in the village hall, Kingston Deverill.

The meeting closed at 7.35pm

Date: 12.9.18

Signed:

Chair