

Upper Deverills Parish Council

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 10th July 2019 at 6.30pm.

Present: Councillors: Bridget Beattie (Chair); Dr David Croot (Vice Chair); Gillian Flint; Louise Stratton; and Richard Munro.

In attendance: The Parish Clerk, Jenny Bennett.

051/19. Acceptance of Apologies for Absence. None

052/19. Dispensations. No requests for dispensations received.

053/19. Declarations of interest. Councillor Beattie declared an interest in item 067/19.

054/19. Exclusion of the Press and Public. No reasons were given to exclude the press and public.

055/19. Minutes of the Council Meetings held on 8th May 2019 and 25th June 2019

It was proposed by Cllr Stratton, seconded by Cllr Croot that the minutes of the meetings of the Council held on 8th May and 25th June 2019 be accepted as a true record; all were in favour and the minutes were duly signed.

056/19. Reports from visitors. None.

057/ 19. Chairman's announcements. None.

058/19. Actions from the Internal Audit Report 18-19. Councillors resolved to take the following actions in response to the Internal Audit Report:

- a) R6 – It was proposed by Cllr Stratton, seconded by Cllr Croot, to approve the acquisition of a rubber stamp for invoices (with the text “Approved by Councillors”). All were in favour, and the Clerk was asked to purchase a rubber stamp up to a ceiling of £30.
- b) R7 – Councillors resolved to defer the VAT reclaim to September agenda until the Clerk had had a chance to consult with the previous Clerk.
- c) R8 – The Clerk presented a draft expenses form; and Councillors resolved to approve the form for immediate use.
- d) R10 – The Clerk informed Councillors that she had undertaken an initial review of current Risk Registers and there was no electronic copy. Councillors resolved to undertake a new risk assessment for 2019-20 and requested the Clerk draft this using a template from WALC if possible. Councillors requested that the review of Risk Registers is added to the agenda for 11th September.
- e) R14 – Councillors reviewed the current Clerk's contract and resolved to make a small amendment to ensure the document cites the correct salary point and scale range. The new Clerk's contract was duly signed.

059/19. Update on actions for the Parish Steward. Cllr Munro provided an update on the Parish Steward's activities since the last meeting. The Parish Steward had visited the parish twice, and during this time had: cleaned road signs; cleaned out gullies and two channels on the Maiden Bradley road; and cleaned out two gullies at Kingston Deverill as much as possible (the gullies were rodded). One Kingston Deverill gully remains completely blocked: the Parish Steward has registered this with Wiltshire Council for action as it requires specialist equipment.

The Parish Steward informed Cllr Munro that Wiltshire Council highways are undertaking a review of all grey poles for road signs in the district, with replacement/ repair to be undertaken where necessary. Councillors resolved to ask the Parish Steward to keep UDPC updated in terms of what is proposed and when.

060/19. Update on highways issues. Cllr Munro reported that new road markings are in the process of being done (some still to do).

Councillors discussed and agreed the approach that UDPC should take to verge cleanliness. It was agreed that it would be desirable for verges adjacent to properties should be kept tidy through weeding, strimming or mowing; but that the Council has no jurisdiction in this respect. Councillors resolved that Cllr Munro should draft an article for the next parish newsletter with a polite reminder for people to take pride in their village; and circulate to all Councillors for approval.

061/19. Council approach to leaving dustbins out on permanent display. Cllr Munro provided an update on Wiltshire Council's approach to putting out bins on the highway: bins should be put out not before 1900 on the previous evening and brought in after rubbish collection in 'reasonable time'. However, Wiltshire Council cannot specify what happens on private property.

Councillors agreed it would be desirable for bins to be stored tidily/ out of sight. Councillors resolved that Cllr Munro should draft an article for a future parish newsletter with a polite reminder for people to take pride in their village; and circulate to all Councillors for approval.

062/19. Update on Rights of Way issues. Cllr Beattie noted that Richard Lucas had stated his intent to step down as parish representative on Rights of Way. Councillors resolved that the Clerk should contact Richard Lucas and prompt him to ask whoever he has in mind in the villages to take over this role.

Cllr Munro mentioned the track to the bridge over the ford in Kingston Deverill. There is a double barrier in place to stop horses and bikes from crossing the bridge, however, this does not allow access for wheelchairs or prams. Councillors resolved to make inquiries as to who owns the barrier; and to add this issue to the September agenda for discussion.

063/19. Clerk's report. Councillors heard the Clerk's report on the following items:

- a) The Clerk noted that a step had been added up to the Monkton Deverill notice board; and could confirm that it is effective and safe.
- b) The Clerk requested that more copies are obtained of the Good Councillor's Guide 2018. Councillors resolved to purchase another two copies of this document.

- c) The Clerk recommended that she join the Society of Local Council Clerks to ensure she receives a good level of support and guidance. It was proposed by Cllr Stratton, seconded by Cllr Croot that UDPC would pay for the Clerk's membership. All were in favour; and the payment for membership of SLCC for £76 was approved.
- d) The Clerk requested 10 hours off in-lieu for holidays during weeks commencing 5th and 19th August. Councillors approved this request.

064/19. IT issues associated with the Clerk's computer. The Clerk reported IT issues associated with her computer: it is very slow, and she has been unable to set up the new email account. It was proposed by Cllr Croot, seconded by Cllr Beattie, that an IT expert (Simple PC Help) is brought in to give the computer a service and to install the new email account. All were in favour and Councillors resolved to allow a budget of up to £100 for this work.

065/19. Applications for grants. None received.

066/19. Correspondence received since May 2019. Councillors resolved that no actions were required on the correspondence received since May 2019 (list distributed prior to the meeting):

- a) Briefing Note 19-015 - Spatial Planning Update from Wiltshire Council
- b) Deverills and Crockerton parish news 9/5/19 – thank you for grant
- c) Wiltshire Council Briefing Note 19-016 of 10/5. Changes to submission of highway improvements and traffic survey requests
- d) Wiltshire Council of 14.5.19. Applications for Parish Emergency Assistance Scheme
- e) Wessex Resolutions of 21.5.19. Advert for not-for-profit home improvement loan
- f) Wiltshire Council of 21.5.19. Newsletter from Cllr Wayman
- g) WALC of 23.5.19 – Newsletter
- h) Environment Agency of 30.5.19 – Wessex Flood Warden Newsletter
- i) RSN of 5.6.19 - Rural Funding Digest for June
- j) PCSO Jackson of 10.6.19 – Warminster Parish Report
- k) Wiltshire Neighbourhood Watch of 11.6.19 – AGM on the 13th July
- l) Wiltshire Council of 12.6.19 – notes from Warminster CATG meeting on 6th June
- m) WALC of 19.6.19 – Newsletter
- n) Wiltshire Council of 25.6.19 – Parish Newsletter
- o) Cranborne Chase AONB of 26.6.19 – Planning workshops
- p) Local Government Boundary Commission for England of 2.7.19 – consultation on division boundaries for Wiltshire
- q) Youth Action Wiltshire of 2.7.19 – invite to summer drinks party
- r) RSN of 3.7.19 - Rural Funding Digest for July
- s) PCSO Robbins of 3.7.19 – Warminster Parish Report
- t) WALC of 4.7.19 – Newsletter
- u) Cllr Fleur de Rhe-Philippe of 8.7.19 – email re Boundary Commission proposals
- v) Wiltshire Council of 8.7.19 – Briefing note no. 19-018 - Substantive Highways Scheme Fund
- w) Wiltshire Council, MCI Army Basing of 10.7.19 – Army Basing Newsletter

Newsletters

- a) RSN of 14.5, 21.5, 29.5, 4.6, 11.6, 18.6, 25.6, 2.7, 9.7
- b) Cranborne Chase of 10.5
- c) Wessex Community Action of 10.5, 5.6, 26.6, 10.7
- d) Community First of 24.5

Planning

Summaries dated: 13.5, 20.5, 28.5, 3.6, 10.6, 17.6, 24.6, 1.7, 8.7

Councillors resolved that the Clerk should send emails out in fortnightly batches rather than once every two months as currently. If any issues need urgent action, the Clerk should state this at the top of the email. Councillors requested that the Clerk undertake an initial review of planning summaries to assess whether there are any potential planning issues affecting the parish.

067/19. Response to WCC 19/04853/FUL: Conversion of barn into holiday accommodation with associated alterations including an extension to replace a lean-to store at the rear at Barn Adjacent to 81-82 Barn View, Monkton Deverill, Warminster, BA12 7EX. Cllrs Stratton and Croot had met outside the property to review the application; and Cllr Munro had subsequently visited the site. Councillors resolved to send a formal consultation response to Wiltshire Council recommending approval of the application with conditions. Councillors agreed that they were in full support of the application but would request a planning condition requiring that external lighting is non-obtrusive with no bright security lighting permitted in keeping with the AONB dark skies policy.

068/19. Payments

Bank Balance as at 10.7.19 : £14,441.65

Payee	Details	Amount	Cheque No.
Mrs CD Fordham	Salary 11/05/19 to 10/06/19	247.80	EP: 972274445
	PAYE Tax	1.80	
		Total 249.60	
Mrs J Bennett	Salary 11/05/19 to 10/07/19	Total 390.80	EP: 726001205
Auditing Solutions Ltd	Provision of internal audit services for 2018-19	145.00	EP: 893863259
	VAT	29.00	
		Total 174.00	
Profile Business Supplies	Printing of 2019 newsletter	Total 70.00	EP: 252952959
Unity Trust Bank	Service charge	Total 18.00	EP

Under the Local Government Act 1972 (Sch 2) the approval of the payment schedule was proposed by Cllr Munro, seconded by Cllr Croot; all Councillors were in favour and the payments would be actioned. Councillors signed the relevant invoices.

At this point, Cllr Beattie left the meeting, and Cllr Croot took over the chair.

069/19. Village fete, 20th July. Cllr Flint raised the question as to whether UDPC should have a stall at the forthcoming village fete. A table could be set up under a gazebo e.g. with information on the Parish Steward and snow signs. Councillors resolved that it was a good idea, but not possible to arrange in 10 days. Councillors resolved that a stall should be organised for the village fete in 2020.

070/19. Litter pick, September 2019. Councillors discussed the arrangements for the next litter pick to be held on 21st September. Councillors resolved that Cllr Flint would write an article to advertise the litter pick in the September parish newsletter; and a request to save the date in the August newsletter. Cllr Flint would get in touch with Wiltshire Council to request bags and ponchos.

071/19. Annual newsletter 2019. The Clerk informed Councillors that the newsletter had been printed, received and distributed to all residents of the parish with the parish newsletter.

072/19. Items for Parish Newsletter & Notice Boards. Councillors resolved that articles should be written for forthcoming editions of the Parish Newsletter on verges, dustbins and the litter pick (see items 060/19, 061/19 and 070/19).

Cllr Croot queried whether a hand rail was required for the Monkton Deverill noticeboard and requested that this issue is considered in the draft risk registers. Cllr Croot also noted that the Kingston Deverill noticeboard could do with some maintenance. Councillors resolved to consider these issues at the next meeting in September.

073/19. Items for agenda of next meeting. Councillors resolved to add the following items to the agenda for the September meeting:

- a) Review updated risk assessments
- b) Discuss budget for the next financial year and agree objectives
- c) Wheelchair access to the track to the bridge over the ford in Kingston Deverill (see item 062/19)
- d) Maintenance of Monkton Deverill and Kingston Deverill noticeboards (see item 072/19)
- e) Ongoing works in the river downstream of the bridge in Brixton Deverill
- f) Review of Parish Plan objectives
- g) Discuss the possibility of providing a central area for children to play
- h) Discuss whether there is sufficient demand to make more use of the village hall

074/19. Date of next meeting. The date of the next ordinary meeting of the Parish Council will be on Wednesday 11th September 2019.

The meeting closed at 8.30pm.

Date: 11th September 2019

Signed:

Cllr B Beattie

Chair