

# Upper Deverills Parish Council

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 11<sup>th</sup> September 2019 at 6.30pm.

**Present: Councillors:** Bridget Beattie (Chair); Gillian Flint; and Louise Stratton

**In attendance:** The Parish Clerk, Jenny Bennett.

**081/19. Acceptance of Apologies for Absence.** Councillors resolved to accept apologies received from Cllrs Croot and Munro.

**082/19. Dispensations.** No requests for dispensations received.

**083/19. Declarations of interest.** Councillor Stratton declared an interest in item 093/19.

**084/19. Exclusion of the Press and Public.** No reasons were given to exclude the press and public.

**085/19. Minutes of the Council Meetings held on 10<sup>th</sup> July 2019 and 22<sup>nd</sup> July 2019**

It was proposed by Cllr Stratton, seconded by Cllr Flint that the minutes of the meetings of the Council held on 10<sup>th</sup> July and 22<sup>nd</sup> July 2019 be accepted as a true record; all were in favour and the minutes were duly signed.

**086/19. Reports from visitors.** None.

**087/ 19. Chairman's announcements.** None.

**088/19. Clerk's report.** Councillors heard the Clerk's report on the following items:

- a) The Clerk reported that she had investigated the use of a company (DCK Beavers) to provide payroll services. If UDPC decides to undertake payroll, requirements are onerous in terms of record-keeping, reporting to HMRC and running payroll software (all within strict deadlines). The Clerk reported that she would require additional hours every month to undertake payroll. It was proposed by Cllr Stratton, seconded by Cllr Beattie, that UDPC should pay DCK Beavers for payroll services; and should take on the full fees for payroll. Councillors asked the Clerk to change invoice dates to tie-in better with the dates of meetings.
- b) The Clerk informed members that she was now a member of the Society of Local Council Clerks (SLCC).
- c) The Clerk requested that the Chair sign permission forms for Unity Trust bank granting access for Richard Munro as a signatory to the bank account (as per minute reference 033/19). The form was duly signed.

**089/19. Update on actions for the Parish Steward.** It was resolved that Cllr Beattie would ask Cllr Munro to liaise with the parish steward to see if he could mend the pedestrian gates at the entrance to the bridleway/ footpath (on the B3095 by the sewage works).

**090/19. Update on highways issues.** None

**091/19. Actions going forward on rights of way issues.** It was noted that the post has been removed from the bridge adjacent to the ford at Kingston Deverill – and all councillors agreed this had improved the situation for wheelchair access. It was noted that Richard Lucas has been asked to find someone to take on the role as Rights of Way liaison.

**092/19. Correspondence received since July 2019.** Councillors resolved that actions were required on items f) and mm) on the correspondence list received since July 2019 and reproduced below (list distributed prior to the meeting):

- a) Community Governance Review, Wiltshire Council of 12/7/19 - changes to be requested can include amending the name of a parish or its wards, the total number of councillors, the amendment or creation of wards, changes to external boundaries of the parish, or creation/abolition/merger/grouping of parishes and other such changes.
- b) Wiltshire Council of 15/7/19. Agenda for Western Area Planning Committee.
- c) Wiltshire Council of 15/7/19. July Highways newsletter
- d) Wiltshire Council of 15/7/19. Polling District and Polling Place review consultation
- e) Wiltshire Council of 17/7/19. Consultation on draft Statement of Licensing Policy
- f) Wiltshire Council of 18/7/19. Reminder to return PEAS forms and salt bin audits.  
***Councillors resolved that the Clerk should contact Wiltshire Council and request a delivery of 1 tonne of grit to Pope's Farm, Kingston Deverill (as has been delivered for the last 5 years.***
- g) Wiltshire Council of 22/7/19. Ofsted report on children's social services
- h) Warminster NTG of 28/7/19. Details of meeting on 30<sup>th</sup> July.
- i) WALC of 23/7/19. Policy e-briefing on the draft Information Commissioner's Office data sharing code of practice
- j) Wiltshire Council of 24/7/19. Briefing Note no. 19-021 - Proposal to Increase Downland School Capacity
- k) Wiltshire Council of 25/7/19. Draft minutes for Western Area Planning Committee, Wednesday, 24th July
- l) Wiltshire Council of 29/7/19. Briefing Note no. 19-019 – Polling District and Polling Place Review Consultation
- m) WALC of 30/7/19. Flyer/booking form for Chairing Skills training course
- n) Wiltshire Council of 31/7/19. Invite to Wiltshire Local Plan Review Consultation Events - September/October 2019
- o) Local Government Boundary Commission of 31/7/19. Confirmation of receipt of comments.
- p) WALC of 31/7/19. 2019 Model Financial Regulations attached along with guidance
- q) Salisbury NHS Foundation Trust of 7/8/19. Details of a new health and wellbeing event from the Living With and Beyond Cancer team
- r) Wiltshire Council of 8/8/19. Briefing Note no. 19-022 Wiltshire Housing Land Supply

- s) Wiltshire Council of 8/8/19. Information on Community Area Board Meeting, 5/9/19
- t) WALC of 12/8/19. Newsletter.
- u) Wiltshire Council of 13/8/19. Agenda for Western Area Planning Committee.
- v) Cranborne Chase AONB of 13/8/19. Reminder for planning workshops.
- w) Wiltshire Council of 15/8/19 – Parish Newsletter
- x) Community First of 16/8/19 – Invitation to AGM
- y) WALC of 19/8/19 – information on nominations for Local Council Community Project Award
- z) Wiltshire Council of 21/8/19 – location of salt bins in the parish
- aa) Wiltshire Council of 22/8/19 – details of CATG meeting
- bb) Wiltshire Council of 22/8/19 – details of community-led housing event
- cc) Dorset & Wilts Fire and Rescue Authority of 28/8/19 – details of meetings of Wiltshire Local Performance & Scrutiny Committee
- dd) Wiltshire Council of 28/8/19 – change of date for Western Area Planning Committee
- ee) Wiltshire Council of 28/8/19 - expressions of interest for a Community Governance Review
- ff) Wiltshire Council of 29/8/19 - draft minutes for Western Area Planning Committee
- gg) Police and Crime Commission for Wiltshire and Swindon of 30/8/19 - latest annual report and public summary of Wiltshire Police's year
- hh) Wiltshire Beekeeper's Association of 2/9/19 – information on Wiltshire Bee and Honey show
- ii) Wiltshire Council of 5/9/19 – information on financial planning, including: Council Tax Setting Timetable 2020/2021 & Overall Summary; Council Tax Reduction Scheme Consultation; Council Tax Referendum Principles 2020/2021; and Council Tax Factsheet 2020/2021
- jj) Wiltshire Council of 5/9/19 – reminder of Wiltshire Local Plan Review Consultation Events - September/October 2019
- kk) Wiltshire Council of 9/9/19 - changes made by Wiltshire Council to the Code of Conduct complaints process
- ll) WALC of 10/9/19. Newsletter.
- mm) Wiltshire Council of 11/9/19 – Highways newsletter. ***Councillors resolved to investigate whether a section of verge along Hindon Lane could be suitable for wildflower trials proposed by Wiltshire Council Highways. Cllr Beattie would contact the adjacent landowner to establish whether he would support enhancement of the verge for wild flowers.***
- nn) Wiltshire Council of 11/9/19 – consultation on proposed modifications to the Wiltshire Housing Sites Allocations Plan

### **Newsletters**

- a)** RSN of 31.7, 6.8, 13.8, 20.8, 4.9
- b)** Community Policing Team of 9/8/19. Newsletter for rural area of Warminster
- c)** Wessex Community Action of 9.8

## Planning

Summaries dated: 22/7, 29/7, 5/8, 12/8, 19.8, 27.8, 2.9, 9.9

Consultation letter from Savills of 15/8/19 re Proposed ESN EE mast at Peter's Penning, Manor Farm, Kingston Deverill

**093/19. Response to consultation on the proposed ESN EE mast at Peter's Penning, Manor Farm, Kingston Deverill.** Councillors resolved not to submit a response to this planning application when it was submitted.

## 094/19. Payments

Bank Balance as at 10.9.19 : £13,418.72

The Clerk presented a budget update and summary with the latest payments and receipts and a bank reconciliation (forwarded to Councillors for their review prior to the meeting). September 2019 payments are shown in the table below.

Payee	Details	Amount	Cheque No.
Mrs J Bennett	Salary 10/07/19 to 11/09/19	390.80	EP: 84666111
	Expenses advance 17/4/19 – 11/9/19 (@ £20 per month)	100.00	
	Expenses: hard drive	55.99	
	Expenses: approval stamp	27.39	
	<b>Total: 574.18</b>		
STS Simple Techie Solutions	IT assistance to clerk	<b>Total: 36.00</b>	EP: 370047703
DCK Beavers	Payroll processing fees for April/ May 2019	36.50	EP: 153987624
	VAT	7.30	
	<b>Total 43.80</b>		
DCK Beavers	Payroll processing fees for August/ September 2019	30.00	EP: 371470800
	VAT	6.00	
	<b>Total: 36.00</b>		
Society of Local Council Clerks	Membership fees	<b>Total: 48.00</b>	EP: 744332539

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

**095/19. Actions to resolve IT issues associated with the Clerk's computer and new email addresses.** Councillors resolved that Richard Hudson (Simple PC Help) should be appointed at £35/ hour (maximum ceiling of £140) to assist each Councillor at home with IT issues (to include assistance with setting up new email addresses and advice on security). Councillors requested that the Clerk establishes availability for all on either the 21<sup>st</sup> or 25<sup>th</sup> October, and then arrange the home visits. Councillors also resolved that the anti-virus software recommended by Richard Hudson should be installed on the Clerk's computer (up to £40).

**096/19. Risk Assessment.** The risk assessment for the litter pick was reviewed at the meeting. It was proposed by Cllr Beattie, seconded by Cllr Stratton that the litter pick risk assessment should be adopted; all Councillors were in favour and the litter pick risk assessment was approved.

The Clerk had prepared a structure for the overarching UDPC risk assessment, which was reviewed at the meeting. Councillors approved the proposed structure and asked the Clerk to prepare the risk assessment for consideration at the next meeting.

**097/19. Objectives and budget implications for 2020-2021.** Potential objectives for UDPC in 2020-2021 were discussed. Councillors resolved that the budget should be similar to previous years but should reflect payroll changes for the new Clerk with possible additions for VE Day Celebrations; and with money allocated for progressing play facilities for children (in accordance with item 102/19 below). Councillors requested that the Clerk prepare a draft budget for consideration at the next meeting.

**098/19. Financial Regulations.** The new Financial Regulations were reviewed. It was proposed by Cllr Stratton, seconded by Cllr Beattie that the Financial Regulations should be adopted; all Councillors were in favour and the Financial Regulations approved.

**099/19. Review of progress against Parish Plan objectives.** Objectives of the Parish Plan were reviewed during the meeting. Councillors considered that progress had been made against most objectives. Councillors resolved that the priority for the next 6 months and into the next financial year should be progressing children's play facilities.

**100/19. Maintenance of noticeboards.** It was resolved that Cllrs Flint and Stratton would sand down and oil the Kingston Deverill noticeboard; and Cllr Beattie would oil the Monkton Deverill noticeboard.

**101/19. Upper Deverills Winter Weather Plan.** It was resolved to defer consideration of this item til the next meeting.

**102/19. Potential for central children's play area.** Councillors resolved that in the first instance, research should be undertaken to confirm that facilities would be welcomed and

used by parishioners; and if so, what facilities could be provided. It was resolved that Cllr Munro should prepare an online questionnaire for Survey Monkey to establish need for play facilities, likely level of use, and type of facility required.

**103/19. Use of the village hall.** Councillors resolved that UDPC would be supportive of acquisition of WiFi for the village hall. Councillors resolved that UDPC should be supportive of projects proposed and delivered by the Village Hall Committee.

**104.19. Installation of a defibrillator at the village hall.** The matter has been brought up at the Village Hall Committee and will be discussed further by the committee. Councillors resolved that UDPC would be supportive of installation of a defibrillator by the Village Hall Committee.

**105/19. Activities as part of the VE Day celebrations 8<sup>th</sup> – 10<sup>th</sup> May 2020.** Councillors resolved that UDPC should work jointly with the Village Hall Committee on any activities for VE Day; and that one of the Councillors should attend the next committee meeting on 24/10/19. The possibility of a VE day big tea party was mentioned. Councillors requested that this item was added to the agenda for the next meeting.

**106/19. Items for parish newsletter and noticeboards.** Councillors resolved that Cllr Munro should prepare a short article for the next newsletter concerning the Survey Monkey questionnaire on children's play facilities.

**107/19. Items for agenda of next meeting.** Councillors resolved to add the following items to the agenda for the November meeting:

- a) Review draft risk assessment;
- b) Review draft budget for the next financial year;
- c) Proposals for VE day;
- d) Upper Deverills Winter Weather Plan;
- e) Results from questionnaire on children's play facilities.

**108/19. Date of next meeting.** The date of the next ordinary meeting of the Parish Council will be on Wednesday 13<sup>th</sup> November 2019. Louise Stratton gave her apologies for the next meeting.

The meeting closed at 8.30pm.

Date: 13<sup>th</sup> November 2019

Signed:

Cllr B Beattie

Chair