

Upper Deverills Parish Council

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 13th November 2019 at 6.30pm.

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

In attendance: The Parish Clerk, Jenny Bennett.

109/19. Acceptance of Apologies for Absence. Apologies were noted from Louise Stratton.

110/19. Declarations of interest. Councillor Flint declared an interest in item 120/19(a). Councillor Munro declared an interest in item 120/19(b).

111/19. Exclusion of the Press and Public. No reasons were given to exclude the press and public.

112/19. Minutes of the Council Meetings held on 11th September 2019

It was proposed by Cllr Croot, seconded by Cllr Flint that the minutes of the meetings of the Council held on 11th September 2019 be accepted as a true record; all were in favour and the minutes were duly signed.

113/19. Reports from visitors. None.

114/ 19. Chairman's announcements. Cllr Beattie extended her thanks to Cllr Munro for all his time spent deploying and maintaining the SID.

115/19. Clerk's report. Councillors heard the Clerk's report on the following items:

- a) The Clerk requested that Cllrs Munro and Croot 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 forms were duly signed.
- b) The Clerk confirmed that the notice of the forthcoming election would shortly be put up on the notice boards.

116/19. Update on actions for the Parish Steward. Cllr Munro provided an update on the recent activities of the Parish Steward (Ian). Cllr Munro provides him with a list of tasks a few days before he is due in the parish; and Ian sends through photos of the completed tasks. All signs in the villages have been cleaned. Most of silver poles for highways signs have been replaced. Ian checks drainage features regularly, clears them if he can, or adds to the list for highways if required. Cllr Munro requested that he is contacted if there is a job that needs to be done by the Parish Steward.

117/19. Update on highways issues. Cllr Beattie reported that at the last CATG meeting, the issue of new signage for the Deverills did come up. The total cost is £3100 with completion by 5th December anticipated. The contribution for UDPC will be £720 (in accordance with item 174/18 on the minutes of the meeting of the 14th March 2019).

- a) Cllrs discussed the condition of the verge at the end of Hindon Road adjacent to the junction with the B3095. The hedge has been taken out next to a property to create an unofficial parking place, creating deep ruts in the verge. Cllrs agreed the state of the verge is poor and it detracts from the village scene. Cllrs resolved in the first instance to speak to the relevant housing association to understand why the hedge had been taken out and whether there were long-term plans to retain this new unofficial vehicular access. If necessary, Cllrs resolved to contact Wiltshire Council Highways and Planning so they could investigate the need for any permissions for this new highway access.
- b) An email had been received from an elector, expressing a need for new highways signage indicating pedestrians in the roadway. Cllrs discussed this issue at length. Cllrs resolved that UDPC would not support or apply for additional signage as there was a concern this would result in too much street furniture, thus detracting from the character of the village. Cllrs also felt that UDPC had just been granted funds for new signage and lines in the road; and additional funds were unlikely to be forthcoming in the short to medium term. Cllrs were also concerned that too many highways signs would be distracting for drivers and result in 'sign blindness'.

The elector also raised another issue in his email in terms of road edges with a steep drop onto the verge from the tarmac on the Hindon Road. Cllrs agreed that the Parish Steward should be asked to investigate and remedy them if it is within his capability. If not, the Parish Steward should be asked to submit a task request to Highways. It was resolved that Cllr Munro would write to the elector to inform them of the Council's decisions.

118/19. Actions going forward on rights of way issues.

- a) It was noted that an elector had offered to undertake the Rights of Way Liaison role for Brixton Deverill; and Cllrs resolved to accept this offer. Cllrs resolved to make efforts to find someone to take on a similar role for Monkton Deverill and Kingston Deverill. In the first instance, Cllr Croot would ask Richard Lucas to provide a 'job specification' for the role. Cllrs would approach people they knew in the villages to see if someone could be persuaded to take it on. An article would be placed in the Parish Newsletter asking for volunteers if necessary.
- b) The UDPC approach to a possible Upper Deverills Rights of Way Volunteer Group was discussed (to undertake voluntary conservation action to maintain rights of way and keep them open, as per the Mere Footpath Group). Cllrs agreed it would be desirable to see such a group operating in the Deverills in the long-term, but the current priority was to find people to fill the Rights of Way liaison role.
- c) Cllrs agreed to defer consideration of any actions going forward in relation to required repairs of the pedestrian gates at the entrance to the bridleway/ footpath off the B3095 adjacent to the sewage works until the January meeting. In the first instance, Cllr Stratton would be tasked to find out who the landowner is.

119/19. Correspondence received since September 2019. The correspondence list was discussed and reviewed (list distributed prior to the meeting and copied below). With

respect to item (i), Cllr Beattie confirmed she would attend the next CATG meeting on 5th December. Cllrs resolved that no action was required in relation to any of the other correspondence items.

- a) SLCC bulletin of 13/9/19
- b) Wiltshire Council of 20/9/19/ Briefing Note 19-026. Current consultation on the further main modifications proposed for the Wiltshire Housing Site Allocations Plan.
- c) 21/9/19. Application for grant for Parish News
- d) 23/9/19. Tracker document for the CATG meeting
- e) 25/9/19. Army rebasing newsletter
- f) 26/9/19. Details of Trinity Buoy Wharf Drawing Prize 2019 exhibition, Salisbury Museum
- g) Wiltshire Council of 1/10/19. Local Government Boundary Commission for England final recommendations for Unitary Divisions within Wiltshire
- h) Local Government Boundary Commission of 1/10/19. Final recommendations for future electoral arrangements for Wiltshire
- i) Wiltshire Council of 2/10/19. Notes from last CATG meeting; and date of next meeting
- j) Environment Agency of 3/10/19. Wessex Flood Warden Newsletter
- k) Wiltshire Council of 7/10/19. Briefing Note 19-026. Details of the new mental health campaign launching today, Every Mind Matters.
- l) WALC of 7/10/19. October newsletter
- m) Wiltshire Council of 10/10/19. Highways newsletter
- n) Wiltshire Council of 10/10/19. Minutes for Western Area Planning Committee
- o) Wiltshire Council of 10/10/19. Briefing Note 19-028. Update on progress towards implementing the Carers in Wiltshire Joint Strategy 2017- 22
- p) Wessex Community Action of 11/10/19. Brexit Guide
- q) SLCC bulletin of 11/10/19
- r) Wiltshire Council of 14/10/19. Agenda for Western Area planning committee
- s) Wiltshire Council of 15/10/19. Details of next Area Board meeting.
- t) Wiltshire Council of 15/10/19. Details of forthcoming Wiltshire Local Youth Network meeting
- u) Wiltshire Council of 15/10/19. Details of next Warminster CATG meeting
- v) Wiltshire Council of 17/10/19. Ongoing issue accessing planning documents with potential solutions
- w) Cranborne Chase AONB of 18/10/19. Formal designation as International Dark Sky Reserve.
- x) Wiltshire Council of 21/10/19. Backlog in tree applications
- y) WALC of 21/10/19. Nominations for NALC's Smaller Councils Committee
- z) Wiltshire Council of 24/10/19. Draft minutes for Western Area Planning Committee
- aa) Wiltshire Council of 25/10/19. Briefing Note no. 19-030: information about a new reward campaign to help combat fly-tipping in Wiltshire
- bb) Wiltshire Council of 28/10/19. Highways newsletter – Winter theme

- cc) Wiltshire Lieutenancy of 29/10/19. Details of Wiltshire carol service
- dd) Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee of 30/10/19. Details of forthcoming meetings
- ee) SLCC bulletin of 1/11/19. Guidance on election purdah
- ff) Wiltshire Council of 1/11/19. 90-day period consultation process for the removal of 71 proposed public payphones in Wiltshire.
- gg) Wiltshire Council of 1/11/19. Briefing Note no. 19-032 Community Governance Review
- hh) Wiltshire Council of 5/11/19. Information and form for precept 2020-21
- ii) Wiltshire Council of 6/11/19. Applicant's workshop for Rural Community Energy Fund
- jj) SLCC news bulletin of 8/11/19
- kk) WALC newsletter of 8/11/19. Includes flyers for training events
- ll) Wiltshire Council of 11/11/19. Army basing newsletter
- mm) Wiltshire Council of 11/11/19. Update on the Wiltshire Community First Surviving Winter grant and the Wiltshire council Warm and Safe energy advice service.
- nn) Wiltshire Council of 12/11/19. Agenda for Western Area planning committee
- oo) Wiltshire Council of 12/11/19. Calculator for precept
- pp) WALC of 12/11/19. Information on the WALC AGM and executive committee meeting
- qq) Agenda for Warminster Youth Network meeting

Newsletters

- a)** RSN of 24.9, 1.10, 8.10, 15.10
- b)** Wessex Community Action of 7.10, 8.11

Planning

Summaries dated: 16.9, 24.9, 30.9, 7.10, 14.10, 21.10, 28.10, 4.11, 11.11

120/19. Grant applications.

- a) The grant application from the Village Hall Committee for new tables and chairs was discussed. Cllrs resolved that UDPC would in principle provide some funds towards the new tables and chairs, however, further information was required on the sum of money requested and more information on the costs per item. Cllrs asked the Clerk to write to the Chair of the Village Hall Committee requesting this information.
- b) The grant application for the PCC newsletter 2020-21 was discussed. Cllrs resolved that UDPC would in principle provide funds towards the newsletter, however, further information was required on the accounts (in accordance with UDPC policy). Cllrs asked the Clerk to write to the PCC newsletter requesting this information

121/19. Response to the BT consultation proposing removal of a public payphone in Kingston Deverill. Cllrs resolved that no response should be made to the consultation.

122/19. Payments

Bank Balance as at 13.11.19 : £12,662.74

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). November 2019 payments are shown in the table below.

Payee	Details	Amount	Cheque No.
Mrs J Bennett	Salary 12/09/19 to 13/11/19	390.80	EP: 81645409
	Expenses advance 12/9/19 – 13/11/19 (@ £20 per month)	40.00	
		Total: 430.80	
STS Simple Techie Solutions	IT assistance to Members	Total: 99.00	EP: 864120086

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

123/19. Review of progress against current budget. The Clerk presented a forecast of outturn compared to the budget for 2019-20 (circulated in advance of the meeting). Cllrs noted that the outturn was currently looking lower than expected, which could result in reserves being too high at the commencement of the next financial year (which is not in accordance with Council policy on reserves). Cllrs noted that the payment to Wiltshire Council highways for signage (£720) should be added to the outturn. Cllrs also noted that the grant application for grass cutting from the cricket club had not yet been received and asked the Clerk to chase this up so it could be considered at the next meeting. Cllrs resolved that any spare budget for this financial year should be utilised to update, and replace where necessary, the Clerk's IT equipment, including laptop and printer. It was proposed by Cllr Croot, seconded by Cllr Beattie, that the budget for IT equipment should be up to £800 for this financial year. Cllrs requested that the Clerk updates the predicted outturn for the next meeting.

124/19. VAT reclaim. It was resolved to delay consideration of the VAT claim until the January meeting.

125/19. Review of draft budget for 2020-21. Cllrs reviewed the draft budget for 2020-21 prepared by the Clerk and circulated in advance of the meeting. Cllrs requested that budget for an audit of the website should be allocated in readiness for preparation of the Accessibility Statement. Cllrs resolved that the Precept request needs to ensure no change to the Band D charge. The Clerk informed Cllrs that this would mean a slight increase in the Precept from £8373 in 2019-20 to £8482 for 2020-21. It was proposed by Cllr Croot,

seconded by Cllr Beattie, that the principles of the budget were sound, and a final budget prepared on this basis for consideration at the January meeting.

126/19. Risk assessment for 2019-20. It was resolved to delay consideration of the risk assessment until the next meeting.

127/19. UDPC policy for Internal Controls Audit and Review. It was resolved to defer consideration of this policy until the next meeting.

128/19. Accessibility Statement. The Clerk explained the need for an Accessibility Statement covering the UDPC website; and that it was mandatory to have in place by September 2020 (to ensure the website can be used by as many people as possible). The Clerk informed Cllrs that in the first instance, a review should be undertaken to determine how far the website currently meets the WCAG 2.1 accessibility standard. This would need to be undertaken by the website host or another website expert. Cllrs resolved that in the first instance, the Clerk should request quotes for undertaking this review work.

129/19. Community Resilience Plan. It was resolved to defer this matter until the next meeting.

130/19. IT issues associated with the Clerk's computer and new email addresses. Cllrs reported that home visits from Richard Hudson had been undertaken and the new email addresses were now working satisfactorily on all devices. The Clerk reported that Richard had addressed all IT issues with the Clerk's computer as far as possible, however, the laptop remained very slow (due to low spec for memory and processing speed). Cllrs resolved that replacement of the laptop was required and a printer should also be purchased for UDPC (see also Item 123/19). Cllrs requested that the Clerk obtain quotes for different laptops (including the necessary software) and printers for consideration at the next meeting. Cllrs requested that new anti-virus software is not purchased for the current laptop (the current software should be used for the moment).

131/19. Questionnaire on children's play facilities. Cllr Munro summarised the responses received to the Survey Monkey questionnaire on provision of children's play facilities in the Upper Deverills. There had been 16 respondents. Whilst some people stated it would be nice to have facilities provided (e.g. a swing), there was no overwhelming response in favour of play facilities, with a number of respondents highlighting potential issues. Cllrs felt that the response was not sufficient to justify action, and resolved that UDPC would not progress provision of any play facilities. Cllr Munro would write a summary of the response and feedback to the questionnaire for the PCC newsletter.

132/19. Activities as part of the VE Day celebrations 8th – 10th May 2020. Cllrs resolved to defer consideration of this item until the next meeting.

133/19. WALC training to UDPC. Cllrs resolved to approach Longbridge Deverill Parish Council to see if they would be interested in joint training for Members. It was proposed by

Cllr Beattie and seconded by Cllr Croot that the Clerk should attend the WALC training course on Internal Audit.

134/19. Informal outing with Longbridge Deverill councillors. Cllrs resolved that Cllr Beattie should approach the Chair of Longbridge Deverill Parish Council to arrange a date for informal Xmas drinks.

135/19. Items for parish newsletter and noticeboards. Councillors resolved that text should be included in the PCC newsletter wishing everyone a Happy Xmas. Cllr Munro to draft. Other items for the parish newsletter have been listed above (feedback on the questionnaire on children's play facilities; request for volunteers for the Rights of Way liaison role).

136/19. Items for agenda of next meeting. Councillors resolved that an extraordinary meeting would be required in December to discuss deferred items on this agenda and requested that the Clerk circulate possible dates. The following items would need to be included on the agenda for the December meeting:

- a) Review draft risk assessment;
- b) Review UDPC policy for Internal Controls Audit and Review
- c) Review next iteration of the draft budget for the next financial year;
- d) Proposals for VE day;
- e) Upper Deverills Community Resilience Plan.

137/19. Date of next meeting. The date of the extraordinary meeting was agreed by subsequent emails: on the 4th December 2019 at 1400. The date of the next ordinary meeting of the Parish Council will be on Wednesday 15th January 2020.

The meeting closed at 9.15 pm.

Date: 4th December 2019

Signed:

Cllr B Beattie

Chair