

Upper Deverills Parish Council

Minutes of the meeting of the Upper Deverills Parish Council held at the village hall Kingston Deverill on Wednesday 15th January 2020 at 7.00pm.

Present: Councillors: Bridget Beattie (Chair); David Croot; Richard Munro; and Gillian Flint.
In attendance: The Parish Clerk, Jenny Bennett.

Public Question time. Councillor Munro gave a short presentation on the Kingston Deverill Church Development Programme and possible implications for the Upper Deverills community (and UDPC) regarding social gathering spaces, play, sports & fitness facilities and performance venues.

160/19. Acceptance of Apologies for Absence. No apologies were received.

161/19. Dispensations. None

162/19. Declarations of interest. Councillor Munro declared an interest in item 173/19(a).

163/19. Exclusion of the Press and Public. No reasons were given to exclude the press and public.

164/19. Minutes of the Council Meeting held on 4th December 2019

It was proposed by Cllr Munro, seconded by Cllr Croot that the minutes of the meetings of the Council held on 4th December 2019 be accepted as a true record; all were in favour and the minutes were duly signed.

165/19. Reports from visitors. None.

166/ 19. Chairman's announcements. None.

167/19. Clerk's report. Councillors heard the Clerk's report on the following items:

- The Clerk presented the hard copy of the risk assessment approved and adopted by the Council in the meeting of 4th December (Minute item 151/19). The hard copy was duly signed by Councillors. Cllr Munro confirmed he had not yet reviewed the SID risk assessment and would circulate before the next agenda.
- The Clerk asked whether Councillors had considered declaring a Climate Emergency as other councils are doing nationally. Councillors asked to add the issue to the next agenda.
- The Clerk mentioned that there were a number of out-of-date Council policies that would need to be reviewed. A couple of critical policies would be added to the next agenda for review/ adoption. Others would need to be reviewed in 2020-21.

168/19. Vacant Parish Clerk position. Cllr Beattie confirmed they had received an application for the post from Hazel Bardsley. Hazel had been interviewed by Cllr Beattie and Cllr Croot –

and both confirmed she was a suitable and desirable candidate for the job. It was proposed by Cllr Flint, seconded by Cllr Croot that Hazel Bardsley should be offered the position of Parish Clerk. All were in favour, and Cllr Beattie would write to Hazel to offer her the position. If she accepted the post, the current Clerk was asked to prepare the contract for the Chair to sign and then send it in the post to Hazel for signing in order to secure a start date as soon as possible. The current Clerk was asked to stay in her role until 11th March 2020 to allow a period of proper handover and overlap with the new Clerk.

169/19. Update on actions for the Parish Steward. Cllr Munro confirmed that a number of potholes in the villages had been fixed. Councillors asked Cllr Munro to extend his thanks to the Parish Steward.

170/19. Update on highways issues. Cllr Beattie confirmed that three traffic signs had been delivered by Wiltshire Council and were currently stored at the village hall. Councillors asked that Cllr Munro speak to the Strattons to see if the signs could be stored on their farm.

- a) The Clerk reported that the verge on the Hindon Road had been accepted by Wiltshire Council for a wildflower management trial. Councillors were in support of this initiative and asked the Clerk to set up a site meeting with UDPC, Wiltshire Council and the adjacent landowner (Jamie Williams).

171/19. Actions going forward on rights of way issues.

- a) A Terms of Reference had been prepared setting out the tasks and specification for the volunteer Rights of Way Liaison role. It was proposed by Cllr Munro, seconded by Cllr Croot, that the Terms of Reference (ToR) be adopted by UDPC: all were in favour. Councillors wished to extend thanks to Crispian Beattie for his work on the draft ToR. An article had been placed in the Parish Newsletter asking for volunteers for the Rights of Way Liaison role for Monkton and Kingston Deverill: two people had applied for the role (Cilla Stansfield and Crispian Beattie) (in addition to the Brixton Deverill Rights of Way liaison officer approved at the November meeting (Minute ref 118/19)). It was proposed by Cllr Flint, seconded by Cllr Croot, that UDPC should approve all three electors as Rights of Way Liaison officers; all were in favour. Cllr Beattie would circulate the ToR to all.

172/19. Correspondence received since December 2019. The correspondence list was discussed and reviewed (list distributed prior to the meeting and copied below). With respect to item (p), Cllrs agreed that the article on courier fraud should be passed on for publication in the Parish Newsletter. With respect to item (m), Cllrs requested that this issue is included on the agenda for the next meeting. Cllrs resolved that no action was required in relation to any of the other correspondence items.

- a) Police and Crime Commissioner of 4/12/19. Changes to community policing team
- b) Police and Crime Commissioner of 4/12/19. Information on the Herbert protocol.
- c) Warminster Area Board of 5/12/19. Next meeting on the 9th January.
- d) SLCC of 8/12/19. Query on declaring a climate emergency.

- e) WALC of 11/12/19. Newsletter, information on complying with web accessibility legislation, neighbourhood planning training day.
- f) Wiltshire Council of 13/12/19. Details for CATG meeting
- g) WALC of 19/12/19. Nominations for attending Buckingham Palace garden party.
- h) Wiltshire Council of 20/12/19. Process for the Community Area Joint Strategic Needs Assessments planned for 2020 – setting priorities for local communities
- i) Wiltshire Council of 23/12/19. Highways newsletter, including information on pothole repair and how to report potholes; and the grit bin refilling programme
- j) SLCC of 2/1/20. Wilts branch meeting and lunch on the 17th Jan.
- k) The Pensions Regulator of 2/1/20. Requirement to 're-enrol' UDPC
- l) SLCC bulletin of 10/1/20.
- m) Richard Cousens email of 10/1/20 concerning new fencing on the Hindon Road
- n) Sustainable Warminster of 13/1/20. Invitation to a talk on a zero carbon future.
- o) Wiltshire Council of 13/1/20. Briefing note on consultation events regarding the Salisbury Central Area Framework
- p) Wiltshire Neighbourhood Police Team of 14/1/20. Information on courier fraud.

Newsletters

- a) RSN of 10/12, 7/1,

Planning

Summaries dated: 6/12, 16/12, 22/12, 6/1, 13/1

173/19. Grant applications.

- a) The grant application for the PCC newsletter 2020-21 was discussed. Cllrs reviewed the further information provided by the Parish News and concluded that the grant would provide benefit to parishioners through regular communication / awareness raising of community issues (commensurate with the expenditure). It was proposed by Cllr Beattie, seconded by Cllr Croot, that the grant should be approved: all were in favour. Councillors resolved to grant £300 to the Parish News under powers afforded by the LGA (1972) s.137.
- b) The grant application from the Upper Deverills Cricket Club had been received. Cllrs resolved that further information was required on the accounts (in accordance with UDPC policy) prior to determining the grant application. Cllrs asked the Clerk to write to the Cricket Club requesting this information.

174/19. Community Resilience Leaflet. Councillors reviewed the draft leaflet prepared by Cllr Croot. It was proposed by Cllr Flint, seconded by Cllr Beattie, that the leaflet be approved for printing and issue with the Parish Newsletter; and that up to £25 be allocated for printing of the leaflet. All were in favour. Cllr Croot would organise printing of the leaflet.

175/19. Update on Community Resilience Plan. Cllr Croot reported that he had estimated costs for procuring 2 x grab bags with emergency equipment (to include first aid kits, torches, two-way radios, blankets and batteries). The cost would be £400 for both. Cllr Croot

confirmed that Wiltshire Council wouldn't fund the grab bags – but that he would put an application in to the Area Board for funding. Cllr Beattie extended thanks to Cllrs Croot and Munro for all their work on the Community Resilience Plan.

176/19. Payments

Bank Balance as at 14.01.2020 : £12,078.94

The Clerk presented a summary of accounts with the latest payments and receipts and a bank reconciliation (forwarded to Councillors for their review prior to the meeting). January 2020 payments are shown in the table below.

Payee	Details	Amount	Cheque No.
DCK Beavers	Payroll processing fees for December 2019/ January 2020	30.00	EP: 146792617
	VAT	6.00	
	Total: 36.00		
Mrs J Bennett	Salary 14/11/19 to 15/01/2020	390.80	EP: 528115816
	Expenses advance 14/11/19 – 15/01/2020 (@ £20 per month)	40.00	
	Total: 430.80		
Upper Deverills Village Hall	Grant for purchase of tables and chairs	Total: 650.00	EP:104379870

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 (approved online by Cllrs Croot and Munro). Councillors signed the relevant invoices.

Councillors also reviewed the projected outturn for 2019-20. Councillors considered that the projected outturn was acceptable and in accordance with the Council's Reserves Policy.

177/19. Review of final budget for 2020-21 and set precept. Cllrs reviewed the final budget for 2020-21 prepared by the Clerk and circulated in advance of the meeting. It was proposed by Cllr Croot, seconded by Cllr Beattie, that the final budget was sound, should be approved and finalised as the Council's budget for 2020-21. All were in favour.

Following the setting of the 2020-21 budget, it was proposed by Cllr Croot, seconded by Cllr Beattie, that the precept requirement for 2020-21 is £8482. All were in favour. Councillors requested that the Clerk return the Precept Requirement form to Wiltshire Council.

178/19. Community Social Facilities. Councillors agreed to defer this item. It was agreed that this would be a good topic for discussion at the Annual Parish Meeting.

179/19. UDPC policy for Internal Controls Audit and Review. Councillors resolved that the checklist provided by WALC should form the basis of the UDPC policy. Councillors requested that the Clerk prepare the final policy to be adopted and signed at the next meeting. Cllr Flint would take on responsibility for implementation of the policy.

180/19. Website and Accessibility Statement. Further to Minute Reference 153/19 (meeting of 4th December), the Clerk had obtained initial quotes from three web design companies – all agreed the best course of action would be to transfer content to a new website so they could meet the minimum accessibility standards and take on the hosting. Funding has been allowed in the 2020-21 budget for this work. Councillors resolved that the work to progress the website and Accessibility Statement should now be put on hold until the start of the next financial year to allow the new Clerk to take the project forward.

181/19. March litter pick. Councillors resolved that the next litter pick would take place on the morning of Saturday 21st March 2020. Cllr Flint would place an article in the March Parish Newsletter.

182/19. Activities as part of the VE Day celebrations 8th – 10th May 2020. Representatives from the Village Hall Committee, the church and UDPC (Cllr Beattie) had held an initial meeting to progress plans for the VE day celebrations. Cllr Beattie presented the plan so far: a party would be held at Kingston Deverill village hall on Friday 8th May commencing at 1430. The plan was to have a bugler at 1455, followed by a toast at 1500 and then a barbeque. There will be a bar subject to confirmation of the licence by the Village Hall Committee (Cllr Flint will chase this up).

It is intended that there will be noticeboard displays in the village hall exhibiting wartime experiences. Cllr Munro also suggested that residents of the village who lived through the war could be present in person to give face to face interviews on the day. Cllr Munro would write an article for the Parish News asking residents to get in touch if they can offer any memories.

It was intended that food and a glass of bubbly would be free for attendees. Councillors resolved that UDPC would contribute up to £600 for the event (under LGA (1972) s.137) (the Clerk confirmed that funding for the event had been included in the 2020-21 budget).

Councillors resolved that Cllr Flint would take the lead on organising the event on behalf of UDPC (with Cllr Beattie assisting).

183/19. WALC training to UDPC. Councillors resolved to defer a decision on this training until next financial year.

184/19. Items for parish newsletter and noticeboards. Councillors resolved to prepare items for the parish newsletter as listed above (requesting help for the litter pick; article on courier fraud; and article requesting contributions in terms of memories and anecdotes for the VE day celebrations).

185/19. Items for agenda of next meeting. Councillors resolved that the following items would need to be included on the agenda for the March meeting:

- a) New fencing along the Hindon Road.
- b) Grant application from the Deverills Cricket Club.
- c) UDPC policy for Internal Controls Audit and Review; plus other policies that need to be reviewed by the end of the financial year.
- d) Review of the SID Risk Assessment.
- e) Declaring a Climate Emergency.

186/19. Date of next meeting. The date of the next ordinary meeting of the Parish Council will be on Wednesday 11th March 2020.

The meeting closed at 21.45 pm.

Date: 11th March 2020

Signed:

ClIr B Beattie

Chair