

LUDGERSHALL PARISH COUNCIL
Swallows Barn, Wotton End, Ludgershall, HP18 9NT
Tel: 01844 239418
Acting Clerk: Cllr Thomas Chettle

01 March 2017

Dear Councillors and Residents of Ludgershall,

I hereby give you notice that a meeting of Ludgershall Parish Council will be held at Ludgershall Memorial Hall on Monday 6th March 2017, at 7.30 p.m. All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder. Before and after the Parish Council Meeting there will be a period of public questions.

Thomas Chettle
Acting Clerk/Parish Councillor

AGENDA

Members to note the resignation of Cllr Cox.

1. **Signed acceptance of office of chairman** – Cllr Themis has signed the acceptance of office as Chairman.
2. **Apologies** - Members are asked to receive apologies from members.
3. **Declarations of Interest:** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 S32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
4. **Minutes**
Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on Monday 6th February 2017 - Copy attached LPC/09/1617

5. Finance

5.1 Account Balances:

The balances for the Lloyds Bank accounts are as follows (as of 15/02/2017):

Treasurers Account	£6,239.79
Deposit Account	£2,507.52
Village Green A/C	£26,337.11
Play Area Account	£5,558.68

5.2 Payments:

Treasurers Account:

Cheques to be cut at meeting (Invoices & cheques to be signed by 2 councillors)

- D. O'Brien - £635.89 (£546.07 + £89.82 VAT) - Purchase of Clerk's laptop, printer, software, Website (1yr), domain name (2 years) to meet Transparency Code requirements – cheque 0121
- Ludgershall Village Hall - £195.00 – Hire of Hall 2016 – cheque 0122
- D. O'Brien - £400.00 – Build & set-up PC website (£500 less £100 PAYE) - cheque 0123
- HMRC – £100.00 - PAYE for D. O'Brien – cheque 0124
- Ludgershall Parochial Church Council - £150.00 – grant – cheque 0125
- Ludgershall Village Hall - £150.00 – grant – cheque 0126

- Information Commissioner - £35.00 – Data Protection regn – cheque 0127

Play Area Account

Cheques cut at the meeting:

March draw: 200 Club prizes – to be drawn later in the meeting

- 1st place £50 - cheque no 114
- 2nd place £35 - cheque no 115
- 3rd place £25 - cheque no 116
- 4th place £20 – cheque no 117

5.3 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports for year and month ending 15th February 2017. Copies attached appendices A and B

5.4 Income:

Members are asked to note and agree the following income which has been omitted from agendas/minutes May 2016 to date:

June 2016-January 2017 Play area account: 200 Club subscribers £2,370.00

27/09/16 AVDC 2nd half-year Precept: £5,000.00

27/09/16 Marquee Hire: £150.00

05/10/16 UK Power (Eastern) Network Wayleave: £309.07

14/10/16 BCC Devolved services grant: £592.28

20/10/16 BT Wayleave: £2,626.76

02/11/16 BMKALC Transparency code grant – website/laptop: £1,954.48

08/11/16 UK Networks wayleave: £11.40

09/02/17 Interest – Village Green a/c: £1.12; Savings: £0.11

5.5 Transfer of Village Green maintenance monies

Members previously resolved to transfer £927.51 from the Village Green Account to the Treasurers Account for the felling of trees on the Village Green. Deborah O'Brien has reviewed and found that this was miscalculated as it included VAT. It should have been £881.26. In addition, a further £450.00 needs to be charged to the Village Green for tree works paid in February, making a total of £1,331.26. Every year £1,000 should be transferred from the Treasurer's account back to the Village Green account to repay the outstanding wrongful dismissal legal fee money borrowed (£17,500). There was a calculation in the budget to allow for this. As of 2015/2016 £3000.00 has been repaid. Therefore Members are asked to agree that £331.26 net is to be transferred to the Treasurers account from the Village Green account.

5.6 Internal Auditor

Members to resolve the appointment of Internal auditor – Melanie Rose £13/hr + £0.45/mile

5.7 External Auditor 2016/2017

Members are advised that the External Auditor (Mazars) has been notified of CoA for audit paperwork

5.8 2015/16 VAT Return

Members are advised that the VAT return (Form 126) for 2015/2016 financial year has been submitted to HMRC in the amount of £2,012.27. This should normally be done in April or May following year-end.

5.9 HMRC/PAYE

Members are advised that the RTI reporting system has been added to the PC laptop and that a nil return has been filed for February. Mrs O'Brien has been added as a temporary employee to ensure all PAYE due is deducted at source.

5.10 Governance documents

Members are asked to review and approve the following governance documents to comply with statutory obligations and audit requirements:

- 2015 Code of Conduct – review
- 201703 Standing Orders – complete revision incl Transparency Code
- 201703 Financial Regs – revision and update
- 201703 Publication of information available
- 201703 Risk Assessment & Analytical review
- Parish Council Assets – Deborah O'Brien has agreed to update the asset register for the Council – will be available at April meeting.

6.0 Police Matters - Nothing to report.

7.0 Parish Council Business

- Storage of historic PC records – Members to decide the way forward
- Resignation of Cllrs Thomas & Cox – Monitoring Officer has been notified and legal notice placed offering a by-election if 10 or more electors call for one. Expires 2nd March after which time Casual Vacancy co-option notices are to be placed. The Parish Council may co-opt at or thereafter the 3rd April 2017 meeting.
- Replacement Clerk – Cllr Chettle to update
- Old Play Area John Deere X300 – Members are asked to agree the sale and disposal of the mower which has been sold to Martin Parker in the amount of £500 – payment awaited
- Data Protection registration renewal due 9/4/17 - New responsible officer address to be added
- LAF grant – Cllr Chettle to update
- Devolved services mowing – Members are asked to confirm that Cllr Jones is mowing the main village green using the Kubota tractor. Mr J. Goss & Mr P. Thomas are mowing the play area and are authorised to drive the Husquvarna 316TXS. Confirmation is required regarding the mowing of smaller verges and by whom.
- Land Registry – address for service
- MVAS operation – Members to consider future management of MVAS
- Grants to Village Hall & Church Members to confirm that these grants will be made - £150 for each.
- Local Transport Solutions – Cllr Themis to update as to whether Paul Thomas is continuing his membership on the Bernwode Community Bus Committee.
- Parish Council Website/Transparency Code Act – Deborah O'Brien has now purchased equipment and the Ludgershall Parish Council website is now live. <http://ludgershallparishcouncil.org.uk>
- Transparency Code Grant: to discuss what to do with the surplus £908 from the Transparency Code grant. BMKALC has advised that this must be spent on items that meet the Transparency Code.
- Parish Council Meetings – Members to consider amount of meetings which take place throughout the year
- Planning Meeting - Members to consider whether additional planning meeting for the parish will be organised.
- Annual Parish Meeting – this is a meeting for the electorate which must take place between 1st March and 1st June every year – date to be decided.
- Play Area – Cllrs Themis and Chettle to update – quotation required for replacing the wet pour surface with tyre bark.
- Surface water flooding on the High Street – Confirmation that kerbing work to be scheduled shortly.
- Overhanging trees at 16 West View – a request has been received to cut back the trees in the village green that are overhanging the garden. Members to arrange for someone to take a look at the trees to determine the amount of work required. Cllr Jones and Cllr Themis to update.
- Play Around the Parishes – One 3 hour Session has been confirmed for Tuesday 8th August 2017 09:30am – 12:30pm. Members to resolve for the village hall to be booked.
- Moles – Members to note that a complaint was received regarding Mole Hills on Wotton End. Cllr Jones to update.

8.1 Aylesbury Vale District Council (AVDC)

- No update

8.2 Buckinghamshire County Council (BCC)

- No update

9.0 Circulated in between meetings:

- AVDC VALP update after housing white paper published
- Latest news from the Open Spaces Society
- Parliamentary Lobby Day - 28 March 2017
- Community Impact Bucks - February 2017
- BALC - LLACC - London and Luton Airports Consultative Committee
- AVDC - Modernising Local Government
- Modernising Local Government Parish and Town Council Event
- Community Impact Bucks - Spring Training and Events - dates for your diary
- BALC - Parish Liaison Meeting
- Preparing your local electricity network for Storm Doris

10.0 Footpaths

Cllr Lawson to update on any progress made with re-checking the current status of the remaining five footpaths.

11.0 Planning: www.aylesburyvaldc.gov.uk/planningapplications

11.1 No new applications at time of agenda

11.2 Members are updated as to the status of the following applications:

Application number	Location	Description of Development	Current Status
16/00140/AOP	Land at Westhaven and Green View, Salter Lane	Demolition of existing dwelling and erection of 5 dwellings.	Awaiting decision
16/04159/APP	Pennwood House High Street Ludgershall	Demolition of Stable Block and Garage. Erection of Detached Dwelling	Approved
16/03983/ATC	The Rectory Brill Road Ludgershall	Application for tree works: notification of proposed works to trees in a conservation area	Approved
16/04367/APP	The Ramblers Salters Lane Ludgershall	Demolition of external staircase to outbuilding. Erection of one and half storey extension to outbuilding for garaging / workshop / storage and first floor home office with three dormer windows. Insertion of rooflights to north elevation and one gable window to south elevation to dwelling extension.	Approved
16/04165/APP	1 Rose Cottages The Green Ludgershall	Single storey rear extension and installation of front elevation rooflight.	Approved

12.0 Play Area

12.1 200 Club – 6th drawing of the new subscription year to take place.

12.2 March quarter small lottery statement to be signed by two councillors

13.0 Highways UPDATE

TfB – Issues on Piddington Road and drains logged with TfB. Awaiting their response.

14.0 Members are asked to confirm the next meeting dates In each case to commence at 7.30pm in the Memorial Hall, High Street, Ludgershall:

- **Annual Parish Meeting – t.b.c.**
- **3rd April 2017**
- **8th May 2017**
- **5th June 2017**
- **10th July 2017 (3rd July is Bike Night)**
- **No meeting in August**
- **4th September 2017**
- **2nd October 2017**
- **6th November 2017**
- **4th December 2017**