

Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall, on Monday 06 March, 2017 at 7.30 p.m.

Present: Cllr Michael Themis – Chairman
 Cllr Stephen Lawson
 Cllr. R. Jones
 Cllr. T Chettle (Acting Clerk)

Also present: Ten members of public.

The meeting was opened to the public.

Mr Boyt asked who gets to choose where kerbing takes place in the village. Mr Boyt was concerned that only certain properties have received kerbing in the village. Cllr Chettle explained that this was organised by TfB at a request of the owners who it affected. Cllr Chettle explained that this was requested due to surface water flooding since the high street was resurfaced as the granite sets had not been raised. Cllr Themis advised that if parishioners wanted to submit a map of where they wanted kerbing then this would be helpful.

Mr Goss advised that flooding continues to take place near the rectory.

Action: Cllr Chettle to raise the issue with TfB and Cllr Themis agreed to see owners of the Rectory to see whether their ditch has caused the flooding issue.

Mrs Lewin thanked the council for the detail in the last minutes

Mr Boyt asked whether there would be any more dog bins in the village. Especially at the top of church lane and near Doyleys Farm.

Action: To add to future agenda.

Meeting was closed to the public.

135.0	<p>Apologies Apologies were received from Cllr Bill Gardner, County Cllr Macpherson and District Cllr Branston.</p> <p>Members noted the resignation of Cllr Cox and that Cllr Themis had signed his Acceptance of Office of Chairman until May 2017 when the annual election of Chairman takes place.</p>
136.0	<p>Declarations of Interest None declared.</p>
137.0	<p>Minutes RESOLVED to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on:</p> <p>Monday 6th February 2017 - Copy attached LPC/09/1617</p>
138.0	<p>Finance</p>

138.1	<p><u>Account Balances:</u> RESOLVED to note that the balances for the Lloyds Bank accounts are as follows:</p> <table border="0"> <tr> <td>Treasurers Account</td> <td>£6,239.79</td> <td>(as of 15/02/2017)</td> </tr> <tr> <td>Deposit Account</td> <td>£2,507.52</td> <td>(as of 15/02/2017)</td> </tr> <tr> <td>Village Green Account</td> <td>£26,337.11</td> <td>(as of 15/02/2017)</td> </tr> <tr> <td>Play Area Account</td> <td>£5,558.68</td> <td>(as of 15/02/2017)</td> </tr> </table>	Treasurers Account	£6,239.79	(as of 15/02/2017)	Deposit Account	£2,507.52	(as of 15/02/2017)	Village Green Account	£26,337.11	(as of 15/02/2017)	Play Area Account	£5,558.68	(as of 15/02/2017)
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138.2	<p><u>Payments:</u></p> <p>Treasurer's Account Cheques cut in between meetings:</p> <ul style="list-style-type: none"> • N/A <p>RESOLVED to make the following payments from the Treasurer's Account: Cheques to be cut at meeting.</p> <ul style="list-style-type: none"> • 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 • Information Commissioner – Data protection renewal – cheque 123 • D. O'Brien - £400.00 – Build & set-up PC website (£500 less £100 PAYE) - cheque 0124 • HMRC – £100.00 - PAYE for D. O'Brien – cheque 0125 • Ludgershall Village Hall - £150.00 – grant – cheque 0126 • Ludgershall Parochial Church Council - £150.00 – grant – cheque 0127 <p>Play Area Account RESOLVED to make the following payments from the Play Area Account:</p> <p>March draw: 200 Club prizes – to be drawn later in the meeting</p> <ul style="list-style-type: none"> • 1st place £50 - cheque no 114 • 2nd place £35 - cheque no 115 • 3rd place £25 - cheque no 116 • 4th place £20 – cheque no 117 												
138.3	<p>Income Members RESOLVED to note income:</p> <p>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</p>												
138.4	<p>Income and Expenditure report(s)</p> <p>RESOLVED Members reviewed and approved the Income & Expenditure reports for year and month ending 15th February 2017.</p>												
138.5	<p>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</p>												

	<p>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.</p> <p>RESOLVED – Agreed to transfer £331.26 net from the Village Green account to the Treasurer's account.</p>
138.6	<p>Internal Auditor Members considered the appointment of Internal auditor – Melanie Rose £13/hr + £0.45/mile</p> <p>RESOLVED: Members agreed to appoint the internal auditor</p>
138.7	<p>External Auditor 2016/2017 Members noted that the External Auditor (Mazars) has been notified of Change of Address for audit paperwork</p>
138.8	<p>2015/16 VAT Return Members noted 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.</p>
138.9	<p>HMRC/PAYE Members noted 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.</p>
138.10	<p>Governance documents Members reviewed and approved the following governance documents to comply with statutory obligations and audit requirements:</p> <ul style="list-style-type: none"> • 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 <p>RESOLVED: Members agreed to adopt documents.</p> <p>Parish Council Assets – Deborah O'Brien has agreed to update the asset register for the Council – this will be available at the April meeting.</p>
139	<p>Police Matters There has been a serious incident in the village and the local neighbourhood officer has advised local people that investigations are underway.</p>
140	<p>Parish Council Business</p>
140.1	<p>Storage of historic PC records Members considered whether we can store historic documents in a storage facility and with the County Archivist. Members agreed that storing documents on neutral ground would be beneficial.</p> <p>ACTION: Consider annual costs and location for renting a storage locker</p>

140.2	<p>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. This Expired 2nd March with no call for a by-election and so Casual Vacancy co-option notices are to be placed. The Parish Council may co-opt at or thereafter the 3rd April 2017 meeting.</p>
140.3	<p>Replacement Clerk Cllr Chettle advised that we had one applicant. Members agreed to organise to interview the candidate.</p> <p>ACTION: Cllr Chettle to organise an interview of the candidate.</p>
140.4	<p>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.</p> <p>RESOLVED: Members agreed to sell the mower for £500</p>
140.5	<p>Data Protection registration renewal due 9/4/17 New responsible officer to be named. Members agreed for Cllr Chettle to be the new named responsible officer.</p> <p>RESOLVED: Cllr Chettle to be the new responsible officer.</p>
140.6	<p>LAF grant RESOLVED: Cllr Chettle confirmed that we had now invoiced Buckinghamshire County Council for £500</p>
140.7	<p>Devolved services mowing Members confirmed 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 that most areas are being cut with the tractor by Cllr Jones. It was raised a number plate needs to be added to the Husquvarna mower as it is being used by Mr J. Goss to cut some verges on Church Lane which the tractor is unable to do to.</p> <p>ACTION: Request DVLA for a number plate for the Husquvarna mower.</p>
140.8	<p>Land Registry Cllr Themis confirmed that he is happy for his home address to be used for address for service by Land Registry</p> <p>ACTION: To contact the Land Registry to make the change.</p>
140.9	<p>MVAS operation - Members discussed the future management of MVAS.</p> <p>RESOLVED: Cllr Themis agreed that he would support with moving and charging the MVAS.</p>
140.10	<p>Grants to Village Hall & Church Members to confirm that these grants will be made - £150 for each.</p> <p>RESOLVED: Members agreed to make the grants – the £150 towards Church maintenance falls under S137.</p>
140.11	<p>Local Transport Solutions Paul Thomas has confirmed he is continuing his membership on the Bernwode Community Bus Committee.</p>

140.12	<p>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</p>
140.13	<p>Transparency Code Grant Members discussed 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.</p> <p>RESOLVED: Members agreed to use this money towards the training of a new clerk to manage the website as well as training for compliance in the Transparency Code.</p>
140.14	<p>Parish Council Meetings Members to consider amount of meetings which take place throughout the year.</p> <p>RESOLVED: Members agreed to continue with monthly meetings however this will be reviewed in future.</p>
140.15	<p>Planning Meeting Members to consider whether additional planning meeting for the parish will be organised. Cllr Themis felt it was important for the village to come together to discuss the issue of planning.</p> <p>ACTION: To invite AVDC to a future meeting to discuss planning matters. ACTION: To discuss at the Annual Parish Meeting.</p>
140.16	<p>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.</p> <p>RESOLVED: Members agreed: 22nd May 2017 Annual Parish meeting. (Mrs Bayliss to be notified)</p>
140.17	<p>Play Area Cllrs Themis and Chettle to update – quotation required for replacing the wet pour surface with tyre bark.</p> <p>ACTION: Cllrs Themis and Chettle to update at the next meeting.</p>
140.18	<p>Surface water flooding on the High Street Members noted that kerbing work has now been completed by Transport for Bucks (TfB)</p>
140.19	<p>Overhanging trees at 16 West View Members noted that a request has been received to cut back the trees on the village green that are overhanging the garden.</p> <p>ACTION: Cllr Jones and Cllr Themis to inspect trees and ditch.</p>
140.20	<p>Play Around the Parishes One 3 hour Session has been confirmed for Tuesday 8th August 2017 09:30am – 12:30pm.</p> <p>RESOLVED: Members agreed that the village hall should be booked.</p>
140.21	<p>Moles Members noted that a complaint was received regarding Mole Hills on Wotton End. Cllr Jones advised there are no current issues but he will continue to monitor.</p>

141	Aylesbury Vale District Council (AVDC) - No update
142	Buckinghamshire County Council (BCC) - No update
143	<p><u>Circulated between Meetings</u> Members noted the correspondence circulated between meetings.</p> <ul style="list-style-type: none"> • 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
144	<p>Footpaths</p> <p>ACTION: Cllr Lawson confirmed he is organising a working party for the footpaths. Cllr Lawson advised there are particular concerns about the stiles behind Ramblers which we understand are going to be replaced by the land owner. Cllr Lawson has agreed to visit the owner.</p> <p>ACTION: Request for Clerk to submit an advert to the Bernwode News to request a working party to review the footpaths.</p>
145	<p>Planning No new applications received</p>
145.1	<p>Update on existing applications 16/00140/AOP_ Westhaven - Demolition of existing dwelling and erection of 5 dwellings. No change</p> <p>16/04159/APP Pennwood House - Demolition of Stable Block and Garage. Erection of Detached Dwelling – Approved by AVDC</p> <p>16/03983/ATC The Rectory - Application for tree works – Approved by AVDC</p> <p>16/04367/APP The Ramblers, Salters Lane. 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. 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 roof lights to north elevation and one gable window to south elevation to dwelling extension. – Approved by AVDC</p> <p>16/04165/APP 1 Rose Cottages, The Green. Single storey rear extension and installation of front elevation roof light – Approved by AVDC</p>
146	<p><u>Play Area</u></p> <p>200 Club - 6th drawing of the subscription year took place. Members noted that the following 200 Club winners were drawn for March:</p> <ul style="list-style-type: none"> • 1st Prize £50: Number 44 – Paul Southey • 2nd Prize: £35 Number 122: Wen Tipping • 3rd Prize: £25 Number 86 – Janice Carr • 4th Prize: £20 Number 50 – Laura Taylor

	<p>March quarter small lottery statement required to be signed by two councillors Resolved: Cllr Chettle and Themis signed this statement for submission to AVDC.</p>
147	<p><u>Highways update</u> TfB – Issues on Piddington Road and drains logged with TfB. Awaiting their response.</p>
148	<p><u>Dates of next meetings</u> Members are asked to confirm the next meeting dates In each case to commence at 7.30pm in the Memorial Hall, High Street, Ludgershall:</p> <ul style="list-style-type: none"> • 3rd April 2017 • 8th May 2017 • 22nd May (Annual Meeting) • 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
	<p>The meeting closed at 8.45. The following remarks were then received from the floor. Alan Turner-Smith suggested that we consider funding a map of the village on a notice board for the village. Alan feels that the money from the transparency budget may be able to be used for this. Alan said that the map of the village on the website could be used as a basis for this.</p> <p>Action: Cllr Chettle since determined that a map does not fall under Transparency Code</p> <p>Mrs Lewin asked for an update on the sound system. Cllr Chettle advised that this has been ordered and we are waiting for it to be delivered.</p> <p>Mr Goss advised that for the last two years there have been donations from the Bike Night to the play area. Cllr Chettle advised that we need to revisit the play area and equipment which we will need to consider in the future. Mr Goss suggested the replacement of the climbing frame.</p> <p>Action: To add to future agenda</p> <p>Anita Cooper mentioned that the willow tree and hedges on the Bicester Road need to be cut. Cllr Chettle agreed to log the issue with Buckinghamshire County Council but advised that members of the public can also log issues with Buckinghamshire County Council.</p> <p>Action: residents to note that TfB's 'report it' link is already on the website under ' Links'</p> <p>Mrs Cartwright advised that some fuel was needed for the tractor.</p> <p>Action: To add to future agenda</p>
	<p>SignedChairman</p> <p>Date</p>