

LUDGERSHALL PARISH COUNCIL
3 Standring Place • Aylesbury • Bucks • HP20 2XR
Tel: 07545 535257
Parish Clerk: Jenny Caprio

3rd March 2016

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 8th March 2016, 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.

Jenny Caprio
Parish Clerk

AGENDA

1. **Apologies** - Members are asked to receive apologies from members.
2. **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
3. **Casual Vacancy**

Members are advised that a Casual Vacancy still exists
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 8th February 2016 - Copy attached LPC/09/1516
5. **Finance**
 - 5.1 Account Balances:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£7, 230.42	(as at 29 th February 2016)
Deposit Account	£2, 506.25	(as at 29 th February 2016)
Village Green Account	£35, 262.17	(as at 29 th February 2016)
Play Area Account	£3, 376.78	(as at 29 th February 2016)
 - 5.2 Payments:

Treasurers Account:

 - Mrs J Caprio – £162.54 - February Salary (net income tax): Cheque number 0055
 - HMRC- £161.74 - PAYE for Mrs Caprio's February salary: Cheque number 0056
 - Still Water Management Ltd – £7,128.00 (£5,940 + £1,188 VAT) to supply and install 6 fishing platforms (invoice number 2190): Cheque number 0057
 - Swarco Traffic Ltd – £3,072. 54 (£2,560.45 + £512.09 VAT)- Cheque number 0058
 - County Insurance Services Limited - £110.00 – Invoice number 91295 Cheque number 0059

- Buckinghamshire Playing Fields Association - £20.00, subscription fee for 2016/17. Cheque number 0060
- Data Protection Registration Fee - £35.00, cheque number 0061
- Society of Local Council Clerks - £96.00 to accompany application form; see item 8.16 below. Cheque Number 0062
- Buckinghamshire and Milton Keynes Association of Local Councils - £250 course fees. See item 8.17 below, Cheque Number 0063

Play Area Account:

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

- 1st place £50 cheque 063
- 2nd place £35 cheque 064
- 3rd place £25 cheque 061 (not claimed from January Draw)
- 4th place £20 cheque 065

5.3 Income:

5.3.1 Village Green Account

- Fishing Club Donation towards Fishing Swims £1000.00
- Village Green Account Interest: £ 1.36

5.3.2 Treasurers Account

- LAF Donation towards MVAS: £1,850.00

5.3.3 Play Area Account

- 200 Club tickets £ 20.00

5.3.4 Savings Account

- Savings Account interest: £ 0.10

5.4 Transfers

£6650.45 - FROM Village Green account TO the current account in respect of:

- (1) Stillwater - fishing swims installation - £5,940 (£1,000 received from fishing club has already been credited to the Village Green account). VAT to be paid from current account and reclaimed.
- (2) SWARCO – MVAS - £710.45 (£1,850 already deposited into current account as LAF grant fund). VAT to be paid from current account and reclaimed.

5.5 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports for year and month dated 29th February 2016 and AUTHORISE the transfers set out at 5.3 above.

Copies attached Appendices A & B

6.0 Annual Governance review

Members are advised that the Standing Orders adopted at the February Meeting had not been updated when the new Code of Conduct was adopted on 18th May 2015. Page 17 item 7b reads:

b) Ludgershall Parish Council adopted a Code of Conduct minuted 12th November 2012 item 80.2. This has been deposited with the Monitoring Officer.

It should be modified to read:

b) Ludgershall Parish Council adopted a Code of Conduct in accordance with the Localism Act 2011 Order 2012, which was minuted 18th May 2015 item 4.0. This has been deposited with the Monitoring Officer.

Members are asked to RESOLVE to ADOPT the updated Code of Conduct attached as APPENDIX C

7.0 Police Matters

A resident in the village has reported that a 4 x 4 “gator” was stolen from his property on the night of 21st February. Residents are reminded to keep doors and windows locked and to be vigilant. Any suspicious behaviour should be reported to the Police.

8.0 Parish Council Business

- 8.1 Rural Broadband – Work has commenced in Ludgershall. Cllr Thomas to update.
- 8.2 Consideration of the purchase of a new Play Area mower has been postponed until the Spring.
- 8.3 MVAS – The MVAS equipment has now been delivered and invoice received (See Finance item above) The ground screws have not yet been installed. Payment from the LAF received.
- 8.4 Swims at Fishing Pond –Stillwater Management Ltd have now completed the work to install the replacement swims and an invoice has been submitted for payment. (See finance item above)
- 8.5 Village Hall noticeboard The notice board refurbishment is now complete but a dry spell is awaited so that the wall can be waterproofed and the board put back up
- 8.6 Replacement Oak tree for Village Green – Tree is due to be received and planted. Cllr Cox to update.
- 8.7 Play Around the Parishes 2016 – A provisional booking has been made for a three-hour session on Tuesday 9th August. The Parish Council are asked to advise whether the 3-hour session should run from 10am – 1pm, or 11am – 2pm.
- 8.8 Local Transport Solutions- A meeting to discuss options regarding a community mini bus is scheduled to take place on 3rd March 2016. Cllr Thomas to Update.
- 8.9 The Green adjacent to The Warrens: I am pleased to advise that the vehicle which was parked on the Green adjacent to The Warrens has now been removed.
- 8.10 Horses on the Green: It has been reported that the Green is being used for the grazing of horses but the identity of the users is not known at this time.
- 8.11 Appointment of Internal Auditor: Last year the Council appointed Alan Lambourne and Melanie Rose to conduct an Inter Audit. Their fees have been confirmed as £12.80 per hour and travel remains at 45p per mile, so the costs are likely to be in the region of £35.00. Members are asked to RE-APPOINT Alan Lambourne and Melanie Rose as internal Auditors and AGREE expenditure in respect of the fees up to £35.00
- 8.12 External Auditor: Under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities’ Audit Appointments Limited is required to make audit arrangements for all smaller authorities other unless Authorities have indicated they wish to make their own arrangements. Advice from BALC, is to remain opted in as the time engaged in appointing an Auditor is likely to be significant (150+ hours). The Council is asked to RESOLVE to remain opted in to so that the SAAA make audit arrangements on its behalf.
- 8.13 Buckinghamshire Playing Fields Association – The Council is a member of this organisation which promotes and supports recreation, sport and children’s play activities across Buckinghamshire and Milton Keynes. Members are asked to RESOLVE, to renew Membership for the coming year and if so, to AGREE £20.00 subscription fee for the coming year.
- 8.14 Queen’s Birthday celebrations – Council and Schools are invited to purchase a collector medal produced by the Tower Mint Ltd to commemorate the 90th Birthday Celebrations. The medal is available to purchase at a price of £1.99 each. A sample has been provided and will be available for consideration at the meeting. Members are asked to consider whether they wish to purchase medals.
- 8.15 Data Protection registration. The Council’s registration as a data controller under the Data Protection Act expires on 9 April 2016. The Council is legally required its renew your registration each year unless it no longer needs to be registered because circumstances have changed. Members are asked to AGREE that the circumstances concerning registration have not changed and AUTHORISE payment of £35.00 registration fee by cheque.
- 8.16 SLCC Membership – The Council’s membership of Society of Local Council Clerks lapsed on 31st January 2016. Members are asked to AGREE to the renewal of membership and AUTHORISE the expenditure of £88 for the year plus a joining fee of £8 for new members. The expenditure is in the budget
- 8.17 Clerk Training – CILCA course, BALC is offering a course for Clerks whose want to obtain their CILCA qualification (Certificate in Local Council Administration) which is run across four days starting on 16

June and concluding on 17 November and submission of a portfolio of evidence. The cost of the Course is £250. Members are asked to AGREE to fund the Clerk's attendance on the course.

8.19 Road side erosion and kerbing – This issue was raised by a member of the public during questions at the February meeting.

8.20 Best Kept Village Competition – Applications are invited for the 2016 Best Kept Village. Members are asked to consider whether to enter this year.

9.1 **Aylesbury Vale District Council (AVDC)**

Nothing to Report

9.2 **Buckinghamshire County Council (BCC)**

Devolution Tranche 2 – The Agreement with Buckinghamshire County Council has now been completed and will take effect 1st April 2016.

10.0 Circulated in between meetings:

- Correspondence from NHS England re Application in Waddesdon
- New Financial Regs - revised January 2016
- Neighbourhood Plans Advice from AVDC
- Rural Vulnerability Service – From Services Network- February 2016
- Closing Date for Applications for New Homes Bonus Funding
- MyBucks e-newsletter March 2016
- Active Bucks: Pension for your Body
- Member Briefing Sheet - Collet No 1 Bridge
- Your Community, Your Care
- LAF review
- Best Kept Village Competition 2016

11.0 Footpaths

- ☒ Members are asked to consider the footpath survey submitted by Dr Turner-Smith and his team and consider any action requests. (submitted via e-mail and at December meeting). Cllr Themis to update

12.0 Planning

www.aylesburyvaledc.gov.uk/planningapplications

12.1 It has been reported to the Parish Council that the Notices advertising details of Planning Applications may have not been posted on or near the land concerned. This information has been passed to the District Council who are responsible for placing Notices

12.2 Applications received:

Members are asked to consider the Application below and to RESOLVE how to respond to the Planning Authority consultation.

- 16/00311/APP - Kiln House, Duck Lane, Ludgershall. The erection of two storey side and single storey side extension.

12.3 Decisions not yet made by AVDC

- 15/04064/APP: Yew Tree Farm Duck Lane Ludgershall Buckinghamshire HP18 9XZ. Erection of an Agricultural Barn for Storage
- 16/00168/APP: Land Adjacent to Pennwood House High Street Ludgershall, Bucks. Demolition of garage and stable block. Erection of detached dwelling
- 16/00140/AOP: Land at Westhaven and Green View, Salter Lane. Demolition of existing dwelling and erection of 5 dwellings

12.3 The Hovel – Duck Lane - Members are advised that there is no update at time of agenda regarding access over the Village Green.

13.0 Play Area

- 200 Club – 6th drawing of the new subscription year to take place. 2nd quarterly return to be completed and signed.
- Members are asked to consider the suggested equipment circulated by Cllr Thomas. Members are asked to suggest alternative equipment for installation in the play area.

15.0 **Highways** – no further updates available (budget cuts)

16.0 Future Meetings:

16.1 Members are asked to note dates of next meetings – Ludgershall Parish Council: 4th Apr 2016; 9th May 2016. The Annual Parish Meeting will be on Thursday 25th May 2016.

16.2 Members are asked to AGREE the following meeting dates for the coming year meetings;
6th June 2016, 4th July 2016, 5th September 2016, 3rd October 2016, 7th November 2016,
5th December 2016, 9th January 2017, 6th February 2017, 6th March 2017, 3rd April 2016, 8th May 2017

17.0 COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information

- (a) in respect of item 18.0, information relating to establishment and contractual matters and
- (b) in respect of item 19.0, information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

It is therefore **RECOMMENDED**, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

18.0 Members are asked to consider how the Council's obligations under the Devolution Agreement will be delivered.

19.0 Members are asked to consider correspondence received and circulated regarding the Council's resolution at Minute 123.0 on 8th February 2016, to consider granting easements to cross the Village Green.