

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

30th 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 4th April 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 11th January 2016 - Copy attached LPC/08/1516
5. **Finance**
 - 5.1 Account Balances:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 6,262.59	(as at 28 th March 2016)
Deposit Account	£ 2,506.35	(as at 28 th March 2016)
Village Green Account	£28,623.02	(as at 28 th March 2016)
Play Area Account	£ 5,176.28	(as at 28 th March 2016)
 - 5.2 Payments:

Treasurers Account:

Already drawn

D. O'Brien – £357.66 - January Salary – standing order (standing order now cancelled)

Mrs J Caprio – £260.08 - January Salary (net income tax): Cheque number 0050

HMRC- £65.00 PAYE for Mrs Caprio's January salary: Cheque number 0051

Henry C Bosley - £650 in respect removal of Bramble thicket at the top of the High Street and the thinning of hedge outside The Ramblers. (invoice received): Cheque number 0053

Richard Matthews Florist - £30:00 Clerk's leaving gift Cheque number 0054

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, contribution to Bike Night Insurance - Cheque number 0059
 Buckinghamshire Playing Fields Association - £20.00, 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 below. Cheque Number 0062
 Buckinghamshire and Milton Keynes Association of Local Councils - £250 course fees. See cheque Number 0063
 Mrs Ann Cartwright for payment to Try Sports - £35.00 for brass plaque- Cheque number 0064

Cheques to be cut at meeting

Mrs J Caprio – £162.54 - March Salary (net income tax): Cheque number 0065
 HMRC- £161.74 - PAYE for Mrs Caprio's March salary: Cheque number 0066
 Bucks Best Kept Village -£20.00 – Competition entry fee Cheque number 0067

Play Area Account:

February draw: 200 Club prizes – drawn on 8th February 2016

- 1st place £50 cheque 059
- 2nd place £35 cheque 060
- 3rd place £25 (Prize not claimed)
- 4th place £20 cheque 062

March draw: 200 Club prizes – drawn on 7th March 2016

- 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

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

- 1st place £50 cheque 066
- 2nd place £35 cheque 067
- 3rd place £25 cheque 068
- 4th place £20 cheque 069

5.3 Income:

5.3.1 Village Green Account

- Village Green Account Interest for January: £1.55
- Fishing Club Donation towards Fishing Swims: £ 1,000.00
- Village Green Account Interest for February: £ 1.36
- BT Wayleave: £10.00
- Village Green Account Interest for March: £1.30

5.3.2 Treasurers Account

- LAF Donation towards MVAS: £1,850.00

5.3.3 Play Area Account

- Donation from Mrs I Brown: £ 50.00
- 200 Club tickets: £ 20.00
- Donation from Bike Night: £ 1,879.50

5.3.4 Savings Account

Savings Account January interest:	£ 0.10
Savings Account February interest:	£ 0.10
Savings account March 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 months dated 29th January 2016, 29th February 2016, 29th March 2016 and AUTHORISE the transfers set out at 5.3 above.

Copies attached Appendices A & B

6.0 Annual Governance review

Members are asked to review the following documents in preparation for the Annual Audit:

- Standing Orders - Members are further asked to review and to ADOPT the revised Standing Orders dated 7th March 2016 - Copy Attached, Appendix D
- Code of Conduct - Members are further asked to review and to RE ADOPT the existing Code of Conduct dated 18th May 2015 Copy attached, Appendix E
- Financial Orders – Members are further asked to review and to RE ADOPT the existing Financial Orders dated May 2012 and re-adopted Feb 2015 - Copy attached, Appendix F
- Freedom of Information – model publication scheme – members are asked to confirm their approval of this document - Copy attached, Appendix G – only changes made are Clerk’s postal address
- Members are asked to consider and approve, analytical review and risk assessment, Copies attached, Appendices H and I
- Members are asked to REVIEW and ADOPT the revised asset register, noting the addition of the MVAS

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

- Rural Broadband – Work has commenced in Ludgershall. Cllr Thomas to update.
- Bramble/Hedge clearance Adjacent to 5 Bells and the ditch in front of Ramblers has been completed and an invoice for the work received; (See finance above).
- Consideration of the purchase of a new Play Area mower has been postponed until the Spring.
- MVAS – MVAS – The risk assessment has been completed and payment from LAF received. The MVAS equipment has now been delivered and invoice received (See Finance item above) The ground screws have not yet been installed.
- Swims at Fishing Pond – Due to inclement weather conditions in January, Stillwater Management Ltd completed the work in February. The fishing Club were advised of the change of the date and closed

the pond ahead of the installation. An invoice has been submitted for payment. (See finance item above).

- 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
- Replacement Oak tree for Village Green – Tree is due to be received and planted. Cllr Cox to update.
- Play Around the Parishes 2016 – A provisional booking has been made for a three-hour session on Tuesday 9th August 10am – 1pm. The District Council will require use of the Memorial Hall and the outdoor space. AVDC charge £335 to stage the event (already approved) and Members are asked to AGREE to the expenditure of £15.00 for the hire of the Memorial Hall.
- Local Transport Solutions- Meeting to discuss options regarding a community mini bus and other local transport solutions have been taking place. Cllr Thomas to Update.
- 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.
- Annual Parish Meeting: In accordance with S14 Local Government Act 1972 The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year. Members are asked to agree the meeting shall take place at 7.30pm on 25th May 2015 in the Memorial Hall and confirm invitees as follows: Angela Macpherson – Bucks CC, Cameron Branston – AVDC, Village Hall Committee, PSCO Grayburn, Alistair Thompson, Paul Hodson (LAF), Stuart Campbell (Transport for Bucks LAT), Ken Tiffin – Fishing Club, Archie Harris – Hart Charities
- 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.
- 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
- 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.
- 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.
- Queen's Birthday celebrations – Her Majesty Queen Elizabeth II will be celebrating her 90th birthday with a big street party on The Mall, on Sunday 12th June 2016. Members are asked to consider whether the Parish Council would like to host or organise an event in the village to mark the occasion. 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.
- 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.
- 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
- 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.

- Road side erosion and kerbing – This issue was raised by a member of the public and members of the Council have carried out a Walk-Around the village.
- Best Kept Village Competition – Applications are invited for the 2016 Best Kept Village. Members are asked to consider whether to enter this year and if it is proposed to enter, Members are asked to AUTHORISE payment of the entry fee of £20.00.

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

AVDC's plans to changing their bin collection days, will now be delayed until late spring. A revised 'go live' date will be advised as soon as possible. All households will be notified by AVDC directly by letter after the Easter break, before the changes take place, informing them of their new collection day and what bins to put out.

9.2 **Buckinghamshire County Council (BCC)**

Devolution Tranche 2 – BCC was notified of the Council's interest and a Devolution Agreement was circulated to Members. At a meeting of Parish Councillors on 8th February 2016 members agreed to accept the agreement which takes effect on 1st April 2016. Members are now asked now formally RESOLVE to accept the Devolved powers offered and AUTHORISE the execution of the Agreement in duplicate. 2 councillors to sign

An annual allowance is £1184 will be paid to the Council and Members attention is drawn to the terms of the Agreement and the Schedule of Devolved Responsibilities contained in SCHEDULE ONE thereto

10.0 Circulated in between meetings:

In January

- Bucks Parish Bulletin - January
- Cherwell DC - Notification of Planning Policy Consultations
- Aylesbury Vale Association of Local Councils – Re New Homes Bonus
- BALC - Smaller Authorities Audit Appointments
- Public Transport Publication Officer – Re Buss Pass Renewals
- Submission of Oxfordshire Minerals and Waste Local Plan: Part 1 - Core Strategy
- MyBucks e-newsletter February 2016
- BCC News: HS2 concedes more mitigation measures to Buckinghamshire
- BCC - Have your say on Buckinghamshire's transport plan for the future
- Invitation to Parish Liaison Meeting - Wednesday 27 January
- BCC News: New home for Wycombe Park and Ride
- AVDC - Changes to Development Management in Planning Services
- Invitation to Comment - Quainton Neighbourhood Plan
- Collective Switching Campaign - Jan/Feb 2016
- AVDC - News for the Parishes - 1/16
- BCC - News Report, Council Tax rise
- Agenda for Waddesdon Local Area Forum, Wednesday 13th January 2016, 7.00 pm

In February

- 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

In March

- Correspondence from Amanda Benham, Solicitor
- Advice from NALC concerning the correspondence from Amanda Benham
- Correspondence from Mr Pridgeon regarding works to drive way by Giga-Clear and the new Fishing swims installed at the pond.
- Correspondence sent on behalf of Lisa Crook, Befriending Support Officer, Alzheimer’s Society
- Consultations: Kidlington Framework Masterplan Draft SPD and Banbury Vision and Masterplan Draft SPD
- Department for Education National Child Abuse Campaign
- Aylesbury Vale Times - Garden waste incorrect date published
- Correspondence re Piddington Road - Patching works
- Invitation to Aylesbury Vale District Council Civic Service

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 report

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 The Council has been consulted on the following applications.

Parish Council Members; Councillors Thomas, Lawson, Cox, Chettle, and Jones considered the following Applications at a meeting on 8th February 2016 and agreed to respond to the consultation in the manner set out in the 4th column. Members are asked to REVIEW and RATIFY the response to the Planning Authority consultation and to provide any further comments which the Council wishes to make noting that as at 29th March 2016 the District Council had not determined the Application.

Application number	Location	Description of Development	Parish Council Response	Outcome
15/04064/APP	Yew Tree Farm Duck Lane Ludgershall	Erection of an Agricultural Barn for Storage	No objection	Awaiting decision
16/00140/AOP	Land at Westhaven and Green View, Salter Lane	Demolition of existing dwelling and erection of 5 dwellings.	No Objection	Awaiting decision

At a meeting on 8th February 2016 Parish Council Members Lawson and Cox each declared personal and prejudicial interests in the following Application and left the meeting while Councillors; Thomas, Chettle, and Jones considered the Application and agreed to respond to the consultation in the manner set out in the 4th column. Members are asked to REVIEW and RATIFY the response to the Planning Authority consultation and NOTE the Application has been withdrawn.

16/00168/APP	Land Adjacent to Pennwood House, High Street, Ludgershall.	Demolition of garage and stable block. Erection of detached dwelling	Object	Application Withdrawn
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At a meeting on 7th March 2016 Parish Council Members; Councillors Thomas, Lawson, Cox, Chettle, Jones and Themis considered the following Application and agreed to respond to the consultation in the manner set out in the 4th column. Members are asked to REVIEW and RATIFY the response to the Planning Authority consultation

16/00311/APP	Kiln House, Duck Lane, Ludgershall	The erection of two storey side and single storey side extension.	No Objection	Awaiting decision
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Members are asked to consider the Application below and to RESOLVE how to respond to the Planning Authority consultation.

16/00938/APP	Elmwood House Wotton End Ludgershall	Demolition of house and outbuilding and erection of two detached houses and garage (variation of planning approval 15/01560/APP)	To be Decided	In consultation
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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 Easements across the Village Green

Members are advised that if the developments the subject of Planning Applications are granted planning permission; it is likely that an application for an easement to cross the village Green will be necessary in respect of each of the dwellings permitted. Members are asked to confirm in each case, if the Parish Council will consider granting an easement if an application is made. All costs to be borne by the Applicant.

13.0 Play Area

Members are advised that the 5th drawing of the new subscription year to take place on 8th February 2016 and are asked to note that the following 200 Club winners were drawn for February:

- 1st Number 61 – Tamara Cartwright-Loebl
- 2nd Number 39 – Joyce Bayliss
- 3rd Number 6- Stephen Lawson – Prize donated back into fund
- 4th Number 31 – Alison Wright

Members are advised that the 6th drawing of the new subscription year took place on 7th March 2016 and are asked to note that the following 200 Club winners were drawn for March: 2nd quarterly return was completed and signed

- 1st Number 10 – Pat Crisp
- 2nd Number 41 – Ken Tiffin
- 3rd Number 26- Inga Brown
- 4th Number 6 – Stephen Lawson

200 Club – 7th drawing of the new subscription year to take place.

Applications are invited for grants of between £2000 and £50,000 for projects that protect the environment and / or the provision, maintenance or improvement of a public park; or another public amenity. Applications are accepted for projects within 10 miles of a FCC Environment landfill site in WREN's operating area, which includes Ludgershall. Members are asked to consider applying for a grant from this fund. The closing date for Applications is 8th June 2016

Members are asked to DEFER consideration of new equipment until the budget for expenditure is confirmed.

15.0 Highways UPDATE

BCC Area Technician reported that Piddington Road, Ludgershall was programmed to patch all surface defects (apprx 60 sqm) on Thursday 10/ March 2016. Following a walk around the village a number of photographs to number and extent of potholes which exist between village and A41 were sent to BCC. Cllr Thomas met with Area Technician on 10th March and the damaged carriageway was duly marked.

16.0 Future Meetings:

16.1 Members are asked to note dates of next meetings – Ludgershall Parish Council: 9th May 2016.

16.2 Members are asked to AGREE the following meeting dates for the coming year meetings;
6th June 2016, 11th 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

17.1 Exclusion of Public and Press

In accordance with Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters 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.