

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall  
on Monday 1<sup>st</sup> October 2012 at 7.30 p.m.**

**Present:** Cllr. P. Thomas – in the Chair  
Cllr. T. Chettle  
Cllr. Ms. H. Cox  
Cllr. R. Jones  
Cllr. Robin Simpson

**Also present:** Deborah O’Brien, Parish Clerk  
4 members of the public

Questions before the meeting:

- Mr. James Clough, owner of The Nurseries, Piddington Road advised that the Planning Officer is mindful to refuse his planning application as he feels it is outside of residential/domestic curtilage. He has been informed that the application will now pass to the Planning Committee. Mr. Clough requested guidance from the Parish Council as to how he might proceed as he is having difficulty contacting the relevant Planning Officers. Members advised that he would be given written notice by the Planning Department when the committee meeting is to be held, and that he should take his architect and a planning consultant with him as he will be allowed 5 minutes talk time to present his case.

**62.0 Fire Safety Announcement**

Cllr. Paul Thomas commenced the meeting with a fire safety announcement.

**63.0 Apologies**

**RESOLVED** to note that apologies were received from Cllrs. John Cartwright and Stephen Lawson.

**64.0 Declarations of Interest**

**RESOLVED** to note that there were no declarations of interest.

**64.1 Disclosable Pecuniary Interests and Code of Conduct**

Cllr. Thomas reported upon a BALC seminar attended by himself and the Parish Clerk on September 28<sup>th</sup> at Green Park entitled “The New Standards Regime, Some Practical Issues” – conducted by Peter Keith-Lucas of Bevan-Brittan. Mr. Keith-Lucas advised that as the Localism Act is poorly worded, it is not incumbent upon Parish Councillors to adopt the new Disclosable Pecuniary Interests and Code of Conduct Form until 28 days after re-election or co-option. The Parish needs to formalise its Code of Conduct. Parish Clerk is to notify the Monitoring Officer that:

**RESOLVED** to not file the new form at this time.

**FURTHER RESOLVED** that this rescinds the resolution made on 3<sup>rd</sup> September 2012. (Minute no. 49.1)

## 65.0 Minutes

**RESOLVED** to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on:

- Monday 3<sup>rd</sup> September LPC/05/1213

## 66.0 Finance

### 66.1 Account Balances:

**RESOLVED** to note that the balances for the Co-op accounts are as follows:

Community Direct Account	£ 2482.45	(as 26 <sup>th</sup> September 2012)
Deposit Account	£ 2500.71	(as 26 <sup>th</sup> September 2012)
Village Green Account	£ 18770.28	(as 26 <sup>th</sup> September 2012)

### 66.2 Payments:

**RESOLVED** to make the following payments:

Deborah O'Brien – total £312.23 (expenses – stationery & ink £35.58 + VAT £6.16; Postage £14.40; Salary - £262.25)

Cllr. John Cartwright – total £12.60 (paid to Oxford Bearings - £10.50 + £2.10 VAT)

Mazars Auditors – total £186.00 (£155.00 + £31.00 VAT)

AVDC – Play around the Villages – total £100.00

DVLA - £25.00 – reissuance of form V5C for Village Tractor.

### 66.3 Income

**RESOLVED** to note income:

VAT refund - £382.00

Interest - £3.13

### 66.4 Income and Expenditure report

**RESOLVED** to note the Income and Expenditure Report as at 26<sup>th</sup> September 2012.

### 66.5 Royal Wedding Event 2011

Members noted that the Parish Clerk has written to Ms Tiley requesting a full reconciliation of the £1,000 granted in respect of the Royal Wedding Event. To date no response has been received.

**RESOLVED** that the Parish Clerk send an e-mail to Ms Tiley, extending the date of reply a further two weeks, and advising that legal remedies will commence if no response is received.

## 66.6 Movement of Money

Members noted that two charges previously applied to the current account should in fact be debited to the Village Green Account – namely:

- £276.07 Vehicle Motor Insurance
- £679.00 New Mower cost

**RESOLVED** to transfer £955.07 from the Village Green Account to the Parish Community Direct Account.

## 66.7 External Audit

Members noted that the external audit has been completed and approved by Mazars.

**RESOLVED** to charge £1.00 to cover printing to anyone requesting a copy of the full audit.

Furthermore, members noted that Mazars have been appointed external auditors by the Audit Commission for 2012/2013.

## 66.8 Wayleaves

Members noted that no payments have been received from EDF since 2008. The Parish Clerk has brought this to the attention of EDF and they are in the process of re-issuing cheques. These amount to:

- 2008-2009      £251.07
- 2009-2010      £259.84
- 2010-2012      approx. £520

## 66.9 Other Financial Matters

Members noted that 2 ledger entries had been made in error by the previous clerk.

- A cheque payment to HMRC in the amount of £114.76 which was never issued.
- Cheque no. 39 was entered as £100.00 when it should have been for £110.00

**RESOLVED** to strike the HMRC cheque entry and to correct the amount of cheque no.39.

**FURTHER RESOLVED** to add Cllr. T. Chettle and Parish Clerk Mrs D. O'Brien as signatories to the three Cooperative Bank accounts.

## 67.0 Police Matters

- A local policeman/PCSO had been invited to attend. PCSO Denise Grayburn as advised that she will attend the 4<sup>th</sup> February 2013 meeting. Members noted that a 'Have Your Say' meeting with PCSO Hurd will be held at the Memorial Hall on Sunday 11<sup>th</sup> November at 10:00 a.m.
- Members further noted that PCSO Grayburn reported that the Police/PSCOs are monitoring the parking issues on Wotton End and vandalism around the play area.

## **68.0 Parish Council Business**

- Village tractor

Members noted that the registration document for the Village tractor has been mislaid. The Parish Clerk is in the process of applying for a replacement prior to obtaining the tax disc.

Members further noted that the insurance documents for the tractor will need to be updated to reflect the correct service address for the Parish.

- Greyhound Kennels on Piddington Road

Members noted that AVDC has advised that the kennels are no longer in operation and that the issue of access is currently with the County Council. Ms. Jane Law is to advise further.

**RESOLVED** that the Parish Clerk follow the matter up with Ms. Law of AVDC Planning Enforcement.

- Willow Tree on Village Green at Wayside, Bicester Road

Members noted that this issue is still to be resolved. The tree needs to be pollarded/trimmed.

**RESOLVED** that the Parish Clerk is to contact the Planning Department regarding the position of the tree within the conservation area and whether planning consent is necessary in regard to Willow trees.

- Fir Tree on Brook Close

Members noted that a request has been received to have this tree trimmed and that it is uncertain as to ownership. Cllr. Thomas is to investigate further.

- Village Green Bank

Members noted that Cllr. Jones reported that this has slipped further. Cllr. Cartwright is to follow up with Cllr. Jones.

- Village Notice Boards

Members noted that various grant options have been pursued by the Parish Clerk and a Microgrant from the Community Chest Scheme is viable.

**RESOLVED** that the Parish Clerk will investigate grants from the same bodies who funded the play area.

**FURTHER RESOLVED** that Cllr. Simpson will investigate styles and costs of boards.

- Microphone for Parish Council Meetings

The Parish Clerk gave an update on costs of renting and/or purchasing suitable equipment.

**RESOLVED** that Cllr. Thomas would investigate further.

#### 69.1 Aylesbury Vale District Council (AVDC)

Members noted that there was nothing to report.

#### 69.2 Buckinghamshire County Council

- Children & Young People Reception Admissions September 2013-2014

Members noted that admissions applications for children born between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 commence online 12<sup>th</sup> November 2012 until 15<sup>th</sup> January 2013.

**RESOLVED** to post notices on notice boards advising of this.

**FURTHER RESOLVED** to add the information that for Senior School admissions it is necessary to notify both the relevant school and Bucks CC.

- Bucks CC Home to School Transport

Members noted that no further response has been received from Bucks Home to School Transport.

#### 70.0 Circulated in between meetings

- AVDC News for the Parishes
- Network Rail Order
- Buckinghamshire Playing Fields Association AGM invitation

#### 71.0 Footpaths

Members noted that Phil Turner, BCC Rights of Way Officer met with Cllrs. Cox & Thomas and conducted an on-site inspection of various footpaths/rights of way. Cllr. Thomas reported that Mr. Turner is checking the legal position regarding a stile on Church Lane. Mr. Turner is also writing to Mr. Dell regarding the footpaths crossing the Ramblers. There is also an issue with the access hole on Manor Farm. The stile is considered unsafe due to the presence of barbed wire.

Members also noted that Cllr. Thomas is to contact the owners of Ludgershall Farm, Manor Farm and The Ramblers, to propose a change of location of the footpaths to reflect current usage. If this is agreed, Cllr. Thomas will pass this to Mr. Turner for consideration.

#### 72.0 Planning

##### 72.1 Planning Applications

**RESOLVED** to note that no applications were received.

##### 72.2 Planning Decisions

**RESOLVED** to note that no new decisions have been granted.

### 73.3 Other planning information

- Ludgershall Farm, Ludgershall

The Parish Clerk informed members that Land Registry have confirmed that the registration refers to both the original farmhouse owned by Mr. Mrs. Pringle, and the barn owned by Ms. Hoile.

**RESOLVED** that the Parish Clerk write to Ms. Hoile advising her that the prescriptive access easement relates to the original dwelling and agricultural outbuildings, not the secondary dwelling known as Ludgershall Barn.

- 11/01473/APP White House Farm, Bicester Road

Members noted that the appeal in relation to this property has now been withdrawn.

### 74.0 Play Area

- ROSPA Course

Cllr. Chettle asked whether or not our insurance requires that the play area inspections are carried out by a ROSPA trained individual.

**RESOLVED** that the Parish Clerk will investigate and report back.

- Play Area Finances

Cllr. Chettle reported that play area monies would be kept separate and reported upon at the end of the year.

### 75.0 Highways

- Church Lane verge

It was reported by the Parish Clerk that Mr. Smith has stated that the repair work was done 'as a favour' to the parish and any further repairs are the Parish's responsibility.

**RESOLVED** that the Parish Clerk is to contact EDF as they are responsible for the damage done to the drainage ditch which is causing a wash out of the verge.

### 76.0 Other Business

- Available at the meeting:
  - SAVE awards - Noted
  - Community Bulk Oil Buying Club - Noted
  - Buckinghamshire Playing Fields Association Annual Report - Noted
  - Dial-a-ride request for funds – declined
  - Open Spaces Society Legal Fund request - declined

### 77.0 Date of next meetings

77.1 Ludgershall Parish Council:

- Monday 12th November 2012
- Monday 3rd December 2012
- Monday 7th January 2013
- Monday 4th February 2013
- Monday 4th March 2013
- Monday 8th April 2013
- Monday 22nd April 2013 (Annual Parish Meeting)
- Monday 13th May 2013

**RESOLVED** to change 1<sup>st</sup> April meeting to 8<sup>th</sup> April 2013 due to Easter Bank Holiday.

Public Questions:

- Dr. Turner-Wilson raised the issue of some Willow Trees outside his home on the Village Green, Wotton End which also require pollarding/trimming.
- Mrs. Crisp enquired why the Parish Council was addressing the issue of the fir tree on Brook Close if it was on private land. It was explained that ownership of the land was unclear and being investigated.
- Mr. Harris raised the issue of potholes and other highway matters.

**RESOLVED** that the Parish Clerk would ask Mr. D. Smith of Transport/Highways to attend an on-site inspection of the village highways.

- Mr. Harris also raised several issues regarding footpaths. It was explained that these would be addressed by Cllr. Thomas in conjunction with Mr. Turner and further feedback given at a future Parish Council meeting.

Signed ..... Date .....

Chairman