

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall  
on Monday 4<sup>th</sup> March 2013 at 7.30 p.m.**

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

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

Questions before the meeting:

- Mr. Archie Harris asked for clarification of the ownership of the ditch adjacent to Half Moon Barn along Church Lane. Cllr. Thomas advised that the deeds and Land Registry indicate that the ditch does not belong to Half Moon Barn.
- Mr. Harris also asked for an update regarding the liquid and foul smell emanating from 1 Bury Court. He was advised that some remedial work had been effected. However, this does not appear to have cured the situation, and a further letter will be sent to the Environmental Health Department.
- The Parish Clerk notified Mr. Harris that Highways had replied to a previous question of his concerning white lining of Long Lane, and this cannot take place before April.

**155.0 Fire Safety Announcement**

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

**156.0 Apologies**

Members noted that apologies had been received from Cllr. Lawson due to a last-minute work commitment.

**157.0 Declarations of Interest**

Cllr. Cartwright declared a personal and prejudicial interest in item 7.0 – Parish marquee Insurance – inasmuch as it may relate to the Village Hall; Cllr. Thomas declared a personal and prejudicial interest in item 9.3 – Request to remove dead trees outside his property.

**158.0 Minutes**

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

- Monday 4<sup>th</sup> February 2013 LPC/12/1213

## 159.0 Finance

### 159.1 Account Balances:

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

|                          |           |  |
|--------------------------|-----------|--|
| Community Direct Account | £ 5543.55 | (as at 25 <sup>th</sup> February 2013) |
| Deposit Account          | £ 2501.49 | (as at 25 <sup>th</sup> February 2013) |
| Village Green Account    | £21488.70 | (as at 25 <sup>th</sup> February 2013) |

### 159.2 Payments:

**RESOLVED** to make the following payments:

Deborah O'Brien – salary £262.25 (March)

Deborah O'Brien – expenses - £15.50 – Stamps £4.50; Parking £5; Mileage £6)

### 159.3 Income

**RESOLVED** to note income:

Interest - £0.65

### 159.4 Income and Expenditure report

**RESOLVED** to note the Income and Expenditure Report as at 25<sup>th</sup> February 2013. **FURTHER RESOLVED** to approve a new more detailed report which reconciles income and expenditure to bank statements all on one document. The document will also include Budget and variances. Members also noted that the Clerk will, while continuing to maintain the handwritten ledger, also maintain all accounting on Excel spreadsheets.

### 159.5 Royal Wedding Event 2011

Members noted that the Small Claims Court has issued a Judgement for Claimant in the amount of £1,070 (£1,000 for debt and £70 filing fee) on the 21<sup>st</sup> February 2013. If the defendant pays in full within one month, the public register entry can be cancelled.

### 159.6 HMRC

Members noted that commencing 6 April 2013, PAYE reporting information must be in real time (RTI). The Parish Clerk has enrolled online and will be utilising HMRC's free basic PAYE tool.

### 159.7 Other Financial Matters

#### Internal Audit

Members noted that a new Internal Auditor needs to be appointed. The Parish Clerk presented four candidates.

**RESOLVED to** appoint Ann Hooten, former CEO of BALC and former Clerk to both Wendover and Long Crendon Parish Councils. **Further RESOLVED** to accept her fee of £25 plus mileage.

VAT

Members noted that although the Parish's only VAT-able supply is the occasional hiring out of the Marquee, HMRC require that we make a formal request not to register for VAT.

**RESOLVED that** the Parish Clerk write to HMRC requesting this absolution.

#### **160.0 Police Matters**

- PCSO Grayburn was unable to attend the meeting as she is away until March 8<sup>th</sup>.  
RESOLVED to formally invite her to attend the Annual Parish Meeting on 22<sup>nd</sup> April 2013.

#### **161.0 Parish Council Business**

- Tree work and general maintenance of ditches within the village.

Members noted that Mr. Goss has received approval for his quote and that work will commence shortly.

- Trees overhanging 16 West View

Members noted that the tree work is due to commence at the weekend. (9/3/13). Cllr. Jones is to provide the Clerk with a copy of a letter concerning this.

- Village Bulk Refuse Collection

Members noted that AVDC have advised that this is now only available once a year at a cost of £200.  
**RESOLVED that** the Parish Clerk will contact AVDC to arrange this for May 13th.

- Village Green Bank

Members noted that White Horse Contractors are still awaiting approval from the Environment Agency before work can commence.

**RESOLVED that** the Clerk contact White Horse and obtain the name of the EA officer in an effort to facilitate this.

- Environment Agency Training Visit

Members noted that the EA will visit the Parish on March 6<sup>th</sup> at 9:30 a.m. (outside Chimneys, Duck Lane) for training in correct methods and procedures relating to the clearance and maintenance of continuously flowing waterways (i.e. streams).

- Village Notice Boards

Members noted that Cllr. Thomas has placed on hold the order for one notice board (to replace the one on Church Lane) but has now received the paperwork, quote and illustration.

**RESOLVED that** the Parish Clerk will formally apply for a microgrant in the amount of £1,000.00.

**FURTHER RESOLVED that** Cllr. Thomas will request that two boards are made.

- Parish Tractor

Members noted that DVLA has requested that photographs are taken of the tractor and submitted to the Ford & Fordson Vehicle Club so that a dating certificate can be issued.

Members also noted that Cllr. Cartwright advised that the current mower is not sufficiently robust for the task. He will work with Mr. Fisher to evaluate possible secondhand options and/or part exchange, and report back at the next meeting.

- Parish Marquee

Members noted that our insurers have indicated that anyone hiring or borrowing the marquee (other than the parish itself for parish fetes and similar events) must provide their own liability insurance and property loss insurance. The Parish Clerk presented a 'Hiring Form' for such situations.

**RESOLVED that** any organisation/individual wishing to hire or borrow the marquee must complete the form and supply proof of insurance.

**FURTHER RESOLVED** that the Parish Clerk should determine with our insurers if there is any way to negate the £250 property damage/loss excess charge.

- Fishing Pond

Members noted that the Fishing pond is covered under Parish Liability Insurance and as such the Fishing Club does not need to carry independent liability insurance. However, signage should be erected stating that the Parish Council are not insuring any injury, loss or damage arising from organised competitions and the like.

**RESOLVED that** Cllr. Jones is to install appropriate signage.

- Play Around the Parishes

Members noted that the first event will take place on Tuesday 9<sup>th</sup> April between 10 and 12 am.

### **162.0 Aylesbury Vale District Council (AVDC)**

Members noted that there was nothing to report.

### **163.0 Buckinghamshire County Council**

Members noted that there is nothing to report.

### **164.0 Circulated in between meetings**

Members noted that the following were circulated:

- Final Advice for Parish Councillors on Works on Watercourses\*\*
- A41 Safety Barrier Works commencing 11/2 for 4 weeks.
- Gipsy & Traveller Needs Assessment 2013
- Bucks-Herts Broadband newsletter
- AVALC East-West Rail event – 21<sup>st</sup> Mar. St. Laurence's Room, Market Sq., Winslow, 8pm
- LINK round-up meeting venues – 19<sup>th</sup> March, 1:30 Aylesbury Methodist Centre
- Community Safety Partnership Newsletter

\*\* The new Highways LAT is to be asked to explain how this affects the Parish.

## 165.0 Confirmation of Parish Clerk Appointment

The Parish Clerk left the room at this time.

Members noted that the Clerk's six month probationary period has been completed and her full appointment should be approved. In addition, membership in the Society of Local Clerks (SLCC) and training to complete CiLCA needs to be approved.

**RESOLVED that** the Parish Clerk is now fully appointed.

**FURTHER RESOLVED that** membership in the SLCC (£94) will be paid for by the Parish and that CiLCA training (£200) will also be paid for. A Bursary grant of £100 will be applied for to offset costs.

The Parish Clerk returned to the room.

## 166.0 Footpaths

Members noted that there was no update on the discussion regarding Ludgershall Farm, Manor Farm & The Ramblers. The matter is still under review by Bucks CC.

## 167.0 Planning

### 167.1 Planning Applications

Members noted that no planning applications have been received.

### 167.2 Planning Decisions

12/02874/APP Half Moon Barn, Salters Lane

Members noted the application has been approved.

### 167.3 Other planning information

- 12/01073/APP Land adj. to Pear Tree Farm – Construction of a 5 BR home

Members noted that the Parish Clerk has notified the Burnell family of the District Valuer's valuation. Members also noted that no invoice has been received from the District Valuer in spite of repeated requests.

- The White Cottage, High Street

Members noted that Mrs. Evans had made a request to replace gravel from her driveway across the Village Green. Cllrs. Thomas, Cartwright & Jones conducted an onsite review.

**RESOLVED that** the gravel may be replaced provided that the same type and size of stones was used and that repair is made to an eroded part of the village green.

- Dead trees outside 'Chimneys' Duck Lane

Cllr. Thomas left the room during this discussion.

Mr. Mrs. P. Thomas wish to remove several dead trees which are on the perimeter of their property. It is unclear as to whether or not these are on their land or Village Green. The trees are Ash, Hawthorn and Elm. If the trees are on the Village Green, they fall under the conservation area and planning permission will be required for their removal.

**RESOLVED that** Cllrs. Cartwright, Cox & Jones will inspect the site on Sunday March 10<sup>th</sup>.

Cllr. Thomas returned to the room.

- The Ramblers, Salters Lane

Members noted that there is no further update at this time, although the property does now appear to be 'under offer'. Mr. Dales of Planning enforcement has been asked for an update.

#### **168.0 Play Area**

- Play Area Goals

Members noted that the Play Area Group will be required to supply formal documentation/receipts to receive their £1,000 grant for repair of the goal mouths. The PAG will also provide a finance report for year end.

- Mole Hills on play area

Members noted that Cllr. Chettle has borrowed several mole traps in an effort to remedy this problem. Mr. Mrs. Crisp will assist.

#### **169.0 Highways**

Members noted that Dave Smith will no longer be our LAT and has been replaced by Matthew Whincup. Members further noted that repairs have now been made to the potholes on the Bicester Road towards the A41, but those in the village are not yet considered Category 1.

**RESOLVED that** the Parish Clerk contact Mr. Whincup with details of outstanding issues and invite him to attend an onsite inspection.

#### **170.0 Other Business**

- Data Protection Registration

Members noted that it is required that Parish Councils register with the Data Protection Agency. **RESOLVED to** register at a cost of £35 per annum.

- Annual Parish Meeting

Members noted that invitations need to be issued to guest speakers, civic leaders etc.

**RESOLVED to** invite (amongst others) Mrs. L. Simpson; PCSO; District Councillor; County Councillor; Highways LAT; John Hart Charity representative; Play Area Group.

#### **171.0 Date of next meetings**

171.1 Ludgershall Parish Council:

- Monday 8th April 2013
- Monday 22nd April 2013 (Annual Parish Meeting)
- Monday 13th May 2013

**Public Questions:**

- Mr. A. Harris stated that he feels that the dead trees outside 'Chimneys' belong to Mr. Thomas. This is why three councillors are going to review the site. He also stated that if any of the trees are elm, it shouldn't be a problem.
- Mrs. McGarel-Groves asked for clarification regarding the footpaths. Cllr. Thomas advised that further information is awaited from the County.
- Mr. McGarel-Groves stated that he was pleased with the progress of the Parish Council and was thanked for his remarks by the Chairman.

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

Chairman