

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 8th April 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. S. Lawson
Cllr. R. Simpson

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

Questions before the meeting:

- Mrs. Anne Neale advised of corrections to the minutes dated 4th Feb 2013. Her remarks regarding ROSPA inspections referred to the Play Area Group and not Ashfold School. Her statement regarding the mole hills on the Play Area were meant to reflect that the Play Area Group should be responsible for costs, not the Parish Council.
- Mrs. Neale further stated that she is extremely unhappy with the road repairs (or lack of) made by Transport for Bucks, in particular those requiring attention on the Bicester Road leading to the A41. The Parish Clerk advised that the new LAT for our area has declined an invitation to the Annual Parish Meeting, citing that his paid work hours do not include evening events. Cllr. Cartwright suggested inviting Peter Hardy to attend.
- Mrs. Neale also raised the need for dog waste bins throughout the village. This item is being raised at the Annual Parish Meeting, and the Clerk is to obtain costs for servicing from AVDC.
- Mr. Archie Harris stated that he didn’t feel that dog waste bins will be utilised by the people who are not currently collecting their animal’s waste.

172.0 Fire Safety Announcement

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

173.0 Apologies

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

174.0 Declarations of Interest

Cllr. Thomas declared a personal and prejudicial interest in item 9.3 – Request to remove dead trees outside his property.

175.0 Minutes

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

- Monday 4th March 2013 LPC/13/1213

176.0 Finance

176.1 Account Balances:

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

Community Direct Account	£ 5004.08	(as at 31 st March 2013)
Deposit Account	£ 2501.49	(as at 31 st March 2013)
Village Green Account	£21488.70	(as at 31 st March 2013)

176.2 Payments:

RESOLVED to make the following payments:

2012/2013 Financial Year

Deborah O'Brien – salary £262.25 (March)

2013/2014 Financial Year

Deborah O'Brien – expenses - £127.53 (Printing Ink £27.94 + £5.59 VAT; SLCC joining fee & membership £94.00)

Information Commissioner - £35.00 – Data Protection Registration

BALC - £54.40 subscriptions to BALC & NALC

Rand Contracting - £504.00 (£420 + £84 VAT – Willow pollarding on Village Green)

Jim Goss – £130.00 for ditch clearance & tree trimming on Church Lane

176.3 Income

RESOLVED to note income:

Interest - £0.53 (2012/2013 Financial Year)

176.4 Income and Expenditure report

Cllr. Cartwright requested that clarification is made regarding an invoice in the amount of £12.60 which was for mower parts purchased from Oxford Bearings. This was done at the meeting.

RESOLVED to approve the Income and Expenditure Report as at 31st March 2013. (Appendix A).

FURTHER RESOLVED to approve the detailed report which reconciles income and expenditure to bank statements all on one document (Appendix B), and the handwritten ledger.

Chairman Cllr. Thomas and Parish Clerk Mrs. O'Brien both signed and dated Appendix A and the handwritten ledger. Chairman Cllr. Thomas and Vice Chairwoman Cllr. Cox both signed the 3 final year end bank statements confirming that they reconciled to the income and expenditure statements.

FURTHER RESOLVED to approve the final 2013/2014 Budget which had been amended to reflect the revised distribution of the Precept. Chairman Cllr. Thomas and Parish Clerk Mrs. O'Brien both signed this. (Appendix C).

176.5 Royal Wedding Event 2011

Members noted that no response had been received in regard to the County Court's Judgment for Claimant.

RESOLVED that the Parish Clerk make application to the Court for the defendant to attend Court to offer an explanation of financial status.

176.6 HMRC

Members noted that year end P14a and P35 have been filed online per HMRC requirements. Members further noted that copies of these are in the Parish Financial files.

176.7 Other Financial Matters

Internal Audit

Members noted that Ms. Hooten, the Internal Auditor has issued a list of documents needed for examination in order to conduct the Internal Audit. These include:

- Bank statements
- Paying in book
- Cheque book stubs
- Invoices and receipts
- Minutes
- Agendas
- Insurance policy
- PAYE and NI information if applicable
- Asset register
- Risk assessment
- Standing Orders

Members considered the revised Asset Register, Analytical Review & Risk Assessment. The Asset Register has been updated to reflect Insurance Values (where appropriate) and include the Village Marquee.

RESOLVED to approve the revised Asset Register, Analytical Review & Risk Assessment. Chairman Cllr. Thomas and Parish Clerk Mrs. O'Brien both signed and dated the Asset Register.

VAT

Members noted that the Parish Clerk has filed VAT126 requesting a refund in the amount of £389.14.

Wayleaves

Members noted that BT has issued a Wayleave agreement for the new pole on the Village Green adj. to Doyleys Farm. This takes the form of a one-off payment of £150 plus £3.10 back payment,

totalling £153.10. Initially BT had indicated that the Wayleave would be valued at approx. £10 per year.

RESOLVED that the Parish Clerk request that BT makes payment in the form of £10 per year.

177.0 Police Matters

- PCSO Grayburn was unable to attend the meeting due to duty rosters. She has indicated that she plans to attend the Annual Parish Meeting on 22nd April 2013.

178.0 Parish Council Business

- Annual Parish Meeting

Members noted that invitations have been sent to: Mr. A. Harris - Hart Charity; C/I Henry Parsons – First Responders; PCSO Denise Grayburn; Cllr. M. Edmonds BCC; Cllr. J. Cartwright – AVDC Cabinet, Grendon Ward & Village Hall Committee; Mr. M. Whincup LAT Transport for Bucks; Mr. K. Tiffin, Fishing Club; Mr.P. Hodson – LAF; Mrs. L. Simpson – Defibrillator need; Mrs. D. Everingham – Play Area Group.
Mr. Hodson & Mr. Whincup have declined.

Members are asked to notify the Parish Clerk of any agenda items.

Notices of the meeting will be posted by the end of the week. (22nd April - 7:30 p.m.)

RESOLVED to invite Mr. A. Thompson to speak about the PCC, fundraising and future plans.

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

Members noted that Mr. Goss has completed the work as requested.

RESOLVED that the charges for the work should be applied to the Village Green account.

- Trees overhanging 16 West View

Members noted that the tree work has commenced and will be completed by the weekend. Cllr. Jones provided a letter from VAHT giving permission for the trimming.

- Village Bulk Refuse Collection

Members noted that a freighter will be in front of the Village Hall on Monday May 18th from approx. 8 am for three hours.

- Village Green Bank

Members noted that White Horse Contractors will commence work on Monday 22nd April (subject to weather)

- Environment Health Dept & Bury Court

Members noted that the problem seems to have been cured.

- Village Notice Boards

Members noted that Cllr. Thomas will place the order as soon as the microgrant has been approved.

- Parish Tractor

Members noted that the Parish Clerk has sent another letter to DVLA explaining the inability to locate a VIN number.

- Play Around the Parishes

Members noted that the first Play Around The Parishes will take place tomorrow, 9th April.

- 2013/2014 Municipal Year

Members noted that the Municipal Year commences in May and that at the next Parish Council meeting on May 13th, they will need to elect a Chairperson and Vice Chairperson.

179.0 Aylesbury Vale District Council (AVDC)

Members noted that AVDC have again requested that a Code of Conduct (*Pursuant to section 27 of the Localism Act 2011*) and Registers of Disclosable Pecuniary Interests made in accordance with NALC's templates (*The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 - Pursuant to Sections 29 and 30 of the Localism Act 2011*). Members are further advised that the Parish Clerk responded on 21st March 2013:

I am attaching copies of correspondence with Joanna Swift regarding Ludgershall Parish Council's stance on this. We did file our own code of conduct with your department and Joanna acknowledged receipt on 22/11/2012. The disclosures previously registered under the old code of conduct have therefore, not changed. Upon re-election, if still required, the councillors will follow the new guidelines, (which, may well have been amended).

180.0 Buckinghamshire County Council

- Bucks New Homes Bonus Usage – statement from Chris Williams CEO*

Members noted that it still will be some time before FTTC (Fibre Optic to the Cabinet) will be available in Ludgershall.

181.0 Circulated in between meetings

Members noted that the following were circulated:

- Healthwatch Bucks – Volunteer Events
- Hot Topics Around Buckinghamshire
- Community Learning in Rural Areas
- Bucks Playing Field Assn. newsletter – Feb 2013
- Parish Matters – Spring 2013 (Came & Co. insurers)
- BALC Parish Liaison Meeting Notes
- Open Spaces Spring Magazine
- Letter from BALC regarding Local Government Finance APPG meeting 24/4/13
- Public Launch of NHS 111 in Buckinghamshire
- AVALC letter regarding changes to Officer Delegated Powers re planning *
- Quality Parish & Town Councils Scheme Survey
- News for the Parishes 1/13 notes
- Request for assistance from Bucks Healthcare – “Speaking Out” (Savile investigation)

- Waddesdon LAF funding decisions
- Bucks New Homes Bonus Usage – statement from Chris Williams CEO BCC *
- £9.5 million Fund to Support Neighbourhood Plans *
- Cherwell Local Plan Consultation

182.0 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.

183.0 Planning

167.1 Planning Applications

Members noted that no planning applications have been received.

183.2 Planning Decisions

- 12/02889/APP Sunny Hill, Wotton End ~ single storey side extension . Members noted that this has been approved by AVDC.

183.3 Other planning information

- 12/01073/APP Land adj. to Pear Tree Farm – Construction of a 5 BR home
Members noted that the District Valuer’s invoice in the amount of £391.00 plus £78.20 has been received and passed to Ms. Sally Burnell for payment. The property is under offer again.
- Dead trees outside ‘Chimneys’ Duck Lane

The Parish Clerk provided the following update for which there was no need for debate so Cllr. Thomas was not required to leave the room:

Members of the Parish Council visited the site and have determined that the trees belong to the property. Mr. Branston of Planning has advised that as the trees are dead, an e-mail to him from the homeowner giving 5 working days’ notice of their removal is all that is required if they are in a conservation area or are deemed dangerous. The e-mail must give the number of trees and exact location. There is a legal obligation to replace trees, however, if there is insufficient space or replacement would cause problems, this duty can be removed.

- The Ramblers, Salters Lane

Members noted that there is no further update at this time, and the property has sold STC.

184.0 Play Area

- Play Area Goals

Members noted that the Play Area Group will shortly be placing orders for materials to make the repairs.

RESOLVED that the invoices need to be made to the Play Area Group and paid from their funds.

- Mole Hills on play area

Members noted traps have been set but the problem is still in evidence. The Parish Council recommends using a trapper.

185.0 Highways

Members noted that the new LAT, Mr. Whincup has indicated that it may be some time before the drain clearance equipment needed for the village will be available. This is apparently due to budget cuts.

186.0 Other Business

- Available at the meeting:
 - Mediation Buckinghamshire poster and cards
 - £9.5 million Fund to Support Neighbourhood Plans *
Members noted that the Parish Council had previously discussed this and declined to participate. The Parish Clerk is to check past minutes to confirm.
 - AVALC letter regarding changes to Officer Delegated Powers re planning *
Cllr. Cartwright elaborated on this, explaining that if the PC had an objection to a particular plan, they need to attend the planning meeting with reasonable evidence. If no indication is given that someone will attend, the planning officer will make the decision under delegated powers.

187.0 Date of next meetings

187.1 Ludgershall Parish Council:

- Monday 22nd April 2013 (Annual Parish Meeting)
- Monday 13th May 2013
- Monday 3rd June 2013
- ~~Monday 1st July 2013~~ 8th July 2013
- Monday 5th August 2013
- Monday 2nd September 2013
- Monday 7th October 2013
- Monday 4th November 2013
- Monday 2nd December 2013
- Monday 6th January 2014
- Monday 3rd February 2014
- Monday 3rd March 2014
- Monday 7th April 2014

RESOLVED to accept the above meeting dates with the exception of 1st July (Bike Night). This will be amended to 8th July.

Public Questions:

- Mr. A. Harris clarified the road which needs 'white-lining'. It is outside of the village on the way to Wotton, known as Wood Siding.
- Mrs. Anne Neall commented on the legal proceedings in relation to the outstanding monies from the Royal Wedding event. She believes the Parish Council must continue to follow the actions being pursued to protect the rest of the village.

- Mr. A. Harris commented on an apparent disparity in how ploughing in fields where footpaths traverse has been handled. The Parish Council was unaware of a problem in Hyde's field until he raised it.
Mrs. Neall added to this suggesting that the Rights of Way Officer should be invited to walk the village footpaths. She also remarked that footpaths that run along a hedge need to be 2 metres wide and 1 metre across fields.
- Cllr. Jones raised the issue of rubbish blowing around the village (and into the fishing pond) from bins left out at all times at Warrens on Piddington Road. The Parish Clerk will contact AVDC regarding this. She had received similar complaints about this property.
- Cllr. Jones also mentioned that Mr. Bosley of Rose Cottages is about to lay a replacement drive across the village green outside of his residence. The Parish Clerk will write to him requesting that he submit his proposed materials to the Parish Council.
- The Parish Clerk advised that she has received an e-mail from Oakley Parish Council raising concerns about Brill Surgery's planned cancellation of Drop-in Clinics as of 29th April. The Clerk will write to Trinity Health expressing disappointment and inviting them to attend the Annual Parish meeting where this will also be raised.

Signed Date

Chairman