

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 13th May 2013 at 7.30 p.m.**

Present: Cllr. P. Thomas – in the Chair for beginning of the meeting
Cllr. J. Cartwright
Cllr. Ms. H. Cox – in the Chair for the remainder of the meeting
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:

- Mr. A. Harris asked if it would be a better use of the topsoil (left over from the repairs on Salter's Lane) to place it on the Play area rather than the depression on Piddington Road before the pond. Cllr. J. Cartwright explained that it is needed by the pond due to a mowing problem. Cllr. S. Lawson will discuss the need for any topsoil placement on the Play Area with Mrs. D. Everingham of the Play Area Committee. It was felt that the cost of this could be borne by the Village Green account. Mr. Harris also commented on the height of the concrete securing the swingsets – perhaps this area could be built up with soil. The general consensus was that all of this should wait until the goal mouths have been replaced.
- Cllr. Jones raised a request from a resident of Oakley to hire the Village Marquee. This was declined as our insurance requires usage within the village.

1.0 Fire Safety Announcement

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

2.0 Apologies

Members noted that apologies had been received from Cllr. T. Chettle as he is on holiday.

3.0 Declarations of Interest

Members noted that there were no Declarations of Interest.

4.0 Retirement of Chairman and Vice-Chairman and Election of replacements

Chairman Cllr. Paul Thomas announced his retirement as Chairman of the Parish Council, having completed his one-year municipal term. Cllr. Cox also stepped down as Vice-Chairman. Parish Clerk Mrs. O'Brien asked for nominations from the members for the position of Chairman.

Cllr. Helena Cox was nominated by Cllr. R. Simpson and seconded by Cllr. P. Thomas.

Cllr. Paul Thomas was nominated by Cllr. H. Cox and seconded by Cllr. J. Cartwright.

Both agreed to stand.

Cllr. Helena Cox was elected Chairman by a vote of 4 to 2 and the members **RESOLVED to** approve Cllr. Helena Cox as Chairman.

Cllr. Cox took the Chair.

Cllr. Cox then thanked Cllr. Thomas for his efforts during his year as Chairman. She then asked for nominations from the members for the position of Vice-Chairman.

Cllr. Paul Thomas was nominated by Cllr. S. Lawson and seconded by Cllr. R. Simpson.

Cllr. S. Lawson was nominated by Cllr. P. Thomas and seconded by Cllr. H. Cox. However, Cllr. Lawson declined to stand.

Cllr. Paul Thomas was elected by acclamation, and members **FURTHER RESOLVED** to approve Cllr. Paul Thomas as Vice-Chairman.

5.0 Minutes

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

- Monday 8th April 2013 LPC/14/1213
- Monday 22nd April 2013 LPC/15/1213

6.0 Finance

6.1 Account Balances:

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

Community Direct Account	£10520.31	(as at 30 th April 2013)
Deposit Account	£ 2502.27	(as at 30 th April 2013)
Village Green Account	£20948.43	(as at 30 th April 2013)

6.2 Payments:

RESOLVED to make the following payments:

Deborah O'Brien – salary - £262.25 (April salary by standing order)
Deborah O'Brien – expenses - £18.36 (Stationery £8.35; Arch Ring binders £10.01) Chq 066
Open Spaces Society – Annual Subscription - £45.00 Chq 067
HM Courts & Tribunals Service - £50 – (Appl. For debtor to attend court) Chq. 069
Ann Hooton - £31.40 – Internal Audit Fee Chq. 071
Castle House Joinery – £2,256.00 Notice Boards – (£1,880.00 + £376.00 VAT) Chq. 074

6.3 Income

RESOLVED to note income:

Interest - £11.06 (£0.55 Current A/C; £0.78 Savings A/C; £9.73 Village Green Account)
NALC Training Bursary - £100.00
VAHT Community Chest Microgrant - £900 (noticeboards)
VAT refund - £389.14
AVDC protection fund and Govt Grant - £813.74 (Supplement to Precept)
Precept - £3,875.98 (Half-year payment)

Members also noted that £550.00 has been transferred from the Village Green A/C to the current A/C in relation to tree/ditch maintenance on the village green paid by cheques 064 & 065. (Resolved by minute no. 178.0 Tree work 8th April 2013 meeting)

6.4 Income and Expenditure report

RESOLVED to approve the Income and Expenditure Report as at 30th April 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.

6.5 Royal Wedding Event 2011

Members noted that there is a fee of £50 to demand court attendance. (chq 069 approved for payment). Members declined to submit any questions to be asked at the Court appearance and also noted that a representative of the Parish Council is not required to attend as they are unable to participate. Members further noted that the summons must be served in person. Cllrs. Cox & Thomas volunteered to serve the summons once received.

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

6.6 Internal Audit

Members are asked to note that the Internal Auditor, Ms. Hooten, met with the Parish Clerk to examine the 2012-2013 Parish documents, minutes and financial papers on 23rd April 2013.

All was found to be in order, and the Internal Auditor has signed the Annual Return for submission to the External Auditors. The Internal Auditors report states:

LUDGERSHALL PARISH COUNCIL
INTERNAL AUDIT REPORT 2012 -2013

I am pleased to report to Members that I completed an internal audit of the Parish Council for 2012 – 2013 on 23 April 2013. I would like to thank Deborah O'Brien for her help in carrying out the audit and to compliment her and the Parish Council for the effective management of its finances.

Members need to be aware that the inspection of the processes of the Parish Council may not be relied on to identify the occasional omission or insignificant error and that it is the responsibility of the Parish Council to guard against neglect or fraud.

INTERNAL CONTROL

The Internal Control exercised by the Parish Council and the RFO is to a high standard with a very clear audit trail which allowed the internal audit easily to follow the decision making processes of the Parish Council.

FINANCIAL REGULATIONS

These are in place and are reviewed regularly.

STANDING ORDERS

These are in place and are reviewed regularly.

BOOK -KEEPING

Exemplary book-keeping with regular reconciliations and checks provides the Parish Council with all necessary information required.

ASSET REGISTER

The Asset Register is an valuable document and is an important management tool for any system of financial control over assets. Please refer to para 3.61 of Governance and Accountability for Local Councils. The value of items listed in the Asset Register should be their current values or replacement costs. As the values are replacement costs, they should be the same as those listed in the insurance schedule. The Parish has an asset register which has recently been reviewed and updated and follows this model.

RISK ASSESSMENT

This has been completed by the Parish Council and should be reviewed regularly.

EMPLOYER RESPONSIBILITIES

The Parish Council is registered as an employer as required by law and the Parish Council has been fulfilling its obligations as an employer.

RECOMMENDATIONS

It is RECOMMENDED that the Parish Council ensures that the minutes are initialled on each page with full signature on the last page in order to minimise risk to the legal record of Parish Council decision making.

It is RECOMMENDED that the cheque numbers are included with details of payment, payee, VAT etc in the minutes in order to facilitate the audit trail.

RESOLVED to accept the Internal Auditor's report and to comply with its recommendations.

Members reviewed the Annual Return for submission to the External Auditors, Mazars. (Appendix C) **FURTHER RESOLVED** to approve the Annual Return. This was signed by the Chairman, Cllr. Cox and Parish Clerk/RFO Deborah O'Brien.

6.7 Other Financial Matters

Insurance Renewal

Members noted that an initial quote from Came & Company was received on 22/4/2013 in the amount of £943.54 for one year or £896.36 per year for a 3 year long term agreement. The Parish Clerk received quotes from Zurich Insurance in the amount of £719.72 for one year or £662.31 per year for a 3 year long term agreement. Came & Company then revised their quotes to reflect £695.00 for one year or £660.25 per year for a 3 year long term agreement.

RESOLVED to request that Came & Co. include the new assets – 2 notice boards and revise their quote further. **FURTHER RESOLVED** to accept a 3 year long term agreement as a cost-effective savings.

Members noted that a quote for Rural Motor Insurance was received on 13/5/2013 in the amount of £303.34 from Came & Company. This represents an increase of 9% and includes a new £15 administration fee.

FURTHER RESOLVED that the Parish Clerk obtain additional quotes for comparison.

VAT

Members noted that the Parish Clerk has received confirmation in writing from the VAT Office that we do not need to be registered for VAT.

Wayleaves

Members noted that BT has issued a revised Wayleave agreement for the new pole on the Village Green adj. to Doyleys Farm. This takes the form of a £10 per year payment with £3.10 adjusted for back-payments. **RESOLVED** to accept that BT makes payment in the form of £10 per year.

Cooperative Bank

Members noted that there are concerns regarding Cooperative Bank's future. Current media coverage states that there should not be a problem for deposits under £85,000 as these are protected. The Parish Clerk will continue to monitor the situation.

7.0 Police Matters

- PCSO Grayburn was unable to attend the meeting due to duty rosters. She has indicated that she plans to attend the 8th July 2013 meeting.

8.0 Parish Council Business

- Annual Parish Meeting

Further to the discussions held at the APM on 22nd April 2013, members discussed further:

- The majority vote for removal of stones around village where these are located on village green. Where they are not on village green, they must be located 1 metre from the highway. Cllr. Cox & Thomas will conduct a walking party to examine the stones in question and make further recommendation to the Parish Council. The Parish Clerk will draft a letter to be sent to the households concerned.
- The majority vote for purchase of dog waste bins for the village. AVDC has advised that bins can be purchased from them at a cost of £308.21 including posts and installation. (+VAT). This compares favourably with prices obtained from other vendors. AVDC must approve the location of the bins. Two collection options are available – weekly at an annual cost of £57.22 per bin including sanitizing twice a year; weekly in the winter and twice weekly in the summer at an annual cost of £82.18 per bin including sanitizing twice a year.
RESOLVED to apply to AVDC for the purchase of 3 bins at a charge to the Village Green account. **FURTHER RESOLVED to** accept the £82.18 per bin annual charge for an additional summer weekly collection at a charge to the Parish Current account.
- The purchase of a defibrillator for the village – this was not voted on at the Annual Parish meeting, but was discussed.
RESOLVED that Cllr. Simpson will obtain further information and costings.
- Work party for litter clearance around the village – the Parish Clerk is to place an item in the Bernwode News, to produce a flyer for the notice boards and to request the loan of ‘litter pickers’ from Mrs. Laura Taylor.
RESOLVED that this should be scheduled for 15th June 2013.
- A fishing club children’s morning – this was suggested at the APM. Cllrs. Lawson & Jones are to organise this and submit an item for the Bernwode News by 17th May.
RESOLVED that the Parish Council will sponsor this activity and pay for the charges that would normally be incurred.
- Community Response Team
RESOLVED that Cllrs. Cox & Thomas together with Mrs. Crisp of the Bull & Butcher will be designated as the contact points for The Community Response Team with Bucks CC.
- Brill Surgery Drop-in Clinic – Members noted that Cllr. Thomas had attended a meeting with Trinity Health and Parish representatives from Oakley & Brill. He was able to report that significant changes were being made by the Health Group to better serve patients with increased appointment availability. A letter is due to be received from Trinity Health outlining these changes.

- Village Green Bank

Members noted that White Horse Contractors have completed work. There are outstanding issues as the Salters Lane street sign and Water Board signs have been damaged and not replaced. In addition, retaining ground cover and replacement shrubs have not been installed.

RESOLVED that the Parish Clerk will contact White Horse for an update.

- Village Notice Boards

Members noted that 2 notice boards have been delivered to Cllr. Thomas’ house and that they will be installed as soon as Mr. Goss is available. VAHT requires that photos are taken and submitted to them, and that a questionnaire is completed. In addition, cards are to be displayed identifying the source of partial funding.

- Parish Tractor

Members noted that tractor now has been issued with a log book by DVLA and that a tax disc has been obtained. Cllr. Cartwright advised that he has stamped the chassis in several places with the number issued by DVLA.

Cllr. Cartwright also presented to the meeting some literature and quoted for the purchase of a new tractor and mower. There would be some part exchange value from the existing equipment. Considerable discussion ensued.

RESOLVED that Cllr. Cartwright would arrange a demonstration of available options for a work party, after which an informed discussion of costs could occur.

- Data Protection Act

Members noted that Ludgershall Parish is now registered in accordance with ICO requirements.

- Conifers on Brook Close

Members noted that this issue has been raised again. It is not felt that this is a Parish Council issue as the trees are apparently on private property. Cllr. Thomas volunteered to speak with the parties concerned.

- Ludgershall Neighbourhood Plan

Members commented that the Village Green ownership protects the village from development to a large degree. The expense and enormity of the undertaking in developing a neighbourhood plan was not deemed to be necessary.

- Parish Documents

Members noted that certain parish documents dating back to 1898 do not appear to be extant. The Parish Clerk suggested that all extant Parish Council Minutes should be deposited with the Bucks CC Archives Department.

RESOLVED that the clerk arrange with the Archives Dept. to deposit the historical records.

9.0 Aylesbury Vale District Council (AVDC)

Members noted that AVDC are currently conducting an Electoral Review of Aylesbury and that comments are due by 3rd June 2013. Cllr. Cartwright is on the committee.

Members noted that the Aylesbury Plan Strategy has been received and the commenting period ends on 19th June 2013. Cllr. Simpson has taken the report and will pass it to other members for review.

10.0 Buckinghamshire County Council

Members noted that nothing had been received for comment.

11.0 Circulated in between meetings

Members noted that the following were circulated:

- Community Safety May 2013 Newsletter
- AVALC East-West Rail Presentation
- AVALC Event notification (Reinvigorating communities) and donation request
- Vale of Aylesbury Plan newsletter
- Dept for Community & Local Government (DCLG) Survey
- BALC Parish Liaison Meeting notice
- Cherwell Local Plan submission
- Open Spaces Society Spring newsletter
- Hot Topics around Bucks April 2013
- BALC Matters Arising Spring 2013

- Open Spaces Society notice re Growth & Infrastructure Bill
- NALC Smaller Councils Clustering survey
- AVDC Changes to Bucks Home Choice (social housing)
- Bucks CC election notification
- AVDC Parish Council Training notice
- NALC request for lobbying of MPs in relation to Localism Act Inquiry
- LAF – Illegal money lending advice
- AVALC/AVDC meeting regarding Changes to Officer Delegated Powers (23rd May, 6:30 Oculus)*
- OSS notice of royal assent of the Growth & Infrastructure Bill 2013
- Armed Forces Day – Fly a Flag
- Community Safety Partnership newsletter May 2013
- Community Safety June 2013 Newsletter
- Rights of Way & Environment newsletter Spring 2013
- LAF Community Project Funding** Document present for discussion

Cllr. Cox will attend AVALC/AVDC meeting regarding Changes to Officer Delegated Powers.*

RESOLVED that the Parish Clerk will make application to LAF regarding road repairs on Church Lane using Community Project Funding. **

12.0 Footpaths

Cllr. Thomas provided an update. Mr. P. Turner of Footpaths Dept has mislaid the relevant paperwork. Cllr. Thomas will send him what he has. Cllr. Thomas will also visit the new owners of The Ramblers to discuss.

13.0 Planning

13.1 Planning Applications

Members noted that no planning applications have been received.

13.2 Planning Decisions

Members noted that there are no new decisions.

13.3 Other planning information

- 12/01073/APP Land adj. to Pear Tree Farm – Deed of Easement across the Village Green

Members reviewed the final Deed of Easement document .

RESOLVED to approve the Deed of Easement document granting access across the Village Green for pedestrian, vehicular and utility access in consideration of £15,000.00. The Deed was signed by Cllrs. H. Cox and P. Thomas, and was duly witnessed by residents Mr. A. Harris and Mrs. A. Cartwright.

14.0 Play Area

- Play Area Goals

No further update was available.

- Mole Hills on play area

Members noted that the PAG declines to use a trapper due to cost. The problem seems to have reduced since mowing has commenced.

15.0 Highways

Members noted that the Bicester Road towards the A41 is currently under pothole repair. There are still other issues within the village including potholes, drainage etc.

RESOLVED that the Parish Clerk will invite Mr. M. Whincup/Transport for Bucks LAT to meet with Cllrs. Cartwright & Jones on 27 May at 9:30 a.m.

16.0 Other Business

- Available at the meeting:
 - Bucks Changes to welfare benefits pamphlet
 - Child Bereavement UK 'Dash for Dad!' fun run notice
 - Advanced Notice of AVDC Cabinet item on Local Development Order

17.0 Date of next meetings

17.1 Ludgershall Parish Council:

- Monday 3rd June 2013
- Monday 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 cancel the 5th August meeting. Historically there has not been a meeting in August.

Public Questions:

- Mr. A. Harris advised that in relation to stones around the village, some had been in place for 25 years and some were placed there to protect verges during nearby construction and then never removed.

Signed Date

Chairman