

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 7th April 2014 at 7.30 p.m.**

Present: Cllr. Ms. H. Cox, Chairman
Cllr. J. Cartwright
Cllr. T. Chettle
Cllr. R. Jones
Cllr. R. Simpson

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

Questions before the meeting:

- A request was received for permission to use the Village Marquee for the Easter Monday Village Hall fundraiser. Members approved the request at no charge as this is a village fundraising activity and Cllr. Cartwright signed the paperwork on behalf of the Village Hall Committee.

158.0 Fire Safety Announcement

Cllr. Helena Cox commenced the meeting with a fire safety announcement.

159.0 Apologies

RESOLVED to accept apologies from Cllr. P. Thomas & Cllr. S. Lawson – both on holiday.

160.0 Declarations of Interest

RESOLVED to note that there were no Declarations of Interest.

161.0 Minutes

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

- Monday 3rd March 2014 LPC/10/1314

162.0 Finance

162.1 Account Balances:

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

Community Direct Account	£ 6909.21	(as at 31 st March 2014)
Deposit Account	£ 2503.05	(as at 31 st March 2014)
Village Green Account	£21041.43	(as at 31 st March 2014)
Play Area Account	£ 2883.29	(as at 31 st March 2014)

FURTHER RESOLVED that these balances will be carried forward into the new Financial Year 2014/2015. The Chairman & Clerk signed the relevant bank statements.

162.2 Payments:

RESOLVED to make the following payments:

2013/2014 Financial Year

Deborah O'Brien – £296.88 (March salary by standing order)

Turtle Engineering - £540.00 Defibrillator cabinet (£450 + £90 VAT) Cheque no 100104 3/12/14

2014/2015 Financial Year

Deborah O'Brien - £11.98 – expenses (A4 paper & stamps - Cheque no 100105)

Information Commissioner - £35.00 – Data Protection Register (Cheque no 100106)

WEL Medical - £1,374.00 – Defibrillator & AED package (£1145.00 + £229.00 VAT – Cheque no 100107)

AVDC - £130.00 – Play Around the Parishes 8/4/14 (Cheque no 100108)

P. Thomas/Tayna Ltd - £46.96 – replacement battery for Play Area Mower (Cheque no 200005)

FURTHER RESOLVED to transfer £1,000.00 in respect of legal fees owed (tribunal) from the current account to the Village Green account.

A vote of thanks was made to the Clerk for diligent account keeping throughout the year.

162.3 Income

RESOLVED to note income:

Interest - £0.80 Current A/C; £0.22 Play Area Account (2013-14 financial year)

BT Wayleave - £10.00 (2013-14 financial year)

162.4 Income and Expenditure report

RESOLVED to approve the Income and Expenditure Report as at 31st March 2014. (Appendix A).

FURTHER RESOLVED to approve the detailed report (31st March 2014) which reconciles income and expenditure to bank statements all on one document (Appendix B), and the handwritten ledger.

The Chairman and Clerk/RFO signed both reconciliations.

162.5 Bank

Members noted that the Clerk has begun the process of opening accounts with Lloyds Bank. ID confirmation is still required from 3 members at their local branch.

162.6 HMRC – Payroll

Members noted that year-end electronic procedures as required by HMRC have been effected.

162.7 Internal Audit

RESOLVED to accept the Asset Register as submitted (appendix C) with the addition of a strimmer valued at £180.00.

FURTHER RESOLVED to accept the Analytical Review & Risk Assessment as submitted (appendices D & E). The Chairman & Clerk/RFO signed all three documents.

162.8 External Audit

Members noted the Consultation on a Draft Transparency Code for Parish Councils (England) with a Turnover not Exceeding £25,000. **RESOLVED that** the Clerk shall advise NALC of the following responses: Qu. 1- Turnover threshold to be £15,000; Qu. 2 – N/A; Qu. 3 - £500 threshold for publication; Qu.4 – N/A; Qu. 5 – Agree with electronic publication; Qu. 6 –There will be additional cost to the PC in maintaining a dedicated webpage and additional staff costs, but these are unknown.

162.9 Repeal of s.150 (5) of Local Govt Act 1972 (See Appendix 11 of Governance and Accountability for Local Councils – A Practitioners’ Guide (England) 2010)

RESOLVED to retain the two-signature rule for cheques and other disbursements.

162.10 VAT

Members noted that the Clerk has submitted a VAT refund request (form 126) in the amount of £510.67 in respect of the balance of VAT due from 2013-2014.

163.0 Police Matters – members noted that a PCSO will attend the Annual Parish Meeting.

164.0 Parish Council Business

164.1 Defibrillator – members noted that the Defibrillator and cabinet have just been received by the Clerk and duly insured. Quotes will be obtained for installation. A demonstration in its use will be given at the APM.

164.2 Stones on the Village Green – members noted that these have proliferated rather than reduced. **RESOLVED that** this should be raised again at the APM.

164.3 Hedge by Ramblers – Members noted that nesting season prevents any further trimming.

164.4 WWI Commemorations – Members noted that the Clerk had received quotes and an illustration of a more sympathetic and natural looking hexagonal seat, which could cost up to £3,279 + Vat + Installation. This includes 30 commemorative plaques. **RESOLVED that** the Clerk should proceed with an application to the Heritage Lottery Fund for a grant. No further action to be undertaken until the result of the application is known.

164.5 Licences across the Village Green

- Rosedene – Members noted that quotes for services from the District Valuer and PC solicitor were obtained and passed to the family for consideration. The family has requested a valuation at their expense from the DV and this is in process.
- The Rosary – members noted that the much reduced splays are not an issue for consideration.
- The Hovel – members noted that the homeowner is in the process of restoring the village green.

164.6 Fence Panels on Village Green – members noted that the homeowner had been written to asking for the panels to be removed within 30 days (by 9th April 2014). Members also noted that a considerable number of rubbish sacks are accumulating in the area. **RESOLVED that** the Clerk should make enquiries of AVDC regarding this as it constitutes fly-tipping.

164.7 Trenches on Church Lane – Members noted that Cllr. Chettle will make some restoration efforts. Cllrs Chettle & Simpson will also move the noticeboard as previously discussed.

164.8 Annual Parish Meeting – members noted that invitations have been issued and to date the following have accepted: Cllr. Angela Macpherson, Cllr. John Cartwright; PCSO Grayburn. Clerk to follow up with other invitees.

165.0 Aylesbury Vale District Council (AVDC)

165.1 Vale of Aylesbury Plan – members noted that AVDC has now issued a new consultation - The Vale of Aylesbury Local Plan (VALP). It is anticipated that this will be adopted by Summer 2016. In the interim, the AVDLP January 2004 is the Statutory Adopted Plan.

165.2 New Homes Bonus – Parish Element – Members noted that should a project arise which meets criteria, applications are due by 30th September 2014.

166.0 Buckinghamshire County Council

Members noted that BCC/local councils will be holding a devolution conference, May 27th 2014 to which they are invited. (emailed 27/3/14).

167.0 Circulated in between meetings

Members noted that the following were circulated:

- HS2: Petitioning Workshops
- DCLG Community Rights Workshop - Link for Registration
- MyBucks March 2014
- HS2 E-Update 3rd March 2014
- Community Impact Bucks News Bulletin-3rd March 2014
- LAF newsletter March 2014
- BCC News - Buckinghamshire flood recovery update
- AVDC Thatch Survey
- Open Space Spring 2014
- NALC Financial Briefings
- Honey Bees Swarms
- Aylesbury Vale Community Safety Partnership Spring Garden Security Campaign
- HS2 E-update 13 March 2014
- Community Impact Bucks E News Bulletin- 17th March 2014, 31st March 2014
- BALC Best Kept Village Competition
- BCC News - Extra £2.5 million to help repair roads
- BCC News - TfB launch new pothole blog
- HS2 - outstanding issues from Community Forum Area meetings
- Proposed Road Closure - Main Street, Grendon Underwood 26.05.14 AV.2015.11
- COUNCIL TAX INFORMATION FROM THE COUNTY COUNCIL
- New Vale of Aylesbury Local Plan Newsletter
- A consultation on fees under the Licensing Act 2003
- MyBucks April 2013 edition
- BCC/local councils devolution conference, May 27th 2014

168.0 Footpaths

Members noted that there was nothing to report.

169.0 Planning

169.1 Planning Applications

14/00255/APP Willow Cottage, The Green – Demolition of outbuilding. Erection of two storey rear extension. Members noted that this was circulated between meetings with no objections raised and that AVDC was advised via e-mail 20/3/14.

169.2 Planning Decisions - Members noted that no decisions were received.

169.3 Other planning information – Cllr. Simpson is working on the response to HMLR and will circulate his findings before the May meeting.

170.0 Play Area

- Cllr. Thomas will advise on repairs to the bench seats at the May meeting. Cllr. Chettle to follow up and arrange installation of safety signs.
- 200 Club – Cllr. Cox is finalising details. A notice has been placed in the Bernwode News.

170.1 Play Area mower – members are advised that a replacement bonnet is required. **RESOLVED to approve the purchase of a replacement bonnet at £169.20 + VAT.**

170.2 Maintenance & Repairs of Play Area - Three quotes have been received and considered. **RESOLVED to accept Safe & Sound's quote of £1,695.00 + VAT.**

171.0 Highways

- Members noted that TfB still has outstanding issues which the Clerk will follow up again. Verbal reassurances have been received, but no action. This is an item to raise again with Cllr. Macpherson at the APM.
- Curb stones on village green - Members noted that Mr. Mole had requested permission to install these at his expense. TfB admit that they have been tardy in considering this matter and are also planning an inspection of the now installed curbing.
- Working together to Ditch the Problem – Members noted that TfB has a new initiative to encourage landowners to maintain their riparian ditch responsibilities. Members further noted that the Village Green has sufficiently dried out to allow the ditch clearance opposite Doyley's Farm. Clerk to contact Rand Contracting. (previously approved Dec 2013 and minuted 105.3)

172.0 Date of next meetings - Ludgershall Parish Council:

- Monday 28th April 2014 – Annual Parish Meeting
- Monday 12th May 2014 – Annual Council Meeting – election of officers

RESOLVED to accept the following meeting dates for the balance of the year:

- Monday 9th June 2014
- Monday 14th July 2014 (Bike Night is 7th July)

No meeting in August

- Monday 1st September 2014
- Monday 6th October 2014
- Monday 3rd November 2014
- Monday 1st December 2014

173.0 COMMITTEE IN PRIVATE SESSION

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.

173.1 Review of The Clerk's Appraisal and Annual Salary Review

Meeting closed and the floor was opened to the public:

Public Questions:

Dr. Alan Turner-Smith commented on the fact that the Asset register valuation was in line with the Annual precept request in terms of 10 year life span.

Mrs Cartwright also advised that there has been fly-tipping in the Village Hall rubbish bins and to the side of the Village Hall. A notice will be placed in the Bernwode News.

Signed Date
Chairman