

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 4th April 2016 at 7.30 p.m.**

Present: Cllr. P. Thomas – Chairman
Cllr. H. Cox
Cllr. R. Jones
Cllr. S. Lawson
Cllr. T Chettle
Cllr. M. Themis

Also present: Jenny Caprio, Parish Clerk, District Councillor Cameron Branston, County Councillor Angela Macpherson and 32 members of the public.

The Chairman opened the meeting with a Statement that following legal advice it was accepted that insufficient Notice had been given for the meetings which took place on 8th February and 7th March and therefore those meetings were not Parish Council Meetings but instead were informal meetings of the Parish Councillors and resolutions purported to have been made at those meetings are of no effect.

The floor was opened to the public.

In connection with the planning application at Westhaven, a member of the public asked for confirmation that the Council would take all information into account when considering planning applications? The Chairman confirmed yes. A member of the public asked if the Council would take account of the number of objections? The Chairman confirmed the Council was aware that there had been lots of objection, but the Council would form its own view. A member of the public asked the Parish Council to consider how it wished to see the village develop for the benefit of younger and older members the public. A member of the public wished to draw attention to the number of vehicles including construction traffic.

A member of the public asked the Council to consider purchasing an audio system to benefit the hard of hearing?

A member of the public expressed concern that the precept had increased by 14%. The chairman confirmed that the precept had not increased for five years but this was now necessary.

A member of the public raised concerns about the damage caused recently to the green

155.0 **Apologies:** There were no apologies from members

156.0 **Declarations of Interest:** Councillors Cox and Lawson each declared prejudicial interest in that Part of item 12.2 which relates to planning application for land adjacent to Pennwood House, High Street

157.0 **Casual Vacancy**
Members noted that a Casual Vacancy still exists and Bill Gardener and Christine Lewin indicated an interest. A panel will be appointed to consider their applications and report back to the next meeting.

158 **Minutes:**

158.1 Members received the minutes of the meeting on 11th January 2016 and confirmed the recommendations and resolutions confirmed therein.

158.2 Members received and conformed the accuracy of the notes of the meetings held on 7th February and 8th March 2016.

159.0 **Finance**

159.1 Account Balances:

RESOLVED to note that: The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 6,262.59	(as at 28 th March 2016)
Deposit Account	£ 2,506.35	(as at 28 th March 2016)
Village Green Account	£28,623.02	(as at 28 th March 2016)
Play Area Account	£ 5,176.28	(as at 28 th March 2016)

159.2 Payments:

RESOLVED to make the following payments from the Treasurers Account:

Cheques Already drawn

- D. O'Brien – £357.66 - January Salary – standing order (standing order now cancelled)
- Mrs J Caprio – £260.08 - January Salary (net income tax): Cheque number 0050
- HMRC- £65.00 PAYE for Mrs Caprio's January salary: Cheque number 0051
- Henry C Bosley - £650 in respect removal of Bramble thicket at the top of the High Street and the thinning of hedge outside The Ramblers. (invoice received): Cheque number 0053
- Richard Matthews Florist - £30:00 Clerk's leaving gift Cheque number 0054
- Mrs J Caprio – £162.54 - February Salary (net income tax): Cheque number 0055
- HMRC- £161.74 - PAYE for Mrs Caprio's February salary: Cheque number 0056
- Still Water Management Ltd – £7,128.00 (£5,940 + £1,188 VAT) to supply and install 6 fishing platforms (invoice number 2190): Cheque number 0057
- Swarco Traffic Ltd – £3,072. 54 (£2,560.45 + £512.09 VAT)- Cheque number 0058
- County Insurance Services Limited - £110.00 – Invoice number 91295, contribution to Bike Night Insurance - Cheque number 0059
- Buckinghamshire Playing Fields Association - £20.00, fee for 2016/17. Cheque number 0060
- Data Protection Registration Fee - £35.00, cheque number 0061
- Society of Local Council Clerks - £96.00 to accompany application form; see item below. Cheque Number 0062
- Buckinghamshire and Milton Keynes Association of Local Councils - £250 course fees. See cheque Number 0063
- Mrs Ann Cartwright for payment to Try Sports - £35.00 for brass plaque- Cheque number 0064

Cheques to be cut at meeting

- Mrs J Caprio – £162.54 - March Salary (net income tax): Cheque number 0065
- HMRC- £161.74 - PAYE for Mrs Caprio's March salary: Cheque number 0066
- Bucks Best Kept Village -£20.00 – Competition entry fee Cheque number 0067
- Jim Goss- £20.07 - Petrol for the Mower, Receipt provided. Cheque number 0068

159.3

RESOLVED to make the following payments from the Play Area Account:

February draw: 200 Club prizes – drawn on 8th February 2016

- 1st place £50 cheque 059
- 2nd place £35 cheque 060
- 3rd place £25 (Prize not claimed)
- 4th place £20 cheque 062

March draw: 200 Club prizes – drawn on 7th March 2016

- 1st place £50 cheque 063
- 2nd place £35 cheque 064
- 3rd place £25 cheque 061 (not claimed from January Draw)
- 4th place £20 cheque 065

April draw: 200 Club prizes – to be drawn later in the meeting

- 1st place £50 cheque 066
- 2nd place £35 cheque 067
- 3rd place £25 cheque 068

4th place £20 cheque 069

159.4 Members **RESOLVED** to note income and recorded its thanks for the contribution received from Bike Night:

Village Green Account

- Village Green Account Interest for January: £1.55
- Fishing Club Donation towards Fishing Swims: £ 1,000.00
- Village Green Account Interest for February: £ 1.36
- BT Wayleave: £10.00
- Village Green Account Interest for March: £1.30

Treasurers Account

- LAF Donation towards MVAS: £1,850.00

Play Area Account

- Donation from Mrs I Brown: £ 50.00
- 200 Club tickets: £ 20.00
- Donation from Bike Night: £ 1,879.50

Savings Account

- Savings Account January interest: £ 0.10
- Savings Account February interest: £ 0.10
- Savings account March interest: £ 0.10

159.5 Members **RESOLVED** to authorise the following Transfers

£6650.45 - FROM Village Green account TO the current account in respect of:

- (a) Stillwater - fishing swims installation - £5,940 (£1,000 received from fishing club has already been credited to the Village Green account). VAT to be paid from current account and reclaimed.
- (b) SWARCO – MVAS - £710.45 (£1,850 already deposited into current account as LAF grant fund). VAT to be paid from current account and reclaimed.

159.6 Income and Expenditure report

Members **RESOLVED** to approve the Income and Expenditure Report as at 29th January 2016, 29th February 2016, 29th March 2016. (Appendix A), **FURTHER RESOLVED** to approve the detailed report (29th January 2016 29th February 2016, 29th March 2016) which reconciles income and expenditure to bank statements (Appendix B).

160.0 Members **REVIEWED** and **ADOPTED** the following documents in preparation for the Annual Audit:

- Revised Standing Orders dated 7th March 2016 - Copy Attached, Appendix D
- Code of Conduct dated 18th May 2015 Copy attached, Appendix E
- Financial Orders dated May 2012 and re-adopted Feb 2015 - Copy attached, Appendix F
- Freedom of Information
- Analytical review and risk assessment, Copies attached, Appendices H and I
- Revised asset register, noting the addition of the MVAS

161.0 **Police Matters:** Members noted that a resident in the village has reported that a 4 x 4 “gator” was stolen from his property on the night of 21st February. Residents are reminded to keep doors and windows locked and to be vigilant. Members asked residents to report any suspicious behaviour to the Police.

- 162.0 **Parish Council Business**
- 162.1 Rural Broadband – Members noted that high speed fibre broadband is now live in Ludgershall.
- 162.2 Bramble/Hedge clearance Members noted that the work adjacent to 5 Bells and the ditch in front of Ramblers has been completed and an invoice for the work received and paid; (See finance above).
- 162.3 Members agreed that consideration of the purchase of a new Play Area mower will be considered at the meeting in May.
- 162.4 MVAS – Members noted that the risk assessment has been completed and payment from LAF received. The MVAS equipment has now been delivered and invoice received (See Finance item above) The ground screws have not yet been installed. Clerk to chase.
- 162.5 Swims at Fishing Pond: Stillwater Management Ltd completed the work in February but some residents were unhappy about the appearance of the new stills. Cllr Thomas reported the new stills complied with health and safety requirements, but it had been suggested that the shiny poles would be better if painted. The fishing club have offered to undertake the painting and the Parish Council AGREED to fund the paint.
- 162.6 Village Hall noticeboard The notice board refurbishment is now complete and re-erected. Members expressed thanks to Cllr Themis for his undertaking the repairs.
- 162.7 Replacement Oak tree for Village Green Tree has now been planted and is being watered when necessary. The Parish Council wishes to record its thanks to Cllr Cox and to Jack Fisher for his help.
- 162.8 Play Around the Parishes 2016: Members noted the event will take place Tuesday 9th August 10am – 1pm and AGREED to the expenditure of £15.00 for the hire of the Memorial Hall
- 162.9 Local Transport Solutions- Cllr Thomas has attended meetings about options and the Local Area Forum and a number of Parish Councils have secured the loan of a mini bus for twelve months and £15,000 has been raised towards the running of the service. Cllr Thomas has offered to sit of a committee which will review the routes provided and cost of the service.
- 162.10 The Green adjacent to The Warrens: Members noted the vehicle which was parked on the Green adjacent to The Warrens has now been removed
- 162.11 Parish Meeting: Members AGREED the meeting shall take place at 7.30pm on 25th May 2015 in the Memorial Hall and confirm invitees as follows: Angela Macpherson – Bucks CC, Cameron Branston – AVDC, Village Hall Committee, PSCO Grayburn, Alistair Thompson, Paul Hodson (LAF), Stuart Campbell (Transport for Bucks LAT), Ken Tiffin – Fishing Club, Archie Harris – Hart Charities. Clerk to send invites.
- 162.12 Horses on the Green: Members noted the Green is being used for the grazing of horses but the identity of the users is not known at this time. A grazing licence would be required to regularise this.
- 162.13 Appointment of Internal Auditor: Members AGREED to RE-APPOINT Alan Lambourne and Melanie Rose as internal Auditors and AGREED expenditure in respect of the fees up to £35.00
- 162.14 External Auditor: The Council RESOLVED to remain opted in to so that the SAAA make audit arrangements on its behalf
- 162.15 Buckinghamshire Playing Fields Association: Members RESOLVED, to renew Membership and AGREED to the expenditure of £20.00 subscription fee for the coming year
- 162.16 Queen's Birthday celebrations – Members APPOINTED Cllrs Cox, Chettle and Jones to form a sub Committee to considered whether the Parish Council would like to host or organise an event in the village to mark the occasion including the purchase of a collector medal.
- 162.17 Data Protection registration. Members AGREED the circumstances concerning

- registration have not changed and AUTHORISED payment of £35.00 registration fee.
- 162.18 SLCC Membership. Members AGREE to the renewal of membership and AUTHORISE the expenditure of £88 for the year plus a joining fee of £8 for new members.
- 162.19 Clerk Training: Members AGREED to fund the Clerk's attendance on the course at a cost of £250
- 162.20 Road side erosion and kerbing: Members noted considerable amount of erosion in places around the village. As Bucks County Council have responsibility for kerbing enquiries to be made as to whether BCC can provide funding of undertake the works needed.
- 162.21 Best Kept Village Competition: Members DETERMINED to enter this year's competition and AUTHORISED payment of the entry fee of £20.00. A litter pick to take place on 24th April. Cllr Cox to arrange for a flier to be distributed.
- 163.0 **AVDC**: Nothing further to report
- 164.0 **Buckinghamshire County Council**: Devolved Services: Members agreed to accept the agreement which takes effect on 1st April 2016 and RESOLVED to accept the Devolved powers offered and AUTHORISED the execution of the Agreement. A Health and Safety briefing will take place at County Hall, Aylesbury on 13th April. Cllr Thomas to attend.
- 165.0 **Circulated between Meetings**: Members noted the correspondence circulated.
- 166.0 **Footpaths**: Cllrs Thomas and Themis agreed to walk the footpaths and to report on priorities for action.
- 167.0 **Planning**:
- 167.1 Members consider Planning Application reference number 15/04064/APP for the erection of an Agricultural Barn for Storage at Yew Tree Farm Duck Lane Ludgershall and RATIFIED the decision not to object.
- 168.2 Members consider Planning Application reference number 16/00140/AOP for the demolition of existing dwelling and erection of 5 dwellings on land at Westhaven and Green View, Salter Lane. Cllr Themis proposed that the Members should REFUSE TO RATIFY the decision to 'not object', but instead PROPOSED the Council should withdraw the comments already submitted to Aylesbury Vale District Council and object to the Application. This proposal was seconded by Cllr Chettle and the motion was carried by vote of 4:1. The Chairman did not vote. The reasons to be stated for the objection is over development of the site.
- Councillors Lawson and Cox left the room
- 168.3 Members consider Planning Application reference number 16/00168/APP for the demolition of garage and stable block and the erection of detached dwelling on land adjacent to Pennwood House, High Street, Ludgershall and Noted that the Application Has been withdrawn. Members RATIFIED the decision to object.
- Councillors Lawson and Cox returned to the room.
- 168.4 Members considered Planning Application reference number 16/00311/APP for the erection of two storey side and single storey side extension at Kiln House, Duck Lane, Ludgershall and RATIFIED the decision not to object.
- 168.5 Members considered Planning Application reference number 16/00938/APP for the demolition of house and outbuilding and erection of two detached houses and garage (variation of planning approval 15/01560/APP) at Elmwood House Wotton End Ludgershall and RESOLVED not to object.
- 168.6 Members NOTED there is no update regarding access over the Village Green to The Hovel, Duck Lane

169.0 **Easements across the Village Green**

Members NOTED the developments the subject of Planning Applications are likely to require an easement for access across the village Green and MEMBERS confirmed in each case the Parish Council will consider granting an easement if an application is made. All costs to be borne by the Applicant.

170.0 **Play Area**

170.1 Members NOTED the 5th and 6th drawing and the winners of the 200 club and NOTED the 2nd quarterly return had been completed and returned to the AVDC. The 7th drawing of the subscription year took place and Members noted that the following 200 Club winners were drawn for February:

- 1st Henry Bosely -Number 98
- 2nd Jenny Rothery – Number 85
- 3rd Brett Spencer - Number 106
- 4th Michael Parker – Number 82

Members AGREED to DEFER consideration of new equipment until the budget for expenditure is confirmed. Members Noted that the annual ROSPA inspection is due to be undertaken in May and AGREED the Clerk should make arrangement for this to take place.

171.2 Members NOTED the repair works which have been undertaken to date. County Councillor Angela Macpherson encouraged members of the public to report any pot holes in the highway to TFB using the on-line facility.

172.0 Members NOTED the dates of next meetings is 9th May 2016. And AGREED the following meeting dates for the coming year meetings; 6th June 2016, 11th July 2016, 5th September 2016, 3rd October 2016, 7th November 2016, 5th December 2016, 9th January 2017, 6th February 2017, 6th March 2017, 3rd April 2016, 8th May 2017

173.0 **COMMITTEE IN PRIVATE SESSION**

173.1 Members RESOLVED, pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded.

173.2 Members considered how the Council’s obligations under the Devolution Agreement will be delivered and RESOLVED that the Parish Council will undertake the grass cutting itself using the tractor and the mower already owned by the Council and NOTING that the trimming of the hedges are the responsibility of adjoining land owners.

SignedChairman Date