

LUDGERSHALL PARISH COUNCIL
3 The Pightle • Drayton Parslow MK17 0LQ
Tel: 01296 728131
Locum Clerk: Deborah O'Brien MILCM

3rd May 2017

Dear Councillors and Residents of Ludgershall,

I hereby give you notice that a meeting of Ludgershall Parish Council will be held at Ludgershall Memorial Hall on Monday 8th May 2017, at 7.30 p.m. All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder. Before and after the Parish Council Meeting there will be a period of public questions.

Deborah O'Brien

Deborah O'Brien MILCM

AGENDA

- 1. Election of Chairman for 2017/18** – Nominations are required for the position of Chairman
- 2. Election of Vice-Chairman for 2017/18** – Nominations are required for the position of Vice-Chairman
- 3. Apologies** - Members are asked to receive apologies from members.
- 4. Declarations of Interest:** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 S32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- 5. Casual Vacancy** – Members are advised that Cllr Gardner has resigned and as such a Casual Vacancy has occurred. The Monitoring Officer at AVDC has been notified with notices placed on notice-boards & the website advertising the position. If there has not been a call for a by-election by the 17th May, the position may be filled by co-option. In addition, the Monitoring Officer has confirmed receipt of Registers of Interest and Acceptances of Office for both Cllr Lewin and Cllr Darvas.
- 6. Representatives to committees/adoption of roles by Councillors** – members are requested to represent the Parish Council at: The Local Area Forum (LAF); BMKALC; Planning Committee mtgs; Fishing Club etc.
- 7. Minutes**
Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meeting of the Parish Council held on Monday 3rd April 2017 - Copy attached LPC/11/1617
- 8. Finance**
 - 8.1 Account Balances:
The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£8435.73	(as of 31 st March 2017)
Deposit Account	£2507.62	(as of 31 st March 2017)
Village Green Acct	£27460.79	(as of 31 st March 2017)
Play Area Account	£5318.68	(as of 31 st March 2017)
Treasurers Account	£12753.09	(as of 30 th April 2017)
Deposit Account	£2507.73	(as of 30 th April 2017)
Village Green Acct	£27461.98	(as of 30 th April 2017)
Play Area Account	£5246.69	(as of 30 th April 2017)

8.2 Payments:

Treasurers Account: Cheques to be cut at meeting:

- Deborah O'Brien - £515.92 (45 hours 20/03-30/04- £578.12 less £115.60 PAYE; mileage - 92 miles £41.40; Regn Plate – Browns £10 + £2 VAT) - cheque no 0135
- HMRC - £115.60 PAYE for D. O'Brien May – cheque no 0136
- BALC – £31.85 - Cllr Lewin Induction training – cheque no 0137
- Bucks Playing Field Assn - £20.00 – 2017/18 subscription – cheque no 0138
- AVALC - £25.00 - 2017/18 subscription – cheque no 0139
- Bill Gardner - £169.00 – reimbursement for PA system – cheque no 0140
- Came & Co - £787.39 – Annual insurance renewal – cheque no 0141

Play Area Account

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

- 1st place £50 - cheque no 121
- 2nd place £35 - cheque no 122
- 3rd place £25 - cheque no 123
- 4th place £20 – cheque no 124

5.3 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports for year and month ending 31st March 2017. Copies attached appendices A and B. In addition, a new style of workbook is submitted for 2017/18 for review up to 30th April 2017.

5.4 Income:

Treasurer's Account: AVDC - 1st half Annual Precept - £5,000.00

Village Green Account: Interest £1.19

Savings Account: Interest: £0.11

5.5 Internal Audit

Members are advised that the Locum Clerk met with the Internal Auditor on 3rd May 2017 and between the agenda and Parish Council meeting will have supplied copies of her report. Clerk to update.

5.6 Annual Return & External Audit

After review of the Internal Auditor's report, members are required to review and make declarations on Section one of the Annual Return "Annual Governance Statement"

6.0 **Police Matters**

Members are advised of a recent 'distraction robbery' within the village.

7.0 **Parish Council Business**

- Annual Parish Meeting – members are advised that the public notice and agenda have been posted. Cllr. Chettle has extended invitations as agreed at the last meeting.
- Annual Insurance Renewal – This is due 1st June and quotes have been requested.
- Annual Rural Motor Insurance – This is due 8th June – the John Deere mower has been removed.
- Kubota Tractor – members are advised that a replacement registration plate has been obtained at a cost of £10 + £2 VAT. Cllr Themis has arranged installation.
- Devolved services mowing – Application for Registration plate for Husqvarna mower – applied for but initially rejected by DVLA due to incorrect form – to be re-submitted
- Play Area – Cllrs Themis to update on proposals for equipment following consultations after the last meeting.
- Overhanging trees at 16 West View – Cllr Jones to update – VAHT responsibility to apply to cut back trees on their side of the boundary.
- Dog Bins – Cllr Chettle to update on request to AVDC to re-locate the bin near the pond.

- Best Kept Village Competition – Cllr Lewin to update on any items that require attention prior to judging which commences on 1st June.
- ROSPA Play Area Inspection – Inspection has been booked and confirmed.
- Rails outside Ramblers – TFB are to replace the rusted railing. Further response is awaited regarding the brick drain.
- Storage of historic PC records – Deborah O’Brien and Cllr Lewin will review these prior to the PC meeting.
- Planning Meeting – This item has been added to the Annual Parish Meeting agenda
- Tree Branch on the Piddington Road – Cllrs Themis to advise whether or not this falls within the Conservation area thus requiring a planning application. Cllr Themis also to advise re quotes for the work.
- Willow tree at fishing pond – members to consider if tree requires cutting back or removing.
- Land Registry – address for service – this has been updated to reflect Cllr Themis’ address.
- Swims – only a licensed, insured contractor should be permitted to make any changes – could invalidate warranty with Stillwater if other vendor used. Cllr Themis to update regarding contacting Stillwater and the way forward.
- Fishing Club Insurance – further to a request for clarification on liability and other insurance for the fishing pond usage, members are reminded of the following minute from 4th March 2013 when this was previously queried and verified with the Parish Council’s insurance company:
161.0 • 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.
 In addition, the insurance company stated:
If angling clubs and the like use the pond for organised competitions it will be prudent to make it clear to them that the Parish Council are not insuring any injury, loss or damage arising from their activities. Ideally you should ask to see proof of the club’s Public Liability Insurance.
- Hedging/fencing of boundary – Petty’s Farm - Members are advised that as a courtesy the property owner has notified the Parish Council that he intends to adjust his fence in line with the actual boundary of the property. This will then be screened with hedging.
- Councillor Induction Training – Cllr Lewin is undertaking a new councillor’s course on 23rd May 2017.
- Village Marquee – members are reminded that it is essential that whenever this is used (private hire or village event) a formal request must be made to the Parish Council and a Risk Assessment must be completed and kept on file. Proof of insurance must also be submitted to the Clerk. This is an insurance requirement.
- Keep Fit equipment for Village Hall – following an enquiry from the Village Hall Committee, members are advised that: *The equipment was purchased as a result of a Local Area Forum grant to improve health and fitness in local communities. Although the Parish Council was the facilitator, the equipment was always to be a donation to the village hall from LAF as part of the Buckinghamshire Keep Active campaign and was meant for a community facility such as the Memorial Hall and stored there for general usage.*

8.1 Aylesbury Vale District Council (AVDC)

- No update

8.2 Buckinghamshire County Council (BCC)

- Notices of candidates and polling stations for the Bucks County Councillor elections have been displayed on the noticeboards and websites.

9.0 Circulated in between meetings:

- Bucks & Milton Keynes Weekly road surfacing update
- Development Management and Strategic Development Management Committee dates May and June 2017
- Get ready for Volunteer’s week, 1st - 7th June
- CPRE Bucks Planning Roadshow - last few tickets remaining
- NALC Newsletter - 25 April 2017
- Devolution or reorganisation: The debate on Oxford’s future
- Bucks & Milton Keynes Association of Local Councils - weekly update

- Correspondence from AVALC
- Bucks & Milton Keynes Local Association of Councils Newsletter - Matters Arising 2017
- Came & Company, Spring Council Matters 2017
- BCC News: Road and footway surfacing update
- BALC: Spring Council Matters 2017
- Request To Respond & To Encourage Responses To Housing White Paper Consultation
- Bucks & Milton Keynes Association of Local Councils - Allotments Management
- Vale of Aylesbury Local Plan (VALP) - New meeting dates
- Community Impact Bucks: April 2017 Newsletter: New membership scheme for Community Buildings, The Digital Journey, CPD accredited course, Funding & opportunities, Dates for your diary and more
- Public Sector Executive: One-tenth of councils cut social care spending by 25%, warns IFS
- New Thames Valley Police and Crime Plan 2017 – 2021
- B&MKALC - April Monthly Update
- Common Land and Village Greens, Aylesbury on the 14th June
- Bucks CC & HS2 Update Notes
- The Pre Election Period or Purdah
- BCC News: Where Transport for Buckinghamshire is working this week
- Make your community safer campaign
- MyBucks Easter special edition & April 2017
- Local newsletters from Buckinghamshire County Council - March Edition
- Bucks & Milton Keynes Association of Local Councils Training Courses
- Waddesdon Local Area Forum - Trading Standards Sticker Pack
- Tfb – roadworks update
- Bucks & Milton Keynes - Local Photographs
- Modernising Local Government
- Newsletter from UK Power Networks

10.0 Footpaths - Mr Turner-Smith to update regarding recent checking of footpaths.

11.0 Planning: www.aylesburyvaldc.gov.uk/planningapplications

11.1 Members are to note we have received the following planning application:

Application number	Location	Description of Development
17/00979/ACL	The Rectory Brill Road	Certificate of lawfulness sought on existing use of roof space of garage as staff accommodation.

11.2 Members are updated as to the status of the following applications:

Application number	Location	Description of Development	Current Status
16/00140/AOP	Land at Westhaven and Green View, Salter Lane	Demolition of existing dwelling and erection of 5 dwellings.	Awaiting decision
17/00774/ACL	Sharps Hill Farm Bicester Road Kingswood	Change of use of agricultural barn to a single dwelling house.	Awaiting decision

11.3 16/00168/APP: Land Adjacent to Pennwood House High Street – members are asked to consider a request for a grant of access easement across the village green for this new dwelling. A formal request has been received from the landowner. (Cllr Lawson)

12.0 Play Area - 200 Club – 8th drawing (May) of the new subscription year to take place.

13.0 Highways

- Tfb – Issues on Piddington Road and various drains logged with Tfb.

- A resident has requested that the bridge on the Brill Rd is painted – this falls to Bucks CC (TfB) and unless the railing is damaged or dangerous does not meet current budgetary criteria
- Blocked drain at Salters lane and Church Lane – members are advised that this must be pursued through Transport for Bucks as the Statutory Authority. District & County councillors are requested to provide assistance with this long-standing issue which was originally raised in **2012**.

14.0 Future Meetings:

14.1 Members are asked to note dates of next meetings – Ludgershall Parish Council: Members are asked to confirm the next meeting dates In each case to commence at 7.30pm in the Memorial Hall, High Street, Ludgershall:

- 22nd May (Annual Parish Meeting)
- 5th June 2017
- 10th July 2017 (3rd July is Bike Night)
- No meeting in August
- 4th September 2017
- 2nd October 2017
- 6th November 2017
- 4th December 2017

15.0 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.

15.1 Review of current position with regards to applicants for Clerk's position