

LUDGERSHALL PARISH COUNCIL

Swallows Barn • Wotton End • Ludgershall HP18 9NT

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30th August 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 4th September 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.

Bobs Damerell
Parish Clerk

AGENDA

1. **Apologies** - Members are asked to receive apologies from members.
2. **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
3. **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 10th July 2017 Copy attached LPC/03/1718.
4. **Finance**
 - 4.1 Account Balances:
The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£9669.77	(as of 31 st July 2017)
Deposit Account	£2508.05	(as of 31 st July 2017)
Village Green Acct	£27465.41	(as of 31 st July 2017)
Play Area Account	£4846.69	(as of 31 st July 2017)

4.2 Payments:

Treasurers Account:

Cheques paid between meetings:

- Ron Jones - £7.00 (Batteries for Microphone) – cheque number 0156
- Jim Goss - £110 (Bike Night Insurance) – Cheque number 0157
- Bobs Damerell £154.85 (July Parish Clerk Salary) – Cheque Number 0158
- HMRC £38.60 PAYE (Tax on Clerk Salary) – Cheque Number 0159

Cheques to be paid at meeting:

- George Browns Ltd £99.05 (£82.54 + £16.51 VAT) (Tractor Repair) Cheque 0160
- Bobs Damerell - £221.15 (August Parish Clerk Salary) – Cheque 0161
- HMRC - £152.80 (PAYE Clerk Salary £55.20 RD; £97.60 DOB) – Cheque 0162
- Deborah O'Brien - £ £469.45 (38 hrs 05/07-08/08 less PAYE; Mileage £34.65; Play Around Parishes underpaid £10; Postage stamps £14.52; Printer Ink £16.41; VAT £3.28) – Cheque 0163
- Playsafety – £36.00 (£30.00 + £6.00 VAT) RoSPA report template- cheque 0164

Play Area Account

200 Club prizes – issued between meetings:

- Abi Argent - £35.00 (Reissued 200 Club 2nd prize replacing voided chq 103) – Cheque Number 133

To be drawn later in the meeting: (11th (August) & 12th (September) drawing of the year)

- 1st Place £50 cheque no 134
- 2nd place £35 cheque no 135
- 3rd Place £25 cheque no 136
- 4th place £20 cheque no 137
- 1st Place £50 cheque no 138
- 2nd place £35 cheque no 139
- 3rd Place £25 cheque no 140
- 4th place £20 cheque no 141

4.3 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports for year and month up to ending 31st July 2017. Copies attached appendices A and B, together with the year to date budget analysis.

4.4 Income: Treasurers Account: Easement advice reimbursement £900; Voided cheque 0129 DVLA £55.00

Village Green Account: Interest £1.17; Savings Account: Interest: £0.11

4.5 Lloyds Bank Mandate

Members are advised that the current status of the Bank Mandate is currently the forms to add new signatories Cllrs Darvas, Jakeman and Lewin have been issued to Cllrs to take to the bank to be indemnified. All forms to remove former Cllrs and Clerk have been created and are ready to submitted.

Members are all asked to consider the Parish Clerk requesting Telephone banking and online statement viewing access

4.6 Annual Return & External Audit

The External audit conducted by Mazars LLP has completed and the following comments have been made:

“Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The Council has stated in section 1, assertion 2, that it has maintained an adequate system of internal control. However, the internal audit report has identified significant weaknesses including periodic bank reconciliations not being carried out and disposal of assets without Council agreement. The Council needs to ensure that its Annual Governance Statement is consistent with the internal audit report for 2017/18. Signed Mazars LLP 31 July 2017.”

Notices of conclusion of audit have been placed on the website and notice boards.

4.7 Training related to Finance & Internal Audit recommendations

As part of the PC's commitment to proper practices, it is advisable that training from BMKALC is made available to the Clerk. Two courses – Budget Setting (11/10) and Accounts & Finance for Parish Councils (14/11) are offered. Members are asked to consider and approve.

4.8 Pensions Regulator

Members are advised that the PC has been notified of new minimum pension contributions. The Parish Council does not have any eligible pension participants which the Pension Regulator has noted.

5.0 **Police Matters** – nothing to report at time of agenda.

6.0 Parish Council Business

- Public Meeting to discuss Neighbourhood Planning – Councillor Darvas to provide an update on the current status of the Neighbourhood Plan suggestion
- Village Green Management Plan – Cllr Darvas to update
- Replacement Memorial picnic bench on Play Area – Cllr Chettle to update
- Dog Waste Bin – Cllr Chettle to update on collection of additional bin
- Play Area – Cllrs Lewin & Jakeman to update on proposals for new equipment & wetpour repairs (quotes received); Cllrs Chettle & Themis to update concerning wooden ‘stepping’ piles.
- Play Area Pressure Washer - Cllr Themis proposed a new pressure washer for the play area. Quotes to be provided at the meeting
- Speed Watch – Cllr Jones proposed to be Speed watch monitor and inform Simon Garwood
- Best Kept Village Competition – Results have been received and Ludgershall has been awarded Runner up in the Gurney Cup
- Rails outside Ramblers – Tfb are to replace the rusted railing. Further response is awaited regarding the brick drain – Cllr Chettle to update
- Chestnut Tree at end of Old Post Office Drive – Councillor Chettle to provide an update. AVDC Trees Officer has given permission to proceed with works.
- Replacement trees for the Chestnut and the Clifford East Memorial Oak – members are asked to approve expenditure.
- Swims – Cllr Themis to update regarding contacting Stillwater, length of warranty and provide quotes for railing/platform work.
- Tractor Mowing attachment – Members are asked to consider the purchase of a new mower attachment. The original mower attachment was purchased in 2013 at a cost of £1893.00. A grease gun is also required. Cllrs Chettle & Jones to update regarding sourcing and costs.
- Waddesdon Community bus – share proposal with Oakley to Bicester – Councillor Chettle to update
- Waddesdon LAF Village Activity Projects – Cllr Darvas to update
- Waddesdon Police Community Forum – Cllrs Darvas & Jones were to attend on 16th July. Cllrs to update.
- Play Around the Parishes 2018 – Members are asked to consider options for the 2018 season

7.1 Aylesbury Vale District Council (AVDC)

No update

7.2 Buckinghamshire County Council (BCC)

No update

8.0 Circulated in between meetings:

- TFB Stakeholder Conference
- VALP Seminar Invitation
- BRAG Annual Conference
- BCC Transport – Consultation on Draft Transport Development Management Policy
- AVDC – Planning Application Consultations
- Bucks & MKALC – Weekly Update
- Bucks CC – Notification of Bucks Mineral and Waste Local Plan
- BALC – Parish Liaison Meeting
- BALC – Road Update
- AVDC – Additional Notes from News Around the Parishes
- Latest News from the Open Spaces Society
- PC & TC – new changes in the law – Data Protection Regulations
- Cherwell DC – Notification of Cherwell District Council Planning Policy Consultation
- Pensions Regulator - Automatic enrolment pension contributions - how are you affected by the increases?

9.0 Footpaths

- Cllr Lewin to update regarding leaflets for walkers and displaying the Definitive map

- Members are advised that the Footpaths Officer (Alastair MacVail) has been notified of the two footpaths with stile and blockage issues

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

10.1 Members are advised of the following New Planning Applications:

- 17/02762 – Sharps Hill Farm, Bicester Road, HP18 0RA - External alterations to the existing barn
- 17/02971 – Yew Tree Farm, Duck Lane, Ludgershall, HP18 9XZ - Change of use of dwelling to form residential care home including associated works to outbuildings
- 17/02947/ATC - Fell dead chestnut tree opp Peartree Cottage The Green – Proceed with works per Trees Officer (PC application)

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

Application number	Location	Description of Development	Current Status
17/00037/REF	Land adjacent to 6 Wotton End	Appeal relating to 16/03597/COUAR Planning Insp: APP/J0405/W/17/3170754	Awaiting decision
16/00140/AOP	Land at Westhaven and Green View, Salter Lane	Demolition of existing dwelling and erection of 5 dwellings.	Awaiting decision

10.3 16/00168/APP: Land Adjacent to Pennwood House High Street – Granting of easement for access
Cllr Lawson has been excluded from all discussions and correspondence in this matter.

Members are advised that reimbursement has been received from the applicants for the legal advice from Parrott & Coales (£900.) The PC solicitor, Parrott & Coales, is negotiating matters with the applicants' solicitors but has instructions to proceed with the placement of the two consecutive weeks legal notice, which will take place before the District Valuer's valuation at the request of the applicants. A proof of the notice will be submitted to the Clerk for approval prior to placement in the Bucks Herald.

11.0 Play Area

- 200 Club – 11th and 12th drawings (August & September) of the subscription year to take place.
- Cllr Chettle to Update on discussion with Helena Cox to assist with subscription renewals.
- Members are asked to sign the quarterly Small Lotteries statement for submission to AVDC.

12.0 Highways

- Drainage gullies on Bicester Road – Cllr Jones to update.
- Blocked drain at Salters lane and Church Lane – members are advised Cllr Macpherson raised the matter with TfB (again) and the reply is that Dave Smith will arrange for further investigation as soon as possible and will ensure that the HP jetting machine will attend. Clerk to follow up with Cllr Macpherson.

13.0 Future Meetings:

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

- 2nd October 2017
- 6th November 2017
- 4th December 2017