

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 8th May 2017 at 7.30 p.m.**

Present: Cllr. T. Chettle – new Chairman Cllr. P. Darvas
Cllr. R. Jones Cllr. S. Lawson
Cllr. C. Lewin Cllr. M. Themis – former Chair, new Vice-Chairman

Also present: Deborah O’Brien, Locum Clerk; County Cllr Angela Macpherson
14 members of the public

The meeting was opened to the public:

- A resident requested clarification regarding the granting of easements across the village green and asked for assurances that legal advice would be sought in relation to agenda item 11.3
- Another resident questioned the validity of a new easement being permitted
- Another resident (co-applicant) advised that the request was for a new easement and was not related to the existing easement for two properties.
- A resident asked if the play area on the village green could be cordoned off to protect it over the Bank Holiday weekend when the Bull & Butcher will hold an event
- A resident asked if HM Land Registry has been updated for address for service – it has. In addition will the PC consider the proximity to a bend as it affects access to the easement application.

Meeting commenced at 7:45pm

1.0 Nomination of Chairman for the 2017/18 Municipal Year

RESOLVED that Cllr Thomas Chettle was elected as Chairman of the Parish Council. He signed his Acceptance of Office. (Nominated Cllr Jones; 2nd Cllr Lawson)

2.0 Nomination of Vice-Chairman for the 2017/18 Municipal Year

RESOLVED that Cllr Michael Themis was elected as Vice-Chairman of the Parish Council. He signed his Acceptance of Office. (Nominated Cllr Darvas; 2nd Cllr Lawson)

3.0 Apologies - Members noted that Cllr Branston extended his apologies.

4.0 Declarations of Interest

Cllr Lawson declared a pecuniary interest in agenda item 11.3 (minute 14.3)

5.0 Casual Vacancy

Members noted 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.

6.0 Representatives to committees/adoption of roles by Councillors

RESOLVED that the following responsibilities were assigned: LAF & Unitary – Cllr Darvas; Play Area – Cllrs Chettle & Lewin; Fishing Club liaison – Cllr Jones; Footpaths – Cllr Lawson

7.0 Minutes

Cllr Lewin requested the addition of some items that were missing from the 3rd April 2017 minutes. They will be re-considered at the June meeting. A draft copy will be available on the website and notice board.

8.0 Finance

8.1 Account Balances:**RESOLVED** to note that:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 8435.73	(as at 31 st March 2017)
Deposit Account	£ 2507.62	(as at 31 st March 2017)
Village Green Account	£27460.79	(as at 31 st March 2017)
Play Area Account	£ 5318.68	(as at 31 st March 2017)
Treasurers Account	£ 8435.73	(as at 30 th April 2017)
Deposit Account	£ 2507.62	(as at 30 th April 2017)
Village Green Account	£27460.79	(as at 30 th April 2017)
Play Area Account	£ 5318.68	(as at 30 th April 2017)

8.2 Payments:**RESOLVED** to make the following payments from the Treasurers Account:

- 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
- MR Rose - £28.15 – Internal Audit – cheque no 0142

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

£50 cheque 121 – 200 Club prize –drawn later in meeting – J. Moore
 £35 cheque 122 – 200 Club prize –drawn later in meeting – I. Dickerson
 £25 cheque 123 – 200 Club prize –drawn later in meeting – T. Sergeant
 £20 cheque 124 – 200 Club prize –drawn later in meeting – P.Crisp

8.3 Income - RESOLVED to note income:

Interest - 0.11 Savings A/C; £1.19 Village Green A/C

21/04/17 - AVDC Precept - £5,000.00

Clerk also advised that a VAT refund has been applied for in the amount of £1,690.24 (01/01/16 – 31/03/17)

8.4 Income and Expenditure report**RESOLVED** to approve both Income and Expenditure Reports dated 31st March 2017 & 30th April 2017.**FURTHER RESOLVED** to approve the detailed reports (31st March 2017 & 30th April 2017) which reconcile income and expenditure to bank statements (Appendix B). Cllr Chettle signed both 31/3/17 copies**8.5 Internal Auditor and Annual Return 2016/17****8.5.1** The Internal Auditor's report (conducted 3rd May 2017) was presented to the meeting. Items A, B, E, H, I and J were checked 'no'. The following explanation was given:

During 2016/17 two Clerks were employed resulting in a lack of training and continuity.

In late January 2017, a locum Clerk took over and has prepared the annual return.

I have carried out an internal audit today and have noted the following concerns:

- Minutes have not recorded cheque amounts correctly
- A number of cheques were misplaced during the year resulting in cancellation and re-issue
- No income was reported from June 2016 to January 2017 – this was corrected at the March 2017 meeting
- Regular accounting statements were not agreed to the cash book or bank statements
- Several outstanding amounts of income had been overlooked although now claimed and received
- Transfers between bank accounts were not minuted
- The precept amount requested for 2017/18 has not been correctly documented in 2016/17
- No VAT was claimed for 2015/16 – this was claimed in March 2017

- An asset was disposed of without Parish Council agreement – this was corrected at the March 2017 meeting
- A transparency grant was claimed but not minuted accurately. This has since been corrected, equipment bought and website built by locum Clerk

Actions: An analytic review has been prepared by the locum Clerk and will be presented to the council and given to the next Clerk for guidance. Additional monthly internal audits by locum Clerk. There needs to be more stringent monitoring by the Parish Council. **RESOLVED to** accept the Internal Auditor's report.

8.5.2 RESOLVED to sign Section one – Annual Governance Statement of the Annual Return. Items 1 and 6 were checked 'no' and an explanation is given in the analytic review which was also signed by Cllr Chettle & the locum Clerk.

8.5.3 RESOLVED to sign Section two of the Annual Return which is based upon the year end 31st March figures approved at the meeting. Cllr Chettle and the locum Clerk signed the statement.

9.0 Police Matters Members noted that there has been a recent 'distraction' robbery in the village.

10.0 Parish Council Business

- Annual Parish Meeting – members noted that notice has been given and invitations extended.
- Annual Insurance Renewal – **RESOLVED to** accept the renewal of £787.39 (long-term agreement)
- Annual Rural Motor Insurance – due 8th June – John Deere mower to be removed
- Kubota Tractor – members noted that replacement regn. plate has been affixed (£10 + £2 VAT)
- Devolved Services mower – members noted that a registration plate has been applied for but has to be resubmitted on a different form
- Play Area – new equipment – Cllr Themis has spoken to local child-minders and is investigating a wooden swing structure. **RESOLVED that** the old climbing frame is to be painted red. Cllr Chettle to provide safety fencing during painting. Inspections have highlighted some unsafe wooden piles – Cllrs Themis & Chettle to arrange removal.
- 16 West View – Cllr Jones has advised resident that the PC has been refused permission by the Trees Officer to trim back the trees. VAHT has also declined to trim them.
- Re-location of dog bin near pond – Cllr Chettle awaiting response from AVDC.
- Best Kept Village – Cllr Lewin presented her findings. Cllr Jones to trim back the brambles which have overgrown the pavement. Cllrs Chettle & Jones to review other issues.
- RoSPA Play inspection – members noted this will take place in May.
- Railing in front of Ramblers – members noted TfB to replace rusted portion.
- Storage of Historic documents – Cllr Lewin & Clerk have reviewed these. Historic minutes and financial documents to be deposited with the County Archivist.
- Planning meeting – this has been added to the Annual Parish Meeting agenda
- Tree Branch on Piddington Rd and Willow at pond – Cllr Themis to provide photo and diagram for submission to the Trees Officer.
- Land Registry – Address for service has been updated to reflect Cllr Themis'.
- Fishing Swims – Cllr Themis to obtain confirmation in writing from Stillwater that the railings can be replaced and to obtain quotes for work.
- Fishing Club liability insurance – members noted the minutes from March 2013 – 161.0 advising the need for signage that participants of organised events fish at their own risk.
- Hedging/fencing at Petty's Farm – members noted that 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. Clerk to send correspondence to Cllrs Darvas & Lewin for review. Clerk had previously advised that a Land Search may be necessary.
- Members noted that Cllr Lewin is to attend Cllr Induction training on 23rd May.

- Village Marquee – members noted that 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. Forms are on the website or the Clerk can provide hard copies.
- Keep Fit Equipment for the Hall – members noted 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.*

11.1 Aylesbury Vale District Council (AVDC) – no update

11.2 Buckinghamshire County Council - Standing orders were suspended to allow Cllr Macpherson to report - no update due to electioneering apart from the Unitary consultations that will take place in May/June (22/5 in Aylesbury). Standing orders were re-instated.

12.0 Circulated in between meetings

Members noted that the following were circulated:

- 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

13.0 Footpaths

- Cllr Lawson advised that Dr Turner-Smith is allocating volunteers to adopt specific footpaths and will report further.

14.0 Planning www.aylesburyvaldc.gov.uk/planningapplications

14.1 Planning Applications

RESOLVED not to object to:

17/00979/ACL The Rectory Brill Road - Certificate of lawfulness sought on existing use of roof space of garage as staff accommodation.

14.2 Planning Decisions – none indicated by AVDC

14.3 16/00168/APP: Land Adjacent to Pennwood House High Street – (Cllr Lawson left the meeting) Members noted that a formal request for a grant of access easement across the village green for this new dwelling has been received from the landowner. After consideration of comments from the floor at the beginning of the meeting, it was **RESOLVED that** the Clerk should contact Parrott & Coales for a quote for further legal advice in relation to this application. (Cllr Lawson returned to the meeting after discussions and Resolution)

15.0 **Play Area - 200 Club** – Members noted that the following winners were drawn:

1st – Janet Moore £50.00; 2nd – Isabelle Dickerson £35.00; 3rd – Tom Serjeant £25.00; 4th – Pat Crisp £20.00

16.0 **Highways** – Standing Orders were suspended to obtain input from residents to enable Cllr Macpherson to report to TfB. Afterwards Standing orders were re-instated

- Members noted that TfB has performed some patching work on the Piddington Rd
- The flooding at Church Lane has been a longstanding issue since at least 2012.
- Cllr Macpherson to follow up with TfB on both issues

17.0 **Date of next meetings:**

- 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

Meeting closed at 9:45 pm. The following remarks were then received from the floor:

- Diesel is required for the devolved services equipment. Mr Goss is to order 500 litres.
- A resident asked about the PA system – Cllr Themis to ensure installation for the APM
- The Fishing Club Chairman enquired about the length of warranty from Stillwater – Cllr Themis to determine.

18.0 **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: **18.1 Review of applicants for Clerk's position**

RESOLVED that the Parish Council will offer the position to one of the applicants – 25 hours per month at SCP23. Subject to references and 6 month probation with additional monitoring during training by the locum Clerk.

Signed Date

Chairman