

**Minutes of a meeting of Ludgershall Parish Council held at Ludgershall Memorial Hall
on Monday 4th September 2017 at 7.30 p.m.**

Present: Cllr. T. Chettle – Chairman Cllr. P. Darvas
 Cllr. D. Jakeman Cllr. R. Jones
 Cllr. C. Lewin

Also present: Parish Clerk: Bobs Damerell; 14 members of the public

The meeting was opened to the public:

- In relation to July minutes item 45.3 Pennwood House – application for grant of easement - a resident asked what provisions have the Parish Council made to monitor the times which lorries and workmen will be accessing the site
- A resident asked how many hoardings and events have been planned for the Village Green and what is the current situation regarding the benches on the Green.
- Another resident asked if he would need the Parish Council's permission to commence repair and restoration work to their current easement in line with the current agreement and in keeping with that of neighbouring drive ways
- Another resident asked if the hedge at the A41 junction be cut back as it is currently impairing the vision of drivers.
- One resident asked whether they would be able to apply for a micro grant for the village hall individually or whether this would have to be through the Parish Council
- A resident asked who he needed to contact in regards to adding bricks to his driveway to minimise the loss of gravel.

Meeting commenced at 7:45pm

49.0 Apologies - Members noted that Cllr Lawson, Cllr Themis, District Cllr Branston & County Cllr Macpherson extended apologies.

50.0 Declarations of Interest

No Declaration of interest were made

51.0 Minutes

RESOLVED to receive the minutes and confirm the recommendations therein of the meeting of the Parish Council held on: Monday 10th July 2017 – LPC/03/1718

52.0 Finance

52.1 Account Balances:

RESOLVED to note that:

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)

52.2 Payments:

RESOLVED to make the following payments from the 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 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
 - Ron Jones – £3.95 (Post fix for dog bin) – Cheque 0165
 - FM Goss £96.00 (80.00 + £16.00 VAT) Supply of twinwell pipe – Cheque 0166
 - Jim Goss £22.33 (£18.61+ 3.72 VAT) Tractor Fuel – cheque 0167
- Members confirmed agreement.

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

August draw:

- £50 cheque 134 – 200 Club prize –drawn later in meeting – Ali Voke
- £35 cheque 135 – 200 Club prize –drawn later in meeting – Alison Wright
- £25 cheque 136 – 200 Club prize –drawn later in meeting – Janice Carr
- £20 cheque 137 – 200 Club prize –drawn later in meeting – Rosemary Harris

September draw:

- £50 cheque 138 – 200 Club prize –drawn later in meeting – Tamara Cartwright-Loebl
- £35 cheque 139 – 200 Club prize –drawn later in meeting – Alison Wright
- £25 cheque 140 – 200 Club prize –drawn later in meeting – Eleanor Rowsell
- £20 cheque 141 – 200 Club prize –drawn later in meeting – Vince Daly

52.3 Income - RESOLVED to note income:

Treasurers Account: Easement advice reimbursement £900, Village Green Account: Interest £1.17;

Savings Account: Interest: £0.11.

Cllr Darvas asked when the next instalment of the precept is due to be paid.

Cllr Lewin asked if there was a standard guideline outlining if there is a minimum a Parish Council should have at any given time.

52.4 Income and Expenditure report

RESOLVED to approve both Income and Expenditure Reports dated 31st July 2017.

52.5 Lloyds Bank Mandate

RESOLVED to continue adding the following to the Lloyds Bank mandate: Administration and balances only: New Clerk – Robert Damerell; Signatories: Cllrs Darvas; Jakeman & Lewin.

FURTHER RESOLVED – Parish Council agreed to clerk applying for telephone Banking and online statement viewing access

52.6 Internal Auditor and Annual Return 2016/17

RESOLVED to note that: 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.

52.7 Training related to Finance & Internal Audit recommendations

RESOLVED – Parish Council agreed to fund the clerk training: Two courses – Budget Setting (11/10) and Accounts & Finance for Parish Councils (14/11)

52.8 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.

53.0 Police Matters – nothing to report.

54.0 Parish Council Business

Public Meeting to discuss Neighbourhood Planning & other options – Cllr Darvas advised that a Working Group has been created. **RESOLVED** Parish Council formally approved the Group. Suggested staggered monthly meetings to establish questionnaire.

Village Green Management Plan – Cllr Darvas advised members that a village Green audit had been carried out in order to standardise future decision and deliver consistency. Cllr Darvas also suggested there could be a section added to the Parish Council website. Councillors to review recommendations made by the audit and vote on them at a future meeting.

Replacement memorial picnic bench on Play Area - Cllr Chettle brought three further quotations to the meeting. **RESOLVED** to accept the quotation from Venture Play Equipment for an 8 seater circular timber table set at £495.00 + VAT delivered.

Dog Waste Bin off Duck Lane – Members noted that Cllr Chettle collected the bin and Cllr & Jones has installed. Cllr Jones wished to thank Robert Evans for his help in installing the bin. Cllr Chettle to send photo of installed dog bin to AVDC

The Play Area – Cllrs Lewin and Jakeman have received two quotes and still waiting for one. Will bring all three quotes to next meeting in October. Cllr Lewin enquired as to whether any Village Green funds could be used for the repairs. Cllr Chettle to check.

Play Area Pressure Washer – Cllr Themis requested the purchase of a pressure washer to clean the play area equipment and stop it becoming slippery and dangerous. Quotes provided by the clerk. Cllr Chettle reluctant to spend £500 on a pressure washer. Suggested the possibility of enquiring whether a member of the parish has a washer who would be willing to lend to the Council.

Speed Watch – **RESOLVED** Cllr Jones agreed to take part in training on the speed gun

Best Kept Village – Results have been received. Certificate of runner up has been placed on notice board. Feedback to be scanned and circulated to council by the clerk

Rails outside Ramblers – Cllr Chettle advised that he had sent a further chaser to Dave Smith. Cllr Jones to also mention in his phone call with D Smith.

Chestnut tree at end of Old Post Office driveway – Members are advised that permission has been granted by AVDC to remove the Chestnut Tree. Clerk to enquire for three quotes to carry out the work.

Swims – No update as yet from Cllr Themis regarding contacting Stillwater about the length of warranty and providing quotes for railing/platform work. To be carried over to October.

Tractor Mowing attachment – Cllr Chettle updated that he was still waiting for the 3rd and final quote to come through and would hopefully have these ready for the next meeting.

Waddesdon Community Bus – Cllr updated that that he had received an initial outline of costs involved (£150, spread over three Parishes). Cllr Lewin asked if there was any information regarding ongoing costs and how easy it would be to pull out of the venture if it proved unviable. Cllr Chettle to also post an advert in the Bernwood News enquiring for any interest for parishioners to be a volunteer driver

Waddesdon LAF Village Activity projects – Cllr Jakeman updated that three events had been organised on the village Green and had been very successful. Cllr Jakeman is currently establishing as to whether there any further funds in order to stage further events.

Waddesdon Police Community Forum – Cllr Jones & Darvas updated that they had attended the meeting and Cllr Jones had raised the issue of speed control in the parish. Cllr Darvas also advised that a talk on cyber crime had been offered to the Parish if sufficient interest. The suggestion of the village coffee morning was put forward.

Play Around the Parishes – Cllr Chettle advised that the summer events were well attended, organised and considered a success.

55.1 Aylesbury Vale District Council (AVDC) – no update

55.2 Buckinghamshire County Council - Cllr Macpherson email

56.0 Circulated in between meetings

Members noted that the following were circulated:

- 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?

57.0 Footpaths

- Members noted that Cllr Lewin advised that the leaflets were very popular and successful.
- Dr Turner-Smith provided a draft interim report on the footpaths in the Parish. Clerk to circulate to Council.
- Members noted that we are awaiting an update from Footpaths Officer (Alastair MacVail) in regards of the two footpaths with stile and blockage issues. Clerk to follow up.

58.0 Planning www.aylesburyvaledc.gov.uk/planningapplications

58.1 Planning Applications –

- 17/02762 – Sharps Hill Farm, Bicester Road, HP18 0RA - External alterations to the existing barn – **RESOLVED that** there are no objections to the application as submitted
- 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 –**RESOLVED to object** to the application due to the increased volume of traffic in a small lane which is prone to flooding and close to village play area. The Council also objected to insufficient parking proposed which would also increase the likelihood of incorrect parking on village green again immediately adjacent to the village play area. Clerk to lodge objections on AVDC website.
- 17/02947/ATC - Fell dead chestnut tree opp Peartree Cottage The Green – Members noted: Proceed with works per Trees Officer (PC application)

58.2 Members noted the status of the following previous applications:

- **16/00140/AOP** Land at Westhaven – Demolition of existing dwelling & erection of 5 dwellings - Awaiting decision by AVDC
- **17/00037/REF** Land adjacent to 6 Wotton End - Appeal relating to 16/03597/COUAR Planning Insp: APP/J0405/W/17/3170754 – Awaiting decision by Planning Inspectorate

58.3 16/00168/APP: Land Adjacent to Pennwood House High Street – Members noted that reimbursement of £900 for legal advice has been received from the applicants. Cllr Darvas suggested that the Parish Council offered to include the legal notice advertisement in any publication requested by residents with the proviso that the resident will be responsible for the cost. Cllr Chettle said that the Council were following correct protocol but that this could be checked with the Council solicitor. Clerk to contact Parrott & Coles to check with solicitor

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

August - 1st – Ali Voke £50.00; 2nd – Alison Wright £35.00; 3rd – Janice Carr £25.00; 4th – Rosemary Harris £20.00

September - 1st – Tamara Cartwright-Loebl £50.00; 2nd – Alison Wright £35.00; 3rd – Eleanor Rowsell £25.00; 4th – Vince Daly £20.00

Cllr Chettle also updated that Helena Cox would be willing to approach subscribers for new and renewed membership of the 200 Club for the next financial year.

The quarterly Small Lotteries statement for submission to AVDC will be signed and submitted between meetings.

60.0 Highways

- Drainage gullies on Bicester Road – Cllr Jones discussing with Dave Smith, and will update at the next meeting
- 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. Cllr Jones discussing with Dave Smith, and will update at the next meeting

61.0 Council Document Storage: Cllr Lewin asked to update and circulate the information regarding Council storage. Cllr Chettle agreed but reminded Cllr Lewin that no decision could be made until the next Parish Council meeting in October.

62.0 Date of next meetings:

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

Meeting closed at 9:35 pm. The following remarks were then received from the floor:

- A member of the public commented that the 30 mph MVAS board hasn't been on and that this would have an impact on traffic speed in the village.
- A resident stated concern over the lack of the PA system and asked if this could be available for future meetings
- Another resident raised a lack of information over the community bus and felt more details needed to be available

Signed Date

Chairman