



Ordinary Meeting of West Dean Parish Council Wednesday 23 July 2020 commenced at 7pm

Held by video conference (in order to protect the health and safety of councillors and members of the public during the COVID-19 'Stay at Home' government directive)

Present: Jane Higgins (JH) – vice-chair, Bill Seabrook (BS), Christine Warry (CW), Andy Francis (AF), David Sutton (DS), and Harry Urquhart (HU).

Others present: Melanie Camilleri (MC) – Clerk/RFO. Cllr Richard Britton (Alderbury and Whiteparish division) attended. No members of the public attended.

- 38/20** **Apologies for Absence:** Sarah Hurst (SH). HU reported a late arrival to the meeting and so JH as Vice-chair of WDPC agreed to chair the meeting.
- 39/20** **Public Forum**
- 40/20** **Declarations of interest:** None
- 41/20** **The Minutes of the Parish Council** meeting held on **Wednesday 06 May 2020** were approved and signed.
- 42/20** **To receive a report from Cllr Devine (Wiltshire Council: Winterslow Division):** Cllr Devine didn't attend
- 43/20** **NDP:** Alan Bannister delivered an update on next steps. Key points:
- National Policy is: no NDP Referendum will take place across the country before next Spring. We would be in a queue presumably.
 - AB would still hope to deliver our final offer for Reg 16 asap (Sept?) and leave the process to TVBC.
 - Other factors have a direct or indirect impact on the process such as:
 - Changing government policy for house building across the country
 - Will NPPF be altered/eased to accommodate the post-recession and lockdown plan?
 - Climate change and the economy
 - The Refined Issues and Options for the next Local Plan (TVBC). PC comments due by end of August)
 - West Dean Housing Need Survey. Is it appropriate?
 - Planning Application (s) for development in the Hampshire (TVBC) part of West Dean Village e.g. Glebe Farm (approved and sold to developer) which is against draft NDP/PC recommendation.
 - Clarity (or lack of it) concerning downsizing requirements of current residents as opposed to affordable housing with its specific meaning.
 - AB wants to hand over to someone else by end Sept 2020 the responsibility for progressing with the NDP, while still maintaining all the history and willing to continue in an advisory capacity/keeper of the story so far.
 - AB can in August with necessary support prepare a final offer to be presented at next PC meetings in Sept. I will take the same line at WT PC next week.

On behalf of WDPC JH expressed her thanks to AB for his generous offer and for the 1000s of hours he's worked over a long period. This was echoed by all councillors.

44/20

Finance

- i) 2019/20 Internal Audit (Annual Governance and Accountability Return)
 - a. MC delivered the results of the Annual Internal Audit Report.
 - b. Approvals and signature of Certificate of Exemption
 - c. Approvals and signature of Section 1- the Annual Governance Statement
 - d. Approvals and signature of Section 2- Accounting Statements
 - e. Notice of Public Rights and Publication of Unaudited Return
 BS proposed, seconded by AF and resolved unanimously that documents b-e were approved. HU as the appointed Chair of WDPC will sign documents b-d
- i) Cashflow report and payments: JH proposed, seconded by DS and resolved unanimously that the cheques and Standing Order be approved and signed.

Bank balances

Main Account (as at 19 June 2020): £4,251.24

Savings Account (as at 09 June 2020): £7,512,87

Main Account

Payee	Detail	Amount £	Method
Clive Francis	Grass Cutting (April x 2 cuts)	528.00	699
Community First	Insurance	751.14	700
WALC	WALC/NALC subscription	104.32	701
Clive Francis	Grass Cutting (May x 3 cuts)	792.00	702
Martin Lambe	Rec Grd Repairs	100.00	703
M Camilleri	Clerk Salary + office space (June)	437.88	S/order
M Camilleri	Clerk Salary + office space (July)	437.88	S/order
John Murray	Internal audit fee	140.00	704
Clive Francis	Grass cutting (March x 1 cut)	264.00	705
Total debit		£3,623.26	

Receipts	Detail	Amount £	Deposit Ref.
Lloyds	Interest	0.28	
HMRC	VAT Reclaim	1,553.88	
Lloyds	Interest	0.26	
Total credit		£1,554.14	

- ii) MC presented the revised mid-year budget 2020/21 for review.
 - a) Dun Valley News budget allocation and Memorandum of Understanding (MOU): JH proposed, seconded by CW and resolved unanimously that the MOU be approved and that WDPC will make a capped payment of £750 p.a. using its powers under Local Government Act 1972 s 142
 - b) AF proposed, seconded by BS and resolved unanimously that the revised budget be approved.

45/20

Village Maintenance – review status of all outstanding matters (due to CV19) and agree action and timescales

- i) Village lamp posts – install LED bulbs (x5): revised quote £781.64. This is non-priority work, but the budget will remain allocated.
- ii) Adjustment of timer to lamp on the green (to switch off midnight): AF indicated this will be adjusted
- iii) Grit bins purchase: AF purchasing and will liaise with HCC and WC Highways regarding their location (potentially top Tower Hill and bottom Moody's Hill).

- iv) Playground maintenance (incl Climbing Wall): MC to obtain a view from Vitaplay on remedy, incl quote
- v) HNS – talk from Vicky Bodman: A conversation took place as to the merits of conducting a HNS in West Dean. MC to invite Vicky Bodman along to the 16 Sept meeting to discuss.
- vi) Emergency Plan review: To discuss 16 Sept meeting
- vii) Village Management Plan. To be created alongside budget 2021/22. To include River Maintenance. MC to organise an EGM in August for the purposes of identifying all areas.

46/20

Correspondence and AOB

- i) Outcome of concern raised by West Dean Club: HU reported the outcome of his discussion with West Dean Social Club (Minute 36/20 vi) refers): West Dean Social Club could not substantiate their concern about any member of the council and regard this matter as now closed.
- ii) Latest SHELAA from TVBC was discussed. In particular SHELAA ref 275 Woodside Farm, West Dean.

47/20

Next Parish Council Meeting

The next **West Dean Parish Council** will be held on **Wednesday 16 September at 7:00pm Video Conference.**

Being no further business, JH closed the meeting at 20:48pm

DRAFT MINUTES TO BE SIGNED AT THE NEXT MEETING OF THE PARISH