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## DRAFT MINUTES OF A MEETING OF FOVANT PARISH COUNCIL HELD ON 14<sup>th</sup> MAY 2013 IN THE VILLAGE HALL.

**Present Cllrs** Dunn, Havard (Chairman), Roberts and Mrs Taylor.  
**In attendance;** Mrs C Churchill (Clerk). 2 members of the public.  
**Apologies** Cllr Bullard. PCSO Gary Chambers.

There were no questions or statements from members of the public on any matter concerning the village

Report from the Tisbury Neighbourhood Police Team. Apologies received, latest crime report has been circulated.

Report from Wiltshire Councillor Mrs Jose Green. Not present, no report received.

Cllr Havard opened the meeting at 7.39pm.

### **13/001. Election of Chairman.**

Cllr Havard was elected Chairman for the council year ending May 2014.

*Local Government Act 1972 ss15*

### **13/002. Declaration of acceptance of Office.** Cllr Havard signed the Declaration.

*Local Government Act 1972 s83(4)*

### **13/003. Election of Vice Chairman.** Cllr Roberts was elected Vice Chairman for the council year ending May 2014 and signed the Declaration of Office.

*Local Government Act 1972 ss34*

### **13/004. Apologies for absence and to consider whether to approve the reasons given.** Cllr Bullard (away)

*Local Government Act 1972 s85(1)*

### **13/005. Chairman's announcements.**

Mrs Story has decided not to fill her seat on Fovant Parish Council.

Cllr Havard wished to thank all the retiring Cllrs for their contributions to parish life.

Clerk to check with elections re procedure of the latest vacancy.

Clerk

Clerk

### **13/006 Declarations of Interest.** None received

### **13/007. Exclusion of the press and public.** None required

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100*

### **13/008. Council meeting Minutes** - to confirm and sign the Minutes of the parish council meeting held on 5<sup>th</sup> March 2013.

The previously circulated minutes were taken as read, approved without amendment and signed by the Chairman.

**13/009. Council meeting Minutes** - to confirm and sign the Minutes of the extra ordinary parish council meeting held on 2<sup>nd</sup> April 2013

The previously circulated Minutes were taken as read, approved without amendment and signed by the Chairman.

**13/010. Council meeting Minutes** - to confirm and sign the Minutes of the extra ordinary parish council meeting held on 30<sup>th</sup> April 2013.

Cllrs read the Minutes and agreed they were a true record after a minor typo correction (insert colon on second page), Minutes were signed by Cllr Havard.

**13/011. To receive brief reports from Cllrs.** No reports have been received. Clerk to remove TAPCAP from list. Clerk

Agenda item for June – remove reports in this format. Clerk

**13/012. Co-option of Councillors.**

Mr Robert Davis and Ms Nicky Jones both stood for co-option Fovant PC resolved to co-opt both candidates onto Fovant PC.

Cllrs Davis and Jones signed the Declaration.

Clerk to send paperwork. Clerk

Article to go into the Three Towers to advertise the remaining two vacancies. Clerk

**13/013. To appoint representatives to organisations.**

To be carried forward to the June meeting.

Cllr Ms Jones will be the village hall representative.

*FPC Standing Orders 1.5.2(g)*

**13/014. Update of actions from the meeting dated 5<sup>th</sup> March 2013.**

1. (12/239) Clerk sent the housing summary to WC for inclusion in the report.

2. (12/241) Clerk addressed all the APM matters.

**13/015. Update of actions from the meeting dated 2<sup>nd</sup> April 2013.**

1. (12/259) Clerk submitted the planning response to WC for the Trout Farm application.

**13/016. Update of actions from the meeting dated 2<sup>nd</sup> April 2013.**

1. (12/ 265) Clerk has yet to send the minutes from the meeting to the Planning Officer at WC but has spoken to him about the meeting and the concern over box 19.

2. (12/266) Clerk submitted the planning response to WC.

3. (12/267) Clerk submitted the planning response to WC.

4. (12/269) Cllrs sent comments re accounts which were corrected or explained. Accounts have been internally audited.

5. (12/274) Clerk sent revised nomination to WC for the Open Space community asset.

**13/017 Dates for future Fovant Parish Council meetings.**

Fovant PC resolved to meet at 7.45pm on the following Tuesdays;

4<sup>th</sup> June, 2<sup>nd</sup> July, 3<sup>rd</sup> September, 1<sup>st</sup> October, 12<sup>th</sup> November, 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 1<sup>st</sup> April and 6<sup>th</sup> May.

Clerk to confirm these dates with village hall bookings Clerk.

Clerk

**13/018. To receive an update on the Recreation Ground transfer of asset request.**  
No update available, Clerk to contact WC and request an update. Clerk

## Finance

**13/019. To note the report from the Internal Auditor** following the Internal Audit for the year ending 31<sup>st</sup> March 2013.

Fovant PC noted the Internal Audit, the only concern being the balance c/f on 31<sup>st</sup> March was insufficient. Clerk to advertise the inspection period. Clerk

**13/020. To confirm the Annual Governance Statement for Fovant Parish Council.**  
After reading the Annual Governance Statement Fovant PC confirmed all items had been carried out. The Annual Governance statement was signed by the Chairman and Clerk.

**13/021. To approve the accounts for the year ending 31<sup>st</sup> March 2013.**  
Fovant PC resolved to approve the accounts for the year ending 31<sup>st</sup> March 2013 and the Annual Return was signed by the Chairman and Clerk.

**13/022 Year ending 31<sup>st</sup> March 2014.** To review the accounts for the year ending 31<sup>st</sup> March 2013

The balance of the accounts stands at £6,436.53.

Clerk to transfer £1.39 from the instant access a/c into the main instant a/c. Clerk

Clerk to transfer £4000 from the current a/c into the main instant access a/c. Clerk

The precept has been received.

*Account and Audit Regulations 2003 reg 27*

**13/023 Year ending 31<sup>st</sup> March 2014.** Due to insufficient signatories all payments will be approved at the next meeting.

*Local Government Act 1972 s150(5)*

*Account and Audit Regulations 2003 reg 4*

**13/024. Bank signatories.** To authorise new signatories for the Parish Council bank account held with Lloyds TSB.

Fovant PC resolved that Cllrs Dunn and Davis to be signatories. New form required.

**Planning.** To review the following planning application and agree a response for Fovant PC.

As none of the plans were available on the WC website, Clerk to request an extension on all applications so that they may be considered at the next meeting.

Clerk will download plans to a memory stick to bring to the meeting.

**13/025. 13/00192. Vine Cottage, High Street, Fovant.** Listed Building Consent.  
Design amendments to LBC S/2011/1766 including internal alterations.

**13/026. 13/00146. Brookdale, Tisbury Rd, Fovant.** Demolition of existing dwelling and attached garage. Erection of replacement two storey dwelling and attached garage.

To note the following applications for tree works in the parish.

**13/027. 13/00318. Orchard House, Tisbury Rd, Fovant.** 2 x Lawson Cypress and 1 x silver birch, reduce to level of Leyland cypress hedge.

**13/028. 13/00404. Vine Cottage, High St, Fovant.** G1 x 15 conifers, fell and remove.. T1 and T2 conifers reduce by a third.

**13/030. Publicity of Meetings.** Currently the agenda for the PC meeting is displayed on the notice board by the village hall. To consider displaying the agenda on all three notice boards in the parish and revert to displaying plans on the notice boards.  
Fovant PC resolved to display agendas for meetings on the following notice boards; Pembroke Arms, Village Hall and Sutton Road. Cllr Havard will see if a different colour paper can be used.

**13/031. Clerk's Report.**

Phone call re the Trout Farm planning application

Cllr Havard rang to say a petition had been received with a copy sent to me, the only copy was the one Cllr Havard sent.

Election results – posted on the notice board

Gentleman rang wishing to stand for co-option

**Dates**

Thursday 16<sup>th</sup> May – AONB national forum at Dinton. Two sessions to choose from 1.30 and

Friday 24<sup>th</sup> May – official opening of the Pembroke Arms at Wilton, Chairman of FPC is invited.

Tuesday 4<sup>th</sup> June – deadline for completing the Register of Interests

Wednesday 5<sup>th</sup> June – SWWAB meeting at South Newton

Friday 7<sup>th</sup> June – WC Highways meeting at the City Hall

7<sup>th</sup> June – Bonallack and Bishop seminar at Grasmere House

Wednesday 19<sup>th</sup> June – SLCC regional conference at Salisbury racecourse

Friday 21<sup>st</sup> June – SLCC branch meeting, presentation on highways

Saturday 22<sup>nd</sup> June – deadline for filling vacant seats by co-option

22<sup>nd</sup> June – Fovant fete

Tuesday 25<sup>th</sup> June – CPRE meeting at Marlborough

Annual Drumhead service, Fovant Badges – Chairman is invited

**13/032. To note items for the agenda of the next meeting to be held on Tuesday 4<sup>th</sup> June.** Any items for the agenda must be sent to the Clerk before Friday 24<sup>th</sup> May.

**FUTURE MEETINGS:**

4<sup>th</sup> June, 2<sup>nd</sup> July, 3<sup>rd</sup> September, 1<sup>st</sup> October, 12<sup>th</sup> November, 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 1<sup>st</sup> April (Annual Parish Meeting) and 6<sup>th</sup> May.

Cllr Havard closed the meeting at 9.10pm.