



WEST DEAN
Parish Council

**Minutes of the Parish Council meeting
held on Monday 18th September at 19:00
at King George’s Hall, West Dean.**

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor Taylor		✓	
Councillor Biddulph	✓		
Councillor Camilleri	✓		
Councillor Moseley		✓	
Councillor Seabrooke	✓		
Councillor Urquhart	✓		

Also, in attendance:

Amanda Owen – Clerk, West Tytherley Councillor Margaret Down, Borough Councillor Richard Britton & 2 members of the public.

65/23	<p>To receive Chair’s opening remarks. Councillor Higgins welcomed everyone to the meeting and introduced West Tytherley Parish Council Councillor Margaret Down to the meeting.</p>
66/23	<p>To receive and accept apologies for absence. Apologies were received and noted from Councillor Taylor & Councillor Moseley and PC Harry Murphy.</p>
67/23	<p>To receive declarations of disclosable pecuniary interests relating to items on this agenda. No disclosable pecuniary interests were received.</p> <p>Councillor Camilleri suggested amending further agendas to include an ‘interest’ in general.</p>
68/23	<p>To approve the minutes of the full council held on Monday 10th July 2023 and the minutes of the extraordinary meeting held Monday 4th September. The minutes of the full council meeting held on Monday 10th July 2023 and the minutes of the extraordinary meeting held on Monday 4th September were approved as a correct record of the meetings.</p>
69/23	<p>Public Forum. Resident 1 addressed the meeting with regards to Glebe Farm. - Concerning the memorandum which has been posted on the Test Valley Borough Council (TVBC) website from the housing committee. The comments state TVBCs policy, and what they understand the housing need to be from registers. Comm 8 states that the applicant will need to demonstrate the need for housing for those who cannot content full price market properties. If evidence of housing need is not apparent, how can TVBC pursue what the needs are?</p> <p>Q – Do the Parish Council want Test Valley Borough Council deciding what is needed? Q – Are there people within the Parish who need a self-build plot?</p>



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	<p>Councillor Seabrooke addressed the resident and advised that the resident should contact TVBC directly to discuss concerns.</p> <p>Councillor Seabrooke also reiterated that West Dean Parish Council had one question to answer and that was 'Did West Dean Parish Council object to the proposal of ten properties?'</p> <p>After discussion, it was summarised that the resident should contact TVBC directly with any concerns and questions.</p> <p>Councillor Urquhart addressed the meeting, with regards to the planned proposal and how Councillors have spent time discussing the Glebe Farm proposal.</p>
70/23	<p>To receive reports & updates:</p> <p>A report from Nick Hiddleston from the River Group.</p> <p>Councillor Higgins addressed the meeting on behalf of Mr Hiddleston and presented his report which can be found at APPENDIX A.</p> <p>Councillor Seabrooke thanked Councillor Higgins & her volunteers for their river clearance work and stated how wonderful the river looked.</p> <p>An update from Councillor Camilleri & Councillor Seabrooke with regards to the S106 agreement for Glebe Farm.</p> <p>Councillor Camilleri updated the meeting with regards to the following that can be found at APPENDIX A.</p> <p>Councillor Seabrooke highlighted that the S106 update was between Test Valley Borough Council and the Developer to finalise and that West Dean Parish Council had been asked for their consideration as to items to be included within the draft S106.</p> <p>It was proposed that Councillor Camilleri highlighted points from discussion amongst Councillors to address as considerations to carry forward.</p> <p>Proposed by Councillor Seabrooke, seconded by Councillor Biddulph.</p> <p>All members voted unanimously to accept this resolution.</p> <p>An update from Councillor Higgins with regards to the Emergency Plan and the implications for the Village Hall.</p> <p>The Emergency Plan has been reviewed with the Village Hall Committee and the plan has been updated including details of those residents who are considered vulnerable. Rechargeable lanterns & two-way radios have been purchased to be stored at the Village Hall for public use when required. Suggestion was received that West Tytherley Parish Council consider a contribution towards the storage costs and purchase.</p> <p>Councillor Higgins advised that funds are still available within the SSE grant, and feels that the purchase of power packs would be beneficial particularly for those vulnerable residents. Councillor Camilleri is researching power packs for purchase.</p> <p>It was proposed that up to twelve power packs be bought up to a total of £500.00.</p> <p>Proposed by Councillor Higgins, seconded by Councillor Camilleri.</p> <p>All members voted unanimously to accept this resolution.</p> <p>A report from Councillor Urquhart with regards to the Area Board Meeting held on 7th September 2023.</p> <p>Councillor Urquhart updated the meeting with regards to the following:</p>



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- Summer social event in July in Winterslow.
- Neighbourhood Watch AGM is being held in October.

- Area Board: Highlights, customary reports and consideration to grants and approval system.
- 26th Alderbury 6pm – meet the leader event.

Report from Wiltshire Councillor Richard Britton.

Councillor Britton advised that the Wiltshire council budget is looking well. Council have allocated another £10 million to road maintenance.

71/23

To note the financial situation and considerations for next year's budget.

The current financial situation and the reconciliation of the bank balance were **NOTED** with the bank balance at 31st August 2023 being £12,595.75. The bank reconciliation can be found as **APPENDIX B**.

It was suggested that a budget year to date, or remaining budget column be added for ease of use of the budget.

72/23

To approve the requests for payments for August and September.

The payments as listed in the tables below were **APPROVED** for payment.

Proposed by Councillor Camilleri, seconded by Councillor Seabrooke.

All members voted unanimously to accept this resolution.

August Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary - August		£814.81
Amanda Owen	Staff Expenses - Office 365		£12.00
Councillor Higgins	Expenses - Clerk Laptop	18346970	£528.99
C Mundy	Playground Works	45	£125.00
Clive Francis	July Grass Cutting	030723	£270.00
	Total		£1,750.80

September Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary - September		£894.26
Parish Online	Digital Mapping July 23 - July 24	00HY223-0004	£28.80
Clive Francis	August Grass Cutting	030823	£810.00
Wiltshire Association of Local Councils	Annual Subscription	SUB 23/24-246	£103.02
Clive Francis	River Clearance	Inv 0330923	£120.00
	Total		£1,956.08

73/23

To receive and approve the 'Welcome Leaflet'.

It was **AGREED** to approve the 'Welcome Leaflet'.

Proposed by Councillor Higgins, seconded by Councillor Camilleri.

All members voted unanimously to accept this resolution.



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74/23	To note progress on the footpath North-South along Rectory Hill. It was noted that the landowner was to be contacted by formal letter with regards to proposals for the footpath.
75/23	To reaffirm status of telephone box as a 'seed swap'. Councillors expressed thanks to Mrs Hiddleston for tidying the Telephone Box and that the telephone box would be reinstated as a seed swap.
76/22	To note Local plan and 5 year land supply documents from Wiltshire Council. Councillors agreed that when consultation opens it should be highlighted that conversations have not been had with regards to congestion on the A36.
77/23	To note Do The Numbers Ltd as the new Internal Auditor. It was NOTED that Do the Numbers Ltd were the new internal auditor.
78/23	To note DM Payroll as the new payroll company & the signing of the contract. It was NOTED that DM Payroll were the new payroll company and the contract was signed.
79/23	To agree the date of the next meeting as Monday 20th November 2023. The date of the next meeting was agreed as Monday 20 th November 2023.

There being no other business, the meeting closed at 20:58.



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APPENDIX A

A report from Nick Hiddleston from the River Group.

West Dean River Group

Background information.

Wiltshire Wildlife Trust have provided a quote to complete the (FRAP) application and to check the water vole situation (which may / may not need a new survey – tbc) plus oversee the river improvement work.

The project is now moving forward with a good level of commitment and energy.

The work cannot start until April next year (2024) due to the trout spawning season (January to March).

We are in the process of finalising the material costs, but these are expected to be in the region of £2,000 to £2,500. We should have a better understanding in the next few weeks.

We have a quote from Wiltshire Wildlife Group who are our preferred choice to oversee the works. The cost for this work is £2,110.92 inc VAT. We are looking to see if we can avoid the VAT.

In total the whole project is looking to be in the region of +£4610.92.

Materials and Labour

Steve Shutler (West Dean Club) through his company, has very kindly offered to undertake the installation work for free, as long as the material costs are met. He is currently working out the material costs. We will need to provide him with some help to complete the improvements and I am hopeful that the village will be able to lend a hand with this. I hope to get his costs in the next couple of weeks.

The design is based on the original report by 5Rivers and is supported by Wiltshire Wildlife Trust.

The area when completed will need to be planted, and the cost of this is not included in the above figure. The River Group will fundraise later to raise money for this.

Funding

- The river group has £450 from money donated by the Fete committee which is held in the village hall bank account.
- The Village Hall also holds £150 from a donation made by a previous summer show.
- The Parish Council is holding £1,000 on our behalf.

Total - £1,600

This would mean that we would need to find +£510 plus the material costs (£2110.92)

Total - +£2620.92

We will be applying to the Fete community fund and hope that the Parish Council will be able to fund the additional amount.

I feel that it would be a good idea if Connor from Wiltshire Wildlife were to present at a village meeting so that he can outline the way forward. This meeting should come under the Parish Council umbrella as the river group reports to the Parish Council. There may be a cost involved in this.



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An update from Councillor Camilleri & Councillor Seabrooke with regards to the S106 agreement for Glebe Farm.

DRAFT Glebe Farm S 106 proposal

Item ref	Areas to be addressed	Desired outcomes
1	Allocation of affordable housing	Preferred interpretation – at least 20% discount to full market value with covenant to pass on to next purchaser. Local connection – preferably still sharing family home.
2	Self-build plots	Specifically for local downsizers, covenant to hold and occupy for 2+ years. Environmental standard (A/B) for completed units
3	Pricing policy	Community-led housing to benefit from uniform agreed discount
4	Green space transfer	Prohibition of future development. Clarification of access, preferably controlled access to enable proper management. Provision of bins for litter and dog poo.
5	Woodland	Formulate agreed management strategy preferably with a credible partner such as Bentley Wood
6	New footpath	Wide enough for 2 walkers to pass. Include in green space management to keep clear and usable. Register with HCC
7	Positioning and collection of household rubbish	Pick-up point to be agreed with TVBC – all must comply
8	Storage of large items such as caravans/trailers	Covenant prohibiting storage of any form of caravan or camping trailer on any part of site
9	Service charges and site management	Creation of Neighbourhood Management Trust (WD-WT-NMT) in which all Glebe Farm residents must participate and contribute service charge based on cost of operation (whether direct or delegated to external contractor) .

Notes:

- i) The Joint (WD/WT) Neighbourhood Development Plan is referred to as the NDP.
- ii) The outcomes are principally an expression of NDP policies, balanced against the financial objectives of Principal Estates (PE)
- iii) The following NDP policy references apply:

