



WEST DEAN  
Parish Council

Minutes of the Parish Council meeting held on  
Monday 16<sup>th</sup> December at 19:00 at King George's Hall, West Dean.

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Higgins	✓		
Councillor J Camilleri	✓		
Councillor Seabrooke	✓		
Councillor M Camilleri	✓		
Councillor N Hiddleston	✓		
Vacancy			
Vacancy			

Also, in attendance:

Amanda Owen – Clerk, Wiltshire Councillor Richard Britton & four members of the public.

135/24	<p><b>To receive Chair's opening remarks.</b> Councillor Higgins welcomed everyone to the meeting.</p>
136/24	<p><b>To receive and accept apologies for absence.</b> None.</p>
137/24	<p><b>To receive declarations of interest relating to items on this agenda.</b> No declarations of pecuniary interest were received. Councillor J Camilleri advised that he is a member of the Village Hall Committee.</p>
138/24	<p><b>To approve the minutes of the meeting held on Monday 4<sup>th</sup> November.</b> The minutes of the meeting held on Monday 4<sup>th</sup> November were signed as a correct record of the meeting. This motion was passed on a vote of 4 <b>FOR</b> and 1 <b>ABSTENTION</b>.</p>
139/24	<p><b>Public Forum.</b> The members of the public wished to discuss the emergency plan so were invited to talk at item 143/24.</p>
140/24	<p><b>To receive reports from Wiltshire Councillor Richard Britton &amp; Wiltshire Police.</b> Wiltshire Councillor Britton advised with regards to the proposed devolution bid. Full details can be found on the Wiltshire Council website - <a href="https://www.wiltshire.gov.uk/news/leaders-welcome-devolution-white-paper">https://www.wiltshire.gov.uk/news/leaders-welcome-devolution-white-paper</a>  The Clerk read PC Ramsey's report to the meeting which can be found at <b>APPENDIX A</b>.</p>
141/24	<p><b>To note updates with regards to Glebe Farm.</b> Councillor J Camilleri addressed the meeting and advised: To recap, the developer has increased the number of affordable properties by one. The price of the affordable properties has been estimated at £270,000. Following this amendment of an additional property, Test Valley Borough Council Planning advised the amendments can go to local consultation for 30 days. A resident in attendance was invited to speak advising that they had commented previously on the application and had been contacted by TVBC with regards to the change and seeking additional comments. The S106 agreement is due to arrive soon. However, no further updates since last meeting.  Councillor Higgins advised those present that the revised plans are on the TVBC planning portal for viewing.  Councillor J Camilleri advised that the Glebe Farm project is the only scheme within Test Valley Borough Council which meets the 'affordable' properties criteria.</p>

<p><b>142/24</b></p>	<p><b>To note updates with regards to the River Group.</b>  Councillor Higgins advised that Neil Swift of the Wessex River Trust had met with the Parish Council at the River Dun and a productive meeting followed.</p> <p>During the meeting, Mr Swift of Wessex River Trust expressed an interest in the Project and feels they can help the project as they are currently working downstream. Councillor Higgins clarified that Mr Swift was notified of the Ford location and the position of it being a highway.</p> <p>Wessex River Trust advised that they can assist with the issuance of plans for the Project and provide the relevant funding for these plans. The view of Wessex River Trust is that the plan looks promising with great potential to mitigate flooding and will definitely help support wildlife. With all of the proposed funding, the project is looking promising.</p> <p>Cllr Seabrooke asked for any update about the fish pond. The River Trust have advised that any possible work upstream would be in the future.</p> <p>Councillor Higgins advised that the meeting was very encouraging. It was also noted that the River project will require a Project Manager. Given the Wessex River Trust expertise and knowledge it was felt that they would be a responsible body to act as the Project Managers.</p>
<p><b>143/24</b></p>	<p><b>To discuss the implementation of the emergency plan.</b>  Following the recent power cut caused by Storm Darragh, residents raised concerns that the Village Hall was not available for residents during the evening. The Village Hall Chair advised that the Village Hall Committee had unanimously agreed that the Village Hall would be made available to residents the following morning.</p> <p>The Parish Council expressed that they are keen to assist with the implementation of the emergency plan.</p> <p>During the discussion that followed the following items were raised:</p> <ul style="list-style-type: none"> <li>- Councillor J Camilleri noted that the severity of the incident determines whether the Village Hall can help residents. Larger scale emergencies will be dealt with by relevant emergency services.</li> <li>- There is scope to amend the emergency plan with relevant requirements from the Community.</li> <li>- The Village Hall has a strong committee and that they are willing to help still.</li> <li>- The implementation of a contact branch in the form of WhatsApp group between the Village Hall Committee and the Parish Council.</li> <li>- Emergency Plan rewording. For example, whom might start the generator. Training and keys can be offered to the relevant individuals.</li> <li>- The need for new volunteers to come forward if their circumstances allow. The Village has an outstanding volunteer group but new people are always welcome to join!</li> </ul> <p>Councillor Hiddleston thanked the Village Hall Committee for all of their efforts and ongoing support, and highlighted that the recent incident allows the plan to be reviewed.</p> <p>Councillor Higgins advised, alongside the Village Hall representative that a WhatsApp group would be made in the first instance to establish the volunteer base and that a meeting would take place with regards to Emergency Plan amendments and a plan going forward.</p>
<p><b>144/24</b></p>	<p><b>To discuss an event for D-Day in 2025 on the Village Green.</b>  Councillor Hiddleston addressed the meeting and suggested that a community event was held annually on The Green. Next year, the 80<sup>th</sup> anniversary of D-Day is on the 6<sup>th</sup> June 2025. It was noted that other Village organisations might be willing to combine efforts to help facilitate a free BBQ.</p>
<p><b>145/24</b></p>	<p><b>To agree to the terms and conditions of the SSEN grant.</b>  It was <b>AGREED</b> to accept the terms and conditions of the SSEN grant.  Proposed by Councillor Seabrooke, seconded by Councillor M Camilleri.  All members voted unanimously to accept this resolution.</p>
<p><b>146/24</b></p>	<p><b>To review and note the RoSPA Play Safety report.</b>  Councillor Higgins thanked Brian Livesey for his efforts within the play park after the tree came down, and Councillor Hiddleston advised that Mark Harris would like to refurbish the play house. The Clerk advised that Mark Harris was also going to look at the Climbing Wall. With regards to weeding it was suggested that the Parish Steward &amp; Lengthsman were contacted.</p>

	The contents of the RoSPA report were <b>NOTED</b> .																																
<b>147/24</b>	<p><b>To note the implementation of the Lloyds Account Maintenance monthly fee from January 2025 at a cost of £4.25.</b></p> <p>The implementation of the Lloyds Account Maintenance monthly fee from January 2025 at a cost of £4.25 was <b>NOTED</b>.</p>																																
<b>148/24</b>	<p><b>To note the financial situation.</b></p> <p>The current financial situation and the reconciliation of the bank balance were <b>NOTED</b> with the bank balance at 30<sup>th</sup> November 2024 being £21,121.00. The bank reconciliation can be found at <b>APPENDIX B</b>.</p>																																
<b>149/24</b>	<p><b>To approve the requests for payments for December.</b></p> <p>The payments as listed in the table below were <b>APPROVED</b> for payment. Proposed by Councillor Hiddleston, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">December Payment Requests</th> </tr> <tr> <th style="width: 20%;">From</th> <th style="width: 50%;">Item</th> <th style="width: 15%;">Invoice Number</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary</td> <td>December</td> <td style="text-align: right;">£825.00</td> </tr> <tr> <td>Clive Francis</td> <td>Grass Cutting - November</td> <td>Inv 31124</td> <td style="text-align: right;">£282.00</td> </tr> <tr> <td>DM Payroll</td> <td>Payroll Administration - October 24 to March 25</td> <td>Inv 4027</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>J Rowe</td> <td>River Clearance Expenses</td> <td></td> <td style="text-align: right;">£17.06</td> </tr> <tr> <td>RoSPA Play Safety</td> <td>Annual Inspection</td> <td>Inv 84627</td> <td style="text-align: right;">£112.80</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: right; border: 1px solid black;">£1,296.86</td> </tr> </tbody> </table>	December Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	December	£825.00	Clive Francis	Grass Cutting - November	Inv 31124	£282.00	DM Payroll	Payroll Administration - October 24 to March 25	Inv 4027	£60.00	J Rowe	River Clearance Expenses		£17.06	RoSPA Play Safety	Annual Inspection	Inv 84627	£112.80	Total			£1,296.86
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<b>150/24</b>	<p><b>To agree the budget.</b></p> <p>Following discussion, the budget for 2025 / 2026 was <b>AGREED</b> as shown in <b>APPENDIX C</b>. Proposed by Councillor Hiddleston, seconded by Councillor Higgins. All members voted unanimously to accept this resolution.</p>																																
<b>151/24</b>	<p><b>To agree the precept.</b></p> <p>The precept was <b>AGREED</b> for 2025 / 2026 as £19,760.00. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p>																																
	<b>To consider the following planning application(s):</b>																																
<b>152/24</b>	<p><b>24/02784/TREES</b></p> <p><b>G1 - 17 x Fraxinus excelsior – Fell</b> <b>Railway Cottages, Rectory Hill, West Dean, Wiltshire.</b></p> <p>West Dean Parish Council had <b>NO OBJECTION</b> but would like the land owner to consider replanting. Proposed by Councillor Higgins, seconded by Councillor M Camilleri. All members voted unanimously to accept this resolution.</p>																																
<b>153/24</b>	<p><b>To agree the date of the next meeting as Monday 20<sup>th</sup> January 2025.</b></p> <p>The date of the next meeting was <b>AGREED</b> as Monday 20<sup>th</sup> January 2025. Councillor M &amp; J Camilleri submitted their apologies in advance of the next meeting.</p>																																

There being no other business, the meeting closed at 21:07.



**APPENDIX C**

	<b>2025 / 2026</b>
	<b>PROPOSED BUDGET</b>
	<b>£</b>
<b>Payments</b>	
Clerk's salary (net)	8,500.00
Clerk HMRC (Tax & NI - employee & employer)	2,875.00
Clerk's Pension (employee & employer)	747.50
Clerk's Office (WFH Allowance)	312.00
Payroll	120.00
Stationery/Admin	70.00
Clerk Trg	0.00
Councillor Training	0.00
Election expenses (next May 2025)	100.00
Bank Charges	51.00
Insurance (3 yr fixed agreement expires June 2025)	430.00
Subscriptions (NALC/WALC, ICO and Geosphere)	175.00
Audit (internal + external if turnover >£25K)	470.00
Room Hire	300.00
<b>Rec Grd and Village Maintenance</b>	
-Grass cutting (£235 per cut excl VAT) x 15 cuts	3,525.00
-Hedge cutting (£250 excl VAT) x 1 cut	250.00
- River Dun Annual Vegetation Clearance (excl VAT)	200.00
- Rec Grd RoSPA + maintenance + Rec Grd resurfacing (excl VAT)	750.00
- Other : Defibs & Street furniture x 3 benches. Treeworks	200.00
Asset Purchase	0.00
S133 Village Hall Insurance contribution (£300 payable Jan) Village Hall generator maintenance (£500 payable April)	800.00
S137 Grants £500 Wildlife Project (match funding) 2022/23	50.00
Website	150.00
Refreshments (Carols on the Green, Annual Parish Meeting, Spring Clean, River Clearance)	150.00
Annual event (D-Day)	300.00
SSEN Grant spend (River Project)	0.00
VAT paid on good & services (reclaim next financial year)	1,000.00
<b>TOTAL GROSS</b>	<b>21,525.50</b>

	<b>2025 / 2026</b>
<b>Receipts</b>	
Bank Interest	160.00
Precept	<b>19,760.00</b>
VAT reclaim	1,000.00
WTPC Contribution Playground Maintenance	250.00
CPRE Award + SSEN Grant / Wiltshire Council	9,167.00

Pathway Maintenance	500.00
<b>Gross Receipts</b>	<b>30,837.00</b>

<b>Ear Marked Reserves</b>	
<i>Playground Asset Management 2021/22</i>	£1,000.00
<i>Playground Asset Management 2022/23</i>	£1,000.00
<i>Playground Asset Management 2023/24</i>	£1,000.00
<i>Playground Asset Management 2024/25</i>	£1,000.00
<i>of which River Restoration Project 2021</i>	£600.00
<i>of which River Restoration Project 2022/23</i>	£500.00
<i>of which River Restoration Project 2023/24</i>	£1,400.00
<i>of which River Restoration Project 2024/25</i>	£1,000.00
<i>of which SSEN Grant River Restoration Project</i>	£10,137.00
<i>Pathway Maintenance</i>	£500.00
<i>Tree Maintenance</i>	£500.00
<i>Wiltshire Council River Restoration Grant</i>	£9,167.00