



WEST DEAN
Parish Council

**Minutes of the Parish
Council meeting held on
Monday 18th March 2024 at
19:00 at King George's Hall,
West Dean.**

COUNCIL MEMBERS

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

Also, in attendance:

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

16/24	To receive Chair's opening remarks. Councillor Higgins welcomed everyone to the meeting.
17/24	To receive and accept apologies for absence. Apologies were received and accepted from Councillor Seabrooke and noted from PC Harry Murphy.
18/24	To receive declarations of disclosable pecuniary interests relating to items on this agenda. No declarations of pecuniary interests were received. Councillor J Camilleri declared an interest in village hall item (23/24) as he is a member of the Village Hall Committee.
19/24	To approve the minutes of the full council held on Monday 15th January 2024. The minutes of the full council meeting held on Monday 15 th January were approved as correct record of the meeting.
20/24	Public Forum. A resident in attendance asked where the Parish Council meeting minutes can be found online. The Clerk explained where they can be found on the website.
21/24	To receive reports from Wiltshire Councillor Richard Britton & Wiltshire Police. Councillor Britton addressed the meeting and advised that he had nothing to report. However, noted his parish is currently center of his attention with planning and enforcement matters. Ongoing case work in Alderbury. The flood case ongoing with West Dean with nothing new to report. Duties at Trowbridge are unchanged. Councillor Higgins asked Councillor Britton a question with regards to the Wiltshire Council meeting agendas. "Do the agendas state declaration of interests, or declaration of pecuniary interests?" Councillor Britton advised that the agendas state 'declarations of interest'. It was noted that the Parish Council would adopt this wording going forward.

22/24	<p>To receive an update from Councillor J. Camilleri with regards to:</p> <p>- Glebe Farm Please see APPENDIX A. Noted that there are meetings at TVBC on 2nd and 23rd April to consider application. Councillor M Camilleri questioned the 30 year covenant not to build anything extra on the Glebe Farm land included in yellow on the plan. Councillor J Camilleri explained that although the developers had planned to hand over to West Tytherley Parish Council all the unbuilt land on the site, they find they need to retain part of the site as the 'offset' on their building project.</p> <p>- River restoration project Received plans from Nick Hiddleston today that require tweaking, further update to follow. Councillor Higgins expressed her thanks to Steve Shutler for his work towards the project to date.</p>
23/24	<p>To receive an update from Councillor M. Camilleri with regards to:</p> <p>- Village Hall grant application Councillor M Camilleri has visited the village hall and had a discussion with them with regards to CAF Grants. A general concern was raised as to whether the Village Hall will be eligible as the hall will continue without the generator.</p> <p>Councillor M Camilleri expressed she is still willing to support, and perhaps the SSEN grant may be more suitable but this would cause expectations to be reset and new plans to be made. The Village Hall Committee are going to discuss the options available and update Councillor M Camilleri.</p> <p>Councillor J Camilleri advised the Village Hall Committee have found a builder that will donate services to complete protection work (to stop flooding dangers to the generator and freezers).</p>
24/24	<p>To discuss Woodland Trust packs. Councillor M Camilleri addressed the meeting and provided an overview of Woodland Trust. It was noted that Glebe Farm may be suitable but with not knowing the direct plans it is hard to know where we could plant. After discussion it was noted that it would be revisited at a later date when Glebe Farm plans are further progressed.</p>
25/24	<p>To discuss entering the Best Kept Village competition. Councillor Higgins explained the competition and that West Dean had won previously. Noted that she is willing to volunteer to help organise.</p> <p>The Parish Council were happy for Councillor Higgins to go ahead.</p>
26/24	<p>To discuss a Village Spring Clean / Litter Pick. Saturday 11th May was noted as the date of the Village Spring Clean / Litter Pick.</p>
27/24	<p>To discuss ordering of bark for the Play Area. It was agreed to accept the quote from Clive Francis at a total of £675.00 to complete Playground Repairs as highlighted by the ROSPA report. Proposed by Councillor Higgins, seconded by Councillor M Camilleri. All members voted unanimously to accept this resolution.</p>
28/24	<p>To receive an update from Councillor Urquhart / West Tytherley Clerk with regards to playground contributions from West Tytherley Parish Council for 2023 / 2024 & 2024 / 2025. Councillor Urquhart updated the meeting and advised that the payment playground contributions were agreed for the 2023 / 2024 financial year and that the decision for the 2024 / 2025 had been postponed.</p> <p>Councillor Urquhart will continue following up with West Tytherley Parish Council.</p>
29/24	<p>To consider moving the Parish Council domain to Hugo Fox. It was agreed to move the Parish Council domain to Hugo Fox. Proposed by Councillor Higgins, seconded by Councillor J Camilleri. All members voted unanimously to accept this resolution.</p>

30/24	<p>To note the financial situation. The current financial situation and the reconciliation of the bank balance were NOTED with the bank balance at 29th February 2024 being £15,598.47. The bank reconciliation can be found at APPENDIX B.</p>																																																								
31/24	<p>To approve the requests for payments for February & March 2024. The payment as listed in the table below were APPROVED for payment. Proposed by Councillor M Camilleri, seconded by Councillor Urquhart. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="159 439 1398 972"> <thead> <tr> <th colspan="4">February Payment Requests</th> </tr> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary - February</td> <td>February</td> <td>£761.09</td> </tr> <tr> <td>Councillor J Camilleri</td> <td>Charging Power Packs</td> <td></td> <td>£90.25</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td>£851.34</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th colspan="4">March Payment Requests</th> </tr> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> <tr> <td>Staff</td> <td>Salary - March</td> <td>March</td> <td>£787.28</td> </tr> <tr> <td>Bennett & Dean</td> <td>Electrical Works</td> <td>Inv 108944</td> <td>£725.83</td> </tr> <tr> <td>Staff</td> <td>Expenses - Go Daddy 1 month renewal</td> <td></td> <td>£20.39</td> </tr> <tr> <td>Viking</td> <td>Stationery</td> <td>3909480</td> <td>£23.32</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td>£1,556.82</td> </tr> </tbody> </table> <p>Councillor Higgins thanked Councillor Urquhart for his efforts with regards to obtaining a quote from Bennett & Dean.</p>	February Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - February	February	£761.09	Councillor J Camilleri	Charging Power Packs		£90.25			Total	£851.34									March Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - March	March	£787.28	Bennett & Dean	Electrical Works	Inv 108944	£725.83	Staff	Expenses - Go Daddy 1 month renewal		£20.39	Viking	Stationery	3909480	£23.32			Total	£1,556.82
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32/24	<p>To note the timeline for completion of end of year accounts and internal audit. The Clerk advised that the internal audit is taking place Thursday 23rd May. Noted AGAR to be signed by end of June.</p>																																																								
33/24	<p>To discuss Operation Menai bridge protocols. No official documentation has been received, but noted same protocol adopted as for London Bridge.</p>																																																								
34/24	<p>To discuss preparations for the Parish Meeting. After discussion it was noted that the Clerk is to invite the following individuals / groups to attend the Parish Assembly: West Dean Club Village Hall Church PC Harry Murphy River Restoration Group</p>																																																								
35/24	<p>To agree the date of the next meeting as Monday 20th May 2024. The date of the next meeting was agreed as Monday 20th May. Councillor M Camilleri submitted her apologies for the meeting on 20th May.</p>																																																								

There being no other business, the meeting closed at 19:55.

APPENDIX A



Glebe Farm Update

18th March 2024

1) The Glebe Farm S106 heads of terms was submitted to Principal Estates

- a. Accepted all request therein of WDPC with one exception:
 - i. The area marked in yellow will remain in the ownership of Principal Estate to contribute to their nature offset requirements
 - ii. The area will be subject to covenants restricting development for 30 years
- b. Certain requests are not the subject to a S106 but would be agreed by all parties

2) Drafting S106

The S106 will be drafted by TVBC Planning. There was a delay caused by Trethowans secondguessing the response of TVBC to the concerns over access.

- a. Principal Estates have access rights across the track owned by Simon Parsons.
- b. TVBC legal department have previously accepted this in the existing S106 for the previous development, also now owned by Onyx.
- c. Trethowans believe that it would be quicker if Simon Parsons was part of the S106 agreement to answers any concerns TVBC have over access. However, TVBC have not thus far expressed any concerns.
- d. Trethowans do not believe this to be a legal requirement and legal access rights are with Onyx (Principal Estates).
- e. See email thread, on the current status.

3) TVBC Decision on Application

This will be decided by delegated powers (i.e. will not go to committee). The next meetings are on the 2nd and 23rd of April 2024.

Glebe Farm S106 Draft Heads of terms

- Affordable housing – Four homes (plots 1-4) shall be provided as discount market sales housing (as defined in annex 2 of the NPPF) and to be sold at a discount of at least 20% below local market value. The discount shall be provided on the units in perpetuity and eligibility shall be determined with regard to local incomes and local house prices – LPA to add their standard wording on determination of eligibility and price. The units shall be sold on the basis that preference be given to individuals deemed to have a connection, as decided by West Dean Parish council as follows:
 - West Dean village as defined in the Neighbourhood Development Plan (1-4 months),
 - Remaining NDP area (5-8 months),
 - Test Valley (9-12 months),
 - Thereafter unrestricted.
- Green/Wooded Space – Eastern area of the site, (to the east of plots 8 and 9) shall be transferred to West Tytherley Parish Council upon completion of the development.
- Footpath works –
 1. The footpath through the development site, shown on the site plan and of not less than 2.5m inwidth shall be transferred to West Tytherley Parish Council within six months of the sale of the final home on the site (excluding the two self-build plots).
 2. The Developer shall construct a permissive pathway on land on the west side of Rectory Hill as shown on the enclosed plan. The permissive pathway shall consist of scraped ground and three pedestrian gates. The Developer shall also pay to the Parish Council a contribution of £1000 within four weeks of the grant of planning permission towards the future maintenance of the permissive pathway. The Parish Council shall inform the developer in writing when permissions from landowners has been granted and the Developer shall undertake the agreed permissive pathway works within 6 months of receipt of the confirmation in writing or 6 months from the first occupation of the development, whichever is the later.
- A not-for-profit management company shall be established for the development, to which the owner of each plot shall be a party. The management company shall be charged with responsibility for upkeep of the footpaths and open spaces on the site. For these purposes, an annual maintenance fee equivalent to an annual equivalent to £700 per annum for plots 1-4, £1000 per annum for plots 5-6 and £1300 per annum for plots 7-10. The management fee shall subsequently be revised annually in line with the Consumer Prices Index as published by the Office of National Statistics.

Reply, Section 106 Agreement

With reference to the plot map below:-



- 1) We request the areas indicated in green and yellow to be designated local green space.
- 2) We also request that ownership of the 'yellow areas' be transferred to West Tytherley Parish Council in addition to the designated green space.
- 3) The footpath shown on the plan should be officially adopted by Hampshire County Council
 - a) May need at least one gate to meet the requirement for it to be a permissive path.
- 4) The management company should:
 - a) Be a Community Not-for-profit Company
 - b) The Memorandum and Articles of Association should ensure that there are board members from:
 - i) West Tytherley Parish Council
 - ii) West Dean Parish Council
 - iii) Residents
 - iv) Principal Estates (the developer).
 - c) Be responsible for the maintenance of:
 - i) Yellow areas
 - ii) Green areas
 - iii) Footpath on the development
 - iv) Other matters specified by the developer (drainage, communal areas, etc.)
 - d) Agree the specification for maintenance of the respective areas.
- 5) Rectory Hill Permissive Pathway
 - a) The surface of the permissive pathway should be gravelled to match the existing gravel footpath in the Churchyard.
 - b) All necessary tree works completed to allow free passage, including tree stump removal.
 - c) Three kissing gates:-
 - i) on entry to the north of the permissive pathway,
 - ii) between field and churchyard
 - iii) Between churchyard and recreation ground

APPENDIX B

WEST DEAN PARISH COUNCIL				
Bank Reconciliation for the Year 2023/24				
Opening Balance Treasurers Account at 01/04/2023	£4,973.93		Opening Balance Business Bank Instant at 01/04/2023	£3,829.04
Receipts 2023/24	12,900.00		Receipts 2023/24	20,556.88
Payments 2023/24	15,415.90		Payments 2023/24	11,500.00
Unpresented Cheques 2023/24				
Closing Balance Current Account 29/02/2024	£1,312.55		Closing Balance Business Bank Instant 29/02/2024	£14,285.92
TOTAL BANK BALANCES		£15,598.47		