

LATTON PARISH COUNCIL MEETING
3rd December 2024
Latton Parish Hall
at 7:30pm

Councillors present:

Cllr J Towner (Chairman) Cllr D Lloyd (Vice Chairman) Cllr R De'Witt Cllr R Mitchell
Cllr K Johnson

Clerk: Johanna Harvey-Cove

Others in Attendance: Cllr Dye (Wiltshire Council), Ben Stevens (LPCT, Chairman)

Public and Councillor Question Time: No questions were asked.

MINUTES

24.66 Appointment of Clerk and Responsible Finance Officer

Johanna Harvey-Cove was appointed/ratified as LPC Clerk and Responsible Finance Officer. Formal thanks were given to Tara Cozens for her hard work and support as the previous Clerk and Responsible Finance Officer.

24.67 Apologies for Absence

There were no apologies.

24.68 Declarations of Interest and Dispensations

No declarations of interest were received
No requests for dispensations were received.

24.69 Chairman's Announcements

Cllr J Towner had nothing to report.

24.70 Minutes of the Previous Meeting

Members considered and ADOPTED the minutes as a true record the minutes of the Parish Council Meeting held on 30th July 2024. It was NOTED that a meeting had been held in October but no minutes had been recorded owing to the absence of a Parish Clerk.

24.71 Wiltshire Councillor Update

Wiltshire Councillor Dye informed members of the increased emphasis on flooding and flood risk within the County.

Wiltshire Councillor Dye discussed the process for local development plans in the County.

ACTION: Clerk to enquire about requirement for planning in respect to a new village hall.

BLANK

24.72 **Clerks Report**

Members NOTED the report:

Handover/Takeover Parish Clerk and RFO

Johanna Harvey-Cove assumed Clerk and RFO duties with effect from 4 November 2024. Tara Cozens continued to support and assist with the handover. Tara was unable to handover some financial aspects of the role since she had primarily focussed on the clerk duties and Mrs Jones had maintained fiscal responsibility up to end Jul 2024.

Johanna would review available records and bank statements to reconcile accounts and project future spending.

Johanna was enrolled on the Introduction to Local Council Administration [ILCA] course and would complete over the coming months. **ONGOING**

Down Ampney Track

Entrance to the Down Ampney track has been repaired by Bidwells. The repair restricted access to unauthorised vehicles but also limited access to other legitimate users. **ONGOING. Council would monitor feedback from Parishioners.**

Water Eaton Highways

A resident at Water Eaton had contacted the local council regarding hazardous debris left by local farm vehicles. Cllr Dye had responded to the resident and Cllr Johnson would be in touch with the Highways Agency. **CLOSED**

Noticeboard

Records detail the requirement for a new parish noticeboard. Quotes were obtained and WALC was consulted regarding the legitimacy of a parish Cllr completing the works. Clerk was requesting an update / further information.

NO FURTHER ACTION REQUIRED AT THIS STAGE. CLOSED

Defibrillator

A new battery was ordered for the defibrillator – however, on attempting to fit, it became apparent that there was no power to the phone box. The clerk called the Community Heartbeat team who sent advice email with electrician contact.

ONGOING

Ear Marked Reserves

At the Jun 24 meeting Cllr Towner had enquired about the use of the EMR.

Records up to Mar 24 show:

Ear Marked Reserves	Balance as at 1 April 2023	To General Reserves	From General Reserves	Balance as at 31 March 2024
Bus Shelters Maintenance	150	0	0	150
Community Hall Project	0	0	6,340	6,340
Play Equipment - New	750	0	250	1,000
Play Equipment Maintenance	650	0	250	900
Play/Jubilee Area Maintenance	750	0	250	1,000
Telephone Box/Defib Maintenance	150	0	0	150
Tree Surgery	150	0	150	300
Training		0	150	150
Total	2,600	0	7,390	9,990

CLOSED

Financial Accounts & Bank Reconciliation

- 24.73 Members NOTED the Bank Account figures, bank balance as of 23rd November 2024. Members APPROVED: It was NOTED that there was some errors and gaps in the financial records that would be rectified by the clerk in advance of the next meeting.

ACTION: Clerk to reconcile accounts.

24.74 **Precept**

Cllrs discussed the forthcoming application for 2025/26 precept and opted for a 0% increase on 2024/25 in light of the current financial climate. This would be reviewed again in advance of the 2026/27 precept application.

ACTION: Clerk to submit precept application.

24.75 **Grant Application**

A grant application was received from Wiltshire Search and Rescue for £500 towards training costs. The application was rejected on the grounds that LPC reserved grant funding for more local endeavours.

ACTION: Clerk to contact Wiltshire Search and Rescue with the decision.

24.76 **Correspondence and Information**

Cllrs NOTED:

- a. Police and Crime Commissioners annual report
- b. Making Wiltshire Safer: Police and Crime Plan 2024-2029

24.77 **Community Garden Ivy**

Cllrs agreed to fund the removal of ivy from the community garden wall.

ACTION: Clerk to source quotes and instruct works.

24.78 **Defibrillator**

A new battery had been ordered for the defibrillator and bulb for the kiosk. It was identified during installation that the kiosk was now receiving any power and the heater in the defibrillator housing was not working causing the battery to drain. An electrician had identified a blown fuse. Replacement fuses had been purchased to continue investigations. The defibrillator remains out of service.

ACTION: Clerk to continue repair effort to ensure defibrillator is serviceable at the earliest opportunity.

24.79 **New Village Hall**

The Chairman of the LPCT, Ben Stevens, provided an update on the Village Hall proposal. The £100k supplement had been removed from the developer's offer but LPCT were confident that the Village Hall project remained achievable and funding could be raised. Securing the land was the priority. LPCT had received a letter from local MP supporting the proposal and requested support from LPC Cllrs at the next meeting on 18 Dec 24 (Wiltshire Cllr Dye would be in attendance).

LPC Cllrs AGREED that the council would continue to back the project on the understanding that no houses can be built until the Village Hall is complete.

LPC Cllrs AGREED that the LPC would contribute to the LPCT conveyancing costs.

ACTION: Clerk to send official correspondence from LPC to LPCT regarding continued support.

ACTION: Cllr Mitchell to attend meeting on 18 Dec 24.

24.80 Planning Applications

Cllrs NOTED the planning applications detailed.

PL/2024/08485 – Full Planning Permission	Applicant: Mr Bristow
Address: Westfield, Latton, Swindon, SN6 6DS	
Proposal: Removal of bay window. Construction of new single storey extension at the Rear of the property..	
Wiltshire Council ‘Approved with Conditions’	
Application link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000009DooD	

Cllrs NOTED application, dated 16 March 2023, to record 2 public footpaths in the parish of Latton

24.81 New Parish Clerk

Cllrs NOTED the handover of Clerk and RFO duties from Tara Cozens to Johanna Harvey-Cove and ACCEPTED potential gaps and risks following reduced continuity in the role.

24.81 Councillor Updates

Area of Interest	Cllr	Update
Area Board	Cllr Townsend	No update
LHFIG	Cllr Lloyd	No update
Speed Indication Device	Cllr De’Witt	Results had shown some improvements in speed through the village. To be published to FB.
Speed Watch and Lorry Watch	Cllr Johnson	Audit had been ongoing. More volunteers were required, LPC would push for volunteers through FB.
LPCT	Cllr Mitchell	No update

24.82 LPC Meeting dates

Cllrs DISCUSSED availability for 2025 and agreed the following meeting dates:

4th March

27th May (Annual Parish Meeting, Annual General Meeting, routine Council Meeting)

12th August

7th October

9th December (REVIEW and APPROVE precept)

All meetings would be held at 7:30pm in the Village Hall. An extraordinary meeting would be convened as required.

ACTION: Clerk to request use of the Village Hall and update LPC website.

24.83 The next meeting is scheduled for **4th March 25** at **7:30pm** in the Village Hall

Meeting Closed at 20:45