



Upavon Parish Council Meeting
On Wednesday 14th May 2025 Followed by APM
Village Hall, Andover Road, Upavon

M I N U T E S

The meeting commenced at 7.52pm

25/23	Absence apologies and Declaration of Interests (AG) Present: Chairman Anthony Gallagher (AG), Vice-Chairman Andrew Flack (AF), Phil Garside (PG), Rebecca Lamb (RL), Rosalind Ayling (RA), Tom Bradshaw (TB), Bee Barff Clerk (BB), Paul Oatway WCC (PO), Lesley Dolan Village Hall Committee and 9 members of the public. Apologies: No apologies were received.	
25/24	Minutes of previous meeting The minutes of the Full Council meeting held on 12 th March 2025 were approved and signed as a true copy by the Chairman. (AG).	
25/25	Updates, questions and queries from the public <ul style="list-style-type: none">I. Updates from PO – PO congratulated AG and the Upavon Parish Councillors on their appointments and thanked all those who supported his recent re-election as County Councillor. He expressed strong support for the Riverside footpath project and confirmed that he would continue to advocate for it at the next LHFIG meeting. He also reported that, following the recent election, no single party holds overall control of the council, which he noted could present some uncertainty. He advised that the situation would become clearer in due course.II. Trenchard Lines – GI covered on APM.III. Members of the Public – none.	
25/26	Recruitment of Councillors Mrs Elaine Pepper had expressed her interest in becoming a Parish Councillor and introduced herself at the meeting, speaking about her enthusiasm and passion for the village. The councillors had previously met with Mrs Pepper for an informal discussion. AG proposed her co-option to the Council, and this was seconded by AF. A unanimous vote was received in favour. EP signed the Declaration of Acceptance of Office. BB confirmed that she is now officially a councillor of Upavon Parish Council.	

25/27	<p>Finance</p> <p>I. Bank reconciliation 7th May 2025 has been shared and approved. BB also provided a financial report; Over the course of the year 2024/2025 with Precept of £31,000, the Council spent:</p> <ul style="list-style-type: none"> - £35,983.25 on general village and council maintenance - £39,244.40 from CIL funds to deliver various community projects, including the installation of the outdoor gym, table tennis table, boules court, playground upgrades, and picnic benches <p>Of the remaining £30,000 in CIL funds, which originally allocated to the Football Pitch Changing Room project, the Parish Council has now agreed to redirect this funding towards the construction of a pavement linking Riverside Park to the village centre. A savings account was opened during the year to securely hold the CIL funds, earning £187.27 in interest. At the close of the 2024/25 financial year, the Council held:</p> <ul style="list-style-type: none"> - £26,926.36 in the Treasurer's Account — approximately 87% of the annual precept, reflecting a healthy financial position - £30,500.61 in the CIL Account (including interest) <p>II. Cheques to sign – no cheques to sign.</p> <p>III. Annual Return – AGAR3 – BB informed the meeting that the internal audit had been successfully completed. The Annual Governance and Accountability Return (AGAR3) was approved and signed at the meeting and will now be submitted to the external auditor. A Notice of Public Rights (Exercise of Public Rights) will be published in due course. Members of the public may view the AGAR and supporting financial documents by appointment with the Clerk.</p>	
25/28	<p>Councillor updates of work undertaken since last meeting:</p> <p>I. SIDs police reporting – AF reported that work on SID reporting is ongoing. He will continue discussions with PCSO Jonathan Mills and will also personally approach PCC Wilkinson to arrange a meeting as soon as possible.</p> <p>II. Rights of Way & Landmarc update – AG reported that the Andover Road path has been cleared and encouraged villagers to continue reporting any issues to the Parish Council. RL added that she had received advice from a legal advisor confirming that residents of Whistledown View are not responsible for maintaining the yellow brick path, as this is the responsibility of Wiltshire Council. She noted that she has not yet received a response to her letter to Wiltshire Council, but will provide an update once one is received.</p> <p>III. A345 Riverside Park pavement update – The plans have been issued and will be discussed at the next LHFIC meeting. Upavon Parish Council has agreed to contribute to the associated costs, as confirmed at a previous meeting.</p> <p>IV. Fallen Trees near grey flags – partially resolved, 2 dead trees are still to be removed. AG will speak to Simon Last.</p>	

25/29	<p>Issues for discussion</p> <ul style="list-style-type: none"> I. WC Rural Play area and land transfers – BB informed the meeting that, although all the required paperwork has been signed and returned, final confirmation from Wiltshire Council has not yet been received. In the meantime, BB has received feedback from local children regarding the previous playground proposals. They expressed a strong preference for a swing and slide to be included together. BB has contacted the supplier to discuss these suggestions, and revised plans are currently awaited. An update will be provided in due course. RL shared a quote for the ground preparation work, which will be reviewed and compared with additional quotes once they have been received. TB noted that the play area will require fencing, and further research will be undertaken to explore suitable options. II. Widening of the A342 - RL reported that she has sent a letter to Wiltshire Council but has not yet received a response. She will share any updates in due course. III. Fairfield Parking issues – AF reported that he wrote to the highways officer requesting the installation of a yellow line opposite the surgery; however, the request was declined. Mrs Pepper added that the walk-in clinic generates significant traffic and suggested working cooperatively with the surgery to find a solution. AG agreed to contact the surgery to discuss this matter further. Mrs Pepper also noted the absence of white lines in the village. PO confirmed he will look into the matter. 	HIF- Lorraine Talbot
25/30	<p>Clerk's Report & Correspondence</p> <p>BB reported that she has been focused on finalising the accounts for the 2024/25 financial year and preparing the necessary documents for audit, the internal audit has now been successfully completed. The VAT reclaim form was submitted manually to HMRC, along with a letter requesting online access to the VAT portal going forward. Regarding the Emergency Contact Hub project, previous Chair Charles had discussed it with The Ship; however, due to a recent change in ownership, further planning will be paused until the new owners have officially taken over. Looking ahead, UPC will soon begin preparations for the summer fete. AG added that the Boules court is now open and currently has a regular user on Friday mornings. This will be advertised in the Together magazine to encourage further use.</p>	
25/31	<p>Reports from other bodies –</p> <ul style="list-style-type: none"> I. Local Highway and Footway Improvement Group (LHFIG) – the next meeting will be held on Wednesday 21st May. II. Pewsey Community Area Partnership (PCAP) – none. III. Pewsey Area Board – the initial meeting will be held to form the new board on Monday 9th June. 	
25/32	<p>Future agenda items</p> <p>The top playpark maintenance requires updating. AG will speak with Simon Last regarding this. Lesley mentioned that the bench at the top of the road is again obscured by an overgrown hedge blocking the</p>	

	view. AG will follow up on this and provide an update at the next meeting.	
25/33	Close The meeting closed at 8.38pm.	

Bee Barff
Clerk to Upavon Parish Council

23/05/2025

Dates of future meetings all at 7pm
Wednesday 16th July 2025
Wednesday 17th September 2025
Wednesday 19th November 2025