

FOVANT PARISH COUNCIL

Meeting No. 21/05

on

Tuesday 18th May 2021

In the evening, at Fovant Youth Club, High Street.
following on from the Annual Parish Meeting (6pm start)

The meeting will be in person and no video link will be available. Covid19 provisions apply, and please attend wearing a mask when not actually speaking to the meeting.

You are summoned to attend the Annual Meeting

of

~ Fovant Parish Council ~

Members of the Public and the Press are cordially invited to attend.

Leslie Brantingham
Clerk

FOVANT PARISH COUNCIL

~ Tuesday 18th May 2021 ~

Outgoing Chairman's/Vice Chairman Presiding for first item of business only :-
the Election of the Chairman.

21/05/01 Election of Chairman.

21/05/02 Acceptance of Office and ... elected Chairman's Welcome

ITEM:— ~ Introduction of incoming Wiltshire Council Cllr. Nabil Najjar

21/05/03 Apologies for absence.

21/05/04 Composition of FPC - Co-optees .

Review of statements and Hearing of Candidates (3 mins per). Decisions .

21/05/05 Declarations of Interest.

21/04/06 Approval of Minutes of the Zoom Meeting on 13th April 2021.

21/05/07 Matters Arising from the Minutes, and Actions from earlier.

- 21/01/10 the 'Fovant Network' work-in-progress (WiP) - The Fovant network. Groundwork started for the new Council to consider possible FPC/village network web site. (To be continued by others ...)
- 21/03/07 & 21/04/07 Storage for Emergency equipment; repeat agenda Item to allow discussions - (1 cu.m excl generators and fuel)-- new FPC / LB
- 21/03/09 & 21/04/09 Neighbourhood Plan. ongoing. a repeat agenda Item to allow discussions --- new FPC
- 21/04/08 Defibrillator. qv..agenda item 21/05/16 & Addendum No1 TP
- 21/04/10 Amendments to the new Road Signage
- 21/04/11 Future purchase of an additional speed indicating device (SID)
_. qv.... agenda item 21/05/14 TP/DH
- 21/04/18 ~ Flood Warden. sought (FPC, 3Ts, Village F-B) -- new FPC.
- 21/04/19 - PAYE REGISTRATION with HMRC.. (VAT and PAYE) .-- LB
- 21/04/22 - Options for running a village website – new FPC
- 21/04/25 SID part obscured by 20 mph sign north bound qv 21/05/12 TP/DH

21/05/08 Chairman's Items. ~ Policing matters --- reports to FPC from the Police. Correspondence: letter from public member about recent police reports of violence on the bus. Proposal for July meeting, to consider how to increase FPC interaction with local Police and Neighbourhood Watch schemes.

21/05/09 Public Representations -- The owner of the Greater Good has asked to speak to FPC regarding the development of the pub. No planning notice has yet been received by FPC and so he has been advised that once his application comes up for formal, consideration he will have the opportunity to address the Council in the normal manner at that meeting. The Council may wish to allocate a longer amount of time as I understand the plans are extensive and require a lot of background data to understand the reasoning behind the redevelopment plans.

21/05/10 Items for Consideration

21/05/11 Child warning signs on Sutton Road. Proposal to support Highways Engineer proposals, and cover estimated cost of £1191.75 **TP**

21/05/12 Reducing the height of 20 mph pole near SID on High Street. Proposal for DIY solution. **TP**

21/05/13 *Proposal* Repeat the Metrocount surveys on Tisbury Rd, Dinton Rd, High Street, at three locations same as in 2019. **TP**

21/05/14 *Proposal* Speeding vehicles -- restart a CSW and Future purchase of an additional speed indicating device (SID) **DH/SB**

21/05/15 *Proposal* Holding formal FPC meetings every other month, that is Jan, Mar, May, Jul, Sep and Nov.. (Statutory minimum is for three meetings after the Annual meeting, in July, November and March). Views on planning applications and any other extraordinary events requiring a meeting could be circulated by email and anything more pressing dealt with by an extraordinary meeting. FPC mechanism to consider planning submissions in between scheduled FPC meetings. Cllr Phillips to report on Standing Order para 1.20.2, and investigations of practices of other PCs. **DH/TP**

21/05/16 *Proposal* AED Report. Addendum No1 Proposal to hand to Village Hall Committee. **TP**

21/05/17 *Proposal* Linkage with Village Hall Committee. Clerk to advise in July on the legal requirement for the FPC role with VHC, and suitable procedures to propose. **LB**

21/05/18 *Proposal* for discretionary spending mechanisms (one off and/or accumulated spending cap) for regular expenditure/budgeted/FPC approved items. Possible mechanism: Chair/VC plus Clerk? One off and/or accumulated spending cap? FPC mechanism for approving unforeseen expenditure, or matched funding grant decisions from the Area Board/Community Area Transportation Group **TP/ALL**

21/05/19 *Proposal* Sharing tasks between Cllrs. Circulate list of potential tasks, and defer for decision at July meeting. **TP**

from the Archive. 2018 April Highways / Parish Steward - Cllr Phillips; Play Area -Cllr Home. Rights of Way-Cllr Mrs Mallalieu; Community Safety Group - Cllr Harris; Website -Cllr Havard; Village Hall liaison - Cllr Mrs Mallalieu; Flood Warden -Vacant. It was questioned whether this role is required; Tree Prefect - Mrs J Morley -Dementia Champion.- Cllr Mrs Turner; Civil Emergency Volunteer- Vacant;

21/05/20 Planning Matters.

PL/2021/04090 - Proposed Works to Trees in a Conservation Area

Address: MEDLAND COTTAGE, HIGH STREET, FOVANT, SALISBURY, SP3 5JL

Proposal: T1 Beech Tree- to crown reduce sympathetically by up-to 2 metres to suitable growth points. Installing non invasive 4t cable brace to mitigate risk of limb

failure.. G1 Row of Beech trees- Reduce row of trees to 1.5metres to suitable

hedge height.. Case Officer: Beverley Griffin

PL/2021/04803 FOVANT YOUTH CLUB, HIGH ST.

Notification of proposed works to trees in a conservation area

Yew (T1) - fell because of excessive shading, poisonous species in grounds of youth club, and close to existing building.. Case Officer: Beverley Griffin

Cllrs to note only

21/05/21 Planning Decisions:- ----- Application Ref 21/01389/FUL - Full Planning Permission Address: Old Fovant House, High Street, Fovant, Salisbury, Wiltshire, SP3 5JL. Proposal: Position portable sauna in garden. Applicant Name: Mr and Mrs Prior Case Officer: Christos Chrysanthou. Decision Date: 22-04-2021 Decision: Approve with Condition

21/05/22 Parish Clerk – Report - The issues on my horizon are currently- * HMRC and Registration , (VAT and PAYE); * End of Year accounts. * Playground repairs. * Insurance renewals..

21/08/23 - PAYE REGISTRATION with HMRC.. HMRC have responded . Unfortunately the BASIC PAYE software has now been 'updated' which requires a 'password' which I don't have and can't get. I have been offered a service that makes the submissions monthly at a reasonable rate.

21/05/23 ~ Expenditure Items – for approval

- Letting fee and sanitising deep clean - Venue hire for APM and AMotC £110.
- Renovation of playground fencing Ken Aylen -- Groundsman £335

21/05/24 Summary of Accounts @ 8th April 2021 to be revised...

- New --holding account -- PAYE -- £ 848.50
- Bus Bank A/C £21,442.87
- Treasurer's A/C £8400.33 (half precept remitted by WC last month)

21/05/25 - Questions or statements from Councillors. None stated.

21/05/26 DONM

TBA...

.venue

TBA

ADDENDUM No.1 PROPOSAL: PURCHASE OF AN AED FOR FOVANT

08 May 2021

AED – Automatic External Debibrillator

PREMISE

In 2020, Fovant Parish Council (FPC) agreed that it would fund the lease or purchase of an AED for 24/7 public availability. Location on an external wall of the Village Hall was proposed as the most sensible location in this linear village, and this concept was agreed with the Village Hall Committee (VHC). The FPC would meet all costs of purchase, installation and running the AED. An externally mounted defibrillator needs to be in a cabinet that is electrically heated for winter protection, and should be located where it is not exposed to summer sunlight. Some AEDs are in locked cabinets, when a phone call to 999 is needed to obtain the code.

INVESTIGATIONS

FPC Councillor Dr Tony Phillips (TP) has made contact with some national resources as well as local entities including the Fovant Surgery (The Orchard Partnership) and nearby Parishes who had already installed AEDs. Contact was established with Diana Rae and Linda Bailey of the Village Hall Committee.

Results:

- TP had previously encountered a scheme operated by the South West Ambulance Service (SWAS) which leased a public access AED for four years, training and battery/pads replacement included, at a cost of £1800. However, he found that this scheme had been put on hold once the Covid restrictions started in 2020. In response to repeated enquiries, SWAS management in March 2021 told TP that the scheme would not be restarted as one of their core functions in the foreseeable future.
- A question raised was whether the Fovant Surgery might be willing to move their defibrillator to an external location so that it could be available for public access 24/7. This would be a supplement to an AED outside the village hall. Dr Lindsay Kinlin of the Orchard Partnership explained that this would not be possible. The surgery needs their machine on standby at all times to ensure safe practice e.g. to manage the risk of patient anaphylaxis when administering immunisations. They must be able to immediately treat patients who collapse in the surgery and therefore the machine must be kept in the surgery building. This is a standard requirement for CQC registration.
- Swallowcliffe. Conversation with Steve Banas, Chair of Swallowcliffe PC. Their AED, outside The Royal Oak pub, was sourced some years ago from British Heart Foundation (BHF), now unclear whether there was any payment. The Swallowcliffe AED is in a locked cabinet, but the code is written on the cabinet. Pads need to be replaced every 2 years, batteries every 4 years. It's registered with the SW Ambulance Service.

- According to the British Heart Foundation (BHF) website, during the Covid era they have stopped their part-funded award scheme for AEDs. Funding max was £600. I was sent the following info by Anna Warren at BHF:
 - *Defibrillators are designed to be low maintenance. We recommend that someone check the defibrillator once a week to ensure it hasn't been used and is in good working condition with sufficient pad and battery life, but they don't require any ongoing maintenance. If you are budgeting ahead then it's worth knowing that the pads and battery will need to be replaced every five years and this will cost approximately £250. And pads will need to be replaced if they are used to treat a cardiac arrest.*
 - *We provide a free CPR Training Kit with every defibrillator which consists of an inflatable manikin and a DVD that teaches CPR in under an hour. Defibrillators are designed to be easy to use and so don't require any additional training and we have videos that show the defibrillator in use that can also be viewed by potential responders to help them become familiar with using a defibrillator.*

Quidhampton. They had received a grant from the Scottish and Southern Electricity Network SSEN Community Resilience Fund. The AED is in a locked cabinet, and the code can be accessed by phoning 999.

Barford. Conversation with Vic Marsh at Barford. Tel 742341. Vic had set up crowd funding (£8K) to buy AEDs for Barford, now numbering three to give better cover around the village: one at the pub, one at the caravan site, and one at a Council estate. Purchased through St Johns Ambulance (SJA), who laid on a training course for free. These AEDs are in locked cabinets, but the number is written under the cabinet. The locations are registered with SWAS. These are Zoll AED 3 (not AED 3 Plus which is in fact cheaper). Batteries and pads are replaced every 4 years.

History: there has been one use, and a device removed twice.

Broadchalke. There is an AED in a cabinet, located inside the disused telephone kiosk next to the shop. It has a label stating Community Heartbeat Trust. The CHT website says they were the originators of the use of telephone kiosks for defibrillator use and now have around 1000 sites using kiosks. I did not follow this up.

Training courses. Both the SJA and BHF advertise that they can provide training courses. Whether it is free service or not may depend on the whether the AED has been purchased through them. During phone conversation with such organisations it was suggested that training is much less necessary than in the past because the audible instructions built into modern devices are so clear.

Availability criteria for use. Explanation by telecon from Julia Doel, SWAS, on 6 May 2021. AEDs must be registered with the Ambulance Trust of the area, in our case SWAS. The 999 operator has the registration detail. When a 999 call is made, the operator

- assesses whether the call is genuine and that the person could benefit from an AED.
- assesses the distance to the nearest AED. Only if nearer than 200 metres will the location and cabinet code be given to the caller. The logic is that this is the maximum distance to allow travel to/ from the AED on foot and

unlocking the cabinet, in time to benefit the casualty. Travel by car is not allowed for as this could impact on road safety.

Julia said a new national system for AED registration is being rolled out, called 'The Circuit'. The idea is to regularise the practices of different Ambulance trusts. Julia thinks this may lead to an increase in the 200 metre rule now adopted by SWAS.

- **The choice of a locked or unlocked cabinet.** This seems to be a local decision unless insisted upon by the authority that provides a grant. Julia said that in reality there are few incidents of AEDs being damaged or destroyed. The two local AEDs that I looked at closely were in locked cabinets but the code number had been written on the cabinet, informally but fairly visibly – and one would hope it would be seen in the stress of the moment. The downside pointed out by Julia is that delays in putting in the correct numbers in a lock **when one is flustered could lead to unnecessary delays.**

RECOMMENDATIONS

1. That the Fovant Parish Council confirm on 18 May 2021 that they will fund the purchase of an AED, external heated cabinet, and its installation wiring etc on an outer wall of the Village Hall.
2. Based on these investigations, the Zoll Aed 3 seems a reasonable bet. These models are available in Barford, and the village organiser Vic March is very approachable for advice. Today's price for a Zoll AED 3 is £1245 on the online BHF shop but £1600 at SJA shop online. Ex Vat. An External Defibsafe 2 Cabinet with heating purchased from BHF costs £491 locked or £479 unlocked. Both organisations seem to offer training courses.
3. That this file now be handed over to Fovant Village Hall Committee
 - a. to share these results;
 - b. to allow VHC to proceed without delay to the next step of placing an order for an AED and cabinet, and installing the necessary wiring etc.

The VHC should be left to make the choice between locked or unlocked cabinet, and establish a regular inspection and recording regime. FPC will cover all invoiced costs, and ongoing maintenance costs such as replacement of pads and battery.

Dr Tony Phillips

Cllr, Fovant Parish Council

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of **CHAIRMAN of FOVANT PARISH COUNCIL** declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to comply with the Code of Conduct adopted by this Council per LGA20000, s51 in the [performance of the functions of this office.

Signed

Date..... 18/MAY02021

This declaration was made and signed before me

Signed

Member/Proper Officer of the Council Date..... 18/MAY/2021

Under Section 83(3) of the Local Government Act 1972, a declaration for Members of Parish Councils shall be made before a member or the proper officer of the Council.

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been elected to the office of **VICE CHAIRMAN of FOVANT PARISH COUNCIL** declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to comply with the Code of Conduct adopted by this Council per LGA20000, s51 in the [performance of the functions of this office.

Signed

Date..... 18/MAY02021

This declaration was made and signed before me

Signed

Member/Proper Officer of the Council Date..... 18/MAY/2021

Under Section 83(3) of the Local Government Act 1972, a declaration for Members of Parish Councils shall be made before a member or the proper officer of the Council.

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been **elected** to the office **Member of FOVANT PARISH COUNCIL** declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to comply with the Code of Conduct adopted by this Council per LGA20000, s51 in the [performance of the functions of this office.

Signed

Date..... 18/MAY02021

This declaration was made and signed before me

Signed

Member/Proper Officer of the Council

Date..... 18/MAY/2021

Under Section 83(3) of the Local Government Act 1972, a declaration for Members of Parish Councils shall be made before a member or the proper officer of the Council.

DECLARATION OF ACCEPTANCE OF OFFICE

I

having been **co-opted** to the office of **Member of FOVANT PARISH COUNCIL** declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to comply with the Code of Conduct adopted by this Council per LGA20000, s51 in the [performance of the functions of this office.

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