
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the meeting held Wednesday 9 January 2019 at 7.30 p.m. The Community Room, Walter Powell School, Great Somerford

Present Cllr S Mansfield (Chair) Cllr D Butcher Cllr M Griffiths
Cllr S Binstead Cllr H Cole Cllr M Hourigan
Cllr C Blount Cllr A Gravell Cllr F Hyde

T M Chapman (Clerk)

In attendance Wiltshire Cllr T Sturgis

Public Question Time - There were none.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis reported on scheduled activities in Salisbury for British Armed Forces Day on 30 June and on plans to increase the size of the culvert under Startley Road whilst it is closed for work by Wessex Water.

19/01/1. **Apologies for Absence** - There were none.

19/01/2. **Declaration(s) of Interest**

The members present confirmed that the register of interests remains up to date.

19/01/3. **Minutes and Matters Arising**

- i The Minutes of the meetings of the Parish Council held on 7 and 21 November 2018 were **approved** and **signed** by the Chair as a true record. Proposed Cllr Hourigan; seconded Cllr Butcher.

- ii **Action Register of Matters Arising**

It was **agreed** that items shaded green had been completed and updates would be provided re the choice of Design Consultant for the Play Park (item 6.1) and the Emergency Plan desk top exercise (item 9.4).

19/01/4. **Planning Matters (HC)**

As Wiltshire Council no longer issue paper copies, Councillors access planning documents at <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>.

- i **Planning Applications since the last meeting** - There were none.

- ii **Planning Applications for consideration**

18/10253/FUL Hillside House, Startley- Log style cabin for use as a home gym/office sited to the rear/side of the property.

The Parish Council **supports** this application but feels that there is a need to clarify the exact position of the proposed building as the plans are unclear.

STLB

18/10814/VAR Land Adjacent Orchard House, Frog Lane - Variation of condition 2 of planning permission 18/05927/FUL to allow for amended layout plans and elevations to incorporate rooms within the roof space. **Supported.**

The Parish Council also considered 4 planning applications for work to trees in the village which were received after the agenda had been issued. It had **No objection** to

19/00146/TCA Baytree House - Fell 1 Eucalyptus Tree.

19/00170/TCA 8 Paddock Close - Fell 1 Silver Birch.

19/00176/TCA 3 The Folly - Reduce Copper Beech crown.

19/00036/TCO 4 Manor Park - Fell diseased Horse Chestnut tree.

No objections to the felling of this tree but the Council feels that the replacement tree should be more in keeping with the rest of the trees in the avenue as an oak will be out of place.

iii **Applications Determined by Wiltshire Council since the last meeting**

Members noted the "determinations made by Wiltshire Council re

18/09117/TCA Church Farm - Crown Lift Ash Tree to 12 Metres. **No objection.**

18/09476/TCA 12 Paddock Close – fell two leylandii. **No objection.**

18/08601/TCA Mulberry House - 30% Reduction to 1 Mulberry Tree (T1), Fell 1 Cherry Tree (T2), Up to 30% Reduction to 2 Cherry Trees (T3 & T4).

No objection.

18/08712/TCA Acorn Lodge – Fell one hawthorn & one cypress. **No objection.**

19/05/5. **Finance**

i **Receipts and Payments for the year to end December 2018**

The report was **noted** together with the year to date deficit of £1,233 (anticipated to fall to £6,175 if all spending plans are carried out). The bank balance stood at £13,493.

ii **Finance report**

The Finance report was **received** and the Parish Council **ratified** and **approved** total payments of £1,326 and **noted** £43 receipts - lettings & bank interest. Proposed: Cllr Mansfield; seconded: Cllr Hourigan.

iii **Caretaking costs**

The Council had received notification from the Caretaker that she intended to increase her fee to the Council as of 1 January, it being some years since any price change. After discussion the Council **agreed** to £56 p.c.m inclusive of any commission on bookings. This would stand until April 2020. The Clerk was **tasked** to write.

Action Clerk

iv **Options when the Defibrillator lease expires December 2019**

Cllr Griffiths **recommended** that the Council take out a further lease in December and not consider direct purchase as the "usable life" of the equipment is relatively short and the lease includes all servicing and replacement parts for a known sum of money, believed to be in the region of £1,800 for three years. The recommendation was **accepted**. Proposed: Cllr Hyde; seconded: Cllr Binstead.

Cllr Griffiths will deal with S W Ambulance Trust to negotiate the renewal.

Action Cllr Griffiths

v **Outline 2019/20 budget**

Members considered four budget models laid before it with provision for capital spend net of grants or fund-raising receipts ranging from £3,000 to £6,000, all but the lowest of which would require an increase in precept if the Council were not to let its reserves fall below a minimal 6 months of recurrent expenditure.

The Parish Council had more ambitious plans (footpath and playground) than it would be able to satisfy in full over the next 12 months without considerable external income being generated. It recognised the tension between being a pro-active Council delivering improvements to the village and the impact of Council Tax rises for individual residents.

After debate the Parish Council **approved** budget option 3 with net capital spend of £5,000. It would again be a deficit budget with expenditure in excess of income. Proposed: Cllr Hourigan; seconded: Cllr Blount.

vi **Precept Request for 2019/20**

In light of the decision on the budget and capital spend the Parish Council **resolved** to increase its Precept Request to £9,000. Proposed: Cllr Mansfield; seconded: Cllr Blount. The total increase of £882 was above inflation at 10.86%. This translated into an annual increase in Council Tax for a band D household of £1.94 (8.98%).

vii **Triannual redeclaration to the Pensions Regulator**

This has been **submitted** and is a legislative requirement of being an employer. The Council has nobody to enrol in a pension scheme.

19/01/6 **Committee Reports**

i **Play Park Committee**

Cllr Hyde reported that, as a consequence of budgetary constraints, it would be premature to draw up the complete Play Area Redesign procurement specification or to hold the planned public consultation which she would cancel.

Action Cllr Hyde

The group **recommended** to the Council that it spend the £3,000 Wiltshire Council grant on purchasing a spinning cup, a set of monkey bars and a bench for parents. Quotes for these items had already been included in the submissions considered previously from Kompan, Playdale and Wickstead. The Council **accepted** this recommendation and **tasked** Cllr Hyde to place the order this month for delivery before the end of the financial year.

Action Cllr Hyde

The 2018 ROSPA Safety Inspection report was **received** and Cllr Butcher ran through the main remedial actions recommended:

- New shackles for the swings;
- Roundabout – raise the ground, install matting, remove edging boards;
- Seesaw – minor adjustments;
- Slide – may be beyond economic repair but is not unsafe.

All remedial issues would be fixed by himself and Cllr Cole at low cost for bark and shackles.

Action Cllrs Butcher & Cole

ii **War Memorial Committee**

Orders have been placed for work to commence in March. It was pleasing to report the generous response from villagers whose pledges exceeded 75% of the known War Memorial restoration costs by £360. Whilst pledges are not cash it was believed these would be honoured in full. The Council debated how to treat the £360 and considered

- Reducing the Council contribution (felt to be unacceptable);
- Reducing the pledges pro-rata (seen as administratively cumbersome and potentially upsetting donors);
- Asking donors if they would be happy for the Council to put the £360 in a ring-fenced War Memorial Reserve Fund which might be used (in part) to reset the loose kerb stones around the memorial which presented a trip hazard.

The Council **preferred** the third option - Proposed: Cllr Hyde; seconded: Cllr Binstead – and **tasked** Cllr Blount to contact all pledge givers to collect the monies and for a notice to be

put in the Signpost and the Parish Information email signalling the Council's intent.

Action Cllr Blount/Clerk

7. **Highway Matters** - for Wiltshire Council, Parish action or for the Parish Stewards.

i **Footpath on West Street – next steps**

After a long debate on the pros and cons and cost benefit analysis of a flattened grass verge versus a tarmacked pavement the Council **decided** to proceed in parallel with two actions:

- Resubmit an application for funding to the CATG Area Board (unlikely to be awarded in the next year)

Action Cllr Hourigan

- Get the verge on the most dangerous corner close to Manor Farm stables re-instated and levelled (to provide a safe refuge for pedestrians)

Action Cllr Blount

ii **Speed Awareness Camera**

Cllr Hourigan has undergone the Street Operatives training and is now accredited to reposition the camera and/or change batteries as necessary.

iii **Drainage issues**

Greensquare has been informed of the issue at the Winkins Lane cul de sac and north side of Dauntsey Road but ditch ownership has not been formally established.

19/01/8. **Governance**

i **Feedback on the Core Competency Training**

This was useful and several Parish Councillors were considering setting up a bespoke email address for their Council work.

ii **Insurance Cover**

Members **reviewed** the adequacy of the Insurance Cover for Parish assets against estimated replacement costs (an internal audit action from 2017/18) and were content with the insurance cover in place. The Council has a Long Term Agreement with BHIB till 31 May 2021.

Insurance for mowers and machinery should be removed at renewal unless it was a standard clause that had to be left in.

Action Clerk

iii **Risk Assessments and the 2019 Risk Register**

Cllr Binstead was thanked for having set up the pro-formas which the Clerk had been able to develop by adding inherent and residual risk categories. The Register was deemed to be satisfactory and comprehensive.

iv **Parish Information policy**

The policy was **approved**. Proposed: Cllr Gravell; seconded: Cllr Cole and the Chair signed a copy.

19/01/9. **Updates (if any) on Standing items**

i **Cemetery**

Cllr Hourigan reported that Councillors and volunteers would start work on the gates in the Spring.

Action Cllr Hourigan

ii **Community Room** – see 5.iii

iii **Footpaths & Rights of Way**

The Wiltshire Council Footpath Officer, Stephen Leonard, is walking the paths in Great and Little Somerford and Dauntsey. He is checking, inter alia, that all footpaths are signed from the road.

iv **Community Emergency Plan**

Cllr Blount informed the meeting that Ellen Blacker, the Wiltshire Health & Wellbeing Champion, would act as facilitator for a desk-top exercise testing the efficacy of the plan. This will be held on Wednesday, 20 February, at 7pm in the Community Room. All Parish Councillors and named volunteers are invited to attend.

Action All

v **Parish Information Newsletter**

This is reportedly much appreciated and growing in popularity.

10. **Correspondence between meetings**

It was **decided** not to submit a nomination to WALC for attendance at a Palace Garden Party.

11. **Councillors' Observations and Items for Next Agenda**

Extension of Footpath 1 into the Brook Farm development. A plan will be provided by Wiltshire Cllr Sturgis.

Action W Cllr Sturgis

12. **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday
6 February 6 March 3 April 1 May APM & APCM 5 June

The meeting closed at 9.37 pm.

Approved S. Mansfield Chair

Date 6/2/19