
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the meeting held Wednesday 3 April 2019 at 7.30 p.m. The Community Room, Walter Powell School, Great Somerford

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

In attendance T M Chapman (Clerk) Wilts Cllr Sturgis

Public Question Time - no questions.

Item 8.5 Parish Council Website was taken first out of sequence.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis updated the meeting re the following items:

- West Street verge: clearance from Highways to proceed. Copy email to be sent to Cllr Blount;
- Cross-over pipe on Startley Road: Highways and Wessex Water are liaising re this;
- Brook Farm Development: on track pending transfer of extra small parcel of land to match Land Registry records;
- Broadfield Farm Development: s106 pending;
- Climate Change: Wilts Council budget meeting was disrupted by the Extinction Rebellion Group which has cost the Council £2,000 in additional security.

19/04/1. **Apologies for Absence** - Cllrs Binstead & Hyde.

19/04/2. **Declaration(s) of Interest** - none

19/04/3. **Minutes and Matters Arising**

- i The Minutes of the meeting of the Parish Council held on 6 March 2019 were **approved** and **signed** by the Chair as a true record. Proposed Cllr Butcher; seconded Cllr Hourigan.

ii **Action Register of Matters Arising**

Stille It was **agreed** that items shaded green had been completed, that those shaded amber were in progress or not yet due. Cllr Cole confirmed that entry to the Best Kept Village competition has been submitted.

19/04/4. **Planning Matters**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>.

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

ii **Planning Applications for consideration**

19/01973/FUL Stonecroft House - Single storey extension to rear and addition of French doors to first floor at rear. **Supported.**

19/02904/TCA 2 Paddock Close – fell Western Red Cedar tree. **No objection.**

- iii **Applications Determined by Wiltshire Council since the last meeting** – none.

19/04/5. **Finance**

i **Receipts and Payments for the year to end March 2019**

The Parish Council has ended the year with a deficit of £4,028 compared to the budgeted £5,495 deficit and the forecast £5,860 deficit, the main difference being that the £1,300 + VAT expenditure on the War Memorial was not incurred before the end of March as originally envisaged. The bank balances stand at £10,698, slightly more than one year's recurrent revenue spend.

ii **Finance report**

The Finance report was **received** and the Parish Council **ratified** payments of £435 as forward authorised at the March meeting with the addition of a repeat advert in the Signpost re the Community Room. It further **approved** the payment of water rates of the Community Room (£164) and **noted** £170 receipts being a combination of War Memorial, Community Room hire & bank interest. Proposed: Cllr Hourigan; seconded: Cllr Cole.

iii **Audit**

The internal audit will be carried out by Nick Frost on 15 April. Councillors considered the criteria for claiming exemption from external audit by PKF Littlejohn and concluded that they met the criteria. They **confirmed** their previous intention to claim exemption this year and **noted** that they would still be required to submit a certificate of exemption and abide by the publication requirements of the Transparency Code including publishing dated for a period of exercise of public rights.

iv **Defibrillator Lease Renewal and Grant Application** – see item 9.6

SW Ambulance have quoted £1,800 + VAT for a four year lease on the same terms and conditions as per the 2015 lease which expires in December. This was **approved** as was a grant application to the Malmesbury League of Friends for £1,500 which Cllr Griffiths will submit.

Action Cllr Griffiths

19/04/6 **Working Group Reports**

i **Play Park Working Group**

Cllrs Griffith (covering for Cllr Hyde pro tem) & Gravell reported that

- Two new pieces of equipment are with the sub-contracted installer. They will advise the Clerk of the installation date and ask the installer to liaise directly with Cllr Butcher who will be the primary contact and will organise the siting of the equipment;

Action Cllrs Gravell, Griffiths & Butcher

- Kompan's draft design for the complete remodel was **approved** for presentation at the Annual Parish Meeting, asking for young parents for input prior to a formal public consultation in June;

Action Cllrs Gravell, Griffiths & Butcher

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Cllr Butcher reported that the **2018 ROSPA Safety Inspection** remedial issues will be fixed this week.

ii **War Memorial**

Cliveden Restoration has rescheduled the cleaning to 8 April and the stone mason will be sorting the lettering a couple of weeks later.

The Parish Steward has fixed the kerb stones around the War Memorial.

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

i **Ongoing issues**

- See Wiltshire Cllr Sturgis's report for updates on the footpath on West Street and the Startley Road surface water crossover pipe;
- Cllr Mansfield reported that land ownership re hedges on West Street has been resolved;
- Nothing to report re road closures;
- The speed awareness camera has been moved to the other end of Startley;
- The Parish Steward has been asked to focus on pot holes in April;
- Cllr Mansfield met with Steve Harris, the Community Engagement Manager for Gigaclear, and reported that Gigaclear will be installing a high speed fibre network from Rodbourne to Seagry encompassing Startley target completion end of October subject to prior completion of all remedial work. Great Somerford is deemed already to have sufficient speed so has not been included.

ii **Village Litter Pick**

The Parish Council has been given 10 x hoops, 10 x Litter Pickers, 100 bags, 12 hi viz gilets and 12 pairs of gloves by Wiltshire Council under the Community Litter Pick scheme. The Clerk has collected these and they will be stored at West Street Farm. A condition of receiving this free equipment to keep is that the Council must submit a report on its Village Litter Pick plus photograph to StreetScene@wiltshire.gov.uk

Action Cllr Cole

12 people joined the Village Litter Pick. Most of the litter was picked from roads coming into the village, not the centre.

iii **Priority issues for the Highways Street Scene**

These were **agreed** as potholes and white lines in West Street, Shiptons Lane and Hollow Street plus verge re-instatement at the T junction on West Street. Cllr Mansfield will submit the list.

Action Cllr Mansfield

19/04/8. **Governance**

i **Standing Orders**

Councillors **reviewed** its 2018 Standing Orders and **re-adopted** them without any change, **authorising** the Chair to sign a clean copy. Proposed: Cllr Cole; seconded: Cllr Butcher.

ii **Code of Conduct**

Councillors **reviewed** its 2018 Code of Conduct and **re-adopted** it without any change, **authorising** the Chair to sign a clean copy. Proposed: Cllr Butcher; seconded: Cllr Mansfield.

iii **Community Room Regulations**

Cllr Mansfield provided a set a draft Conditions of Hire. Cllr Butcher will consult with Iris Scott on these and report back between meetings so that an "agreed" version can come to the June Parish Council for approval.

Action Cllr Butcher

Cllrs Mansfield and Butcher will meet with School Governor, Richard Jefferson, to resolve some operational issues and to agree, informally, a codicil to the original agreement with the Diocese (inter alia re-instating an annual meeting of the Management Committee).

Action Cllrs Mansfield & Butcher

iv **APM and APCM**

The draft agendas for these events were **accepted** subject to the inclusion of individual Parish Councillor reports within the Chairman's report and moving the Play Park Presentation to the top of the agenda.

v **Website**

Cllr Mansfield showed Councillors a mock-up of a Parish Council bespoke website which he had created using Word Press on a free site. As internet login had not proved possible this had to be viewed on his phone rather than be projected on to the wall from a laptop.

The general design was well received and the Council was informed of the following costs:

- £10 p.a. Domain name
- £96 p.a. Hosting
- £60 p.a. SSL encryption.

It was **agreed** that the Parish Council should move to have its own website so it could be wholly responsible for the publication of key date reliant documentation as mandated by the Transparency Code and Cllr Mansfield was authorised to set up an account.

Action Cllr Mansfield

Cllr Mansfield plans to migrate historic data back to 2018.

vi **Councillor Training**

Six Councillors had expressed in an evening course on planning. One was being offered by Andrea Pellegam (£400 + mileage). It might also be possible to join in with Sutton Benger who were booking Andrea Pellegam for a full-day training on a Saturday. Alternately Wiltshire Council would be running an event later in the year but it was unclear whether this would be by day-time or evening. It was **decided** to explore possible dates for an evening session which would need to be shared with other Councils to keep the costs down.

Action Clerk

19/04/9. **Updates (if any) on Standing items**

- i **Cemetery** – nothing to report.
- ii **Community Room**
39 bookings in 2018 of which 12 chargeable.
- iii **Footpaths & Rights of Way** – nothing to report.
- iv **Community Emergency Plan** – some updates are being made to standing data.
- v **Parish Information Newsletter** – ongoing.
- vi **Defibrillator** – see item 5.4.
Cllr Griffiths reminded Councillors of the training on Tuesday 11 June with a 7pm start. Reminders to go in Signpost and Parish Information email.

19/04/10. **Correspondence between meetings**

- i The Community Engagement Manager for Gigaclear, met the Chairman 3 April. See 7.1.

19/04/11. **Councillors' Observations and Items for Next Agenda** – none.

19/04/12. **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday

1 May APM @ 7pm 8 May APCM @ 7.15pm 5 June 3 July 4 Sept 2 Oct

The meeting closed at 9.50 pm.

Approved

S. Mansfield

Chair

Date

8/5/17