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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the Annual Parish Council Meeting 8 May 2019 at 7.15 p.m. Community Room of Walter Powell School

**Present**

Cllr S Mansfield (Chair)	Cllr A Gravell
Cllr S Binstead	Cllr M Giffiths (from item 19/05.3)
Cllr C Blount	Cllr M Hourigan
Cllr D Butcher	Cllr F Hyde
Cllr H Cole	

**In attendance** T M Chapman (Clerk)

19.05.1. **Declaration of Acceptance of Office**

The meeting **noted** that all continuing Councillors had either signed this in 2017 or in 2018 (Cllr Griffiths) in their capacity as members of the Parish Council.

*Cllr Mansfield then vacated the Chair and the Vice-Chair took the Chair for agenda item 19/05/2 only*

19.05.2. **Election of Chairman & Declaration of Acceptance of Office for 2019/20**

Cllr Mansfield was unanimously **elected** as the Chairman. Proposed: Cllr Blount; seconded: Cllr Hyde. He then duly signed the Declaration of Office.

19.05.3. **Election of Vice-Chairman & Declaration of Acceptance of Office for 2019/20**

Cllr Cole was unanimously **elected** as the Vice-Chairman. Proposed: Cllr Hourigan; seconded: Cllr Butcher. He then duly signed the Declaration of Office.

19.05.4. **Apologies for Absence** - none

19.05.5. **Declaration(s) of Interest**

The members present **confirmed** that the register of interests is as displayed on the Wiltshire Council website remains up to date. There were two declarations specific to planning applications being considered in agenda item 19/05/9.1 at this meeting:

Cllr Griffiths – planning application 19/03552/TCA

Cllr Blount – planning application 19/03887/FUL.

19.05.6. **Minutes and Matters Arising**

6.1 **Approved minutes of the 2018 APCM**

These were **received**.

6.2 **Minutes of the Meeting held on 3 April 2019**

The Minutes of the Meeting of the Parish Council held on 3 April 2019 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Butcher; seconded: Cllr Gravell.

It was **decided** that the Play Area public consultation (Action Register item **19/04/6.1**) would be brought forward to 18 May and be held at the Winkins Lane Play Area at 10.30h.

The Chair requested that a formal written report and recommendations on "Next Steps" for the Play Area (including the Public Consultation findings) be provided to the June meeting.

**Action Cllrs Griffiths & Hyde**

The following updates to Action Register items were provided/decided:

**19/01/7.1** Resubmit an application for funding to the CATG Area Board: this would now be done by the Clerk.

**19/04/7.2** Litter Pick report to Streetscene: this has been submitted by Cllr Cole.

**19/04/7.3** Highways Street Scene Priorities: The Chair would write to Matt Perrott and add the flattening of the verge on West Street opposite Manor House.

**19/04/8.3** Community Room Conditions of Hire: I Scott has been consulted; the draft codicil is with R Jefferson for signature; Councillors agreed minor amendments to the existing set between meetings and the updated version has been uploaded to the website.

19.05.7. **Councillor Areas of Special Interest**

The Councillors **reviewed** the areas of special interest in the light of skill set and work load and (re-)assigned them as follows:

	Lead Councillor(s)
➤ Cemetery	Cllr Hourigan
➤ Community Room	Cllr Butcher
➤ Defibrillator	Cllr Griffiths
➤ Emergency Planning	Cllr Blount
➤ Free Gardens	Cllr Butcher & Cllr Hourigan
➤ Footpaths and Rights of Way	Cllr Binstead
➤ Highways and Parish Steward	Cllr Mansfield & Cllr Hourigan
➤ Malmesbury Area Board Rep	Cllr Binstead
➤ Neighbourhood Plan	t.b.d.
➤ Neighbourhood Watch	K Hourigan
➤ Parish Information Newsletter	Cllr Mansfield
➤ Planning	Cllr Cole
➤ Play Area Maintenance	Cllr Butcher & Cllr Cole
➤ Play Area Redesign	Cllr Griffiths & Cllr Hyde
➤ Speed Camera	Cllr Hourigan
➤ Telephone Book Exchange	Cllr Binstead & Mrs Jordan
➤ War Memorial	Cllr Blount
➤ Website	Cllr Mansfield

There were no updates on 2018 activity beyond those provided to the Annual Parish Meeting. It was **decided** to have the annual report on Footpaths at the July meeting.

**Action Cllr Binstead  
Agenda July**

And to review the Neighbourhood Plan at the 2020 APM.

**Agenda May 2020**

19.05.8. **Public Participation at Council meetings**

The Parish Council considered that the rights of the public should remain unchanged: i.e. 10 minute Open Forum session at the start of each meeting plus 3 minute for any individual to make representations about planning matters before the Council.

19.05.9. **Planning Matters**

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

*STC*

**Planning Applications for consideration**

**19/03552/TCA Longacre – fell 21 leylandii. No Objection.**

**19/03465/FUL** 2 Riverside Park - remove and replace/enlarge rear conservatory

**19/03602/FUL** 1 Manor Cottages - removal of existing rear single storey lean-to and replacement with single storey rear extension. **Supported.**

**19/03929/TCA** Pinfarthings – fell one weeping willow. **No Objection.**

**19/04181/TCA** 12 Paddock Close – fell two fir trees & 30% crown reduction to purple maple. **No Objection.**

**19/03887/FUL** Church Farmhouse - Extension and conversion of garage to form self-contained annexe. **Supported** subject to the main house and the annexe remaining in single ownership.

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

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

19.05.10 **Finance and Audit**

i **Finance Report**

The Finance report was **received** and the Parish Council **approved** payments of £1,352 and **noted** income of £9,015 (being the 2019/20 Precept plus 15p Bank interest). Bank balance £18,183. Proposed: Cllr Binstead; seconded Cllr Cole.

It was further **agreed** unanimously

- i. to pay £1,182 to Cliveden Conservation for work on the War Memorial;
- ii. to authorise Cllrs Cole & Butcher to spend up to £500 to rectify ROSPA issues in the Play Area. Although this money had not been budgeted the matter was one of Health & Safety so the Parish Council sanctioned this budget over-spend.

ii **Internal Audit Report 2018/19**

It was pleasing to note that the Internal Auditor had scored the Parish Council as "Good" on all 10 internal controls assessed and had closed the three 2017/18 recommendations as having been completed.

There were no new recommendations made for 2018/19.

The Parish Council **accepted** the report.

iii **Internal auditor for 2019/20**

It was unanimously **agreed** to appoint Nick Frost for a third year. Proposed Cllr Binstead; seconded Cllr Cole.

iv **Certificate of exemption from external audit for 2018/19**

See minute 19/04/5.3. The Parish Council **authorised** the Chair and the Clerk as Responsible Financial Officer to sign the certificate of exemption - Proposed Cllr Binstead; seconded Cllr Cole – and tasked the Clerk to submit it to PKF Littlejohn.

**Action Clerk**

19.05.11 **Insurance 2019/20**

The policy with BHIB will be renewed effective 1 June. It was noted that this does not include public liability cover for events on the Free Gardens.

19.05.12 **Correspondence**

Councillors **noted** that the Parish Council has been informed that the Seagry Neighbourhood Plan is out for regulation 14 consultation 9 Apr – 24 May 19.

19.05.13 **Update on Standing items** - covered under agenda item 7.

19.05.14 **Councillors' Observations and Items for Next Agenda**

- i. West Street verge work
- ii. West Street grant application(s)

19.05.15 **Dates for Future Meetings**

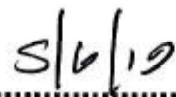
It was agreed that the next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday 5 June, 3 July, 4 September, 2 October, 6 November, 8 January, 5 February, 4 March

The meeting closed at 8.55 p.m.

**Approved**

  
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**Chair**

**Date**

  
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