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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the meeting held Wednesday 5 June 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 F Hyde  
Cllr C Blount Cllr A Gravell Cllr M Hourigan

**In attendance** T M Chapman (Clerk) Wilts Cllr Sturgis No members of public

**Public Question Time** – nothing raised.

### Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis promoted the National Armed Forces Day 28-30 June.

19/06/1. **Apologies for Absence** – none.

19/06/2. **Declaration(s) of Interest**

Cllr Gravell declared an interest in planning application **19/04484/FUL** re a potential easement should Wiltshire Council approve the application; Cllr Hourigan declared an interest in item **5.8** re a payment to D & H Surveys Ltd, of which he is a director.

19/06/3. **Minutes and Matters Arising**

- i The Minutes of the Annual Parish Council held on 8 May 2019 were **approved** and **signed** by the Chair as a true record. Proposed Cllr Butcher; seconded Cllr Blount.
- ii **Action Register of Matters Arising**  
It was **agreed** that items shaded green had been completed, that those shaded amber were in progress or not yet due. Item **19/05/10.1** Play Park ROSPA issues should be completed next week when the final materials are delivered.

19/06/4. **Planning Matters**

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

- i **Ratification of Planning Applications considered between meetings** - none.
- ii **Planning Applications for consideration**

**19/04398/FUL** Owl Lodge - Proposed two storey side extension and replacement conservatory. **No Objection.**

**19/04484/FUL** The Manor House – Proposed annex built from existing garage and stable. **Supported subject to conditions** that it be pointed out to Wiltshire Council that the red line includes some land not under the applicant's control and nor does it show the blue line indicating the adjoining land owned by the applicant which is several acres; moreover the access onto West Street is not shared but will require an easement from the landowner. The applicant has ticked Certificate A Certificate of Ownership as saying he owns all the land

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but the Parish Council believes this to be incorrect and Certificate B should have been completed. The Parish Council felt that the annex should use the same access as the house and that it should be legally bound to remain in the same ownership as the house.

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

**17/12502/FUL** Land adjacent to Broadfield Farm - Demolition of existing vacant buildings and redevelopment of site for 20 residential dwelling houses and associated infrastructure. **Approved with conditions.**

**19/01973/FUL** Stonecroft House - single storey extension to rear and addition of French doors to first floor at rear. **Approved with conditions.**

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

**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.**

19/06/5. **Finance & Audit**

i **Annual Internal Audit Report 2018/19 for website publication**

This was **received** and approved.

ii **Annual Governance and Accountability return for 2018/19, section 1, Annual Governance Statement**

The Council carefully considered each internal control statement on the document and, in the light of the Internal Audit Report, its knowledge of procedures and its in-year review of the Risk Register and consideration of risks prior to its insurance renewal, was happy to give a positive response to each statement. The statement was completed by the Chair and the Parish Council **authorised** the Chair and Clerk to sign same. Proposed Cllr Binstead; seconded Cllr Gravell.

iii **Annual Governance and Accountability return for 2018/19, section 2, Accounting Statements 2018/19, as certified by the Responsible Financial Officer and reviewed by Internal Audit**

The Parish Council, having seen the year-end figures at its April meeting, **approved** section 2 and **authorised** the Chair to sign same. Proposed Cllr Binstead; seconded Cllr Hyde.

iv **Supporting statements for website publication under the Transparency Code**

Having considered each in its turn the Parish Council **authorised** the Chair to sign the bank reconciliation, explanation of variances, list of payments over £100 and the Fixed Asset Register for website publication. Proposed Cllr Hourigan; seconded Cllr Cole.

v **CIL report to Wiltshire Council**

The Parish Council **authorised** the Chair to sign the report. Proposed Cllr Griffiths; seconded Cllr Binstead. The Clerk confirmed that it would be sent to Wiltshire Council and published on the Parish Council website.

vi **Publication period for the exercise of electors' rights**

STW It was **agreed** that the 30 consecutive day period run from Monday 17 June to Friday 26 July. The Chair was **authorised** to sign the confirmation document. Proposed Cllr Hourigan; seconded Cllr Gravell.

vii **Receipts & Payments to 31 May 2019 & Bank Reconciliation**

The report shows a year to date surplus of £5,440 with £16,138 in the bank. The bank reconciliation appended to the report was checked and signed by the Chair.

As previously requested by Cllr Binstead the Clerk had included within the report the forecast outturn and highlighted two areas of predicted overspend:

- i. Admin, PPS & Website was expected to be £300 over budget due to the decision to set up a Parish Council bespoke website (minute ref 19/APM/0.4) and an unbudgeted photocopying invoice from D & H Surveys;
- ii. Play Area Maintenance expected to exceed budget by £500 (minute ref 19/05/10.2) re funds allocated to remedy ROSPA identified issues.

If all other items kept to budget the Parish Council would end the year with a £6,132 deficit (£5,369 budgeted). After debate it was **agreed** NOT to amend the 2019/20 budget but to be very disciplined in any spend planned for 2020/21.

Cllr Butcher reported that security fencing charged when playground equipment was installed had not been used and the Clerk was tasked to ask Kompan for a refund.

**Action Clerk**

viii **Finance Report**

The Finance report was **received** and the Parish Council **ratified** and **approved** payments of £923 and noted receipts of £60 (lettings and bank interest). Proposed: Cllr Binstead; seconded Cllr S Griffiths.

After the report was written a late invoice was received for £148, which was paid at the meeting, and the 2018/19 VAT Refund of £1,156 was received.

19/06/6 **Councillor Reports on ongoing or proposed projects**

i **Play Park**

75 people attended the Public Consultation and key findings included

- Concern over traffic in Winkins Lane;
- Need for older children to have a level space to kick a ball around, most probably on a different site and forming a separate project;
- Wish to have equipment for older children and provision of climbing opportunities;
- Desire to keep the swings and certain items of existing equipment notwithstanding their age;
- Plea for more shade and places for parents and carers to sit.

The Parish Council considered three options being

- Keep all the existing pieces and incur no capital spend;
- Replace everything with significant capital spend;
- Keep popular items and add new, interesting pieces (moderate capital spend).

It was **decided** to go for option 3. All recognised that even moderate investment would require grant applications and fundraising, which might involve setting up a registered charity or Charitable Incorporated Organisation as some potential donors had indicated that they would only contribute if gift aid could be claimed.

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Before getting involved in fundraising vehicles it was felt imperative to identify parent volunteers who were prepared to be actively involved in the project, it being more than the Parish Council felt able to take on unsupported. It was **agreed** to promote this need via the Parish Information email, the Signpost magazine and the village Facebook page(s).

**Action Cllrs Mansfield & Griffiths /Clerk**

It was **agreed** that Playground Working Group members would consult with the resident of Sutton Benger who had led a successful playground development.

**Action Playground WG**

Cllr Blount will speak with the Rector before approaching the Land Agent of the Glebe Field as a possible location for football style activity.

**Action Cllr Blount**

ii **War Memorial**

The standing saddle stones have been pressure washed and some are being repositioned. The chains need to be painted black.

iii **Footpath on West Street**

It was **agreed** to resubmit the CATG application for a full tarmacked footpath on the newly released official form.

**Action Clerk**

The Parish Council is still considering the next steps for the interim solution of levelling the verge on the dangerous corner opposite Manor House. This includes how it should apportion its special project capital as between this project and the Play Park.

iv **Defibrillator Lease Renewal versus Purchase**

The Parish Council had been informed that Malmesbury League of Friends were unable to offer grant funding to lease a defibrillator but it might well offer £1,500 towards the purchase of one. The drawback of purchasing a defibrillator would be the need for the Parish Council to budget for the cost of spares (batteries etc.) and training, all of which had been included in the lease with SW Ambulance Trust which would have cost £1,800 + VAT to renew.

After considering the pros and cons of purchase with a capital grant and ongoing recurrent costs versus lease with no grant and no recurrent costs the Parish Council **decided** that it would be more cost effective to purchase a defibrillator and, of preference, the Cardiac Science Powerheart model which is one of the least expensive and is also the model it had leased and with which parishioners are familiar.

Cllr Griffiths will re-apply to Malmesbury League of Friends for grant funding and will seek further information from the manufacturer as to the life of the Science Powerheart batteries, pads and associated consumables.

**Action Cllr Griffiths**

7. **Highway Matters incl Speed Camera**

i **Emerging issues**

Weed clearance in parts of Hollow Street has exposed more of the verges and widened the footpath. The Parish Steward will be asked to attend to pot holes revealed.

**Action Cllr Mansfield**

19/06/8. **Governance**

i **Feedback on Planning Training**

8700 This was felt to have been beneficial and the Parish Council further considered whether to retain Andrea Pellegram Ltd in an advisory capacity for £100 p.a. It **decided** NOT to proceed at present.

ii **Community Room Regulations and Codicil**

The Regulations were **approved**. Proposed Cllr Blount; seconded Cllr Hourigan. The

codicil has been approved by the School but not yet signed by the Head teacher.

19/06/9. **Updates (if any) on Standing items**

i **Cemetery**

Villagers have requested that the Parish Council reduce the height of the roadside hedges. Cllr Hourigan will obtain a quote and revert to the Council for approval to proceed.

**Action Cllr Hourigan**

ii **Community Room** – see item 8.2

iii **Defibrillator** – reminder re the training on 11 June at 7pm; see also item 6.4.

iv **Community Emergency Plan**

Cllr Blount has sent an updated Flood Plan to Wiltshire Council ahead of his application to PEAS for winter supplies of salt and grit.

v **Footpaths & Rights of Way** – will report in July.

vi **Malmesbury Area Board**

Cllr Binstead will attend the 9 July meeting and report back.

**Action Cllr Binstead**

vii **Parish Information Newsletter** – three additional subscribers this month.

viii **Telephone Book Exchange** – nothing to report.

ix **Website**

The Accessibility Requirements effective 23 Sept 2019 were noted and the website is believed to be compliant in that it is accessible from mobile devices. Cllr Mansfield is researching the matter. The SLCC (Society of Local Council Clerks) is expected to publish further guidance.

19/06/10. **Correspondence between meetings**

None that Councillors have requested be brought forward.

19/06/11. **Councillors' Observations and Items for Next Agenda** – none.

19/06/12. **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday  
3 July                      4 September                      2 October                      6 November                      8 January

The meeting closed at 9.34 pm.

Approved S. Mansfield ..... Chair      Date 3/7/19 .....