
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the meeting held Wednesday 4 September 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 S Binstead Cllr A Gravell Cllr F Hyde
Cllr D Butcher

In attendance T M Chapman (Clerk) Wilts Cllr Sturgis 7 members of public

Public Question Time

Some of those present questioned the apparent malfunction (or non-functioning) of the Startley speed sign over the past few weeks. As he was not present Cllr Hourigan was unable to respond but will look into the matter and report back.

Action Cllr Hourigan

There was a request to mark the retirement of Mrs Scott as Community Room caretaker. This will be done in October. See 19/09/5.4.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis reported that Wiltshire Council has been working on preparations to protect the vulnerable should the country leave the European Union with "no deal" on 31 October.

19/09/1. **Apologies for Absence** – Cllrs C Blount & M Hourigan.

19/09/2. **Declaration(s) of Interest** – Due to a familial connection Cllr Butcher took no part in the decision to appoint a successor to Mrs Scott (ref **19/09/5.4**) and Cllr Gravell declared a pecuniary interest in planning application **19/07459/OUT** and left the room whilst the Council deliberated.

19/09/3. **Minutes and Matters Arising**

i The Minutes of the Parish Council held on 3 and 31 July 2019 were **approved** and **signed** by the Chair as a true record. Proposed Cllr Cole; seconded Cllr Hyde.

ii **Action Register of Matters Arising**

It was **agreed** that items shaded green had been completed, that those shaded amber were in progress, agenda-ed separately or not yet due. It was noted that the refund received from Kompan was 50% of the amount originally claimed.

19/09/4. **Planning Matters**

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

i **Ratification of Planning Applications considered between meetings**

19/07705/TCA Sayers - Up to 3 Metre Reduction to Horse Chestnut and Walnut Trees. **No objection.**

ii **Planning Applications for consideration**

19/07409/FUL Church Farm - Removal of existing conservatory, erection of sun room. **Supported.**

19/07459/OUT Land at Dauntsey Road - Outline application for the erection of 9no. dwellings; all matters except access reserved for future consideration. Standing orders were suspended to allow members of the public and the agent to speak about the application. Having heard the views of both sides and having discussed it amongst themselves The Parish Council **objected** to the application on the grounds that there was concern based on local knowledge over flooding in extreme adverse weather conditions when the river Avon is in flood; the layout of the houses is not in keeping with the rural character of the area and the number of dwellings has increased from 7 to 9.

19/07834/REM Brook Farm - Reserved Matters Application following details outlined in application ref. 19/06502/VAR (Variation of Condition 8 of 17/02820/OUT - Outline Application for the erection of eight dwellings". **Supported** subject to the same conditions as 19/06500/VAR.

19/08024/TCA 11 Winkins Lane - Fell 1 Beech Tree, 50% Crown Reduction to Sycamore Tree and 2 Metre Reduction to Ash Tree. **No objection.**

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

19/05265/FUL 1 Heath Lane, Startley - Single storey side extension. **Approved with conditions.**

19/06404/TCA Old Police House - 20% Crown Thin to Silver Birch (T1), Fell 1 Pine (T2) and 20% Crown Reduction to Catalpa. **No objection.**

19/09/5. **Finance**

i **Finance Report**

The Finance report was **received** and the Parish Council **approved** payments of £452 and noted receipts of £89 being £29 defibrillator donation, £60 from the Council for the Protection of Rural England (3rd prize in the medium sized Best Kept Village competition) and a few pence of bank interest. Bank balances stand at £15,748. Proposed: Cllr Binstead; seconded Cllr Butcher.

ii **Receipts & Payments to 31 August 2019 & Bank Reconciliation**

The report shows a year to date surplus of £5,050. The bank reconciliation appended to the report was checked and signed by the Chair. The forecast outturn is now better than budgeted thanks to the Kompan Refund and the offer of a grant from the Malmesbury League of Friends for the Defibrillator. See item 19/09/6.5. Other variances to budget were noted.

iii **Early budget considerations for 2020/21**

Parish Councillors had no current proposals pending decisions about the Play Area project. The matter will be raised again in October.

iv **Caretaking & Cleaning Services for the Community Room**

Mrs Scott's resignation was received with regret and thanks were expressed for her long service. She and Mr Scott have been invited to the October meeting to receive a small token of the Parish Council's appreciation. Cllr Gravell will organise this.

Action Cllr Gravell

Steel

The Parish Council recognised that its ability to obtain three quotes for the choice of successor was severely constrained by the need for the individual or organisation appointed to live close to the Community Room. It **considered** the quote it had received from Mrs Tamzine Butcher and **decided** to appoint her as of 1 October 2019 on a three year fixed fee. Proposed: Cllr Gravell; seconded Cllr Hyde.

Cllr Mansfield will provide Mrs Butcher with copies of regulations etc. and the Clerk will give her a new set of booking forms. Cllr Mansfield will also inform the School of the appointment as they have a right of veto.

Action Cllr Mansfield / Clerk

Mrs Butcher will make arrangements to ensure cover is provided for a couple of dates when she is unavailable.

19/09/6 **Councillor Reports on ongoing or proposed projects**

i **Priority capital project for 2019/20**

The Parish Council had set aside £5,000 in its budget for capital spend. Having considered the competing claims of the Play Park (19/09/6.2) and the Footpath in West Street (19/09/6.3) it **decided** to allocate the money towards the installation of a zip wire in the Play Area. Proposed: Cllr Griffiths; seconded Cllr Butcher.

ii **Play Park**

Proposed Way Forward & call for volunteers

Cllr Griffiths reported that there were now six persons willing to help. Her proposal as detailed below was **accepted**.

- the Parish Council retain the Winkins Lane playground site, keep all the existing equipment that people like, repair the slide, and raise funds for 3 new pieces of equipment on that site (zip wire, climbing frame and trampoline);
- install the equipment in stages – starting with the zip wire – if insufficient funding is obtained to do the whole project;
- treat the football/recreation project as a separate project, that will run in parallel to the Playground Equipment project, but is not co-dependent;
- leave Cllr Blount to lead in structuring funding vehicles

Proposed: Cllr Hyde; seconded Cllr Butcher.

Working with Cllrs Griffiths and Butcher Cllr Blount will be asked to bring forward a plan to raise the monies over and above the £5,000 it has set aside to buy the zip wire now. This will probably come from a mixture of fundraising and grant applications. The Parish Council will, in any case, dip into its reserves now so as to forward fund the purchase. Proposed: Cllr Hyde; seconded Cllr Butcher.

Action Cllrs Blount/Griffiths/Butcher

Procurement matters & quotes

The Parish Council was reminded of the procurement requirements of its Finance Regulations specifying three formal written quotes (up to £10,000) and a tender exercise for expenditure over £10,000 with publication in Contracts Finder (over £25,000). It was **noted** that two quotes had been received to date from national play equipment suppliers. Cllr Griffiths will seek a third.

Action Cllr Griffiths

Consideration of charitable status/community fund options

Deferred till October as Cllr Blount was unable to be present. It was pointed out that this may not be needed if the Parish Council runs the project in phases, item by item.

Possible use of part of the Free Gardens

Cllr Butcher has identified an area of land that might be suitable for general recreation

activity but this is dependent on the Free Gardens trustees who will consider options in the trustee meeting following Parish Council. The trustees will report back to the October Parish Council.

Action Cllr Mansfield (Chair of Trustees)

Alternative Sites for General Recreation

Deferred till October as Cllr Blount was unable to be present.

iii **Footpath on West Street**

Logistical and operational challenges concerning licence and insurance issues prevent this from progressing at present.

iv **Footpath from Broadfield Farm Development to a crossing point opposite the School**

Cllr Butcher reminded the Parish Council that nothing can be progressed until the site developer has been appointed. He reported that the Free Gardens Trustees have given their in-principle consent to any such footpath.

v **Defibrillator Grant**

The offer from the Malmesbury League of Friends of £1,430 was well received. Cllr Griffiths will progress this in the new year.

Action Cllr Griffiths

7. **Highway Matters incl Speed Camera**

i **Emerging issues**

The Parish Steward has been concentrating on filling pot holes.

19/09/8. **Governance**

i **Community Governance Review**

The Parish Council considered the Community Governance form and felt that, as it had no changes to the number of Councillors, parish boundary or name, a nil return was in order so there was no need to complete the Change Request form.

ii **Community Emergency Plan Review**

Deferred till October as Cllr Blount is the lead.

Action Cllr Blount

iii **Meeting dates for 2020/21**

The Parish Council will continue to meet on the first Wednesday of the month at 7.30. In 2020 its APM and APCM will be on consecutive weeks, 6 and 13 May.

The dates of the annual reviews included in the report were **accepted**.

19/09/9. **Updates (if any) on Standing items**

i **Cemetery** – nothing to report.

ii **Community Room** – see item 19/09/5.4.

iii **Defibrillator** - see item 19/09/6.5.

iv **Community Emergency Plan** - see item 19/09/8.2.

v **Footpaths & Rights of Way** – one stile has been mended; one still to be done.

Stile

vi **Malmesbury Area Board**

Cllr Blount's July report was noted. The next meeting on 17 September will be attended by Cllr Binstead who will report back.

Action Cllr Binstead

vii **Parish Information Newsletter** – subscribers now number 120.

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

ix **War Memorial** – the Rector is willing to carry out a service of re-dedication either in December (the centenary of the original dedication) or on Remembrance Sunday. Cllr Blount will appraise the Parish Council and residents.

Action Cllr Blount

x **Website**

Cllr Mansfield arranged for an external company to carry out a free review of WCAG 2.1 compliance and some seven items were identified. Six have been fixed or are not relevant; the one remaining is the No Keyboard Trap section which lays down the requirement that, if a user can move to a part of the page via the keyboard, the user must also be able to move away from it using only the keyboard, and if it requires some combination other than the normal exit methods, the user must be told how to move the focus away before they enter that area. He will work with the Clerk to resolve this.

Action Cllr Mansfield/Clerk

19/09/10. **Correspondence between meetings**

- i Playsafety has advised that it will be carrying out its annual ROSPA inspection of the Play Area in September.
- ii The request for a donation to St John's Ambulance was considered and it was **decided** not to donate despite it being a worthy cause as the Parish Council prefers to donate its limited funds to exclusively local, as opposed to national, organisations.

19/09/11. **Councillors' Observations and Items for Next Agenda** – none.

19/09/12. **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday
2 October 6 November 8 January 5 February 4 March

The meeting closed at 8.55p.m.

Approved

S. T. Mansfield

Chair

Date

2/10/19