
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the meeting held Wednesday 6 November 2019 at 7.30 p.m. The Community Room, Walter Powell School, Great Somerford

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

In attendance T M Chapman (Clerk) Wilts Cllr Sturgis 1 member of public

Presentation Mr Morris, the Community Engagement Manager of Gigaclear, spoke about the rollout of Gigaclear's full fibre ultrafast broadband network and advised those present of some notices for Highways work from 19 November onwards which affect Startley and Rodbourne: two way traffic control, not diversions or road closures. Further information will be sent out via the Parish Information email.

Public Question Time

Questions posed were addressed to the Trustees of the Free Gardens concerning the possible use of part of the allotments for recreational purposes. The Chair of Trustees confirmed that, should any area be given over to ball games and should there be a subsequent need for more allotment space, the ball game area would revert to allotments.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis advised that the political purdah that pre-dates a General Election had put budget decisions on hold. There was some concern that threatened strike action by Royal Mail workers might disrupt the postal voting system. He confirmed that Central Government funds were being made available to Chippenham to fund infrastructure.

19/11/1 **Apologies for Absence** – Cllr S Binstead.

19/11/2 **Declaration(s) of Interest** – Cllr Binstead (in absentia) – family connection with planning applications **19/09576/TCA** and **19/10067/TCA**; no views expressed.

19/11/3 **Minutes and Matters Arising**

- i The Minutes of the Parish Council held on 2 October 2019 were **approved** and **signed** by the Chair as a true record. Proposed Cllr Butcher; seconded Cllr Cole.

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. Cllr Mansfield stated that he had affixed a notice to the waste bin outside the Mount. Cllr Butcher confirmed that he had informed the School Administrator that, unlike her predecessor, Mrs Butcher will not be responding in situations where the School fire or smoke alarm is activated.

19/11/4 **Planning Matters**
<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

i **Planning Applications for consideration**

18/03524/FUL Land at Heath Lane Startley – Appeal against planning refusal for change of use to private gypsy and traveller caravan site. The Parish Council was not minded to change the view it expressed when considering this application in 2018 (minute 18/06/4.1 refers) and **objected**. It recognised that original concerns about lack of water and mains sewage were no longer relevant as Wessex Water had installed a supply along Heath Lane. It would point out the inaccurate inclusion of the hedge on the Eastern boundary as part of the landscaping application as this hedge is in fact owned by Great Somerford Estate, not the applicant.

19/09275/FUL 8 Riverside Park – Hipped roof conservatory to rear. **Supported.**

19/09300/TCA 2 Paddock Close – Fell Douglas Fir. **No Objection.**

19/09303/TCA 14 Winkins Lane – Re-pollard sycamore. **No Objection.**

19/09576/TCA Weatherstone - 30% Crown Reduction to Field Maple Tree (T1) 20% Crown Reduction 20% to Oak Tree T2 and Remove Overhang into Neighbouring Property and School Grounds. **No Objection.**

19/09644/UN Holmdale – Fell one ash tree. **No Objection.**

19/09918/FUL Independent access for the L Shaped Barn using the existing road entry provided by the adjacent property (The Black Barn), Winkins Lane. **Supported.**

19/10067/TCA Endswell - Remove Small Beech Tree from Hedge. **No Objection.**

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

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.**

19/08271/FUL 1 Heath Lane Cottages - single storey side extension. **Approved with conditions.**

19/08662/TCA 3 The Folly - Fell 1 Blue Spruce and up to 3 Metre Reduction and 2 Metre Crown Lift to Beech Tree. **No objection.**

19/08752/TCA Laburnum House – Fell 1 willow tree. **No objection.**

iii **Received for consideration after issue of the agenda**

19/10428/FUL Horswell – Proposed conservatory. **Supported.**

19/10153/VAR Broadfield Farm - Variation of Conditions 08, 10 and 19 of planning permission 17/12502/FUL (Demolition of existing vacant buildings and redevelopment of site for 20 residential dwelling houses and associated infrastructure).

As per the covering letter from Gleesons this application is to slightly amend the alignment of the access road adjacent to the Old Mason's Arms to give greater clearance to the Old Mason's Arms access; it would result in reducing the footway width from 1.5m to 1.2m at the pinch point shown on the map. **Supported** subject to the access area outside the Old Mason's Arms remaining tarmac or similar.

0 **Donations to be made under s137 powers**

The Parish Council had received applications for funds from the PCC of St Peter & St Paul & from the Signpost magazine. It **decided** to award £300 to the Church and £250 to the Signpost magazine.

i **Finance Report**

The Finance report was **received** and the Parish Council **approved** payments of £467 and noted receipts of £21. Bank balances at the end of October stand at £14,920.

Additionally it **approved** cheques for the s137 donations (see item 19/11/5.0) and **forward authorised** the payment of the Clerk's wages, expenses and tax for November (£191 in total) as there is no meeting in December.

It **approved** the payment of £4,999.99 to Playdale being 50% deposit on the Zipwire.

It **forward authorised** the payment of the balance to Playdale in accordance with the contractual terms that it be received by the company prior to delivery once the installation date had been agreed. It was recognised that the need for this payment might occur before the Council next meets in January.

It also **authorised** payment of the following three cheques at this meeting:

- Cllr Butcher: £33.99 for a replacement heater for the Community Room;
- Cllr Cole: £20.86 for sliding door gears for the Community Room;
- T Butcher: £70.68 for caretaking services (October) and associated consumables.

All of the above was proposed: Cllr Mansfield; seconded Cllr Blount.

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

The year to date surplus is £4,222. The forecast outturn has been updated and the explanation for budget variances year to date was noted. In accordance with new best practice guidelines issued by NALC the bank reconciliation appended to the report was, on this occasion, checked and signed by Cllr Blount who is not a cheque signatory. No issues were reported.

iii **Transfer from General Reserves**

The Parish Council **agreed** to transfer sufficient monies from General Reserves to the Play Area Reserve to cover the shortfall between the cost of the Zipwire and any grant and fundraising income received so that the Play Area Reserve would not have a negative balance at the end of the year. The transfer figure was calculated to be £7,610 as at the end of September assuming no additional costs or income.

Proposed: Cllr Blount; seconded Cllr Hyde.

Action: Clerk

iv **Transfer of funds from the Deposit Bank Account**

The Parish Council **pre-authorised** the Chair & Vice-Chair to transfer up to £3,000 from the Deposit Account to the Bank Current Account when needed to prevent the Current Account falling into unauthorised overdraft by virtue of the Parish Council having agreed to fund all of the Zipwire Project that is not met by grant income or fundraising and to ensure sufficient funds are in the Current Account to meet regular monthly expenditure. The exact figure will be communicated to all Councillors by email before the transfer is actioned.

Action: Cllrs Mansfield & Cole

v **Set the Clerk up as a "Creator" on the bank account**

Should the Parish Council decide to embrace electronic payment of its suppliers (a facility

being promoted by NALC) it **approved** the setting the Clerk up as a "Creator" which would allow the Clerk to set up electronic payments for on-line approval by two cheque signatories. This is in accordance with best practice recommended by NALC.
Proposed: Cllr Blount; seconded Cllr Butcher.

Action: Cllrs Mansfield & Cole

vi **Early draft budget for 2020/21**

The Parish Council had before it two budget models. In both cases the expenditure was the same – i.e. included normal recurrent spend plus the purchase of additional playground equipment amounting to £20,568 including VAT. The two models showed differing levels of grant awards and fundraising (both speculative at this stage) and different Precept figures as examples.

A table of different Precept rates was considered based on the draft tax base figure of 382.76 (a slight increase from the 2019/20 figure of 382.54). The table showed the annual cash difference per band D household of different levels of possible Precept.

The Parish Council recognised the need to increase its Precept given the level of actual and planned investment in playground facilities (ref minutes 19/11/5.1, 19/11/6.1 and 19/11/6.2). The financial strain caused by Project Phase 2 (trampoline and slide) was particularly acute but it was **agreed** unanimously that this Project would only proceed if sufficient income was raised to defray the bulk of the expenditure.

The rolling three year forecast to March 2023, which included no additional capital investment, was noted.

It was **decided** to opt for budget model B which included the lower estimated grant and fundraising income figure of £14,800.

Proposed: Cllr Mansfield; seconded Cllr Hourigan.

vii **Precept Request for 2020/21**

The paperwork issued by Wiltshire Council's Financial Planning Department on 5 November had been circulated to all Councillors and paper 19/10/5.3 received at the October meeting also covered the matter.

It was **determined** to set the Precept Request at £11,000 which equates to an annual rise for a band D household of £5.21.

Proposed: Cllr Mansfield; seconded Cllr Hourigan.

19/11/6 **Councillor Reports on ongoing or proposed projects**

See

i **Play Park Development – the Zipwire project (MG/DB/CB)**

Update from Cllr Griffiths on the purchase process, installation dates and any grant applications pending.

See minute 19/11/5.1 for the signing of the deposit cheque to Playdale Playgrounds Ltd and the authorisation of the balance to be paid between meetings (if necessary) in order to comply with the contractual terms.

The site installation plan had been received and agreed by the Play Area Working Group. The Parish Council **authorised** the Chair to sign the plan which would be both returned hard copy in the post with the deposit cheque and also emailed as a pdf.

Proposed: Cllr Griffiths; seconded Cllr Butcher.

Grant Award by Malmesbury Carnival

The award of £500 towards the Zipwire project was most welcome and Cllr Blount was thanked for his efforts.

Fundraising proposals for the Zipwire and for Project 2 (see item 19/11/6.2)

Cllr Blount is drawing up applications to the National Lottery Awards for All and the Malmesbury Area Board. Cllr Griffiths convened a meeting of the Play Area Working Group at 16.30h on 10 November to work through the detail of the grant applications.

Action: Play Area Working Grp

Charitable Incorporated Organisation (CIO) - Cllr Blount reported good progress.

ii Play Park Development – Project 2: Slide & Trampoline

Cllr Blount has applied for a £6,000 grant from Hills Waste and £10,000 from Crapper for Project 2. Costings for a range of slides and sunken trampolines ranged from £17,000 - £26,000 ex VAT. The Council will have to go to open tender with an agreed specification and decision criteria. This will need to be firmed up by the Working Group for full Council approval prior to issue.

Action: Play Area Working Grp

iii Play Park Maintenance

The 2019 ROSPA report was received and Cllrs Cole & Butcher will deal with all matters arising. A cost of approx. £35 for bark chippings etc. was agreed.

Action: Cllrs Cole & Butcher

iv Provision of general recreation facilities for ball games & other activities

Cllr Mansfield is in correspondence with the Charity Commission to determine the change to charitable objects required to permit use of some land for recreational facilities and the associated public benefit statement. Reply by 18 November. Cllr Blount will assist.

Action: Cllrs Mansfield & Blount

19/11/7 Highway Matters incl Speed Camera

i Emerging issues

None. The Parish Steward has been concentrating on clearing gullies and drains.

ii West Street footpath

Cllr Blount will follow up permissions with Wiltshire Council.

Action: Cllr Blount

Proposed new footpath from Broadfield Farm.

Nothing to report.

iii Hedges along West Street

The Parish Council may not have been entirely consistent in its approach to planning applications seeking removal of hedges and replacement by fences of various heights. Cllr Blount recommended the adoption of a formal hedges, ditches and fences policy with two nominated Parish Councillors taking the lead. This will be discussed in January.

Agenda January

19/11/8 Governance

i Annual report on the Parish Information Newsletter

There are currently 122 subscribers with one new joiner in September. On average 83% contacts open the messages. There have been 47 campaigns in the last 12 months.

ii Parish Information policy

This was reviewed and not felt to need any changes.

19/11/9 Updates (if any) on Standing items

i Cemetery

It was **decided** to defer the cutting of the roadside hedge @ £200 until 2020/21 unless

the contractor has already started the work.

ii **Community Room**

See minute 19/11/3.2. Cllr and Mrs Butcher have cleaned the kitchen and a volunteer has redecorated the main room with the Parish Council to pay for the cost of materials only. A letter of thanks will be sent together with a small token of appreciation.

Action: Cllr Butcher

The faulty heater in the room has been replaced. See minute 19/11/5.1.

iii **Defibrillator**

Cllr Griffiths will purchase the new defibrillator in the next two months.

iv **Community Emergency Plan**

Cllr Mansfield will check why a Google search picks up the old 2008 plan and remedy if possible.

Action: Cllr Mansfield

v **Footpaths & Rights of Way**

The footpath sign on the corner of Shiptons Lane & Hollow Street has fallen over. Cllr Mansfield will report this via the Wiltshire App.

Action: Cllr Mansfield

vi **Malmesbury Area Board** – next meeting later in November.

vii **Parish Information Newsletter** – see item 19/11/8.1.

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

ix **War Memorial**

Arrangements are in hand for the rededication on Sunday 10 November. A dossier of the individuals named thereon has been compiled by Maris Cole and deposited in the Church.

x **Website** – nothing to report.

19/11/10 **Correspondence between meetings**

None that Councillors have requested be brought to this meeting.

19/11/11 **Councillors' Observations and Items for Next Agenda**

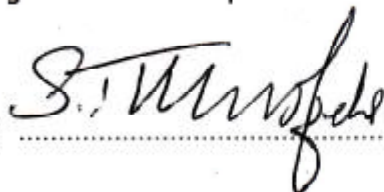
See minute 19/11/7.3.

19/11/12 **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday 8 Jan, 5 Feb, 4 Mar, 1 Apr and 6 May Annual Parish Meeting.

The meeting closed at 10.15p.m.

Approved



Chair

Date

