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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the meeting held Wednesday 4 March 2020 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 M Hourigan  
Cllr C Blount Cllr A Gravell Cllr F Hyde

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

### Public Question Time

The member of public present was concerned that they had not received a letter from Wiltshire Council advising them of an application to fell a very old feature tree adjacent to their property. Wiltshire Cllr Sturgis clarified that Wiltshire now issue either a letter to neighbours or affix a green notice advising of a planning application to a telegraph post on the public highway; they no longer do both. In this, and in most cases, the green notice had been used. The Parish Council had supported the application. The member of public had written to Wiltshire Council this week but the consultation period expired 3 March so they might have been out of time. The Parish Council **agreed** that, in addition to publicising all planning applications pending by way of the agenda on the noticeboards and website, they would be more pro-active going forwards to try to ensure that neighbours were aware of planning applications coming up. Cllr Cole will take the lead.

**Action: Cllr Cole**

### Reports from Unitary Cllr and Council Representatives - Wilts Cllr Sturgis

Cllr Sturgis informed the meeting that

- The 2020/21 budget had been agreed last week with an average 1.99% increase in Council Tax; the Social Care Levy will increase by 2%. Highways spend is being maintained at current levels. The biggest demand on Council income is Adult and Child Social Care (67% of all expenditure).
- The new Wiltshire Drainage Officer is willing to consider a part piped ditch along West Street (leading up to the dangerous corner) if the Parish Council approves the relevant Land Drainage Consent Form.
- The Parish Council was asked to contact all landowners reminding them to clear their ditches. This will be on the April agenda.

### Agenda April

- A complaint received from a local resident concerning the quantity of **mud on Shiptons Lane and Hollow Street** was discussed here so that Wiltshire Cllr Sturgis could contribute. It was clarified that responsibility for clearing the mud lay with the person or persons who had deposited it. In this case it was not agricultural work but rather the accumulation of mud on multiple car and van tires from driving on soft verges coupled with the very heavy rainfall that was the cause: i.e. no individual could be identified. As the Parish Steward was diverted to work on pot holes by Wiltshire Council the only options were to tolerate the mud or for a local work party to clear it. The Clerk was instructed to write to the complainant and advise them that the Parish Council would be happy to publicise any work party initiative should they wish to set one up.

**Action Clerk**

20/03/1 **Apologies for Absence** – None.

20/03/2 **Declaration(s) of Interest** – An amendment to Cllr Binstead's Register as lodged with Wiltshire Council has been processed: this is the retirement of her husband.

20/03/3 **Minutes and Matters Arising**

i The Minutes of the Parish Council held on 5 February 2020 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Blount; seconded Cllr Hourigan.

ii **Action Register of Matters Arising**

This was noted. There was nothing to report not covered elsewhere on the agenda.

20/03/4 **Planning Matters**

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

i **Ratification of Planning Matters by Parish Council between meetings** – None.

ii **Planning Applications for consideration**

**20/00569/FUL** September Cottage – Single storey extension. **Supported.**

**20/00581/FUL** Park House – Proposed new dwelling (bungalow). **Supported** though some members felt a house would have been more in keeping this side of the road.

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

**19/11619/TPO** 4 Manor Park – Fell one dead horse chestnut tree. **Approved with conditions.**

**19/11860/FUL** The Old Builders Yard, Heath Lane, Startley - Proposed redevelopment of site from mixed B1, B2 & B8 uses, demolition of existing workshops and ancillary storage outbuildings. Proposed erection of 2 dwellings. **Withdrawn.**

iv **Received for consideration since the issue of the original agenda**

**20/01332/FUL** Grove Farm Startley – Formation of New Farm Entrance. As the response to this is due 31 March the Parish Council agreed to consider it at this meeting and **supported** the application.

v **Determinations by Wiltshire Council since the issue of the original agenda & notified 27 February.**

**18/03524/FUL** Land to rear of the Paddock, Heath Lane, Startley – Appeal against planning refusal for change of use to private gypsy and traveller caravan site. **Appeal allowed with conditions.**

vi **Proposal for the address of the housing at Brook Farm**

The site developer, Stonewood Partnership, has proposed that the development address simply be 1 Somerbrook, 2 Somerbrook etc. This was **agreed** and the Clerk was **authorised** to sign Form A on behalf of the Parish Council.

Proposed: Cllr Binstead; seconded Cllr Hourigan.

vii **Update on the Broadfield Farm site**

It was **noted** that Backhouse Housing Ltd will be the developer for the Broadfield Farm site. The Parish Council then considered next steps re the suggested footpath from the development across the Free Gardens to the School (minute ref 19/09/6.4) and **decided** to write to the developer asking for a meeting with Cllrs Blount, Butcher and Hourigan to discuss the impact of the development on the village.

**Action: Clerk**

viii **Wiltshire Council's Open Space and Household Surveys**

The Parish Council has been asked to participate in the Open Space survey (return date 31 March) and the questions and local map had been circulated to all Councillors last week. It was **decided** that two nominated Councillors with local knowledge should complete the survey and circulate it to all for e-approval before submission.

**Action: Cllrs Cole & Gravell**

There is also a Household Survey which individual residents can complete. This has been publicised via the Parish Information Email.

ix **3 March Malmesbury Area Board meeting**

Cllr Binstead reported that

- Gigaclear have laid the cables in Startley so householders can log on to Gigaclear's site and consider options for faster broadband;
- The Area Board has bought a 3<sup>rd</sup> Auto Speed Indicator Device given the level of interest but Great Somerford does not qualify to trial one at the present time because the village does not have an active Community Speed Watch Group.

20/03/5 **Finance**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** and **approved** payments of £340 and **noted** receipts of £9,985 being primarily the National Lottery Grant notified last month. This gives the Parish Council a combined bank balance at the end of February of £15,270.

The Parish Council also **pre-approved** the payment of wages and caretaking services amounting to £255 to be made at the end of March. Since this report was drawn up invoices totalling £381 had been received (cemetery hedge cutting, Signpost advertisement and Linux software licence). It was further **agreed** that these be paid forthwith and an updated Finance Report was given to the Chair for signature.

Proposed: Cllr Binstead; seconded Cllr Hourigan.

ii **Receipts & Payments to 29 February 2020 & Bank Reconciliation**

The Parish Council finances for the year are now running at a surplus (excess of income over expenditure) of £4,572 courtesy of the advance receipt of grants for Play Area Project 2 which will be spent next year. The forecast outturn has now moved into a small surplus. The explanations for budget variances year to date were noted.

The bank reconciliation appended to the report was signed by the Chair at the meeting. Cllr Gravell will check and verify the March Bank Reconciliation as it is financial year-end; thereafter checking by a non cheque signatory will be done quarterly.

**Action: Cllr Gravell**

iii **External audit**

The Parish Council will have to undergo external audit scrutiny by PKF Littlejohn in 2019/20 as its gross income has exceeded the £25,000 threshold. The same is predicted for 2020/21 given the planned level of spend and grants awarded but not yet received.

iv **2020/21 budget**

The budget has been updated to include promised grant income, 100% spend on Play Area Project 2 and a Precept (as requested) of £11,000. If all went to plan the Council would end the year with a deficit of £6,550 caused by the Play Area investment. See minute 20/03/6.2 re grant income. This final version was **approved**. Proposed: Cllr Blount; seconded Cllr Hyde.

20/03/6 **Councillor Reports on ongoing or proposed projects**

i **Play Park Development – the Zipwire project**

The correspondence between the Parish Council and Playdale Ltd was noted. The supplier/manufacturer states that the equipment has been installed according to the manufacturer's specification and BSI standards but has agreed to carry out some modifications to make the ride longer and faster. There is as yet no date for this and no detail of the proposed modifications. The Clerk was tasked to chase Playdale up.

**Action: Clerk**

In light of Playdale's written statement it was **agreed** to re-open the Zipwire (Proposed: Cllr Griffiths; seconded: Cllr Mansfield). The Clerk was asked to write to the parent of the young person who had suffered an accident and let them know of this decision.

**Action: Clerk**

ii **Play Park Development – Project 2: Climbing Frame & Trampoline**

Cllr Griffiths presented version 4 draft tender document which had been circulated to all Councillors a week previous. After discussion the specification of the equipment was **agreed** in principle and a speedier timeline with the target of the procurement process starting early April and installation being in August was preferred. Proposed: Cllr Griffiths; seconded Cllr Mansfield.

Cllr Griffiths will now finalise the document with input from various persons in the village with procurement expertise and with a review by Wiltshire Council Purchasing Dept.

**Action: Cllr Griffiths**

The final version will come to the April meeting for approval.

**Agenda April**

It was **decided** to publicise the final version on the Parish Council website, via the Signpost and to send copies to main playground suppliers such as Hage, Kompan, Playdale, Sovereign and Wickstead.

**Action: Clerk**

Cllr Mansfield again requested photographs of similar equipment locally that could be used to publicise the project.

**Action: All**

It was **noted** that the Waitrose Green Token Scheme has a box for the Great Somerford Play Project this month.

iii **Play Park Maintenance**

The ROSPA repairs have been stalled pending an improvement in the weather but Cllr

Butcher will now procure the rubber matting and bark.

**Action: Cllr Butcher**

It was **agreed** that the Parish Council could re-imburse his expenditure before the next meeting. Cllr Butcher will also get a quote for replacing the gate post and seek e-approval to proceed as soon as the ground conditions are suitable.

**Action: Cllr Butcher**

## 20/03/7 **Highway Matters incl Speed Indicator Device**

### i **Emerging issues**

Shiptons Lane - See Wiltshire Council Report.

Items to be reported via the Wiltshire App: sunken manhole on West Street; blocked gully in Startley causing the road to flood.

**Action: Cllr Mansfield**

### ii **Hedges & Trees Guidance Notes**

The Parish Council considered the notes prepared by Cllrs Blount and Butcher and one local resident who was thanked for his input. No comment had been received as yet from the Wiltshire Council Planning Tree Officer. It was **decided to adopt** the document without further changes. Proposed: Cllr Blount; seconded Cllr Gravell.

### iii **Metro Counts**

It was **noted** that the Parish Council has written to the Chippenham Area Transport Group requesting that Metro Counts be carried out at various sites within the village. Cllr Hourigan will chase up this application.

**Action: Cllr Hourigan**

### iv **Items brought forward by Councillors**

Potholes on the Dauntsey Road and Slow signs in West Street. Deferred to April meeting.

### v **Footpaths & Rights of Way** – Nothing to report.

### vi **CPRE Best Kept Village Competition 2020**

It was **noted** that entries must be submitted by 20 April. The invitation to enter, guidelines, top tips and marking sheet had been sent to Cllr Cole (cc. other Councillors) on 25 February. Cllr Cole will submit the village entry.

**Action: Cllr Cole**

## 20/03/8 **Governance**

### i **Members' Register of Interests**

Councillors had reviewed their individual Register of Interests as published on Wiltshire Council website and one amendment had been made. See minute 20/03/2.

### ii **Finance Regulations**

These were reviewed and felt to be satisfactory. The amendments incorporated by the Clerk based on NALC's Best Practice Guidelines were **approved**. The Chair was **authorised** to sign a copy. Proposed: Cllr Butcher; seconded: Cllr Cole.

### iii **Privacy Statement**

This was reviewed and felt to be satisfactory. The amendments regarding the website (as the Parish Council now has its own) were accepted. The Chair was **authorised** to sign a copy. Proposed: Cllr Cole; seconded: Cllr Hourigan.

### iv **Annual Parish Meeting 6 May**

It was **decided** to invite Stonewood Partnership & Backhouse Housing to present and to

ask via the PIE and Signpost any village groups who wished to have an agenda slot to let the Clerk know by mid-April.

**Action: Clerk**

Refreshments would be provided as last year.

20/03/9 **Updates (if any) on Standing items**

i **Cemetery** – Nothing to report.

ii **Communications (PIE and Website)**

The Clerk has been trained to upload agendas and minutes to the website which reduces sole person dependency.

iii **Community Room** – PAT Testing and Servicing of the Fan (ref minute 20/02/9.2) have been completed.

iv **Defibrillator**

Malmesbury League of Friends will be publicly thanked on Saturday 7 March by Cllr Griffiths.

**Action: Cllr Griffiths**

CPR and Defibrillator training dates are yet to be finalised.

**Action: Cllr Griffiths**

v **Community Emergency Plan**

It was noted that the Village needs to be mindful of a potential pandemic (Corona Virus) and be aware of people self-isolating.

vi **Telephone Book Exchange** – Nothing to report.

20/03/10 **Correspondence between meetings** - See minutes 20/03/WCR, 20/03/4.6, 4.8 & 7.6. In addition the Parish Council was asked to publicise the activities of the Cartmell Community Minibus <http://www.cartmellminibus.org.uk/> available for community groups to book for outings etc. Leaflets and a poster for the noticeboard were handed out.

20/03/11 **Councillors' Observations and Items for Next Agenda**

Adult Outdoor Gym Equipment.

20/03/12 **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday 1 Apr, 6 May Annual Parish Meeting and 13 May Annual Parish Council meeting.

The meeting closed at 10.12 p.m.

**Approved** ..... **Chair** **Date** .....