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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the virtual meeting held Wednesday 1 April 2020 at 7.30 p.m. using Zoom

**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)

0 **Agenda item 20/04/8.1b Parish Council standing Orders**

STU  
This was taken out of order and dealt with first giving members the opportunity to re-adopt their 2019 Standing Orders without amendment and **approve** the inclusion of the new Appendix citing clause 78.2 of the Coronavirus Act 2020 permitting "provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place" i.e. virtual meetings. This provision can be relied upon for meetings held on or before 7 May 2021 or until the legislation is repealed, whichever is the earlier.

The Parish Council **adopted** the 2020 Standing Orders. Proposed: Cllr Binstead; seconded: Cllr Blount.

### Public Questions

These were restricted to emails sent in by members of the public before the meeting as the Zoom video conferencing software, being trialled, had not been made available to members of the public. Agendas had been posted on the noticeboards and website in accordance with normal practice. No questions had been received.

20/04/1 **Apologies for Absence & Declarations of Interest**

There were no apologies.

It was **noted** that Cllr Butcher's register of interests as lodged with Wiltshire Council has been updated to include provision of caretaking services at the Community Room by his wife. Cllr Butcher took no part in the discussion about ongoing payment of suppliers during the Coronavirus Pandemic. Ref: minute 20/04/2.1.

20/04/2 **Coronavirus Pandemic**

i **Operational functionality during this period of social isolation & distancing**

The Parish Council discussed how it would continue to operate under the separate heads detailed below.

- **Meetings:** It was noted that Standing Orders do not require the Parish Council to hold a "normal" meeting again until September so any decision re June and July meetings was deferred until the APCM;

**Agenda: APCM**

- **Annual Parish Meeting 6 May:** Cancelled due to the social distancing measures in place;

- **Annual Parish Council Meeting 13 May:** This is one of the 4 statutory meetings that the Parish Council is required to hold each year. It will be held as a virtual meeting using Zoom unless the social distancing measures are lifted. The agenda will include approval of the AGARs and Finance Returns subject to the prior completion of the Internal Audit;

**Agenda: APCM**

- **Finance:** It was **agreed** that monthly payment of staff salaries should continue without reduction. Suppliers who were able to continue to deliver services would be paid as normal. Those who were estopped from providing services, e.g. by the closure of the Community Room, would be paid as normal during April. A decision re future payments will be taken at the APCM;

**Agenda: APCM**

- It was **noted** that Cllr Mansfield now held the cheque and paying in books as the Clerk was subject to the 12 week social isolation measures in force but she would continue to maintain the accounts and (meeting) records. Copies of invoices for payment will be emailed to all cheque signatories for pre-approval and a list of anything paid will be emailed to all Councillors;

**Action: Clerk**

- **Planning:** Decisions will be taken by email exchanges if there is no (virtual) meeting within the consultation period. Cllr Cole will endeavour to telephone or email immediate neighbours of any planning application that might affect them but will be unable to go round and talk face to face;
- **Community Room & Play Area:** These have been closed for the duration by Government Emergency legislation;
- **Allotments:** Guidance from NALC on Best Practice in these times has been sent to the Free Gardens Trustees and will be considered by them in due course.

## ii **Parish Council's Community Response/Emergency Plan (CEP)**

Cllr Blount, as the CEP co-ordinator, reported that he had set up a **Great Somerford & Startley Covid 19 Support Group** managed jointly by himself, Cllr Griffiths, Mark Hammond (Facebook communications) and Jon Bunston (Link co-ordinator). He paid tribute to the all the work being done by this group. It was set up to reduce single person dependency and in recognition of the fact that the "Emergencies" envisaged in the CEP were of shorter duration (flood, snow events etc.) than the Coronavirus Pandemic was likely to be. This was **approved**.

He also emailed round details of what had been done to date; namely leaflet drop to all households, Facebook page set up, Street Champions for 12 discrete areas of the village (in progress) and a prescription collection service in liaison with the Link Scheme. Approximately 13 vulnerable households may need assistance. 41 people have volunteered to help. The Parish Council would like to express their grateful thanks for all the organisers' good work and also thanked those who have come forward and volunteered.

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

Wilts Cllr Sturgis had been unable to log in therefore there was no report.

## 20/04/3 **Minutes and Matters Arising**

- i The Minutes of the Parish Council held on 4 March 2020 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Cole; seconded Cllr Hourigan.

ii **Action Register of Matters Arising**

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

20/04/4

**Planning Matters**

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

i **Planning Applications for consideration**

**20/01542/FUL** Land North of Startley Road near West Street Farm – Agricultural Access. **Supported.**

**20/01584/FUL** The Manor House - Proposed Annex Built from Existing Garage and Stable. **Supported** but on the firm understanding that it will remain an annex subsidiary to the main house and not be sold off at a future date as a separate dwelling. The Parish Council also has reservations on creating a separate access to the annex onto West street and that access should be via the main entrance to the property.

**20/02015/TCA** 1 Paddock Close - Fell 1 Holly Tree and 1 Hawthorn (T1 & T2), and 2 Metre Reduction to Hornbeam (T3). **Supported.**

**20/02153/TCA** 17 Winkins Lane - T1 - Horse Chestnut tree - re-pollard - tree needs re-pollarding at previous levels (approx. 6m agl). **Supported.**

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

**19/06502/VAR** Brook Farm - Variation of Condition 8 of 17/02820/OUT (Outline Application for the Erection of Eight Dwellings with Access to be Determined. All Other Matters Reserved). **Approved with conditions.**

iii **Received for consideration since the issue of the agenda** – None.

iv **Determinations by Wiltshire Council since the issue of the agenda**

**20/00569/FUL** September Cottage – Single storey extension. **Approved with conditions.**

20/04/5

**Finance**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** and **approved** payments of £235 (one of which fell into the 2020/21 financial year) and **noted** receipts of £135 donations for the Defibrillator Fund. Particular thanks were due to Mr & Mrs Dyson for their kind donation. This gives the Parish Council a combined bank balance as at 27 March of £14,626.

It was also **agreed** to make a small donation to the Walter Powell School for having printed the leaflets distributed to all households (minute 20/04/2.2) and to purchase an A Frame notice board from Amazon.

Proposed: Cllr Binstead; seconded Cllr Blount.

ii **Receipts & Payments to 27 March 2020 & Bank Reconciliation**

The Parish Council finances for the year show a surplus (excess of income over expenditure) of £3,927 courtesy of the advance receipt of grants for Play Area Project 2

which will be spent next year. The explanations for budget variances were noted.

The bank reconciliation appended to the report was signed by the Chair at the meeting. Cllr Gravell, a non-cheque signatory, had checked and verified the bank reconciliation.

## 20/04/6 **Councillor Reports on ongoing or proposed projects**

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

It was **noted** that the 2 April visit by Playdale Ltd to carry out modifications has been postponed due to the Coronavirus pandemic. A new date will be set once movement and social distancing restrictions are lifted.

**Action: Clerk**

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

The Parish Council felt it had no alternative but to **defer** this project until further notice (Coronavirus pandemic). This was **agreed**. It was further **agreed** to task Cllr Blount to seek permission from Grantors to extend timelines by 12 months.

**Action: Cllr Blount**

### iii **Play Park Maintenance**

Cllr Butcher has procured the bark, which has been spread, and the grass matting should arrive imminently. The quote to replace the gate post (£58.50 + VAT) had been approved between meetings and, subject to exercise restrictions on the population; he would proceed as soon as the ground conditions are suitable.

**Action: Cllr Butcher**

### iv **Outdoor Adult Gym Equipment**

Consideration of a request from a local resident that the Parish Council should investigate the procurement of Outdoor Adult Gym Equipment was deferred until further notice given the Coronavirus pandemic. Information received from Dauntsey Parish Council indicated that a set-up could cost in the region of £10,750 + VAT.

## 20/04/7 **Highway Matters incl Speed Indicator Device**

### i **Emerging issues**

- **Footpath across the Free Gardens** – deferred until site meeting can be held with Backhouse Housing;
- Request to Wiltshire Council for a **Metro Count** on the Dauntsey Road & other sites; no response received to date.
- **Land Drainage consent** form for West Street. Cllr Blount will follow up.

**Action: Cllr Blount**

### ii **Local Ditch clearance**

Wiltshire Council had asked the Parish Council to contact all local landowners reminding them to clear their ditches. It was felt that the best way to do this would be by a general appeal in the Signpost, Facebook and via the PIE. Cllr Butcher will telephone some of the landowners.

**Action: Cllr Butcher**

### iii **Items brought forward by Councillors**

Potholes on the Dauntsey Road

Slow signs in West Street.

Both items were parked until the current Coronavirus pandemic is over.

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

v **Malmesbury Area Board** - The April meeting is cancelled.

vi **CPRE Best Kept Village Competition 2020**

CPRE has cancelled this competition.

20/04/8 **Governance**

i **Re-adoption of 2019 Policies**

The Parish Council Code of Conduct & Standing Orders had been circulated 11 March 2020. The Standing Orders were considered under minute 20/04/0. No amendments were requested by Councillors so the Code of Conduct was also adopted without change. Proposed: Cllr Binstead; seconded: Cllr Butcher.

ii **Annual report on the website**

Deferred until further notice.

20/04/9 **Updates (if any) on Standing items**

In light of the more urgent business before the Council (minute 20/04/2) reports were only taken by exception.

i **Cemetery** – Nothing to report.

ii **Communications (PIE and Website)** – An additional 35 people have subscribed to the PIE. Now 156 in total.

iii **Community Room** – Cllr Butcher is organising for the toilet to be redecorated during the School Easter holidays.

**Action: Cllr Butcher**

iv **Defibrillator**

CPR and Defibrillator training dates have to be deferred given the social distancing advice and ban on more than 2 persons meeting together.

v **Community Emergency Plan (CEP)** – See minute 20/04/2.2.

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

20/04/10 **Correspondence between meetings** - Nothing to report.

20/04/11 **Councillors' Observations and Items for Next Agenda** – None.

20/04/12 **Dates for Future Meetings** – See minute 20/04/2.1 APCM 13 May @ 7.30 p.m.

The meeting closed at 8.20p.m.

Approved



Chair Date

13/5/20