
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting held Wednesday 13 May 2020 after the APCM using Zoom

Present	Cllr S Mansfield (Chair) Cllr S Binstead Cllr C Blount	Cllr D Butcher Cllr H Cole Cllr A Gravell	Cllr M Griffiths Cllr M Hourigan Cllr F Hyde
In attendance	T M Chapman (Clerk)	Wilts Cllr Sturgis	0 member of public

Public Question Time – There were none.

Reports from Unitary Cllr and Council Representatives - Wilts Cllr Sturgis

Cllr Sturgis informed the meeting that

Sturgis

- The Land Drainage consent form (ref minute Minute 20/03/WCR) has been approved by Danny Everett, Senior Wiltshire Drainage Engineer, and the work on West Street verge is expected to start shortly. The pipe is available;
- Farm traffic along Winkins Lane: the local farmers only use this route when Park Street is blocked by parked cars and they cannot otherwise get through. Wiltshire Cllr Sturgis will respond to the complainant;
- PPE for use with the Defibrillator: Wiltshire Cllr Sturgis will supply a small stock of masks and gloves;
- BT Green Box opposite the Church will be moved to the corner of Frog Lane. It has to be on the highway and BT have a legal right to erect junction boxes without explicit planning permission;
- Wiltshire Council is sending out regular briefings on the Covid pandemic which the Clerk forwards to Councillors. The infection rate in the county is low.

20/05/1 **Apologies for Absence** – None.

20/05/2 **Declaration(s) of Interest** – Cllr Butcher declared a pecuniary interest in agenda item 20/05/5.2 and took no part in the meeting for the duration of that item.

20/05/3 **Minutes and Matters Arising**

- i The Minutes of the Parish Council held on 1 April 2020 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Blount; seconded Cllr Cole.

ii **Action Register of Matters Arising**

This was noted without detailed comment given the time constraints on a Zoom meeting. Two matters arising were discussed:

- A detailed report from the **Covid 19 Support Group** had been emailed to Councillors by Cllr Griffiths. The contents were duly noted and Cllrs Griffiths & Blount thanked for their leadership at this time of crisis. The Group will provide a further update to the June meeting;
- Cllr Butcher reported that somebody has accessed the Community Room (even though it is closed to public use) and moved the crockery around. It is known that there are multiple keys in the village held by local organisations/users.

20/05/4 **Planning Matters**

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

i **Ratification of Planning Applications considered by the Parish Council between meetings to comply with consultation end date periods**

20/02574/FUL The Old Masons Arms - New entrance porch to dwelling house, and new pitched roof to existing detached garage. (Reply due 4 May).
No Objection.

20/02931/TCA The Old Masons Arms – T1 Ash tree –fell; T2 Sweet Chestnut – reduce extending laterals. (Reply due 29 Apr). **Supported.**

ii **Planning Applications for consideration at this meeting**

20/03564/TCA 13 Winkins Lane - T1 Horse chestnut - 'Reduce crown by 1.5m - 2.0m back to previous pruning points. Works are to provide clearance and reduce encroachment on driveway, parking area and garage roof'.
No Objection.

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

19/10618/FUL Lady's Walk House - Change of Use of Existing Ancillary Residential Accommodation to Form Separate Dwelling (Retrospective)
Withdrawn.

20/01332/FUL Grove Farm Startley – Formation of New Farm Entrance. **Approved with conditions.**

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

20/03726/TCA Pinfarthings - Fell 1 Willow, 1 Lombardy Poplar and 1 Field Maple.
Supported.

v **Determinations by Wiltshire Council since the issue of the agenda** – None.

20/05/5 **Finance**

i **Finance Report**

20/5
The Finance report was **received** and the Parish Council **ratified** and **approved** payments of £1,274 and **noted** receipts of £5,500 (the first half of its 2020/21 Precept from Wiltshire Council). This gives the Parish Council a combined bank balance at the end of April of £18,913: £18,123 after the payment of one of the invoices in May. Proposed: Cllr Blount; seconded Cllr Hourigan.

The bank reconciliation appended to the report was noted.

ii **Council stance ref the ongoing payment of suppliers who may be unable to deliver services due to the Covid 19 pandemic**

The provision of caretaking services has been necessarily constrained as the Parish Council has closed the Community Room for public use during the Covid 19 Pandemic. The caretaker is, however, checking weekly for any issues such as water leaks. It was **decided** to pay this supplier (Mrs Butcher) 50% of the normal rate for the duration / until the Community Room is re-opened. Proposed: Cllr Binstead seconded Cllr Mansfield.

It was not felt that other suppliers, such as those providing grass cutting services, were in any way prevented by the Covid 19 Pandemic from fulfilling their contract in full.

20/05/6 **Internal Audit**

i **Internal Audit Report 2019/20**

It was pleasing to note that the Internal Auditor had scored the Parish Council as "Good" on the 12 internal controls assessed and had made no new recommendations for 2020/21.

The Parish Council **accepted** the report, a copy of which will be uploaded to the website for public viewing. Proposed: Cllr Binstead seconded Cllr Mansfield.

ii **Appointment of the Internal Auditor for 2020/21**

As it was felt that Nick Frost had carried out a professional job, asked searching questions and reported in a timely manner, all pro bono, and was willing to act again it was unanimously **decided** to re-appoint him for 2020/21.

Proposed: Cllr Butcher; seconded: Cllr Hourigan.

20/05/7 **Governance**

i **Arrangements for future meetings**

As the lockdown and social isolation was continuing it was **agreed** that the June meeting should be held by Zoom to approve the AGARs and external audit submissions but that the July meeting should be cancelled unless there was any urgent business with the Parish Council reconvening in September.

Cllr Butcher requested that the Parish Council consider at its June meeting the timing and shape of any arrangements for re-opening the Play Park.

Agenda: June

ii **Possible Upgrade to Zoom Pro**

This would cost approx. £12 per month but would allow for meetings to last more than 40 minutes (the constraint on the free version). The Parish Council did not feel that this was necessary as it could run two back to back meetings as on this occasion.

Proposed: Cllr Cole; seconded: Cllr Mansfield.


It was suggested that the Parish Council consider Microsoft Teams as an alternate video-conferencing solution but there was little appetite for this.

20/05/8 **Dates & Arrangements for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday 3 June (by Zoom) and 2 September.

The meeting closed at 8.30 p.m.

Approved



Chair

Date

3/6/20

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Finance Report for May 2020 PC Meeting

1. To **ratify/ authorise** the following payments at this meeting

Date	Supplier	Cheq	Detail	£p
08/04/20	Crappers Landfill	1429	Bark for Play Area	170.00
02/04/20	Water2Business	1430	Water rates to Mar 2021	91.03
14/04/20	BHIB	1431	Insurance to 31 May 2021	527.89
16/04/20	BHIB	1432	Addit premium re increase in play equipt value	18.69
30/04/20	Clerk	1433	Wages & h/w all'ce April	150.32
30/04/20	HMRC	1434	PAYE re April	33.80
28/04/20	JD Estate Manag't	1435	Grass cutting 31 Mar – 24 Apr	222.00
13/05/20	T Butcher	1436	Community Rm caretaking April	60.00
				1,273.73

2. To **note** receipts since the last meeting

Date	Customer	Slip Ref	Detail	£p
09/04/20	Deposit Acc Interest	bgc	Interest	0.03
24/04/20	Wiltshire Council	bgc	Precept 20/21 – first instalment	5,500.00
				5,000.03

3. **Cash Book Bank balances as at 30 April 2020**

Current Account		18,192.03
Deposit Account		720.78
		18,912.81

(Bank balance at last report 27 Mar = £14,627)

The above figure is before payment of T Butcher's invoice which will reduce the current account balance to £18,123.03

Approved



Chair 13 May 2020