
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting held Wednesday 3 June 2020 @ 7.30p.m. using Zoom Video Conferencing software

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 0 members of public

Public Question Time – There were none.

Reports from Unitary Cllr and Council Representatives - Wilts Cllr Sturgis

Cllr Sturgis informed the meeting that, in line with the Government, Wiltshire had moved from Covid 19 Response phase to the Recovery phase. The main issue locally is managing the safe re-opening of shops from 15 June, especially in towns with narrow streets. Car parking charges have been re-introduced from 1 June.

The Recycling Centre at Stanton St Quintin is now open, by appointment only.

Locally the river bank in the village has been removed from the Wild Swimming websites and no permits will be given for camping or swimming in view of problems experienced.

20/06/1 **Apologies for Absence** – None.

20/06/2 **Declaration(s) of Interest** - There were no new declarations.

20/06/3 **Minutes and Matters Arising**

- i The Minutes of the Annual Parish Council and of the Parish Council both held on 13 May 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. The one matter arising discussed was **20/03/WCR** West Street footpath. Wilts Cllr Sturgis advised that the pipe, membrane and gravel were now at Brook Farm so should be installed shortly.

20/06/4 **Planning Matters**

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

- i **Planning Applications for consideration** - None

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

19/06500/VAR Brook Farm – variation of sundry conditions re 13/05915/VAR re implementation of planning permission 04/02024/OUT. **Approved with conditions.**

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". **Approved subject to conditions.**

20/00582/TCA The Beeches – Fell one beech tree (T1). **No Objection.**

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

20/01584/FUL The Manor House - Proposed Annex Built from Existing Garage and Stable. **Approved with conditions.**

20/02015/TCA 1 Paddock Close - Fell 1 Holly Tree and 1 Hawthorn (T1 & T2), and 2 Metre Reduction to Hornbeam (T3). **No Objection.**

20/02153/TCA 17 Winkins Lane - T1 - Horse Chestnut tree - re-pollard - tree needs re-pollarding at previous levels (approx. 6m agl). **No Objection.**

20/02574/FUL The Old Masons Arms - New entrance porch to dwelling house, and new pitched roof to existing detached garage. **Approved with conditions.**

20/02931/TCA The Old Masons Arms – T1 Ash tree –fell; T2 Sweet Chestnut – reduce extending laterals. **No Objection.**

iii **Applications Determined by Wiltshire Council since the last meeting** – None.

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

20/04094/FUL Pinfarthings - Replacement single storey rear extension, conversion of garage and raising roof to create additional living accommodation, raising roof of garage to create additional bedroom and alterations to front porch.

As this application was only received yesterday it was **decided** that, in order to ensure that all Councillors had the opportunity properly to consider the application / view the site, the Parish Council would determine its view by email exchanges over the next week rather than risk an ill-formed recommendation at this meeting. Cllr Cole would reply to Wiltshire Council by the end of June.

Action: Cllr Cole

20/06/5 **Finance & Audit**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** and **approved** payments of £803 and **noted** receipts of £1,265 (the outstanding VAT claim from 2019/20). This gives the Parish Council a combined bank balance at the end of May of £19,324. The Parish Council also **approved** the payment of the Clerk's wages for June and July as no further meeting was scheduled until September. It would also pay the regular grass cutting invoices as they fell due. Proposed: Cllr Cole; seconded Cllr Gravell.

The report is included as an appendix to the minutes.

ii **Receipts & Payments accounts to the end of May 2020 with forecast outturn**

The Finance report was **received** and the year to date surplus of £4,688 noted together

with the forecast outturn which indicated a surplus (as opposed to the budgeted deficit) if the assumption that Play Area Project 2 could not take place this financial year due to Covid 19 turned out to be correct. The bank reconciliation appended was noted.

iii **Annual Internal Audit Report 2019/20 for website publication**

This was **received** and approved.

iv **Annual Governance and Accountability return for 2019/20, section 1, Annual Governance Statement**

The Council carefully considered each internal control statement on the document and, in the light of the Internal Audit Report, its knowledge of procedures and its in-year review of the Risk Register and consideration of risks prior to its insurance renewal, felt able to give a positive response to each statement. The statement was completed by the Chair and the Parish Council **authorised** the Chair and Clerk to sign same. Proposed Cllr Mansfield; seconded Cllr Butcher. It will be sent to the external auditors.

v **Annual Governance and Accountability return for 2019/20, section 2, Accounting Statements 2019/20, as certified by the Responsible Financial Officer and reviewed by Internal Audit**

The Parish Council, having seen the year-end figures at its April meeting, **approved** section 2 and **authorised** the Chair to sign same. The balance carried forward had increased from £10,698 to £14,627 given the in-year surplus of £3,929 thanks to grants received in advance for Play Area Project 2. Proposed Cllr Blount; seconded Cllr Hourigan. It will be sent to the external auditors.

vi **Supporting statements for the external auditors**

Having considered each in its turn the Parish Council **authorised** the Chair to sign the bank reconciliation and explanation of variances for return to the external auditors and website publication. Proposed Cllr Binstead; seconded Cllr Gravell.

vii **Supporting statements for website publication under the Transparency Code**

The Parish Council **authorised** the Chair to sign the list of individual expenditure items over £100 and the Fixed Asset Schedule. Proposed Cllr Hourigan; seconded Cllr Blount.

viii **CIL report to Wiltshire Council**

No CIL monies had been received or spent in year. The Parish Council **authorised** the Chair to sign the report. Proposed Cllr Cole; seconded Cllr Binstead. The Clerk confirmed it would be sent to Wiltshire Council and published on the Council website.

ix **Publication period for the exercise of electors' rights**

It was **agreed** that the 30 consecutive day period run from Monday 15 June to Friday 24 July. The Chair was **authorised** to sign the confirmation document which will be sent to the external auditors and displayed on the website and on noticeboards. Proposed Cllr Binstead; seconded Cllr Griffiths.

Should any member of the public wish to exercise their right to see the books and records it was **decided** that, given the Covid 19 restrictions re social distancing and as the Clerk was not resident in Great Somerford, the books and records would be held by Cllr Blount for inspection in his garden.

20/06/6 **Updates on ongoing Council Projects & on those parked due to Covid 19**

i **Activities of the Covid 19 Support Group**

This is going well and it was reported that the Link Group is now collecting prescriptions for 48 Great Somerford & Startley residents. 39 households are included in this number. They delivered a total of 36 prescriptions for these clients in May. The Street Champions have delivered the June edition of the Signpost to residents without internet access and are providing leaflets about emerging Covid and NHS related fraud scams.

ii **Play Area re-opening**

The Parish Council was informed that, as per the Government's Roadmap to Lifting Restrictions, playgrounds remain closed as, unlike parks, there is a higher risk of close contact and touching surfaces/ potential contamination. Phase 3 (29 June) of the Roadmap does note however that playgrounds where social distancing and hygiene can be maintained should then be opened. The Parish Council discussed the situation at Winkins Lane and felt that, because it is an unsupervised play area, the Parish Council cannot ensure social distancing so it will not be re-opened until the Government provides sensible and relevant guidelines covering this situation.

The Clerk was asked to contact Playdale and see if a date could be agreed for the postponed site visit to adjust the Zipwire ref minute 20/04/6.1. **Action: Clerk**

iii **Community Room**

The closure remains in place during Covid. It was noted that there may be more keys in issue than previously thought so it was **decided** to change the outer door lock and re-issue keys to ongoing users. The Caretaker will keep a register of key holders.

Action: Cllr Butcher

20/06/7 **Highways & Speed Indicator Devices** – nothing to report.

20/06/8 **Governance**

It was noted that the annual reports on the Cemetery & on Footpaths are **deferred** until September. **Agenda: September**

20/06/9 **Updates (if any) on Standing items – by exception only**

Cemetery, Communications, Emergency Plan, Area Board – nothing to report.

Defibrillator – Cllr Griffiths will check on the provision of Personal Protective Equipment offered by Wiltshire Cllr Sturgis. **Action: Cllr Griffiths**

20/06/10 **Councillors' Observations and Items for Next Agenda** – None.

20/06/11 **Dates of Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday 2 September, 7 October, and 4 November 2020. It is not yet known whether these will be via Zoom or take place in the Community Room. Residents are asked to check when the agenda is issued.

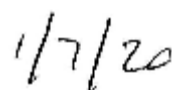
The meeting closed at 8.47 p.m.

Approved



Chair

Date



**GREAT SOMERFORD
(INCORPORATING STARTLEY) PARISH COUNCIL**

Finance Report for June 2020 PC Meeting

1. To **ratify** payments made after the May meeting & before the June meeting

Date	Supplier	Cheq	Detail	£p
13/05/20	Barry Johnson	1437	Cemetery grass to 7 May	80.00
	WALC	1438	WALC & NALC Subs 2020/21	331.19
29/05/20	HMRC	1439	PAYE re May	33.80
	Clerk	1440	Wages + h/w allce May	150.32
	Jack Derrick	1441	J D Estate Mang't inv 0520	148.00
	Ben Roberts	1442	Cutting grass from Police House to School	30.00
	T Butcher	1443	Caretaking retainer May	30.00
				803.31

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

Date	Customer	Slip Ref	Detail	£p
30/04/20	HMRC	bgc	VAT Refund – final for 2019/20	1,234.74
11/05/20	Deposit Acc Interest	bgc	Interest	0.03
12/05/20	Fourways Stores	bgc	Defibrillator donation	30.00
				1,264.77

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

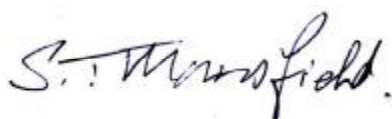
Current Account		18,593.46
Deposit Account		720.81
		19,324.27

(Combined Bank balances at last report 4 May = £18,863)

4. **Payments for pre-authorisation as there is no meeting till September**

Clerk wages re June & July + associated payment to HMRC: All at standard rate as per May.

Approved



Chair 3 June 2020