
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting held Wednesday 7 October 2020 @ 7.30p.m. using Zoom Video Conferencing software

Present Cllr S Mansfield (Chair) Cllr H Cole Cllr M Hourigan
Cllr S Binstead Cllr M Griffiths Cllr F Hyde
Cllr D Butcher

In attendance T M Chapman (Clerk) Wilts Cllr Sturgis 3 members of public

Public Question Time – There were no questions.

Reports from Unitary Cllr and Council Representatives - Wilts Cllr Sturgis

Cllr Sturgis informed the meeting that Wiltshire Council was issuing regular Covid briefings and also managing to keep essential services, such as refuse collection, going. Compared to many areas Wiltshire remains relatively Covid safe with low numbers of infections per 100,000 people albeit higher than in the summer.

20/10/1 **Apologies for Absence & Declarations of Interest**

Apologies received from Cllr C Blount & Cllr A Gravell.

Declarations of interest were noted from Cllr A Gravell (in absentia) re planning application **20/07644/FUL** (family member) and from Cllr M Griffiths re planning application **20/08223/TCA** (householder). Cllr Griffiths took no part in the discussion of this item.

20/10/2 **Minutes and Matters Arising**

i The Minutes of the Parish Council both held on 2 September 2020 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Cole; seconded Cllr Butcher.

ii **Action Register of Matters Arising**

This was noted without detailed comment and verbal updates were provided re:

- **20/09/WCR: West Street verge / footpath:** The ditch had now been piped and shingle laid. The membrane is to be put in and the ditch will then be back-filled to bring it level with the verge. Stonehouse Partnership has agreed to roll the new surface.
- **20/09/2.2** Changing the lock to the **Community Room** & Setting up a Key Register: Cllr Butcher had met with the School and a new lock had been fitted. The School Secretary will keep a log of persons to whom the key is issued but it was noted that she only works part-time.
- **20/09/8.4:** Update on works to **Community Room Shed** (replace felt roof, repaint walls). There being a lack of volunteers it was **agreed** that Cllr Butcher could engage a local handyman to assist him with the work.

Action: Cllr Butcher

- **20/09/9.4: PPE and the Defibrillator.** Wiltshire Cllr Sturgis confirmed that he had provided PPE which was in a bag next to the Defibrillator.

i The Covid 19 Support & Coronavirus

Mark Hammond was unfortunately unable to attend this meeting. A written report, presented by Cllr Griffiths, outlined progress to date with 21 Street Champions willing to continue their work over the winter. The status of the Group's recommendations prompted by the Wiltshire Support Network are as follows:

- Analyse the general age profile of all the named volunteers in the Emergency Plan: N/A. *Quite a few volunteers are in the Emergency Plan because of their qualification or access to equipment; some are relatively young. No further action.*
- Expand a Telephone Network Scheme more widely as had been done by the Parochial Church Council: *Recommend that people are made aware of the Silver Line Scheme: <https://www.thesilverline.org.uk/>. No further action to be taken at this stage but keep under review.*
- Use other social media, such as WhatsApp, as well as the PIE and Facebook. *20 of the Street Champions have joined a WhatsApp group. One was unable to join as they did not have a smart phone.*

The Parish Council was asked if it wanted to use other social media and it was noted that the Clerk does upload key [Covid] related messages onto the village Facebook page.

NHS QR codes are now required to be displayed at every community hall or facility. It was **decided** to register for a code even though the room is rarely used.

Action: Cllr Mansfield

A QR code is not required for outdoor venues like the Play Area.

**ii Play Park Development – Project 2
Change in Equipment to be procured**

Cllr Griffiths explained that she could no longer recommend the purchase of a sunken trampoline as problems of flooding and rubbish dumping had been known to occur with similar installations in other villages. She had consulted with a number of parents and recommended that the Parish Council consider a change in equipment to be procured from "pick-up sticks style climbing frame and sunken trampoline" to "pick-up sticks style climbing frame and picnic table & benches set". This was **approved**. Proposed: Cllr Mansfield; Seconded: Cllr Hourigan.

iii Moonscape

Cllr Griffiths further proposed that the Moonscape be retained and that the yellow spinning bowl be relocated to accommodate the new climbing frame. This was **approved**. Proposed: Cllr Mansfield; Seconded: Cllr Hourigan.

iv Picnic table & benches set

In order to obtain these as soon as possible it was **agreed** that the picnic table & benches set not form part of the tender process but be purchased separately. Three quotes would be needed. Cllr Butcher agreed to action this and update members in November.

Action: Cllr Butcher

v Tender documentation for Project 2

Cllr Griffiths and Jon Henderson were commended for their hard work in drawing up this document. The tender covers the purchase of a pick-up sticks style climbing frame and the relocation of the spinning bowl. This was **approved**. Proposed: Cllr Mansfield; Seconded: Cllr Hourigan.

The timetable was **agreed** i.e. Email a range of supplier for Expressions of Interest this week; issue the tender document to interested parties 16 October. Notification to the successful tenderer will be put back one week as the January meeting moves to the 13th.

Action: Clerk

Cllr Butcher would meet with would-be suppliers on site on any week-day w/c 2 November
Action: Cllr Butcher

The tenders would be due back 20 November and the Parish Council would acknowledge receipt by 4 December after Cllr Mansfield and Griffiths met with the Clerk to open the tenders on a date between 21 November and 3 December.

Action: Cllrs Mansfield, Griffiths, Clerk

The Parish Council will award the tender at its January meeting. The aim is for the installation to be effected by early May 2021.

Agenda: Jan

20/10/4

Planning Matters

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

i Planning Applications reviewed by the Parish Council between meetings

20/07630/TCA 4 Glebelands - 3 Metre Reduction to Blue Atlas Cedar (T1) and Fell 1 Cypress. **Supported.**

ii Planning Applications for consideration

20/07644/FUL Land at West Street Farm - Change of Use of Land & 2 No. Agricultural Buildings for the Purposes of Self-Storage.
Severe concerns were expressed about the access off Shipton Lane which is very narrow and barely a single track road given the anticipated increase in volume of traffic. Councillors would prefer the existing splay on the West Street entrance to be widened to improve visibility. It was agreed to **support** this application in principle but subject to the concerns above and to a planning condition limiting the self storage units to domestic use only.

20/07694/FUL Clove House, Startley - Proposed demolition of existing conservatory and erecting a single storey rear extension to the dwelling. Proposed detached outbuilding/annexe.
The works to the conservatory and rear extension were **supported** but the Parish Council **objected** to the Annex as it was outside the Development Boundary and no new stand-alone build is permitted in Startley.

20/07786/TCA Park House - 30% Crown Reduction to Chestnut, 3 Metre Height Reduction to Silver Birch, Removal of Damaged Limb to Walnut and Reduce Branches to Give 1 Metre Clearance from Outbuilding and Reduce Lateral Branches by up to 3 Metres and Crown Raise to 2.5 Metres Over Neighbours Land. **Supported.**

20/08054/FUL The Old Stables, Startley - Rear two storey extension to private dwelling house and rebuilding of garage/shed with office over. **No Objection.**

20/08194/TCA Somerleaze House - 30% Crown Reduction to Oak (T1) and Willow (T2), Fell Birch (T3) and Dead Acer (T4). **Supported.**

20/08223/TCA Longacre – Fell dead black walnut tree. **Supported.**

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

20/05859/TCA Parsloe, Hollow Street - Crown Raise Cherry trees to 4 Metres From Ground Level (G1); Remove Lower 2 Limbs from Cherry Tree (T1); 3 Metre reduction to Horse Chestnut (T2); 3 Metre Reduction to Cherry Tree (T3). **No Objection.**

20/05867/FUL Stow House - Construction of 40 x 20m Outdoor Horse Riding Arena. **Approved with conditions.**

20/06025/TCA The Beeches, Top Street – Fell 1 Mulberry tree. **No Objection.**

iv **Planning Applications Received since the issue of the agenda (if any) - None.**

v **Planning Applications (if any) Determined by Wiltshire Council since the issue of the original agenda**

20/06247/FUL Church Farmhouse, Park Lane - Replacement Garage and Garden Store. **Approved with conditions.**

vi **Broadfield Housing Development**

The Parish Council **noted** that the Free Gardens Trustees have met with the developer to **agree** that the northern boundary of the development site should incorporate the hedge and ditch.

It was further **noted** that Mr Thompson has lodged a complaint with Wiltshire Council regarding the start time on site notwithstanding UK government relaxation in working hours.

vii **Consultation on Area Board Boundaries**

Wiltshire Council's briefing note and draft recommendations issued 23/09/20 propose **no change** for Great Somerford which will remain within the Malmesbury Area Board.

viii **Neighbourhood Planning & the Wiltshire Area Localism & Planning Alliance**

Cllr Hourigan had written to Wiltshire Council on behalf of the Parish Council in support of Malmesbury Town Council chasing for a response to its letter of 13 August pressing for changes to the National Planning Framework that are felt to be undermining the validity of Neighbourhood Plans in Wiltshire. At the last moment Wiltshire Council responded with a Teams meeting for 9 October and Cllr Hourigan was able to intercept his letter from the post.

He has also responded, on behalf of Great Somerford Parish Council to the questions in the White Paper on Planning for the Future. It is requested that more weight be given to Neighbourhood Plans. He was commended for his hard work.

20/10/5 **Finance & Audit**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** payments of £694 and **noted** receipts of £5,600 being primarily the second half of the Precept. This gives the Parish Council a combined bank balance at 30 September of £22,664. The report is included as an appendix to the minutes. Proposed: Cllr Binstead; seconded Cllr Griffiths.

Since this report was issued the Parish Council has received £5,279, being the first of three CIL (Community Interest Levy) monies. This will be included on the next report.

ii **Receipts & Payments accounts to 30 September 2020**

The year to date surplus of £8,038 excess of income over expenditure was **noted** together with the forecast outturn which now indicated a small deficit given the decision to re-start Play Area Project 2 as much of the grant funds had been received the previous financial year. *Note: This forecast was prepared before the CIL money was received.* The explanations for outturn variances to budget were accepted.

The bank reconciliation appended had been checked by Cllr Blount and found to be in order.

The Parish Council was reminded that it needed to decide not only what capital expenditure to budget for in 2021/22 but also how it would handle the CIL monies and the grants it had been awarded for what was originally conceived as a larger and more expensive Play Area development.

Action: All Cllrs

iii **Amendment to the Finance Regulations**

Councillors **approved** an amendment to the Finance Regulations giving the Clerk cheque signatory status for the purpose only of setting up on-line payments for authorisation by two Councillor cheque signatories. Proposed: Cllr Mansfield; Seconded: Cllr Hourigan.

iv **Update on the process for obtaining online banking**

Cllr Mansfield reported that he had sent off the mandate variation forms to give the Clerk signatory status (as above) and to add Cllr Binstead to the internet banking mandate.

6 **Update on ongoing Council Projects & on those parked due to Covid 19**

i **Play Park Ongoing Maintenance**

Cllr Butcher reported that Kompan has not yet provided the new post under warranty for the rollover. Cllrs Butcher & Cole had decided to leave fixing the rubber with top soil around edges until the results of the September ROSPA inspection are known.

7. **Highway Matters incl Speed Indicator Device**

To **identify** matters for Wiltshire Council, for Parish action or for the Parish Stewards.

i Briefings on **current and emerging issues** (if any).

- West Street footpath. See minute 20/10/2.2.
- Lime Trees on West Street verge at the junction with Manor Park: These were trimmed by Wiltshire Council in September.
- Theft of the post box in Startley: Cllr Mansfield continues to pursue the Royal Mail to replace the stolen post box but so far to no avail.
- Potholes have been reported to Wiltshire Council.
-

ii **Speed matters**

The request to Wiltshire Council for a **Metro Count on the Dauntsey Road** & three other sites has now been submitted.

Cllr Hourigan reported on a **Skype** meeting with Ollie Phipps, Police & Parish Representatives at which the Deputy Police Commissioner advised that the Police cannot progress this until they have worked out how to deal with the vast quantity of data being generated by the Speed Indicator Devices.

The Parish Council supported a **Highways Improvement Request** raised by Mr Atkinson seeking the imposition of a 30mph speed limit on the Seagry Road between Honeyacre Farm and Broadfield Farm.

iii **Items brought forward by Councillors**

Potholes on the Dauntsey Road were covered above. Nothing had been done about Slow signs in West Street and there had been no complaints so it was agreed to drop this action.

iv **Footpaths & Rights of Way**

The annual report compiled by Cllr Binstead was received and she was thanked for her efforts. It was **noted** that

- Hollow Street towards the railway line – 2nd of the double stile between 2 fields needs replacing as it is broken;
- Hollow Street towards West street (past old school) – the gate at the west street end is in need of repair
- Seagry Road – New Leaze Farm – the stile from the road needs replacing as it is very unstable and the area around the stile is very overgrown making it very difficult to use.

Cllr Binstead read out a report received today from a resident of Startley who walked those footpaths. She informed the Parish Council that footpath 10 (Startley – Seagry Road) was blocked at its junction with footpath 11. And that a couple of paths still have broken or non-existent stiles. She will ask Wiltshire Cllr Sturgis to speak to the landowners.

Action: Cllr Binstead

The consolidated footpath report has been appended to the minutes.

8. **Governance**

i **Emergency Plan and Village Land Drainage maps**

The updated version was **approved** with the only comments being the addition of Malmesbury Petrol Station as a second fuel outlet and the offer from Cllr Butcher to be responsible for the salt bins on the Dauntsey Road.

Proposed: Cllr Hourigan; seconded: Cllr Griffiths.

The Land Drainage map was accurate and will be sent to Wiltshire Council along with the updated Emergency Plan.

Action: Cllr Blount

ii **Future Community Room Use**

In light of the Covid "Rule of 6" it was felt that the room was too small to permit it public use with appropriate social distancing and apart from the School wanting to use it for their auditor there was no public interest. Nor was it large enough for the Parish Council to meet. It was **decided** that Council meetings would continue to be by Zoom until Spring 2021 unless the "Rule of 6" and social distancing were revoked by Central Government.

iii **War Memorial**

The Parish Council would support the provision of a Remembrance Day Service at the War Memorial should the Church wish to organise one. It would lay a wreath as in previous years.

9. **Updates (if any) on Standing items – by exception only**

- i **Cemetery, ii Community Room** (See 20/10/8.2), **Emergency Plan** (See 20/10/8.1) and vi **Telephone Book Exchange** were covered elsewhere on the agenda or there was nothing to report.

ii **Communications** - PIE & Website

A request had been received from a resident for the Free Gardens Trustees' minutes to be published. Whilst the Parish Council had no say as to whether such minutes should or should not be published it did agree to make space on its notice boards and website should the Trustees agree to publication.

iv **Defibrillator** (See 20/10/2.2)

An additional £25 was received this week from the public collection box in Fourways Stores. The Parish Council was grateful for the public support towards funding training and equipment repairs.

10. **Correspondence between meetings**

It was **noted** that Fourways Stores has won the Best Village Shop category in Wiltshire's Best Village competition 2020.

It was **noted** that the Signpost magazine may cease publication due to a lack of volunteers to assist with its production. This will be highlighted in the next PIE.

20/10/11 **Councillors' Observations and Items for Next Agenda** - None.

20/10/12 **Dates of Future Meetings**

The Clerk requested that the scheduled 6 January meeting (with the requirement that agendas and papers be issued 30 December in the middle of the Xmas break) be put back a week to 13 January. This was **agreed**. The relevant dates in the Play Area tender will be amended accordingly.

The next meetings of the Parish Council will be Wednesday 4 November 2020 with 2021 meetings scheduled for **13** January, 3 February and 3 March. All @ 7.30pm.

The meeting closed at 9.07 p.m.

Approved **Chair** **Date**

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

Finance Report for Sept 2020 PC Meeting

1. To **note** payments made in August since the September meeting report was issued

| Date | Supplier | Cheq | Detail | £p |
|-------------|-----------------|-------------|-------------------------|--------------|
| 27/08/20 | T Butcher | 1464 | Caretaking retainer Aug | 30.00 |
| | | | | 30.00 |

2. To **ratify** payments made since the September meeting & before the October meeting

| Date | Supplier | Cheq | Detail | £p |
|-------------|----------------------|-------------|---|---------------|
| 04/09/20 | Jack Derrick | 1465 | J D Estate Mang't inv 0820 | 148.00 |
| 13/09/20 | Walter Powell School | 1466 | Coronavirus leaflets | 25.00 |
| | Steve Mansfield | 1467 | 3 books of 2 nd class stamps | 23.40 |
| 25/09/20 | Clerk | 1468 | Wages incl back pay to April | 172.20 |
| | HMRC | 1469 | PAYE re Sep | 43.00 |
| 30/09/20 | Clerk | 1470 | H/w allce Aug ~ & Sep omitted from original cheques | 30.00 |
| | Jack Derrick | 1471 | J D Estate Mang't inv 0920 | 222.00 |
| | | | | 663.60 |

3. To **note** receipts since date of the last report

| Date | Customer | Slip Ref | Detail | £p |
|-------------|----------------------|-----------------|------------------------------|-----------------|
| 01/09/20 | Fourways Stores | bgc | Defibrillator donation | 20.00 |
| 09/09/20 | Deposit Acc Interest | bgc | Interest | 0.01 |
| 23/09/20 | Wiltshire Council | bgc | Precept part 2 | 5,500.00 |
| 28/09/20 | Martin & Moxom | bgc | Reservation of grave plot 51 | 80.00 |
| | | | | 5,600.01 |

4. **Cash Book Bank balances as at 30 Sep 2020**

| | | |
|-----------------|--|------------------|
| Current Account | | 21,943.48 |
| Deposit Account | | 720.91 |
| | | 22,664.39 |

(Combined Bank balances at last report 25 Aug = £17,743 + £15 adj~)

Approved _____

S. T. Mansfield

Chair 7 Oct 2020

2020 Annual Footpath Report by Cllr Binstead

Appendix to Parish Council Minutes

| Footpath | Origin | Stile Number | Condition if damaged | Overgrown? | Remarks | Sign Post? |
|------------------------|--|---|----------------------|---------------|--|---|
| Startley | | | | | | |
| 8 | Startley-Seagry Road | All | N/A | No | Clear | |
| 9 | Startley Seagry Road | All | N/A | No | Clear | |
| 10 | Startley Seagry Road | 2 | Non Existant | Yes | Blocked at junction with FP 11 | |
| 11 | FP 10 | 2 | Non Existant | Yes | Blocked | |
| 12 | FP 10 | All Stiles and Gates | Good | No | Clear | |
| 15 | Startley Rodbourne Road | Last | Non existant | Yes.No Bridge | Clear track | |
| 17 | Startley Rodbourne Road | | | | | |
| 18 | Startley Rodbourne Road | All | OK | No | Clear | |
| 20 | Gt Somerford | All | OK | No | Clear after remedial work to stiles and hedges | |
| 22 | Startley Rodbourne Road | | | | | |
| | | | | | | |
| | | | | | | |
| Footpath | Origin | Stile Number | Condition if damaged | Overgrown? | Remarks | Sign Post? |
| Great Somerford | | | | | | |
| 1 | Police Hs - frog lane | N/A | N/A | No | clear track | Yes |
| 2 | Dauntsey Rd - frog lane via church field | N/A | N/A | No | clear track | Yes |
| 3 | Station Hse - NW towards river | | | No | clear track | Yes from road |
| 4 | broadfield farm south | N/A | N/A | No | clear track | Yes from road |
| 5 | extends fp 4 south | N/A | N/A | No | Crops have overgrown foothpath so difficult to cross | no |
| 6 | west st - seagry rd (near the lodge) | 1 and 2 | | No | | yes |
| 7 | west st - seagry rd | 1 and 2 | | stile 1 | stile at west street end becoming overgrown by the hedge | yes from west st only from heath lane I think |
| 19 | Sandhills - heath lane | N/A | N/A | No | clear track | |
| 20 | Shipton lane - track to startley | 1 | N/A | No | landowner attention | yes |
| 24 | sandhills - angrove | N/A | N/A | No | | No |
| 25 | Hollow St - Angrove | 1 stile off the road and 1 double stile | N/A | No | second of a double stile needs replacing as broken | yes |
| 26 | Hollow St - red hatches | 3 stiles and 1 gated foot bridge | N/A | No | clear track | yes |
| 27 | Hollow Street - west st | N/A | N/A | No | gate at west street end in need of repair | yes |
| 28 | Top st - west st | N/A | N/A | No | clear track | yes |
| 29 | west st - honey acre | havent been able to walk | | | | yes |
| 30 | seagry rd - new leaze fm | 1 | very wobbly | yes | Stile needs repairing and vegetation needs clearing have to walk round margin of field as no track cut through | yes |