
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting held Wednesday 4 November 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 2 members of public

Public Question Time

One member of the public posed several questions concerning the lack of safety, accessibility and signage on certain footpaths in particular path GSM03 where barbed wire on stiles and electric fencing block access. This footpath runs from opposite the Showground to Little Somerford. The complainant was advised to report this via the MyWiltshireApp and the Parish Council will monitor the situation.

Reports from Unitary Cllr and Council Representatives - Wilts Cllr Sturgis

Cllr Sturgis informed the meeting that

- Wiltshire Council is acting as agent to hand out Government Grants during Covid 19 Lockdown 2 but, as this is so labour intensive, other services may be impacted;
- The flood in Frog Lane was caused by the failure of a Wessex Water pump which has now been rectified;
- The Gully Tanker has been round to jet roadside drains and will be returning for a further half day;
- The tax base (for calculating the Precept) in many towns and parishes will be lower this year due to an increase in people claiming Universal Credit benefits.

20/11/1 **Apologies for Absence & Declarations of Interest** – There were none.

20/11/2 **Minutes and Matters Arising**

- i The Minutes of the Parish Council meeting held on 7 October 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 without detailed comment and verbal updates were provided re:

- West Street verge / footpath: Wilts Cllr Sturgis said this should be finished shortly;
- Works to Community Room Shed: Cllr Butcher will progress these when the weather dries up;
- NHS QR Code in situ at Community Room;
- Startley footpaths: Wilts Cllr Sturgis has contacted landowners whose hedges are blocking footpaths and asked for these to be cut back;
- Theft of the post box in Startley (see minute 20/11/10);

- Online banking: This has been up and running as of 28 October.

20/11/3 **The Covid 19 Support Group & Coronavirus**

It was **noted** that infections were on the rise throughout the county and country with the villages of Somerford, Dauntsey, Minety & Brinkworth reporting 8 cases which equates to 134.3 infections per 100,000 for the week ending 30 October.

Mrs Butcher has provided the Chair with a list of additional cleaning items required for sanitisation of the Community Room in the current pandemic situation: cost £78. It was **agreed** to purchase these as, although not formally open, the Diocese will be using the room in conjunction with the School later this month. Proposed: Cllr Mansfield; seconded Cllr Cole. Until the room is formally re-opened for public use there will be no change to the charging structure.

20/11/4 **Planning Matters**

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

- i **Planning Applications reviewed by the Parish Council between meetings** - None
- ii **Planning Applications for consideration** - None received before issue of agenda.
- iii **Applications Determined by Wiltshire Council since the last meeting**

ms

20/06802/FUL Land North of Startley Rd near West St Farm - Agricultural track and concrete apron on agricultural land - revised scheme to that approved under 20/01542/FUL. **Approved with conditions.**

- iv **Planning Applications Received since the issue of the agenda** – None.
- v **Planning Applications Determined by Wiltshire Council since the issue of the original agenda**

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. **No Objection.**

- vi **Broadfield Housing Development** – Nothing to report.

vii **Solar Farms**

The Parish Council **noted** the letter from Grittleton Parish Council asking Wiltshire to consider a revision to their Core Policies to regulate the spread of Solar Farms & Battery Storage in Wiltshire rather than decide each case on its individual merits. Wiltshire Cllr Sturgis advised that a policy revision is being considered only to allow solar farms that generate renewable energy for Wiltshire. The public consultation is expected to be Quarter 1 2021.

20/11/5 **Finance & Audit**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** payments of £581 and **noted** receipts of £5,304 being primarily the first tranche of its share of the Community Infrastructure Levy (CIL) due from the development at Brook Farm plus another £25 public

donation to the Defibrillator Fund from the collection tin at Fourways Stores. This gives the Parish Council a combined bank balance at 30 October of £27,387 The report is included as an appendix to the minutes. Proposed: Cllr Binstead; seconded Cllr Mansfield.

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

The year to date surplus of £12,761 excess of income over expenditure was **noted** together with the forecast outturn which now indicates a surplus given the CIL income already received and more anticipated this financial year. The explanations for outturn variances to budget were accepted. The Parish Council **accepted** the Clerk's proposal to ring-fence CIL monies in a separate reserve. Proposed: Cllr Mansfield; Seconded: Cllr Hourigan. The bank reconciliation was **noted**.

iii **S137 donations for 2020**

After a lengthy debate Councillors **approved** donations of £300 to both the Church (towards the upkeep of the village cemetery) and the Signpost (in recognition of the role it plays in allowing the Parish Council to comply with the Transparency Code by publishing minute extracts). Proposed: Cllr Mansfield; Seconded: Cllr Hourigan.

There is still some money in the kitty that could be donated to other worthy village groups. *[Post meeting note: The Parish Council agreed to donate £500 to SHASHA to support the purchase of phonics books and dictionaries for the Somerfords Walter Powell School].*

iv **Community Infrastructure Levy (CIL)**

Councillors **received** a paper detailing the potential receipts over the next 18 months and the areas of permitted spend. These monies will give the Parish Council a once in a generation opportunity to invest in infrastructure to support community development.

v **Budget 2021/22**

The early indicative budget was split into two columns: (1) **Business As Usual** which indicates the **recurrent** expenditure to which the Council is contractually committed or generally incurs year on year; (2) **Full Budget including planned and potential Capital expenditure** i.e. the final spend on the climbing frame, the anticipated level of Play Area Grants available should it repurpose those awarded by Crappers & Hills for alternate expenditure (Adult Outdoor Fitness Equipment), an indicative cost for said equipment and the anticipated CIL receipts from the developments at Brook Farm and Broadfield Farm.

The paper modelled the impact of different levels of Precept on the Business As Usual budget but these were not able to take into account any change in the parish tax base as Wiltshire Council had not yet sent out this information which had been expected 4 November.

The broad concepts within the budget were accepted in principle.

vi **Precept Request 2021/22**

The Council Tax Fact Sheet for Wiltshire Town & Parish Councils was **received** together with the timetable. Parish Council requests are due to Wiltshire Council 18 January. The Parish Council considered a range of options:

- Reduce the total Precept to a lower figure;
- Maintain the same total Precept which may or may not result in an increase to a typical band D householder;
- Set a Precept which means no change for a band D householder, irrespective of how it changes the cash the Parish Council receives, as it is mindful of the economic shocks being caused by Covid 19 to many Council Tax payers;
- Increase the total Precept against future hard times;
- Defer the decision until January.

Given the unknown tax base for the village it was not felt possible to come to a definitive decision tonight though the majority favoured in principle setting the Precept at a level which would mean no change for the individual Council Tax payer.

The matter will be put on the agenda for the next meeting for final decision.

Action: Clerk

6 **Play Park Winkins Lane & Other Capital Projects**

i **Play Park Ongoing Maintenance**

CLr Butcher reported that Kompan has now replaced the rollover post by Kompan and that ROSPA saw no necessity for additional top soil round the edges of the rubber.

The 2020 ROSPA inspection report was **received** and the recommended remedial actions below were noted for action:

- Top up (bark) surfacing to 300mm around the Moonscape, Seesaw and the 2 bay 4 seat swing;
- Toddler Multiplay – delamination of wood – monitor;
- Football table – replace missing cap;
- Seesaw – replace missing bolts;
- Embankment Slide – bent – monitor; corrosion in support frame – treat & repair;
- Swing – 2 bay (4 seats) – replace shackle bolt, tighten leg housing.

Action: Cllrs Butcher & Cole

Rather than spend money again on more bark it was **decided** to replace bark with grass matting if this would be acceptable to ROSPA and, if so, to get 3 quotes.

Action: Cllr Butcher

ii **Play Park Project 2 – Climbing Frame & Picnic bench**

11 suppliers have responded to the Expressions of Interest requesting tender documentation and 6 site inspections have taken place.

In light of the new national lockdown it would not be possible (as planned) for Cllrs Mansfield & Griffiths to meet the Clerk to open tender documents. It was therefore **decided** to authorise the Clerk to open same live on Zoom whilst observed by Cllrs Mansfield & Griffiths. This will be 8 p.m. on 20 November.

Action: Clerk

It was **agreed** to hold an additional Parish Council meeting on 2 December to consider any questions that might be raised in response to the tenders received.

Action: Clerk

The contract will be awarded at the January meeting.

Councillors **ratified** the between meetings decision not to require 3 quotes for purchase of picnic benches given the low value (local company quote £120 each).

iii **Adult Outdoor Exercise Equipment**

Councillors **ratified** their between meetings decision to re-invigorate this project given the potential availability of surplus Play Park grants. It was noted that Community First had asked for indicative quotes to put to the Landfill grant providers to seek approval for the repurposing of the monies. Quotes had been received from Broxap and Wicksteed and one was expected from Hags. Playground Facilities had asked for details.

The Clerk was **instructed** to write a holding letter to Community First

Action: Clerk

as it was thought important to gauge the level of public interest before committing to this project. Cllr Griffiths will create a short questionnaire to go out via the PIE and on Facebook.

Action: Cllr Griffiths

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

i **Briefings on current and emerging issues**

Potholes in Winkins Lane and West Street are being reported via the MyWiltshireApp. The Parish Steward is sorting the one in Winkins Lane.

Footpaths: See minute 20/11/PQT.

ii **Speed matters**

The **Auto Speed Watch Trial** ends next month. This kit is very effective in gathering evidence of the problem but it is extremely disappointing that the Police are not contacting drivers identified as speeding.

There is no progress on the **Metro Counts** requested. Wiltshire Cllr Sturgis offered to find out when these are diarised.

Action: Wilts Cllr Sturgis

8. **Governance**

i **Parish Information Email Policy**

The policy was reviewed and **approved** without any change. The Chair was **authorised** to sign same. Proposed: Cllr Butcher; seconded: Cllr Blount.

ii **Meeting Dates for 2021 and 2022**

These were agreed as being 7.30 on the first Wednesday of every month except January where it would be the second Wednesday. There would be no meetings in August or December. It was **agreed** to leave the annual reporting and policy review cycle "as is" with one or more policies being reviewed at each meeting.

iii **Free Gardens (FG)**

The Parish Council **noted** that the FG Trustees are setting up a Charitable Incorporated Organisation in lieu of the unincorporated registered charity to administer the FG and will require the Parish Council to nominate 5 Parish Councillors to be 5 of the 7 Trustees upon incorporation. The Clerk questioned whether this could build up a potential problem in subsequent years if some of the Parish Council members did not change at each election. Given the 4 year cycle and maximum tenure of 8 years a situation might arise where the Parish Council had insufficient Councillors eligible to act. This concern will be put to the Trustees of the FG.

Action: Cllr Mansfield

Wiltshire Cllr Sturgis asked the Parish Council to encourage the FG Trustees to be more transparent in their plans to set up a Charitable Incorporated Organisation and to publish their intent more widely within the village.

Action: Cllr Mansfield

iv **Malmesbury Area Board** —Nothing to report.

v **Council Elections**

It was **noted** that Council elections will be May 2021 and that the Six Month Rule allows co-option without election to fill any casual vacancies once 14 days' public notice has been given. Wiltshire Cllr Sturgis advised that nominations for the incoming Parish Council would not be required until about 6 weeks before election day.

Cllr Hourigan stated that he would not be standing for re-election in May 2021 and that it was hoped another resident of Startley would come forward to represent that area of the Parish.

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

There was nothing to report re the Cemetery, the PIE, the Community Room, the Defibrillator or the Telephone Book Exchange. Under the heading of the **Community Emergency Plan** Cllr Blount reported that the salt in the bin outside the Volunteer is rock hard. He has reported this via MyWiltshireApp and the Parish Steward will investigate.

10. **Correspondence between meetings**

The Chair wrote to James Gray MP about the stolen Startley Post Box. Mr Gray has written to the CEO of Royal Mail. *[Post Meeting Note: Royal Mail has replied to James Gray and advised that the box should be replaced within the next 3 months].*

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

The December meeting will be to determine the Precept, consider the Play Area tenders and deal with any planning applications received.

20/11/12 **Dates of Future Meetings**

The next scheduled meetings of the Parish Council are 2 December 2020 and, in 2021, 13 January, 3 February and 3 March. All @ 7.30pm.

The meeting closed at 9.23 p.m.

Approved

S. Mansfield

Chair

Date

2/12/20
.....

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

Finance Report for November 2020 PC Meeting

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

Date	Supplier	Cheq	Detail	£p
07/10/20	T Butcher	1472	Caretaking retainer Sept	30.00
				30.00

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

Date	Supplier	Cheq	Detail	£p
13/10/20	D Butcher	1473	Paint & locks for Community Rm	57.09
23/10/20	Doreen Jeavons	1474	Royal British Legion Wreath	17.00
	Play Safety	1475	ROSPA Inspection 2020	107.40
28/10/20	HMRC	1476	PAYE re Oct	35.40
30/10/20	Clerk	bgc	Wages + h/w allce Oct	156.40
	Jack Derrick	bgc	J D Estate Mang't inv 1020	148.00
	T Butcher	bgc	Caretaking retainer October	30.00
				551.29

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

Date	Customer	Slip Ref	Detail	£p
05/10/20	Fourways Stores	bgc	Defibrillator donation	25.00
06/10/20	Wiltshire Council	bgc	CIL 1 re Brook Farm	5278.90
09/10/20	Deposit Acc Interest	bgc	Interest	0.01
				5,303.91

4. Cash Book Bank balances as at 30 October 2020

Current Account		26,666.09
Deposit Account		720.92
		27,387.01

(Combined Bank balances at last report 30 Sep = £22,664.)

Approved _____

S. J. Mansfield

Chair 4 Nov 2020