
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting Held Wednesday 13 January 2021 at 7.30 p.m. Via Zoom Video Conferencing software

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

In attendance T M Chapman (Clerk) Wilts Cllr T Sturgis 6 members of public

21/01 PQT **Public Questions**
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Consultation by Gleesons on proposed additional development at Broadfield Farm of 20-24 houses

Several members of the public attended to speak against this proposal. Key points made were

- the application is located on Grade 1 Agricultural Land and will create environmental damage;
- it is outside the village development boundary and contrary to the Neighbourhood Plan which runs till 2026;
- Existing developments at Broadfield Farm (20), Brook Farm (38), Frog Lane (2) plus the outline planning permission on Dauntsey Road (9) mean the local infrastructure of roads, water supply, surface and foul water drainage is now at full capacity;
- Wiltshire Council should prioritise the use of brownfield sites elsewhere and not allow development in open countryside;
- Site access is by a narrow single lane track onto a double bend with poor visibility;
- This is overdevelopment of a small village.

See also minute 21/01/6.6.

House numbering at Broadfield Farm

The Parish Council had requested that the new street be called "Broadfield Farm" so that the new houses could start at 6 Broadfield Farm. However the Backhouse brochure states that the new houses start at 1 Broadfield with no "Farm" in the name. Concern was expressed that this may cause confusion to both postal services and more importantly emergency services having near identical addresses adjacent to each other. Unfortunately the Parish Council has no powers in this regard as the matter is a decision for Wiltshire Council. Wiltshire Cllr Sturgis is pursuing the matter with Wiltshire's Street Naming Department.

21/01 WR **Reports from Unitary Councillor and Council Representatives**
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Wiltshire Cllr Sturgis reported that Covid 19 cases are rising rapidly and are expected to do so for the next 10 days.

Wiltshire Council had previously informed the Parish Council that its consultation on the Local Plan and Gypsy Travellers Plan runs 13 January – 9 March. It includes a series of online engagement sessions – see www.wiltshire.gov.uk/planning-policy-local-plan-review. The sessions for Rural Events, which includes all Wiltshire villages

and small settlements, are Monday 1 February and Tuesday 2 February. These sessions are open to the general public to attend and every Parish Council is encouraged to send one or more representatives.

4 members of public left the meeting at this point.

- 21/01 / 0. **Apologies for Absence & Declarations of Interest**
Cllr Griffiths declared an interest re item 21/01/4.4, the TCA planning application at Longacre.
- 21/01 / 1. **Minutes and Matters Arising**
- i The Minutes of the Parish Council meeting held on 2 December 2020 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Hourigan; seconded Cllr Cole.
- ii The status of actions detailed on the Action Register was **noted**, in particular
- **20/11/2.2:** Update re the works to West Street verge / footpath; no progress.
 - **20/12/2.2:** Works to Community Room Shed; the roofing has been done and the painting will be done when the weather improves.
2. **Award of the tender for the supply of a climbing frame for the Play Area**
- Councillors **ratified** the Parish Council's decision to ask the six tenderers to submit revised figures for a climbing frame suitable for the over 8s on a choice of surfacing (grass matting v bonded much); it was noted that five of the six had submitted amended proposals within the timeframe specified. As previously minuted all the tenderers had complied with the original tender specification protocols.
- Cllr Binstead's report on the financial standing of the six tender companies was noted. Due to their size, four of the companies had only submitted unaudited, abbreviated financial statements to Companies House which are limited in content as only the Balance Sheet (not the Profit & Loss Account) is filed. The financial risk to the Parish Council buying one item of equipment with payment upon completion of installation was felt to be low.
- The Councillors then **considered** the tenders received which they had each pre-scored against criteria such as the suitability and creativity of the design and equipment and the overall cost including expected maintenance and repair. Cllr Griffiths had circulated a report comparing and contrasting each of the climbing frames for older children for size of footprint, free fall height (ranging from 1.5m to 1.87m) and layout. Additionally the responses of some parent users to the photos and pictures of the climbing frames had been provided.
- A discussion took place about the different surfaces on which these climbing frames could be installed and it was **agreed** that grass matting would be the optimum solution for the Winkins Lane site because it was visually more pleasing and better for drainage.
- After consideration of all of the above the Parish Council **decided** to award the tender to Sutcliffe Play South West and buy its Clamber Stack Zio, its middle sized offer. This model was felt to offer the most exciting and innovative play possibilities with good scope for imaginative play (not just climbing up and down) and provide value for money.
Proposed: Cllr Griffiths; seconded: Cllr Hyde. **Agreed** unanimously.

The Clerk was instructed to revert to the successful applicant and seek references by return.

Action: Clerk

The other companies will be informed of the decision by 18 January.

Cllr Blount **recommended** that the following grants be used to fund this purchase and that of the other additions to the Play Area

Jack Lane Trust	Rec'd 2019/20	£ 1,000
National Lottery	Rec'd 2019/20	£ 9,900
Gt Somerford Community Fund		£ 1,350
Hills		£ 6,000
3 rd party contribution Landfill Co		(£600)
		£17,650

and that grants offered by Malmesbury Area Board and Crappers be relinquished as surplus to need. This was seconded by Cllr Mansfield and **agreed**. Cllr Blount will liaise with the grant providers.

Action: Cllr Blount

(In fact Malmesbury Area Board wish to revoke their grant offer as the Parish Council has not spent it within the permitted time period).

Cllr Butcher left the meeting at this point.

21/01 3. **Covid 19 Group & Coronavirus**
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Lockdown 3 came into effect 6 January and the Street Champions have been checking on everyone that they know to be vulnerable on each of their Streets, and everything is fine currently with no extra support required. A report circulated to all Parish Councillors before the meeting provided the following information. Great Somerford has

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161	People Over 70
35	Medically Vulnerable (not over 70)
25	Over 70 - Living Alone
24	Households with No computer or internet
22	Street Champions
11	Number of Streets
47	Volunteers total (incl. Street Champions)

The Street Champions and other volunteers have been carrying out the following activities since March 2020 for their vulnerable/self-isolating/Aged Over 70 neighbours on a regular basis:

1. Shopping at the Supermarket
2. Delivering orders from the local village shop
- 3 Adding items onto their own online shopping orders
4. Helping older people get familiar with online shopping/ordering
5. Organising LINK prescription collections and getting people onto online pharmacy ordering

6. Walking dogs for people who couldn't go out themselves
7. Phoning neighbours on regular basis to check they were OK
8. Delivering "The Signpost" (magazine for 5 local parishes) and any other important info to those without computer/internet
9. Cooking meals for elderly people on an ad hoc basis (e.g. doing an extra portion of Sunday roast and delivering it)
10. Responding from referrals from NHS (e.g. if an elderly person was going into hospital for an op, and the spouse was going to be left alone)
11. Bereavement support (one or two occasions)
12. The Christmas Gift for the Villagers: a few villagers organised 20 volunteers to bake home-made biscuits for over 100 households in the parish where one or more householders was over 70. These were all batched up with pretty wrapping. Somerfords Walter Powell School got the local primary school children to make a card for each of these and the Street Champions delivered them to each household with someone over 70 in each of their respective streets.

21/01 4.
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Planning Matters & Area Board

See <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>
Opportunity for Applicants, Reps & Others to address Council. (3 mins per person).

i Planning Applications reviewed by the Parish Council between meetings

20/10341/FUL The Hawthorns – Proposed single storey rear extension.
Supported.

ii Planning Applications for consideration

iii Applications Determined by Wiltshire Council since the last meeting

20/05865/FUL Brook Farm, Frog Lane – Creation of Groom's Accommodation.
Approved with conditions.

20/08054/FUL The Old Stables, Startley - Rear two storey extension to private dwelling house (Amended description). **Approved with conditions.**

iv Planning Applications Received since the issue of the agenda

21/00074/TCA Longacre – Fell ash tree on neighbouring field due to excessive shading of house. **Supported.**

21/00335/TCA School House – 1.5m reduction to one mountain ash. **Supported.**

21/00340/TCA Manor Stables Cottage – 1 metre reduction to maple tree.
Supported.

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

vi Broadfield Housing Development

The Parish Council had been informed that Gleeson Strategic Land Limited is preparing a planning application for its remaining land at Broadfield Farm. The proposed access will be through the previously consented scheme that is now under construction. They are undertaking a public consultation and a letter has been sent to residents of the village to seek their views. See minute 21/01/PQT.

As detailed in the letter the proposed development is for between 20 to 24 new homes of which 40% will be affordable tenure. The word "Affordable" Housing has

now been replaced with "Social" Housing. Social Housing is housing managed by a Housing Association. The property is either let or part owned by a shared ownership scheme with the Housing Association. Prices and rents are circa 80% of the market value.

The proposed development is outside the current settlement boundary and is not allocated in the Neighbourhood Plan but Gleesons would see a suitable development assisting with Wiltshire Council's five year housing shortfall.

[In cases of housing shortfall legislation proposes that Neighbourhood Plans > 2 years old are discounted. However more recent case law and Inspectors' decisions are giving weight to Core Policies 1, 2 & 13].

As at the date of this meeting the Parish Council had received copies of seven responses made by concerned individuals to this proposal, all negative.

The Parish Council will acknowledge receipt of the email from Gleesons and will respond formally when/if a planning application comes before it. Residents and Parish Councillors are encouraged to reply to the consultation letter in an individual capacity, even if they just repeat other comments. The number of individual responses carries weight.

It was further **noted** that the numbers of affordable homes included in the Neighbourhood Plan totals 20 with 8 located at Brook Farm, 8 at Broadfield Farm and 4 in Dauntsey Road. This exceeds the 17 requested by the Housing Survey carried out by Wiltshire Council approximately four to five years ago which was the basis on which the Neighbourhood Plan was made.

vii **Briefing note from Wiltshire Cllr Sturgis on a revision to the National Planning Policy Framework 2019**

Ref the policy to encourage entry level affordable dwellings specifically for first time buyers and renters at discounted prices, which have to be outside settlement boundaries.

It was noted that affordable housing can be located anywhere in Wiltshire, irrespective of where the need arises.

21/01 / 5. **Finance**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** payments of £2,577 and **noted** receipts of £45 being primarily public donation to the Defibrillator Fund from the collection tin at Fourways Stores. This gives the Parish Council a combined bank balance at 31 December of £24,855. The report is included as an appendix to the minutes. Proposed: Cllr Binstead; seconded Cllr Blount.

ii **Receipts & Payments accounts to 31 December 2020**

The year to date surplus of £10,229 excess of income over expenditure was **noted** together with the forecast outturn which now indicates a surplus given the CIL income received and anticipated this financial year and the probable deferral of all expenditure on the climbing frame to the next financial year. The explanations for outturn variances to budget were accepted.

The bank reconciliation as at 31 December was **noted** and had been checked by Cllr Blount.

iii **Capital spend for inclusion in the 2021/22 budget**

Footpath Improvements: Cllr Gravell reported that landowners would be supportive of the Parish Council investing in kissing gates, refurbished stiles and improved signposting. It was noted in minute 21/01/6.3 that several residents had, without prompting, asked the Council to consider such an investment. It was agreed to set aside a budget of £5,000. Proposed: Cllr Mansfield; seconded: Cllr Binstead.

Adult Outdoor Exercise Equipment: See minute 21/01/6.3). **Not supported.**

Other proposals: See minute 21/01/6.2. Shelter for the Play Area.

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Play Park Winkins Lane & Other Capital Projects

i **Play Park Maintenance**

It was **noted** that the bark under various items of equipment has been replaced & topped up as per ROSPA recommendations. As this appears to be an annual event Councillors considered replacing same with grass matting. However this is expensive and would mean putting more plastic into the ground. It was agreed to continue with bark and to schedule in annual top ups each summer.

Action: Cllrs Cole/Butcher

Councillors reviewed the other ROSPA recommendations which it felt did not present any safety hazard. It was decided that Cllr Mansfield would treat and repair the corrosion in support frame of the Embankment Slide.

Action: Cllr Mansfield

ii **Play Park Project 2 – Capital Additions**

See minute 21/01/2 re the climbing frame.

20/12/6.1: Installation of two picnic benches in the Play Park has been completed.

A group of parent users has requested provision of a shelter for the Play Area. It was felt there were sufficient monies in the kitty to proceed with this and an indicative budget of £1,000 was suggested for 2021/22. Proposed: Cllr Mansfield; seconded: Cllr Binstead. The detail will be discussed at the next meeting.

Agenda February

iii **Adult Outdoor Exercise Equipment**

There were 20 responses to the public consultation questionnaire with 8 persons indicating that they would be regular (weekly) users and a further 3 saying they would possibly use it. As a result it was **agreed** that there was insufficient public support to warrant the purchase of such equipment, especially given the proximity of an outdoor provision at Dauntsey.

Those who were opposed to the idea preferred money to be spent on public footpaths and stiles. Others would like a proper playing field for older children.

21/01 7.
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Highway & Footpath Matters incl Speed Indicator Device

i **Flooding in West Street**

The Parish Council has received several complaints about the 5 December flooding in West Street and other areas. This appears to be due to blocked crossover pipes. The one by the Old Oak Tree near Startley was renewed last year but is at least partially blocked and the one by Shiptons Lane is blocked. It was noted that these ditches and pipes are the responsibility of the relevant landowners. Under road pipes, even if of sufficient capacity, are prone to block very easily with debris washed down the ditches and may not be of sufficient size for the flows at times on intense rain.

A report by Wiltshire Cllr Sturgis on the issues was **noted**.

The only solution is for the landowners either to regularly check all ditches, clearing all debris or to put in bigger pipes. Wiltshire Council now has a limited budget for flooding and its priorities are dwelling houses, main roads with high volume of high speed traffic and then flooding which remains for more than 24 hours blocking critical roads.

Some landowners have made a start on remedial works and Cllr Blount is in touch with Green Square over ownership and maintenance of the watercourse to the rear of The Tawneys between the Walter Powell School and Winkins Lane. He has also twice emailed the Diocese Agent to discuss ownership of the watercourses in the Church Field down Dauntsey Road.

Wiltshire Council expects Parish Councils to work with local landowners and can provide formal letters to be sent to landowners who are unwilling to carry out their responsibilities to maintain roadside ditches.

ii **Speed matters**

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The Parish Council can no longer access the **Startley AutoSpeedWatch camera** due to the renewal subscription not being paid and Wiltshire Police not following up on "offenders" even though the number of speeding vehicles in Startley is still over 80% of the current traffic flow with no signs of slowing down. Wiltshire Council's Community Engagement Manager, Ollie Phipps, has advised that Area Board will continue to work with the Police and PCC regarding the data from these devices but does not have the funds to pay for the ongoing cost of these devices. The issue is being raised at the next Police & Crime Commissioner's meeting.

The **metro counts** on the Dauntsey Road were in situ over December and the Parish Council awaits the report on their findings.

iii **Mud on local roads & responsibility for clearance**

Several residents have complained about **the mud on** Shiptons Lane which is thought to be attributable to multiple delivery vans and drivers mounting the soft verges rather than to any one landowner or farmer who would be responsible for clearing any mud they deposit.

The Parish Council had investigated the costs of hiring a road sweeper and had three quotes but it was pointed out that such a device would not work given the quantity of mud.

It was suggested that the best remedy would be for a local farmer or landowner to scrape the mud off the road with a tractor and front bucket plus a couple of people with shovels. The Parish Council has previously offered to publicise any work party of residents.

21/01 / 8. **Governance**

- i It was **agreed** that the following two items, traditionally considered in January, be deferred to February given the length of this agenda: review of the Risk Register and review of insurance cover for 2021.

Agenda: February

Due to lack of time the meeting was closed at 10pm and adjourned for 48 hours.

Reconvened Meeting Friday 15 January @ 7.30pm

Present: Cllrs Mansfield (Chair), Blount, Butcher, Cole, Griffiths and Hourigan.

In Attendance: T M Chapman (Clerk) and Wiltshire Cllr Sturgis

Apologies: Cllrs Binstead, Gravell & Hyde

21/01 8.

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Governance (continued)

ii **Free Gardens:**

The Chair reminded all those Councillors present that they had a conflict of interest to declare in this matter as they were already trustees of the Free Gardens registered charity.

He reported that the current Trustees of the Free Gardens registered charity have formally requested the Parish Council to **appoint** five of the existing Parish Councillor Trustees to serve as the first trustees of their planned Free Gardens Charitable Incorporated Organisation (CIO) but that, in his opinion, the Parish Council should not directly appoint trustees to an independent, external organisation (CIO) but simply **recommend** to the Free Gardens registered charity five of the existing trustees for them to appoint to the CIO which they plan to register.

Before opening the discussion he emphasised the fact that an effective board of trustees should be able to draw on a diverse range of skills, knowledge, qualities and experience to help it fulfil its roles. This would combine 'hard' skills such as legal or financial knowledge, 'soft' skills such as team working or negotiation, knowledge of the community or services the organisation provides.

The new CIO with no paid staff is likely to require its trustees to cover such functions as Chair, Secretary, Treasurer, Allotment Administration (tenancies), Allotment management (on the ground), Community Engagement/Publicity and Minute Secretary etc.

He then invited individuals to volunteer to serve and to say how they felt they would be able to contribute to the new CIO.

Sarah Binstead and Fuchsia Hyde had emailed the Chair to confirm their candidacy as they were unable to attend this session. Dave Butcher, Meriel Griffiths and Steve Mansfield stepped forward and outlined the skills and experience they would bring.

As the Chair had volunteered his services he asked one of the Councillors not offering to stand as a trustee to put a proposal to the Parish Council for decision.

It was proposed by Cllr Hourigan and seconded by Cllr Blount that the Parish Council **recommends** to the existing Free Gardens registered charity that it appoint Sarah Binstead, Dave Butcher, Meriel Griffiths, Fuchsia Hyde and Steve Mansfield as the first trustees of the CIO. This was **agreed**.

iii **Changes of Councillor areas of responsibility**

The change of responsibility for Footpaths from Cllr Binstead to Cllr Gravell (effective 2 December) was **ratified** and Councillors **assigned** to Cllr Binstead responsibility for Governance, Risk Management and oversight of the Council's Finances.

iv **Malmesbury Area Board**

Councillors ran out of time so no reports were made under this head.

v **National Census on 21 March 2021**

The date was noted and, as requested, the Parish Council has publicised a poster on its website. The detailed handbook on the process that was issued to Parish Councillors was not included in the meeting pack but is available for inspection by any resident on application to the Clerk.

vi **Article on the scheduled Local Elections for the Signpost**

Councillors **noted** the Clerk's proposal to write an article for the Signpost (jointly with the Clerks of Little Somerford and Seagry should their Councils agree) explaining what Parish Councils do and encouraging members of the public to come forward to serve. The Parish Council of & St Paul & Malmesbury Without has declined to participate. The article will be done for the March or April edition unless the Elections are postponed.

Action: Clerk

21/01 9. **Updates (if any) on Standing items – by exception only**

/ Councillors ran out of time so no reports were made under this head.

21/01 10. **Correspondence between meetings**

/ See minute 21/01/WCR Consultation on the Local Plan and Gypsy Travellers Plan.

21/01 11. **Councillors' Observations and Items for Next Agenda**

/ Nothing was proposed.

21/01 12. **Dates for Future Meetings**

/ The next scheduled meetings of the Parish Council are 3 February, 3 March, 7 April, 5 May (APM) and 12 May (APCM). All @ 7.30pm.

The reconvened meeting closed at 7.45 p.m.

Approved



Chair

Date

3/4/2021

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Finance Report for January 2021 PC Meeting

1. To **ratify** payments made in November since the November meeting report was issued

Date	Supplier	Cheq	Detail	£p
09/11/20	PCC Gt Somerford	bgc	s137 donation	300.00
	Signpost	bgc	s137 donation	300.00
26/11/20	SHASHA	bgc	s137 donation	500.00
	Willis Bros	bgc	2 picnic benches for Play Area	264.00
29/11/20	Clerk	bgc	Wages + h/w allce Nov	156.40
	HMRC	bgc	PAYE re Nov	35.40
	T Butcher	bgc	Caretaking retainer Nov	30.00
				1,585.80

2. To **ratify** payments made in December before the January meeting

Date	Supplier	Cheq	Detail	£p
03/12/20	Barry Johnson	bgc	Cemetery hedges & gen mainten'	280.00
	SLCC Enterprises Ltd	bgc	ILCA course for Clerk	118.80
	Willis Bros	bgc	3 gate posts	30.60
07/12/20	Crapper & Sons	bgc	2 dumpy bags bark for Play Area	170.00
	Crapper & Sons	bgc	2 dumpy bags bark for Play Area	170.00
23/12/20	T Butcher	bgc	Caretaking retainer Dec	30.00
31/12/20	Clerk	bgc	Wages + h/w allce Dec	156.40
	HMRC	bgc	PAYE re Dec	35.40
				991.20

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

Date	Customer	Slip Ref	Detail	£p
04/11/20	Fourways Stores	bgc	Defibrillator donation	25.00
09/11/20	Deposit Acc Interest	bgc	Interest	0.01
01/12/20	Fourways Stores	bgc	Defibrillator donation	20.00
09/12/20	Deposit Acc Interest	bgc	Interest	0.01
				45.02

4. Cash Book Bank balances as at 31 December 2020

Current Account		24,134.09
Deposit Account		720.94
		24,855.03

(Combined Bank balances at last report as at 30 Oct = £27,387)

Approved



Chair 13 Jan 2021