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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the virtual meeting Held Wednesday 3 February 2021 at 7.30 p.m. Via Zoom Video Conferencing software

**Present** Cllr S Mansfield (Chair) Cllr H Cole (to item 7.3) 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 3 members of public

21/02/ PQ Public Questions – None.  
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### Reports from Unitary Councillor and Council Representatives

Covid infections in Wiltshire are dropping slowly and the vaccination roll-out is proceeding apace.

A proposal to devolve costs of Local Elections (up to £7k for a small PC) down to Parish Council level has been deferred for consideration by the Wiltshire Council's Overview & Scrutiny Committee until after the May 2021 elections.

Wiltshire Cllr Sturgis reported that the Planning Officer has advised that, notwithstanding the Play Area being in a conservation area, the Parish Council as a branch of the Local Authority has permitted development rights such that no planning permission is required for a structure up to 4 m tall and 200 cubic metres by volume.

21/02/ 1. **Apologies for Absence & Declarations of Interest** - None.

21/02/ 2. **Minutes and Matters Arising**

i The Minutes of the Parish Council meeting held on 13 January 2021 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Blount; seconded Cllr Hourigan.

ii The status of actions detailed on the Action Register was **noted**, in particular **20/11/2.2:** Works to West Street verge / footpath – no further progress. Ditto **21/01/1.2** Community Room Shed as the outside painting is contingent upon the weather.  
Other items had been completed or were covered elsewhere on the agenda.

21/02/ 3. **Covid 19 Group & Coronavirus**

Cllr Griffiths reported that the Street Champions have delivered copies of the village magazine to the 26 households without internet access.

21/02/ 4. **Planning Matters & Area Board**

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

i **Planning Applications reviewed between meetings** - None

ii **Planning Applications for consideration**

**20/06828/FUL** 5 Broadfield Farm - Removal of agricultural occupancy condition.  
**Supported.**

**21/00843/MODPO** 5 Broadfield Farm – Modification of Planning Obligation re  
Removal of agricultural occupancy condition. **Supported.**

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

**20/06760/TCA** Endswell – Fell 1 dead birch tree (T1). **No Objection.**

**20/07436/TCA** Pinfarthings – Fell 3 horse chestnuts. **No Objection.**

**20/07630/TCA** 4 Glebelands - 3 Metre Reduction to Blue Atlas Cedar (T1) and Fell 1 Cypress. **No Objection.**

**20/10497/TPO** Quack Quacks Paddock – Fell one sycamore. **Approved with conditions.**

iv **Planning Applications Received since the issue of the agenda**

**20/10376/MODPO** Brook Farm - Modification of planning obligation to Section 106 agreements relating to 04/02024/OUT. Consideration of this was deferred until March.

v **Planning Applications Determined by Wiltshire Council since the issue of the original agenda**

**20/08223/TCA** Longacre – Fell dead black walnut tree. **No Objection.**

**20/10341/FUL** The Hawthorns – Single storey rear extension. **Approved with conditions.**

vi **Broadfield Housing Development**

The developer has obtained a five day notice to cut back ash trees and the boundary hedge w/c 8 February. Planning permission is not required as the land lies outside the conservation area.

Wiltshire Council's Street Naming department has confirmed that the addresses on the current development will start at 6 Broadfield Farm and not simply be 1 Broadfield etc. as per the site brochure.

Several residents had complained that Royal Mail delivery delays had meant that the Gleeson's consultation letter for phase 2 development was not received by many till after the closing date for responses. The Parish Council has requested an extension and responses will be accepted until 8 February. Gleesons have written individually to residents who complained about the postal delays emphasising that they are still able to take residents' comments into account until the proposals are finalised.

vii **Brook Farm Somerbrook Development**

White Horse Housing Association now has three 2 bed mid terrace affordable/ social homes available for rent and one for shared ownership with three more shared ownership due in May, two more in September plus one to rent. The rentals are being advertised to applicants who must be on the Homes4Wiltshire register and the shared ownership ones are being marketed locally and in surrounding parishes. The eligibility criteria are local connection and two bed need.

21/02/ 5. **Finance**

i **Finance Report**

The Finance report was **received** and the Parish Council **ratified** payments of £1,066 made since the January meeting and a further £20 Defibrillator donation received from Fourways Stores. This gives the Parish Council a combined bank balance at 31 January of £23,089. The bank reconciliation was appended. The report is included as an appendix to the minutes. Proposed: Cllr Binstead; seconded Cllr Cole.

It was **noted** that the developers of the Broadfield Farm site have requested (and automatically been granted under Covid rules) a 6 month delay to their payment of the first tranche of Community Infrastructure Levy, £14,242, which was due in January. There is likely to be a knock-on effect to the 2<sup>nd</sup> and 3<sup>rd</sup> payments. Those related to Brook Farm are still expected on time. The delay consequently reduces the Parish Council's forecast outturn by that amount.

ii **Zoom**

As the inability to meet in person / hold public meetings is expected to continue for some time given the Covid 19 infection levels it was proposed by the Chair that the Parish Council should subscribe to **Zoom Professional** so that sessions are not limited to 40 minutes with the requirement for multiple logins. This would cost £12

p.c.m. The proposal was seconded by Cllr Hourigan and **agreed.**

**Action: Cllr Mansfield/Clerk**

iii **Draft 2021/22 capital budget**

As decided at the January meeting this budget sets aside £5,000 for Footpath Improvements and £1,250 for a Play Area shelter inclusive of installation costs. The climbing frame @ £15,732 ex VAT will also be paid for in 2021/22. Play Area grants will cover the costs of the climbing frame and the shelter.

Footpath improvements could be funded (in part) by an application to Wiltshire Council's PIGS (Paths Improvement Grant Scheme) for a £500 grant, out of the normal Precept and by CIL (Community Infrastructure Levy).

The paper provided estimated costs of different stile and kissing gate types from Jacksons and Centre Wire. The number the Parish Council could fund would depend on whether it would have to cover the installation (labour costs) or whether the landowner recipients might install the stiles and gates personally so as to be sure that they were livestock proof. Cllr Gravell was asked to liaise with landowners on this matter and to find out which stiles they would prioritise for replacement.

**Action: Cllr Gravell**

See **21/02/WCR** regarding the maximum size of Shelter that can be installed without planning permission. The Parish Council needs first to decide on the design and size of the proposed shelter. Cllr Griffiths will visit the Play Area to decide on location, liaise with parents about preferred style and size and report back to the next meeting.

**Action: Cllr Griffiths**

Cllr Binstead proposed investment in larger rubbish bins for the village as the ones by the Church and along Hollow Street are often overflowing. It might be possible to relocate some of the larger bins to these much used sites. Cllr Butcher will contact Wiltshire Council and report back before the Parish Council commits to buying larger bins.

**Action: Cllr Butcher**

21/02/ 6 **Play Park Winkins Lane & Other Capital Projects**

i **Play Park Maintenance** – no updates.

ii **Play Park Project 2**

**Update on the installation by Sutcliffe Play South West**

The Clerk has received several excellent references for Sutcliffe Play. It has been agreed with the supplier that the start on site be delayed till April given the (wet) ground conditions.

**Update on grant funding**

Community First issued the Agreement to distribute Landfill Communities Fund monies provided by the Hills Group (£6,000) for signature. Key conditions to be aware of are

- Work must start within 3 months;
- Payment on presentation of appropriate receipted invoices;
- Must provide a brief final report, including photographs and press cuttings, to Community First;
- Draft press releases to be approved by Community First before issue;
- Should the climbing frame ever be sold, all of the proceeds up to the amount of the funding must be repaid to Community First immediately so that it can be deployed to other projects.

Parish Council **ratified** the signing of the agreement by Cllrs Mansfield and Blount. Proposed: Cllr Binstead; seconded: Cllr Cole.

21/02/ 7. **Highway & Footpath Matters incl Speed Indicator Device**

Matters for Wiltshire Council, for Parish action or for Parish Stewards.

i **Flooding**

The drains appear to have worked quite well and the Startley Road is much clearer thanks to landowner intervention. Cllr Blount will be meeting with the Diocesan Agent to clarify ownership of ditches alongside Church field and the risk they might pose to flooding locally.

The Parish Council continues to exhort landowners to keep their ditches clear and flowing for the benefit of the community at large.

ii **Mud on Shiptons Lane & Hollow Street**

Further complaint from residents have been received. The Parish Council had received an offer from Mr Woolcock to use his gator & road sweeping brush to clear the area but, since the offer was received, the mud has been cleared. The Parish Council is very grateful for this.

Should the Parish Council wish to benefit in future from the service offered it was noted that it can only be covered under Parish Council insurance provided the Parish Council instructs the operator when and where to work, provides him with a written risk assessment and that Hi-Viz is worn. Cllr Gravell is drawing up a Street Works risk assessment for future use.

**Action: Cllr Gravell**

iii **Speed matters**

The criteria for traffic survey interventions (Community Speed Watch v Police) was **noted** as being based on the 85% percentile speed being the speed at or below which 85% traffic is travelling.

<b>Speed</b>	<b>No further action</b>	<b>Community Speed Watch</b>	<b>Police Enforc't</b>
20 mph	20-24 mph	24.1 – 38.9 mph	Over 39 mph
30 mph	30-35 mph	35.1 – 41.9 mph	Over 42 mph
40 mph	40-46 mph	46.1 – 49.9 mph	Over 50 mph

Interim results of the Metro Counts on West Street and Dauntsey Road have been received but the final surveys cannot be carried out until after Lockdown.

Given the pending retirement of Cllr Hourigan in May the Parish Council needs to identify another Councillor to take responsibility for Speeding matters (and Startley Cemetery) even if work such as future monitoring of the Speed Camera data and changing its batteries every fortnight is outsourced or done by a Community Volunteer who will have to obtain the Signing, Lighting & Guarding certification which the Parish Council will pay for.

Cllr Hourigan will provide hand-over to whoever succeeds him. This will be decided at the Annual Parish Council meeting in May after the Council elections.

**Agenda: APCM**

The Cemetery map could be maintained on a vector drawing package by Cllr Mansfield.

21/02/ 8. **Governance**

i **Policy Reviews**

In the interests of less crowded agendas allowing Councillors to focus on matters of greater importance the Clerk proposed that only four core policies (Standing Orders, Code of Conduct, Finance Regs & Risk Register) be formally reviewed each year with the others being reviewed once every 3 years unless new legislation or changing circumstances suggest otherwise. This was **approved**. Proposed: Cllr Binstead; seconded; Cllr Mansfield.

The Equal Opportunities policy and Freedom of Information policy had been circulated for comment January 2021 and as no comments were received the Parish Council effectively re-adopted them with no change.

ii **Risk Register 2021/22**

The Risk Register was similar to that of 2020/21 apart from the addition of Infection Control to the main register and the appendix regarding the Play Area re-opening during the Pandemic. Subject to the addition of a risk in the general Finance section of unauthorised payments the Risk Register was **approved**. Proposed: Cllr Mansfield; seconded: Cllr Binstead.

iii **Insurance**

The Parish Council had been provided with the SLCC (Society for Local Council Clerks) **advice** note on Parish Council recommended insurance cover for Parish Councils and was able to compare this to the types of cover they had in place which were felt to be adequate with no real need for Business Interruption as the only "trading" the Parish Council operates is the hire of the Community Room which had brought in £632 (before deducting associated costs) in 2019/20. Cyber cover was also considered but felt to be a low risk as long as the Clerk had appropriate anti-virus protection on her pc. There would be a need to increase the cover on Play Area equipment given the planned additions.

**Action: Clerk**

The three year Long Term Agreement with BHIB finishes this May. The Parish Council tasked the Clerk to obtain three quotes for consideration in May and it would enter into a three year agreement again.

**Action: Clerk  
Agenda May**

iv **Clerk's article for the Signpost on forthcoming Parish Council elections**

This article had been written in conjunction with the Clerk of Little Somerford, outlined core Parish Council responsibilities and highlighted particular community interventions since the last elections in 2017. It encouraged people to put themselves forward for election. The Parishes of Seagry and St Pauls Without had been asked to co-author but declined to be included.

The article was **approved** for insertion into the Signpost (proposed: Cllr Blount; seconded: Cllr Hourigan) and would also go in the PIE, Facebook and the website.

**Action: Cllr Mansfield & Clerk**

v **Annual report on the Defibrillator**

This was received and noted without comment. Fortunately the Defibrillator has not been put to use this year! Cllr Griffiths was thanked for her work.

vi **Annual report on the War Memorial**

Cllr Blount reported that two local residents kindly continue to maintain the flowerbed at the base of the memorial. He will spring clean/spray the memorial in April or May.

**Action: Cllr Blount**

vii **Best Kept Village competition**

The initial notification had been received and Cllr Cole was willing to take the lead / be the liaison point of contact on this. It was **agreed** to enter. Proposed: Cllr Mansfield; seconded; Cllr Gravell.

viii **Malmesbury Area Board** – Nothing to report.

STC

21/02/ 9. **Updates (if any) on Standing items – by exception only**

- |                      |   |    |  |
|----------------------|---|----|--|
| i                    | Cemetery - no report  | ii | Communications - PIE & Website   |
| iii                  | Community Room – see 21/02/10<br>Valuation Office return to be submitted<br>by the Clerk. | v  | Emergency Plan – Mr Loader will salt<br>Hollow Street when needed. Mr<br>Davies to be Assistant Flood Warden<br>West Street. |
| <b>Action: Clerk</b> |   |    |  |
| iv                   | Defibrillator – see 21/02/8.5   | vi | Telephone Book Exchange  |

21/02/ 10. **Correspondence between meetings**

Neighbourhood Planning – The Parish Council had agreed between meetings that Cllr Hourigan could co-sign the latest WALPA letters to MPs, Wiltshire Council and the Press on its behalf.

21/02/ 11. **Councillors' Observations and Items for Next Agenda**

Cllr Blount announced that he will be standing down at the next election.

21/02/ 12. **Dates for Future Meetings**

The next scheduled meetings of the Parish Council are 3 March, 7 April, 5 May (APM), 12 May (APCM), 2 June & 7 July. All @ 7.30pm.

The meeting closed at 9.17 p.m.

Approved .....

*S. Mansfield*

Chair .....

Date .....

*3/3/21*

## GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

### Finance Report for February 2021 PC Meeting

1. To **ratify** payments made in January

Date	Supplier	Cheq	Detail	£p
15/01/21	R Griffiths	<b>bgc</b>	Felt shed; install 2 picnic benches	232.74
25/01/21	T Butcher	<b>bgc</b>	Caretaking retainer Jan	30.00
27/01/21	Hills Waste Solutions	<b>1477</b>	3 <sup>rd</sup> party grant contribution	600.00
29/01/21	Clerk	<b>bgc</b>	Wages + h/w allce Jan	165.25
	HMRC	<b>bgc</b>	PAYE re Jan	37.60
				<b>1,065.59</b>

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

Date	Customer	Slip Ref	Detail	£p
11/01/21	Fourways Stores	<b>bgc</b>	Defibrillator donation	20.00
	Deposit Acc Interest	<b>bgc</b>	Interest	0.01
				<b>20.01</b>

3. **Cash Book Bank balances as at 31 January 2020**

Current Account		23,088.50
Deposit Account		720.95
		<b>23,809.45</b>

(Combined Bank balances at last report as at 31 Dec = £24,855 )

**The above figure does not include the pre-authorised £80 for SLCC annual subs 2021/22 which will be paid out in February.**

As no Receipts & Payments accounts have been included in the meeting pack for February please turn over to view the current account bank reconciliation. The Deposit Account cash book balance and bank statement are identical so no reconciliation has been performed.

4. **Information received from Wiltshire Council 29 January**

The developers of the Broadfield Farm site have requested (and automatically been granted under Covid rules) a 6 month delay to their payment of the first tranche of Community Infrastructure Levy, £14,242, which was due in January. This consequently reduces the Parish Council's forecast outturn by that amount.

## 5. Bank Reconciliation to 31 January 2021

<b>Bank balance at 31 March 2020</b>				<b>£13,905.76</b>
Income sheet to	31/01/21		£17,788.64	
Less				
Expenditure sheet to	31/01/21		£8,605.90	
In year movement				£9,182.74
<b>Bank balance as at</b>	<b>31/01/21</b>			<b>£23,088.50</b>
deduct any uncleared receipts				
			£0.00	
Add back uncleared cheq	<b>1477</b>	600.00		
			£600.00	
Adjustment for uncleared items				<b>£600.00</b>
Cash book adjusted to match bank statement				<b>£23,688.50</b>
<b>Per statement</b>	<b>29/01/21</b>			<b>£23,688.50</b>

Approved

*S.T. Mansfield*

Chair 3 Feb 2021