
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting Held Wednesday 7 April 2021 at 7.30 p.m. Via Zoom Video Conferencing software

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

In attendance T M Chapman (Clerk) Wilts Cllr T Sturgis 4 members of public

21/04/ PQT **Public Questions** – There were none.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis reported that

- i) as Schools are not being used as Polling Stations, residents of Great Somerford will need to go to Little Somerford Village Hall to vote;
- ii) the Booking System at the Council Waste Tips is working well though a number of persons fail to turn up for their allocated slot.

21/04/ 1. **Apologies for Absence & Declarations of Interest**
Apologies Cllr Griffiths. Cllr Griffiths declared, in absentia, a pecuniary interest in agenda item **21/04/6.2** as one quote to install the gazebo shelter was from a family member.

MS
Cllr Gravell declared a pecuniary interest in agenda item **21/04/7.3** as she was one of the landowners who might benefit from the Parish Council's decision to replace a number of stiles on local footpaths. It was **agreed** that she could remain in the meeting for this agenda item as she was presenting the report but that she could take no part in the decision regarding a replacement stile on land she or family members owned.

21/04/ 2. **Minutes and Matters Arising**

- i) The minutes of the Parish Council Meeting held 3 March 2021 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Butcher; seconded Cllr Cole.
- ii) The status of actions detailed on the Action Register was **noted**, in particular
20/11/2.2: Works to West Street verge / footpath – work scheduled for 10 April.
20/11/10: Theft of Post Box in Startley – Clerk's letter to Royal Mail resulted in a holding response from Royal Mail but no action promised. A further letter will be sent cc our MP.
21/03/5.6: Bank mandate – Cllr Griffiths added as cheque signatory / online authoriser.

21/04/ 3. **Covid 19 Group & Coronavirus**

3.0 Updates on the current situation

Next week 12 April many more businesses and retail are permitted to open but socialisation is still limited by the rule of 6 or 2 households meeting outdoors.

3.1 Community Room

The Somerford Guide Pack has asked to use the **Community Room** after Easter. It was noted that the Government Roadmap permits supervised children's groups of up to 15

persons including Leaders from 12 April. After a short debate and consideration of the Covid 19 Risk Assessment for the Community Room (see also minute **21/04/8.7**), which was **approved**, it was **decided** to open the Room for the Guides and other children's groups from 12 April but not for other adult community groups until step 3 of the Government's Roadmap, anticipated 17 May, comes into force. This will permit 6 persons to meet indoors. Proposed: Cllr Hourigan; seconded Cllr Butcher.

Taking into account the ACRE Guidelines and the Government's Guidance on Secure Use of Community Facilities as issued to all Councillors 22 March the amended Community Room Conditions of Hire were **approved** subject to the addition of a 72 hour interval between bookings. The new Conditions of Hire mandate payment by bank transfer, the use of the Kitchen as isolation space only, regular cleaning and sanitising of touch points, social distancing, maximum capacity numbers and Track & Trace whereby the hirer either swipes the NHS QR code or provides the Caretaker with full contact details. Proposed: Cllr Mansfield; seconded Cllr Butcher.

The Caretaker will be informed of this decision and a notice will appear on the Council website and on its Facebook page. *[Post Meeting Note: The decision to resume lettings means that the Caretaking service will revert to pre-Covid levels].*

Action: Cllr Butcher/Mansfield

It was further **agreed** to re-instate the Community Room advert (updated to reflect Covid restrictions) in the Signpost from the May edition.

21/04/ 4. **Planning** Opportunity for Applicants, Reps, Others to address Council (3 mins per person). <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

i **Planning Applications for consideration**

21/01830/FUL 55 Great Somerford – Single storey extension to existing private residential dwelling. Associated extension to existing garage and provision of new boiler room. **Supported.**

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

21/00335/TCA School House – 1.5m reduction to one mountain ash. **No Objection.**

21/00340/TCA Manor Stables Cottage – 1 metre reduction to maple tree. **No Objection.**

21/01467/TCA Forge Cottage – Fell 25m of leylandii hedge (T1); fell 19m leylandii hedge (T2); 30-% crown reduction to 3 apple trees & 1 damson (T3). **No Objection.**

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

iv **Planning Applications Determined by Wiltshire Cncl since issue of the agenda**

v **Broadfield Housing Development**

Following a complaint by a resident of Winkins Lane about the number and quantity of artics and construction related traffic using this single track lane as a cut through the Site Manager has contacted all delivery contractors asking them not to follow their sat navs down Winkins Lane and is arranging for signs to be erected at both ends of the lane saying "Not suitable for construction traffic" or similar.

vi **Somerbrook Housing Development**

Concerns have been expressed that the pedestrian walk through to allow children to access

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the School via **Frog Lane** might be abused by cars and motorbikes unless a sign or a bollard is erected. The complainant has been advised that the Parish Council has no power in this matter and only Wiltshire Council has the authority to insist or not that bollards be erected. The Parish Council has passed the matter on to Wiltshire Council.

21/04/ 5. **Finance**

i **Finance report**

The Finance report was **received**. The Parish Council **ratified & approved** £395 payments made in March (as pre-approved in principle minute 21/03/5.2) and **noted** a further £35 Defibrillator donation from Fourways Stores. It further **ratified & approved** £647 payments made early April. Proposed: Cllr Binstead; seconded Cllr Butcher.

This gives the Parish Council a combined bank balance at 31 March 2021 of £22,794.

ii **Receipts & Payments accounts to 31 March 2021 year end**

The surplus of £8,167 excess of income over expenditure was **noted**. This compares to the original budgeted deficit of £6,550. As reported during the year this significant variance to budget is primarily due to unbudgeted in year CIL income received and only modest expenditure on the Play Area compared to budget.

The bank reconciliation as at 31 March was **noted**. Cllr Blount reported that he had checked it and found it to be in order.

iii **Internal Auditor for the year ending 31 March 2021**

It had been understood that the current Internal Auditor would have been unable to act due to a conflict of interest but this had not crystallised. It was therefore **decided** to confirm his original appointment (minute **20/05/6.2**) and to thank the other candidate who had offered their services. Proposed: Cllr Mansfield; seconded Cllr Gravell.

iv **Exemption from external audit for the year ending 31 March 2021**

It was **decided** that it was right to apply for exemption from External Audit for the financial year just ended as neither income nor expenditure exceeded the £25,000 threshold. Proposed: Cllr Binstead; seconded Cllr Cole.

v **Community Infrastructure Levy (CIL)**

The Parish Council is expecting up to £65,000 CIL monies expected over the next two years from the developments at Broadfield Farm and Brook Farm. This money must be used "to support the development of the local area by funding (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or (b) Anything else that is concerned with addressing the demands that development places on an area." [Extract from Wiltshire Council Guidance Notes].

Parish Councillors had suggested that the monies might be spent on the West Street Footpath, speed cameras, acquiring a field to provide a recreation ground, a water pump for the Free Gardens or a Community Energy Project. Several of these suggestions would be mutually exclusive and the Parish Council has already budgeted to use up to £5,000 on Footpath Improvements. See minute **21/04/7.3**.

After discussion it was **agreed** to recommend to parishioners at the Annual Parish Meeting that the monies be directed towards capital projects which could not be afforded out of the Precept i.e. purchase or lease of a field for recreation, provision of a MUGA (Multi Use Games Area), a pedestrian footpath on West Street running between the bad bend opposite the Manor to the footpath on the bell mouth entrance to Manor Park and a water pump in the Free Gardens. Suggestions from members of the public would also be welcomed. Proposed: Cllr Cole; seconded Cllr Blount.

Play Park Winkins Lane & Other Capital Projects**i Play Park Maintenance**

Works to the slide (minute **21/01/6.1**): a wooden strut wrap around has been added and the struts will be repainted this month.

Swing frame (minute **21/03/6.1**): Cllr Cole has checked the shackle bolts and found them to be in order.

Football table buffers and a couple of caps need replacing. Cllr Cole will sort this and the minimal expenditure involved will be approved between meetings by Chair's authorisation.

Action: Cllr Cole

Topping up bark (minute **21/01/6.1**): this will be organised late summer by Cllr Butcher.

Action: Cllr Butcher

ii Play Park Project 2

Sutcliffe Play will install the **climbing frame** 26 April. The Play Area will be closed that day. The Chair will erect a notice on site and ensure it is publicised via the PIE and Facebook.

Action: Cllr Mansfield

It was **agreed** that Cllrs Butcher, Mansfield, Blount & Griffiths will be in attendance on the day and Cllr Mansfield will be the first point of contact with the supplier.

Action: Cllrs Butcher, Mansfield, Blount & Griffiths

Councillors considered the three quotes for solid wood **gazebo shelters** before it and **agreed** to purchase the mid-range model, the Tourist Wooden Gazebo with black shingle roof from Gazebo Direct. This will cost £1,221 ex VAT including delivery plus £80 for 4 bolt down anchors. Proposed: Cllr Blount; seconded Cllr Mansfield.

It was noted that the chosen gazebo does not come with integral benches so two or three benches will need to be procured. Cllr Griffiths will organise three quotes.

Action: Cllr Griffiths

It was **decided** that the installation should be on grass. Proposed: Cllr Cole; seconded Cllr Blount. One quote had been received to install the gazebo (see minute **21/04/1**) and two more are required.

Action: Cllr Butcher

The gazebo cannot be ordered until the Parish Council has decided on the installer and ascertained their availability.

Agenda: May

It will be sited in the South West corner of the Winkins Lane Playground – i.e. the area between the slide, the see-saw, the Kendrick's garden fence and the Winkins Lane fence. Cllr Mansfield will speak to the Kendricks about this.

Action: Cllr Mansfield

Highway & Footpath Matters incl Speed Indicator Device**i Flooding, Potholes, Mud, Other**

Pothole work is ongoing. There is no further action re mud in Winkins Lane. It was noted that several residents have erected bollards or white posts on the verge to stop traffic encroaching. These are only legal if no closer than 1 metre to the road surface.

ii Rubbish Bins

Cllr Butcher provided details of prices and styles from Glasden, Kingfisher Direct and the Bin Shop. Prices were all similar. Cllr Butcher **recommended** that the Parish Council buy two

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56 litre general refuse bins from Kingfisher Direct as this was the model he preferred aesthetically. This was seconded by Cllr Binstead and **approved**.

Action: Cllr Butcher

iii **Footpaths, Stiles & Kissing Gates**

The Parish Council **received** a report providing prices from Jacksons, McVeigh Parker and Centrewire for stiles, kissing gates and bridle gates. It **decided** that the preferred models and suppliers would be as follows:

Stiles – Jacksons with dog gate where necessary @ £161 ex VAT.

Kissing Gates – Centrewire galvanised metal @ £335 ex VAT.

Bridle Gates – Centrewire two way metal @ £243 ex VAT.

The seven landowners would be responsible for installation and ongoing maintenance.

A marked up map had been provided which indicated a plan to replace 4 stiles, 2 kissing gates and 2 bridle gates plus an extra 3 stiles in Startley. Based on Councillors' decisions as to supplier these 11 items would cost c. £2,300 ex VAT excluding any additional fixing pieces and sign pointers which would be in addition.

It was **agreed** to proceed on this basis and to order the goods this month with the aim of them being in situ for summer walkers. Proposed: Cllr Blount; seconded: Cllr Binstead.

Action: Cllr Gravell

The Clerk will apply to Malmesbury Area Board for a PIGs grant of £500 towards the cost.

Action: Clerk

iv **Speed matters**

The £148 annual subscription to the AutoSpeedWatch will permit the Startley Speed Camera to produce "Heat Maps" showing periods of maximum speeding activity for the Community Speed Watch Division in the Devizes Police HQ which can arrange for a Police Unit to visit Startley and carry out their own speed checks.

21/04/

8. **Governance**

i **Annual Parish Meeting (APM) 5 May by Zoom**

This will include reports from the Trustees of the Free Gardens, the Trustees of the Great Somerford Community Fund, School Governor David Cain and reports by the Parish Council on the use of CIL monies, Planning and an update on progress against the Neighbourhood Plan plus anything submitted by local Community Groups. The Covid 19 Support Group will also provide a report. The APM will be promoted via the Signpost, the PIE (Parish Information Email) and Facebook.

ii **Future meeting arrangements**

The Government has not extended the Coronavirus Act 2020 clause 78 Local Authority Meetings which specifically permitted virtual meetings to take place until 7 May. It was felt that it was not unlawful to meet virtually provided members of public were able to attend virtually, to be heard and to be able to speak. Attempts had been made to find an alternate venue with capacity for the 9 member Parish Council, Clerk, Wiltshire Councillor and an unknown number of members of the public but there was nothing suitable in Great or Little Somerford and Gosscroft Hall was booked out on a Wednesday.

It was **decided** to continue to meet virtually until after 21 June when the Government roadmap anticipated the lifting of all social contact restrictions. Physical meetings might resume in July provided the Government roadmap stays on course and a suitable venue can be obtained. Proposed: Cllr Mansfield; seconded Cllr Blount.

iii **Amended Parish Council Standing Orders 2021**

These were **reviewed** and **approved**. Proposed: Cllr Binstead; seconded Cllr Cole.

- iv **Amended Parish Council Code of Conduct 2021**
This was **reviewed** and **approved**. Proposed: Cllr Binstead; seconded Cllr Cole.
- v **Parish Council Finance Regulations 2021**
These were **reviewed** and **approved**. Proposed: Cllr Binstead; seconded Cllr Cole.
- vi **Parish Council Reserves Policy 2021**
This was **reviewed** and **approved**. Proposed: Cllr Binstead; seconded Cllr Cole.
- vii **Addition to the 2021 Risk Register**
It was **agreed** to add a section on Community Room Covid secure operations. See minute **21/04/3.1**
- viii **2020 Emergency Plan Review**
It was **noted** that changes will need to be made by the new Council, not least the need to appoint a new Emergency Plan Co-ordinator at the Annual Parish Council Meeting as the current incumbent is not standing for re-election.

9.6 Agenda: APCM

- ix **Insurance**
Quotes have been received from Came & Co and Community First; the one from BHIB is pending. Both indicate uplift in premium greater than budgeted due to three factors: (i) Covid; (ii) increased population with the two new housing developments; (iii) increased value of Play Area equipment due to the substantial investment by the Parish Council.
- x **Malmesbury Area Board**
It was noted that the new Community Engagement Manager as of this month is Alexa Davies. Alexa.Davies@wiltshire.gov.uk

- 21/04/ 9. **Updates on Standing items – by exception only**
- i, ii, iv, v There was nothing to report concerning the Cemetery, Communications - PIE & Website, Defibrillator or the Telephone Book Exchange.
 - iii Community Room – the shed repainting will be done as soon as the weather improves.
 - vi War Memorial – Cllr Blount will carry out the annual date of spring clean and spray against lichen before he hands over this responsibility to his successor.
- 21/04/ 10. **Correspondence between meetings**
A request had been from Wiltshire Search & Rescue for the Parish Council to make a donation. As in previous years the Parish Council **decided** not to donate to worthy causes outside the parish. Proposed: Cllr Mansfield; seconded Cllr Blount.
- 21/04/ 11. **Councillors’ Observations and Items for Next Agenda** – There were none.
- 21/04/ 12. **Dates for Future Meetings**
The next scheduled meetings of the Parish Council are 5 May (APM), 19 May (APCM), 2 June & 7 July. All @ 7.30pm.

The meeting closed at 9.35pm.

Approved



Chair

Date

21/4/21