
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the virtual meeting Held Wednesday 3 March 2021 at 7.30 p.m. Via 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 T Sturgis 7 members of public

21/03/ PQT **Public Questions** – There were none.

21/03/ WCR **Reports from Unitary Councillor and Council Representatives**

Wiltshire Cllr Sturgis reported that

- The Local Plan Review has generated significant public engagement via webinars and online submissions;
- Core services have been maintained throughout the pandemic but people are urged to abide by national lockdown restrictions;
- Reserve funding has been set aside in Wiltshire Council's budget for additional Adult Social Care and Children's Services as the long tail of the pandemic is believed to have impacted mental health as well as the financial stability of households;
- Parish Councils are urged to try and arrange meetings locally so they do not all fall on the same date if they wish their Wiltshire Councillor to be able to attend.

21/03/ 1. **Apologies for Absence & Declarations of Interest**

No absences but Cllr Cole declared an interest in planning application **21/02038/TCA** as he is the householder and Cllr Binstead declared that she would abstain from any discussion regarding planning application **20/01070/FUL** from a neighbour.

21/03/ 2. **Minutes and Matters Arising**

- i The minutes of the Parish Council Meeting held 3 February 2021 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Griffiths; 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;
20/11/10: Theft of Post Box in Startley – further letter to MP as no replacement yet; James Grey has written to Royal Mail again.

21/03/ 3. **Covid 19 Group & Coronavirus**

A copy of the Government route map to exit Lockdown was included amongst the Parish Council papers. If all goes according to plan the w/c 21 June appears to be the earliest one could have an indoor meeting though outdoor gatherings of up to 30 persons should be permitted no earlier than 17 May. It was **noted** that Government legislation permitting Parish Councils to meet virtually expires 7 May so thereafter the Council may have to meet in person.

The Great Somerford Covid response group reported no incidents of people needing help in the village. The Signpost is being distributed by the Street Champions to households who cannot access the online copy. Mark Hammond continues to post much helpful information on the Great Somerford Covid 19 Facebook page. The Parish Council is very grateful for the work he, the Street Champions and other volunteers continue to do nearly 12 months on from the start of the pandemic.

- 21/03/ 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 reviewed between meetings** – None.

ii **Planning Applications for consideration**

20/10376/MODPO Brook Farm - Modification of planning obligation to s106 agreements relating to 04/02024/OUT. **Supported.**

21/00473/FUL 6 Paddock Close - Removal of oil fired boiler flue. Proposed Air Source Heat Pump or equivalent external to the bungalow. Proposed 2 x Velux Sun Tunnels or equivalent. Proposed detached outbuilding. Proposed replacement of existing single-glazed conservatory with double-glazed conservatory. Proposed creation of 1 additional car parking space by turning part of the front lawn over to hard-standing. **Supported.**

21/01070/FUL Beech Lodge - Single Storey Entrance Porch to Front Elevation. **Supported.**

21/01467/TCA Forge Cottage – Fell 25m leylandii hedge (T1); fell 19m leylandii hedge (T2); 30% crown reduc'n to 3 apple trees & 1 damson (T3). **Supported.**

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

21/00074/TCA Longacre – Fell ash tree on neighbouring field due to excessive shading of house. **No Objection.**

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

21/01337/FUL The Old Builders Yard, Heath Lane to junction at Clove House, Startley SN15 5HG - Change of use of buildings from B1, B2 & amp; B8 uses to C3 residential (2 units), demolishing sub-standard outbuildings. **Supported.**

21/02038/TCA The Mead – Fell 1 plum tree. **Supported.**

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

vi **Broadfield Housing Development**

Work to cut back the ash trees and boundary hedge was carried out at the end of February. Landscaping and replanting will take place this month. The boundary markers installed by the Free Gardens Trustees will probably remain in situ as any more substantial fencing would make accessing the ditch (for clearance) difficult.

vii **Wiltshire Local Plan Consultation**

The documentation from **Wiltshire Climate Alliance** (WCA) is focussed on zero carbon and expresses grave concerns about over-development of this rural county with over

40,000 additional homes planned for 2016 – 2036. WCA feels that the consultation period on the Local Plan should be extended.

viii **Consultation on the "Right to Regenerate" or "Contest"**

This consultation runs till 13 March and is assessing how the public feel about reform to the Right to Contest, which would encourage this Right to be utilised more effectively and more widely to stimulate regeneration and the more productive use of land. It would offer a quicker and easier route for individuals, businesses and organisations to identify purchase and redevelop underused or empty land in their area.

The Parish Councillors **decided** to publicise the matter locally via social media and the PIE should individuals wish to respond to the consultation.

Action: Cllr Mansfield/Clerk

The Parish Council itself will respond to say that it feels this legislation should not apply to small rural parishes with a Neighbourhood Plan in place.

Action: Clerk

21/03/ 5. **Finance**

i **Finance report**

The Finance report was **received** and the Parish Council **ratified** payments of £655 made since the February meeting. Proposed: Cllr Cole; seconded Cllr Blount. This gives the Parish Council a combined bank balance at 28 February of £23,154.

ii **Advance authorisation of March commitments**

The Councillors **approved** wages, caretaker retainer and other invoices dated March to be paid before the next meeting so as to capture costs in the correct financial year. This may include the Linux subscription and web domain renewal depending on when the invoice arrives. Proposed: Cllr Hourigan; seconded Cllr Blount.

iii **Receipts & Payments accounts to 28 February 2021**

The year to date surplus of £8,528 excess of income over expenditure was **noted**. This is primarily due to unbudgeted in year CIL income and only modest expenditure on the Play Area compared to budget. The forecast outturn now indicates a surplus of approximately £8,300 given the deferral of all expenditure (and associated VAT) on the climbing frame to the next financial year. The explanations for outturn variances to budget were accepted and found to be reasonable.

The bank reconciliation as at 28 February was **noted**.

iv **Community Notice board**

The Parish Council **considered** the proposal that it should invest in a Parish Council Notice board to be sited alongside the bus shelter or outside the Shop, it being felt by some that the current notice board (in the bus shelter) lacked prominence, was too small and was not specifically badged as belonging to the Parish Council. It was **noted** that a replacement noticeboard could cost up to £1,500 plus installation depending on style, materials and size. After a debate on the matter it was **agreed** not to proceed with a replacement and the budget would be amended to reflect this decision.

Agenda item, 21/03/6.2 was taken out of sequence at this point as decisions re the Play shelter would affect the budget figures.

v **2021/22 Revenue & Capital budget**

The final budget laid before Councillors is predicated upon a Precept of £11,350, £7,350 grants for the Play Area, £43,175 CIL receipts and in year recovery of VAT incurred on the climbing frame, less normal recurrent expenditure, £17,285 capital spend on a

climbing frame and shelter and £5,000 investment on footpaths. This would leave the Parish Council with a surplus of £22,870.

It was further **noted** that because much of the money received and not budgeted to be spent in year was in ring-fenced capital (CIL) reserves, the general reserve for recurrent expenditure was expected to fall below £4,000 even though the Parish Council should have approximately £45,000 in the bank if all the CIL money is received as expected.

After a short debate the budget as per paper 21/03/5.3 was **approved subject to the amendments caused by the decisions made in minute 21/03/5.4** (no new notice board) **and 21/03/6.2** (more expensive shelter than originally envisaged). Proposed: Cllr Mansfield; seconded Cllr Binstead.

Action: Clerk

The rolling forecasts to March 2024 were noted.

vi **Bank Mandate variation**

In the interests of business continuity with at least one cheque signatory not continuing as a Parish Councillor beyond May it was **agreed** to add Cllr Griffiths as a cheque signatory with full power as an on-line authoriser. Proposed: Cllr Mansfield; seconded Cllr Butcher.

Action: Cllr Mansfield

21/03/ 6 **Play Park Winkins Lane & Other Capital Projects**

i **Play Park Maintenance**

The Play Area inspection report dated 11 February compiled by Playdale was received. It had been circulated to all 21 Feb 2021. Cllr Cole will check out the swing frame.

Action: Cllr Cole

The Parish Council **approved** the recommendation that the Parish Council revert to annual inspections by Play Safety (ROSPA) only and tasked the Clerk to instruct Playdale accordingly. It was further **agreed** not to reschedule the ROSPA inspection date.

Action: Clerk

ii **Play Park Project 2**

Design and model of shelter for the Play Area

This item was taken out of sequence and considered before dealing with agenda **item 21/03.5.5** Approval of the Budget for 2021/22.

Councillors considered the report before them and noted that the preferred model was a 3m x 3m standalone gazebo in the South West corner of the Play Area. Depending on the quality such a gazebo would cost between £1,000 - £3,000. Three suppliers' catalogue prices were included in the report. It was **decided** to go for a mid-range product (compromise between price and robustness of timber) with integral bench similar in appearance to the one at Sutton Benger play area. This would cost in the region of £2,000 plus installation. Proposed: Cllr Mansfield; seconded Cllr Butcher.

Three (catalogue) "quotes" will be needed so a gazebo shelter can be purchased April or May.

Action: Cllr Griffiths/Agenda April

There were no further updates on grant funding.

21/03/ 7. **Highway & Footpath Matters incl Speed Indicator Device**

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

i **Flooding, Potholes, Mud, Other**

A complaint had been received about **mud** on Winkins Lane, the removal of which is the

responsibility of the person or persons who deposited it or, failing that, Wiltshire Council which has a lack of funds for small, single track rural lanes. The Parish Steward might be able to clear it but would need somewhere to deposit the mud cleared. The only other options are for residents to tolerate the mud or form a work party to remove it. Cllr Cole advised the meeting that he had shovelled the mud back onto the verge to clear the lane. He was thanked for his intervention.

It was suggested that the Parish Council make an application through the Chippenham Area Transport Group (CATG) to make good where the verge has been pushed out by vehicles and the refuse collection lorry driving on it.

Action: Clerk

The **Parish Steward** continues to fill in large potholes around the village.

One incidence of **fly tipping** in a drainage swale along Frog Lane has been resolved as the offender has removed the turf in question. It had been reported to Wiltshire Council.

ii **Rubbish Bins**

The Parish Council has included within its budget funds to buy two larger bins to replace those that overflow most frequently i.e. the one opposite the Church and the one in Hollow Street. Should it install additional bins it will have to pay Hills Waste to empty them. It was **noted** that Wiltshire Council's contract for bin collection now only specifies that the bins be kept empty not that they be emptied weekly.

Cllr Butcher offered to procure three quotes for bins for the April meeting.

Action: Cllr Butcher/Agenda April

iii **Footpaths, Stiles & Kissing Gates**

Consideration is being given to self closing gates rather than kissing gates as the former are easier for walkers with pushchairs and dogs and those in wheelchairs.

iv **Speed matters**

Councillors **approved** the request submitted between meetings to Chippenham Area Transport Group to provide larger speed camera warning signs as the current ones supplied by Wiltshire Council are too small and non-reflective.

21/03/ 8. **Governance**

i **Elections 6 May 2021**

It was **noted** that all Councillors automatically retire 10 May and anybody standing for election or re-election must submit nomination papers with proposers and seconders to the Returning Officer at Monkton Park, by 4pm on 8 April.

Cllr Cole **advised** that he will not be seeking re-election as a Parish Councillor. Having served since 1982 he will be greatly missed! It will be determined at the APCM (Annual Parish Council Meeting) how his responsibilities for planning and Play Area maintenance will be covered.

Agenda: APCM

ii **Register of Interests**

All Councillors have reviewed their Register of Interests as lodged with Wiltshire Council and confirmed they are correct. <https://services.wiltshire.gov.uk/TownAndParish/ROI>

iii **Annual Parish Meeting 5 May**

Lockdown restrictions mean this will be a virtual meeting via Zoom. It was **agreed** to include a report from the Trustees of the Free Gardens, an update on progress against the Neighbourhood Plan (not a formal review) and to consult with residents as to what

they felt the anticipated CIL monies should be spent on as this presents a once in a generation opportunity to improve infrastructure in the village. *[Post meeting note: It might be more productive if the Parish Council drew up a list of things that in its view would be of benefit to the village, then invited residents to choose between alternatives or priorities rather than giving a blank sheet inviting suggestions].*

Action: All /Agenda April

It is intended to invite a School Governor to speak as well as any village groups who would like to be represented. A draft agenda will come to the April meeting.

Action: Clerk/Agenda April

iv **Date of Annual Parish Council Meeting**

It was **agreed** to **move** the date for this meeting back one week from 12 May to 19 May. Reason: Summons to Parish Councillors must be issued 3 clear days before the meeting and the newly elected/appointed Councillors do not take up office till 10 May.

v **Risk Register 2021/22**

The Street Works Risk Assessment was **approved** for issue should the Parish Council instruct any individual to carry out road sweeping or mud clearance. Proposed: Cllr Gravell; seconded Cllr Butcher.

vi **Insurance**

Fidelity Guarantee insurance cover is currently £250,000. This seems excessive given Parish Council income rarely exceeds £25,000 p.a. and only reaches that level if it secures additional grant funding. The Parish Council is getting quotes to renew its insurance cover in June. Unless £250,000 is the minimum level the insurance company offers it was **decided** to reduce the Fidelity cover to £50,000 as one of the companies providing a quote charges c£25 for every £25,000 cover in excess of £25,000. Proposed: Cllr Binstead; seconded Cllr Mansfield.

vii **Malmesbury Area Board**

21/03/ 9. **Updates (if any) on Standing items – by exception only**

i-ii There was nothing to report concerning the Cemetery, Communications - PIE & Website,
iv-vi Defibrillator, Emergency Plan or the Telephone Book Exchange.

iii Community Room: re-opening to be discussed in April.

Agenda: April

21/03/ 10. **Correspondence between meetings**

Cllr Cole is submitting the entry for the Best Kept Village. Posters will be displayed outside the Shop. Residents are encouraged to keep the area adjacent to their homes clear of litter.

21/03/ 11. **Councillors' Observations and Items for Next Agenda** – There were none raised.

21/03/ 12. **Dates for Future Meetings**

The next scheduled meetings of the Parish Council are 7 April, 5 May (APM), 19 May (APCM), 2 June & 7 July. All @ 7.30pm.

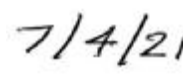
The meeting closed at 10pm.

Approved



Chair

Date



GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Finance Report for March 2021 PC Meeting

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

Date	Supplier	Cheq	Detail	£p
02/02/21	Ben Roberts	bgc	Replace fence posts in Play Area	40.00
19/02/21	SLCC	bgc	Annual membership	80.00
22/02/21	Clerk	bgc	Zoom Pro subs for Feb	14.39
	Playdale Playgrounds	bgc	Annual inspection	234.00
	SLCC Enterprises	bgc	SW training Seminar for Clerk	54.00
25/02/21	T Butcher	bgc	Caretaking retainer Feb	30.00
26/02/21	Clerk	bgc	Wages + h/w allce Feb	165.45
	HMRC	bgc	PAYE re Feb	37.40
				655.24

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

Date	Customer	Slip Ref	Detail	£p
09/02/21	Deposit Acc Interest	bgc	Interest	0.01
				0.01

3. **Cash Book Bank balances as at 28 February 2020**

Current Account		22,433.26
Deposit Account		720.96
		23,154.22

(Combined Bank balances at last report as at 31 Jan = £23,809)

4. To pre-approve for payment in March the following items subject to cheque signatory authorisation:

Clerk's wages for March
PAYE for March
Caretaking retainer for March

Zoom Pro subs for March
Any invoices dated March

so that the cost falls into the current financial year.

Approved



Chair 3 March 2021