

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 19 May 2021 after conclusion of the APCM Church of St Peter & St Paul

Present	Cllr J Botterill Cllr D Butcher Cllr A Gravell	Cllr M Griffiths (Vice Chair) Cllr M Hammond Cllr A Lennox	Cllr H Lennox Cllr S Mansfield (Chair) Cllr I Vout
In attendance	T M Chapman (Clerk)	Wilts Cllr E Threlfall	0 members of public

21/05/ PQT **Public Questions** – There were none.

Reports from Unitary Councillor and Council Representatives

Wiltshire Councillor Threlfall reported that Wiltshire Council is focussing on Covid Recovery and the financial implications thereof. It has set aside Reserves to cover for some increased service demands this year such as a 20% increase in the number of Free School Meals but major income streams (business rates, council tax) are reduced. If economic recovery does not bridge the gap there will be a need for "efficiencies" next year. The Council is also under Central Government pressure to reduce still further its carbon footprint.

21/05/ 1. **Apologies for Absence & Declarations of Interest** - There were none.

21/05/ 2. **Minutes and Matters Arising**

- Steven
- i The minutes of the Parish Council Meeting held 21 April 2021 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Butcher; seconded Cllr Griffiths.
 - ii The status of actions detailed on the Action Register was **noted**. Many had been completed at the APCM (allocation of responsibilities), the stiles had been ordered and a grant application submitted to Area Board. The climbing frame had been installed and the gazebo shelter ordered with an 8 week lead time. The gazebo benches (**minute 21/04p/2.2**) will be ordered closer to the Gazebo delivery date.

21/05/ 3. **Covid 19 Group & Coronavirus**

Updates on the current situation

There are no known cases of Covid in the village and the Street Champions continue to be actively engaged with keeping people informed and helping the vulnerable.

21/05/ 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**

PL/2021/03000 New Farm, Heath Rd, Startley - Single storey side extension to create boot room, utility, pantry and WC.

Councillors **ratified** their decision to **support** this application, taken between meetings due to the response deadline of last week. Proposed: Cllr Hammond; seconded Cllr Gravell.

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

20/06828/FUL 5 Broadfield Farm - Removal of agricultural occupancy condition.
Approved with conditions.

20/10376/MODPO Brook Farm - Modification of planning obligation to Section 106 agreements relating to 04/02024/OUT. **Approved with conditions.**

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. **Approved with conditions.**

iii **Planning Applications Received since the issue of the agenda** – None.

iv **Planning Applications Determined by Wiltshire Council since issue of the agenda**
None.

v **Broadfield Housing Development**

There are in the region of 110 responses to the planning application for additional houses on Wiltshire Council's website, generally negative. Wiltshire Cllr Threlfall confirmed that the application will be called into Committee for decision.

Backhouse Housing will be erecting "No access for construction traffic" at both ends of Winkins Lane shortly.

21/05/ 5. **Finance & Insurance**

- MS
- i The Finance report was **received**. The Parish Council **ratified & approved** £3,751 payments made in April (which included the purchase of the gazebo and seven dog friendly stiles) and £122 in early May. Receipts in April totalled £12,183, being primarily the first half of the year's Precept, the second tranche of CIL monies for the Brook Farm Development and the 2020/21 VAT Refund. Bank balances as at end of April 2021 were £30,579. The bank reconciliation and statement were appended. Approval of the report was proposed by Cllr Hammond, seconded by Cllr Griffiths and **signed** by the Chair. The full report is included as an Appendix to the minutes.

ii **Cheque Signatories & Online Payment Authorisers**

It was **resolved** to **remove** as cheque signatories and full power online payment authorisers former Councillors Binstead and Cole and to **appoint** Cllrs A Lennox, H Lennox and Vout as additional cheque signatories alongside Cllrs Mansfield, Griffiths and Butcher. Proposed: Cllr Butcher; seconded Cllr Griffiths. Cllr Mansfield will submit a mandate variation to the bank.

Action: Cllr Mansfield

Additionally Cllr Hammond will become a memory stick guardian.

iii **Protocol for processing bank payments**

Rather than revert to former practice of only writing cheques in the Council meetings (which meant that some payments fell outside contractual terms particularly in months where there was no meeting) it was **resolved** to **delegate** authority to the Clerk to set up online payments for authorisation by two cheque signatories between meetings in cases where

- i. there is a contractual obligation (wages, regular suppliers),
- ii. where the expenditure was approved in principle at a previous meeting
- iii. where the Councillors all agree by email that there is an urgent need to proceed.

Such payments will be reported on the next Finance Report for formal ratification.

Proposed: Cllr Mansfield; seconded Cllr A Lennox.

iv **Zoom Pro subscription**

As Parish Council meetings are taking place in physical space for the foreseeable future there is no need to have the facility to host a Zoom meeting of longer than 40 minutes, the time limit on the free version of the software. It was **decided** to cancel the subscription immediately though it was recognised that the Council might still have to pay for June. Proposed: Cllr Vout; seconded Cllr Mansfield.

Action: Clerk

v **Insurance effective 1 June 2021**

Councillors **considered** quotes received from BHIB (£814.22), Came & Co (1,297.80) and Community First (£1,020.74) for the Parish Council insurances for the year commencing 1 June 2021. The cover offered by all three companies was broadly similar. It was **decided** to award the contract to BHIB, the Council's current insurer and it was **agreed** to commit to a three year Long Term Agreement. Proposed: Cllr Butcher; seconded Cllr Griffiths.

The Clerk was **instructed** to pay the premium before policy inception.

Action: Clerk

21/05/ 6 **Play Park Winkins Lane**

i **Play Park Project 2**

The Safety Inspection report from Rynat Safety, a firm of independent inspectors, on the installation of the climbing frame was **received**. Since then an area of non-uniformity had been noticed on the timber. Sutcliffe SW will be asked to repair/replace as necessary.

Action: Clerk

As the Government's Roadmap "unlocks" society Cllr Vout will review the Play Area Notice, Rules of Use and Risk Assessment.

Action: Cllr Vout

21/05/ 7. **Highway & Footpath Matters incl Speed Indicator Device**

i **Rubbish Bins**

Councillors **ratified** the decision of Cllrs Butcher & Mansfield to purchase 40 litre bins from Roadware instead of 56 litre bins from Kingfisher Direct (**minute 21/04/7.2.**) as Kingfisher was unable to supply general waste as opposed to dog waste specific bins and the fixing posts were deemed unable to support 56 litre bins as originally planned.

The bins have been installed outside the Church and by the School as the latter was damaged. A further large bin will be needed for Hollow Street. It was **agreed** to purchase one for installation by Cllr A Lennox. Proposed: Cllr H Lennox; seconded Cllr Hammond. General litter and wrapped dog waste stickers will be appended.

Action: Cllrs Butcher & A Lennox

21/05/ 8. **Governance**

i **Standing Orders**

Councillors **agreed** to **remove** the clause permitting virtual meetings from the signed April 2021 Parish Council Standing Orders in light of NALC's recent court case. Proposed: Cllr Griffiths; seconded Cllr H Lennox. The Chair **signed** the amended set.

ii **Location of future meetings**

The Council **agreed** to meet at the Church in June & July rather than revert to the (much smaller) Community Room. The situation for future meetings will be reviewed in July.

Agenda July

21/05/ 9. **Updates (if any) on Standing items**

There were none as responsibilities were only re-assigned at the APCM earlier today.

21/05/ 10. **Correspondence between meetings**

Information has been received about the Queens Green Canopy project which encourages communities and individuals to plant a tree for the Queen's Jubilee.

<https://queensgreencanopy.org/>

Cllrs Botterill and Butcher will consult with the Trustees of the Free Gardens and others and put forward a plan at the next meeting.

Action: Cllrs Botterill & Butcher

Agenda: June

A telephone call was received from the School asking for information on how it might apply to the Parish Council for some CIL monies for works to the School playground. A formal request is expected. Councillors were reminded that CIL monies can only be used on capital items not for revenue or maintenance.

21/05/ 11. **Councillors' Observations and Items for Next Agenda**

There were none.

21/05/ 12. **Dates for Future Meetings**

The next scheduled meetings of the Parish Council are 2 June, 7 July, and 1 Sept. All @ 7.30pm.

The meeting closed at 8.45 pm.

Approved S. T. Mansfield. Chair Date 2/6/21

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

Finance Report for ~~April~~ MAY 2021 PC Meeting

1. To **ratify and approve** payments made in April before the meeting date

Note: payments totalling £646.90 made 1 – 6 April incl were approved at the April meeting.

Date	Supplier	Cheq	Detail	£p
09/04/21	Clerk	bgc	Zoom Pro subs for April	14.39
26/04/21	D Butcher	bgc	Roadware litter bins	222.12
	D Butcher	bgc	Hygiene Supplies – paper towels for Comm Rm	56.37
	B Johnson	bgc	Cemetery grass cutting x 2 Apr	80.00
27/04/21	Roller Doors Ltd t/a Gazebo Direct	bgc	Gazebo Shelter for Play Area	1,495.00
29/04/21	J D Estate Management	bgc	Grass cutting to 28 Apr	222.00
30/04/21	Clerk	bgc	Wages + £15 h/w allce Apr	136.20
	HMRC	bgc	PAYE re Apr	55.60
	Sign Shed	bgc	Footpath waymarkers	54.80
	Jacksons Fencing	bgc	7 dog friendly stiles	1,414.80
				3,751.28

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

Date	Customer	Slip Ref	Detail	£p
07/04/21	Fourways Stores	bgc	Defibrillator donation	20.00
09/04/21	Deposit Acc Interest	bgc	Interest	0.01
12/04/21	Wilts Council	bgc	CIL tranche 2 Brook Farm	6,158.72
23/04/21	HMRC	bgc	VAT Refund for 2020/21	309.09
	Somerford Guides	bgc	Community Rm hire £4 + £16	20.00
26/04/21	Wilts Council	bgc	Precept tranche 1	5,675.00
				12,182.82

3. **Cash Book Bank balances as at 30 April 2021**

Current Account		29,857.65
Deposit Account		720.98
		30,578.63

(Combined Bank balances at last report as at 31 Mar = £22,794)

STE

4. Bank Reconciliation – Treasurer's (Current) Account

Bank balance at 1 April 2021			£22,073.02
Income sheet to	30/04/21	£12,182.81	
Less			
Expenditure sheet to	30/04/21	£4,398.18	
In year movement			£7,784.63
Bank balance as at	30/04/21		£29,857.65
deduct any uncleared receipts			£0.00
Add back uncleared pay'ts	Jacksons	1,414.80	
			£1,414.80
Adjustment for uncleared items			£1,414.80
Cash book adjusted to match bank statement			£31,272.45
Per statement	30/04/21		£31,272.45
Reconciliation Date	03/05/21	diff	£0.00

See overleaf for bank statement

5. To ratify & approve payments made in May before the May meeting date

Date	Supplier	Cheq	Detail	£p
10/05/21	WALC	bgc	Councillor Fundamentals training course for Hammond, Lennox, Vout	108.00
	Clerk	bgc	Zoom Pro subs for May	14.39
				122.39

Approved

S. Mansfield

Chair 19 May 2021