

# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

## Minutes of the Parish Council Meeting 2 June 2021 @ 7.30 pm Church of St Peter & St Paul

**Present** Cllr J Botterill Cllr M Hammond Cllr S Mansfield (Chair)  
Cllr D Butcher Cllr A Lennox Cllr I Vout  
Cllr M Griffiths (Vice Chair) Cllr H Lennox

**In attendance** T M Chapman (Clerk) Wilts Cllr E Threlfall 0 members of public

21/06/ PQT **Public Questions**  
There were none.

### Reports from Unitary Councillor and Council Representatives

Wiltshire Councillor Threlfall explained that planning application **21/01950/FUL** Broadfield Farm will be called in as a decision for the full Planning Committee unless the Planning Officer decides to refuse the application in which case there is no need to "call it in".

21/06/ 1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)  
Apologies were received from Cllr A Gravell (work commitments).  
It was **noted** that all new Councillors had completed their Register of Interests declaration on the Wiltshire Council website. There is a link to this from the Parish Council website.

21/06/ 2. **Minutes and Matters Arising**

*STC*  
i The Minutes of the Annual Parish Council Meeting and of the Parish Council Meeting, both held 19 May 2021, were **approved** and **signed** by the Chair as a true record. Proposed: Cllr H Lennox; seconded Cllr Butcher.

ii The status of actions detailed on the Action Register was **noted**. Those items that were brought forward for inclusion on the June agenda had been so included. The Zoom Pro subscription has been cancelled (**minute 21/05/5.4**) and the insurance for 2021/22 has been renewed with BHIB and the premium paid (**minute 21/05/5.5**).

**21/04/9.3** Community Room shed walls: It was **agreed** that Mr Roberts should be engaged to paint the walls instead of a volunteer Councillor.

**21/05/5.2** Cllr Vout has been added as a cheque signatory and the mandate variation to add Cllrs A & H Lennox was signed at this meeting.

**21/05/6.1** Play Area Notice & Rules of Use: With the relaxation in Covid restrictions Cllr Vout has amended the sign to allow up to 30 children (aged over 5) or adults to be in the Play Area at any one time. The Risk Register will be similarly amended at the next formal review. A copy of the amended notice will go on an A Frame outside the Shop, sent out as a PIE and copies provided to the School and the Clerk.

**Action: Cllr Vout**

**21/05/10** Queen's Green Canopy Project – proposal deferred to July.

21/06/ 3. **Covid 19 Group & Coronavirus**

There are no known cases of Covid in the village. Cllr Griffiths had submitted a copy of the "A Shout Out for the Street Champions" report in response to Wiltshire Council's request to send them any material about the COVID response that they could store in their archive. Wiltshire Community Engagement Manager, Alexa Davies, replied to say that *"This read has made my Friday! Thank you so much for sending this through, it's wonderful to hear how many good people there are about and all the small acts of kindness which together make one huge difference"*.

21/06/ 4. **Planning**  
<https://development.wiltshire.gov.uk/pr/s/>

i **Planning Applications for consideration**

**PL/2021/03446** Camblez, Heath Rd, Startley South to junction at Clove House, Startley SN15 5HG – Internal & external structural & non-structural alterations to existing dwelling. **Supported.**

**PL/2021/03741** Kantara, Startley – Single storey side extension & front porch (revision of previously approved application 19/06280/FUL). **Objected** on the grounds that the conditions stipulated by Wiltshire Council on its approval of 19/06280/FUL should be upheld, namely the garage should not be converted into habitable rooms or ancillary accommodation and nor should there be any commercial use.

STC

**PL/2021/03826** West Street Farm - Change of Use of Land & 2 No. Agricultural Buildings for the Purposes of Self-Storage. **Objected** on the grounds that increased traffic movements on a single track lane with no effective passing places would pose a risk to the safety of other road users and the junction of Shiptons Lane with West Street was felt to be inadequate.

**PL/2021/05121** The Quacks – Fell one lime tree. **Supported.** The Parish Council would like a condition of approval to be replacement of the lime with a tree that is a native species of a type commonly found within the local area.

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

**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. **Approved with conditions.**

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

**PL/2021/03912** Poppleford – Rear storey extension & associated works. **Supported.**

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

v **Broadfield Housing Development**

Signs saying no access to construction traffic have been erected at both ends of Winkins Lane. Work has not yet commenced on the new pedestrian footpath linking the development to the Shop. The Parish Council will continue to press the matter.

vi **Communication with the public**

With Wiltshire Council now not placing the "green planning notices" within the village to inform residents of planning applications, residents affected by planning applications are at risk of not knowing and therefore may lose the opportunity to make the Parish Council and Wiltshire Council aware of their views on a planning application. It was proposed by Cllr Hammond that, as the Councillor responsible for planning, he should use digital, social media and hard copy communication methods to raise awareness of planning applications within the village. This would be an addition to the existing practice of trying to speak to residents of properties that are close to land or properties that are the subject of a planning application. This was **agreed**. Seconded: Cllr A Lennox.

Cllr Hammond has obtained a Statutory Body account for Great Somerford Parish Council in respect of the Wiltshire Council's Planning and Building Control Public Register. This is an "official" route for responding to village planning applications though comments uploaded onto Wiltshire Council's website or emailed to Development Control are still acceptable.

21/06/ 5. **Finance & Audit**

- i The Finance report was **received**. The Parish Council **ratified & approved** £20,489 payments made in May which included the purchase of the Clamber Stack Zio climbing frame, the annual insurance renewal and Councillor Fundamentals training provided by WALC to the five new Councillors. Receipts in May totalled £1,365, primarily the grant from the Great Somerford Community Fund towards the purchase of the climbing frame.

*Still*

Bank balances as at 28 May 2021 were £11,455. The bank reconciliation and statement were appended. Approval of the report was proposed by Cllr Hammond, seconded by Cllr H Lennox and **signed** by the Chair. See the Appendix to the minutes.

The Receipts & Payments account for the year to 28 May 2021 shows the Parish Council with a planned deficit of £11,339 due to payment of the climbing frame before receipt of the final Play Park Grant which has also made the Play Park Reserves temporarily negative.

ii **Internal Audit Report by Nick Frost for 2020/21**

It was pleasing to note that the Internal Auditor had scored the Parish Council as "Good" on the 14 internal controls assessed and had made only one recommendation for action that the Clerk should have an annual appraisal. The Parish Council **accepted** the report, a copy of which will be uploaded to the website for public viewing. Proposed: Cllr Butcher; seconded Cllr Hammond. The Clerk's appraisal will be carried out by Cllrs Mansfield & A Lennox.

**Action: Cllrs Mansfield/A Lennox**

iii **Appointment of the Internal Auditor for the year ending 31 March 2022**

As it was felt that Nick Frost had carried out a professional job, asked searching questions and reported in a timely manner, pro bono, and was willing to act again it was unanimously **decided** to re-appoint him for 2021/22. Proposed: Cllr A Lennox; seconded: Cllr Griffiths.

iv **Annual Internal Audit Report 2020/21 prepared by Nick Frost**

This was **received** and approved. Proposed: Cllr A Lennox; seconded: Cllr Butcher. It will be published on the website.

v **Annual Governance and Accountability return guidance for 2020/21**

This was **received**.

vi **Annual Governance and Accountability return for 2020/21 section 1, Annual Governance Statement**

The Councillors carefully considered each internal control statement on the document and, in the light of the Internal Audit Report, its knowledge of procedures, its in-year review of

the Risk Register and consideration of risks prior to its insurance renewal, felt able to give a positive response to each statement. The statement was completed by the Chair and the Parish Council **authorised** the Chair and Clerk to sign same. Proposed Cllr Hammond; seconded Cllr Botterill. It will be published on the website but, this year, need not be sent to the external auditors (reference **minute 21/06/8**).

vii **Annual Governance and Accountability return for 2020/21, section 2, Accounting Statements 2020/21**

This document had been certified & signed by the Responsible Financial Officer & reviewed by Internal Audit. The Parish Council, having seen the year-end figures at its April meeting, **approved** section 2 and **authorised** the Chair to sign same. The balance carried forward had increased from £14,627 to £22,794 thanks to CIL money received but not spent in year and less than budgeted spend on the Play Area Project 2. Proposed Cllr A Lennox; seconded Cllr Griffiths. It will be published on the website but, this year, need not be sent to the external auditors (reference **minute 21/06/8**).

viii **Certificate of exemption from external audit for the year ending 31 March 2021**

As neither income nor expenditure exceeded the £25,000 threshold and the Parish Council met the other criteria for exemption it was **resolved** that the Parish Council could declare itself exempt from external audit for 2020/21 and was able to sign the certificate. Proposed: Cllr Hammond; seconded: Cllr H Lennox. This exemption certificate is the only document that must be sent to the external auditors.

ix **Supporting statements required as part of the external audit process**

Having considered each in its turn the Parish Council **approved** and **authorised** the Chair to sign the bank reconciliation and explanation of variances for website publication only given the certificate of audit exemption. Proposed Cllr Griffiths; seconded Cllr H Lennox.

x **Supporting statements for website publication under the Transparency Code**

The Parish Council **authorised** the Chair to sign the list of individual expenditure items over £100 and the Fixed Asset Schedule. Proposed Cllr Hammond; seconded Cllr Vout.

xi **CIL report to Wiltshire Council**

The Parish Council **authorised** the Chair to sign the report. It shows the £5,279 received from the Somerbrook development. Proposed Cllr H Lennox; seconded Cllr Griffiths. The Clerk confirmed it would be sent to Wiltshire Council and published on the Council website.

xii **Publication period for the exercise of electors' rights**

It was agreed that the 30 consecutive day period run from Monday 14 June to Friday 23 July. The Chair was **authorised** to sign the confirmation document which will be displayed on the website and on noticeboards. Proposed Cllr H Lennox; seconded Cllr Vout. Any member of the public wishing to inspect the Parish Council's books should contact the Clerk (tel: 01249 8790379 or email clerk.gspc@gmail.com) to make an appointment.

xiii **Grant application to Community First Landfill Communities Fund**

Councillors **agreed**, and **authorised** the Chair, to sign the grant application to Community First for £6,000 from the Hills Group Ltd towards the cost of the climbing frame and the gazebo. Proposed Cllr Griffiths; seconded Cllr Botterill.

The Clerk reminded Councillors that there is a 10% retention on the grant until

- Community First has inspected the project;
- All invoices have been presented;
- A written report including photographs and press cuttings (see **minute 21/06/6.1**) has been submitted summarising the work undertaken, why it was undertaken, how long it took and the benefits/outcomes now the project is complete.

It was **agreed** that Cllr Griffiths would draft the report for prior approval of the Parish

Council before release.

**Action: Cllr Griffiths**

xiv **Grass Cutting Contract**

The grass cutting contract falls due for renewal 31 October. The 2013 version specifies 16 cuts a year, once a fortnight, through April to October of the two grassed areas in Manor Park, the Play Area and around the Wedding Tree plus twice a year strimming of the footpath between the Police House and the School and spreading of bark once a year under the play equipment in the Winkins Lane Play Area. It was not felt that the scope of this would be affected by any re-wilding proposals (minute **21/06/8.5**).

It was **agreed** only to include in the renewal the fortnightly cuts to Manor Park, the Winkins Lane Play Area and the Wedding Tree. Proposed Cllr Butcher; seconded Cllr Mansfield. The contract will be advertised for a two year period and will be awarded at the October meeting.

**Action: Clerk**  
**Agenda: October**

21/06/ 6 **Play Park Winkins Lane**

i **Play Park Project 2**

The gazebo has been ordered but there is an 8 week lead time. It is proving difficult to source the chosen benches or indeed any benches as there has been a huge increase in demand for such items by people for their gardens. It was **decided** to task Cllr Griffiths to buy two benches of similar style and price to the Alexander Rose Cornis benches from any supplier that had them in stock.

**Action: Cllr Griffiths**

*still*

As the climbing frame is in situ the Parish Council **agreed** that the publication release for approval of the grant funders should be along the lines of "The community of Great Somerford, Wiltshire is today celebrating the news that Great Somerford Parish Council has received a Exxx funding boost from xxx" and, in the case of the Hills Group Ltd the additional statement below should be added. "The money has been made available through the Landfill Communities Fund (LCF) which is administered for Hills by Community First, the Rural Community Council for Wiltshire". Once approval has been obtained from Community First the text with accompanying photos will be published on the website, via a PIE, in the Signpost and on the village Facebook page. In the case of the Hills Grant the press release will have to be delayed until the Gazebo has been erected.

**Action: Clerk**

Cllr Butcher reported that seven new posts are needed in the fence bordering the Kendrick's garden. As delay might present a H&S risk and could delay the installation of the Gazebo it was **agreed** that Cllr Butcher should email round prices for posts between meetings, get consent to choice of supplier, purchase the posts and instruct Mr Roberts to erect same.

**Action: Cllr Butcher**

21/06/ 7. **Community Infrastructure Levy Project(s)**

i **Proposal to set up Working Groups**

Following the Annual Parish Meeting additional suggestions have been received as to how these monies might be utilised over the next 5 years. There are now 8 potential projects on the table. Not all could be funded from CIL and additional sources of income would need to be identified. Not all may be feasible or attract sufficient public support. In her report Cllr Griffiths categorised them under three heads: i.e.

- **Recreation:** (1) Purchase or lease a field for a recreation ground to include (2) a MUGA (multi use games area) outdoors.

- **Road Safety:** (3) Pedestrian footpath on West Street, (4) Traffic calming safety improvements on Winkins Lane by the entry to the Play Area. (5) Supporting Little Somerford's project to restore the causeway between Little Somerford & Great Somerford
- **Free Gardens:** (6) 2<sup>nd</sup> & 3<sup>rd</sup> Water Pumps for allotment holders. (7) Hard paving and allotment facilities for people with restricted mobility to make use of the Free Gardens accessible for all. (8) Pond on Free Gardens.

She proposed that

- The Parish Council sets up two early stage Working Groups: (1) Recreation area; (2) Road Safety. The Parish Council should also invite the Free Gardens Trustees carry out a similar exercise for the Free Gardens.
- The Parish Council should continue to seek suggestions for other suitable projects.
- Once the financial viability of the shortlisted projects and all available funding has been assessed, the Parish Council conduct an exercise of community engagement before making final investment decision(s).

Each Working Group would consist of 2 Parish Councillors plus, in the case of the Recreation Group, the Great Somerford Community Fund Trustees and, in the case of Road Safety, liaison with Highways Agency and Wiltshire Council, plus volunteers with specialist knowledge. The proposal was seconded by Cllr A Lennox.

After a short debate it was **agreed** to proceed in this manner. Cllrs A Lennox and Vout would serve on the Recreation Working Group; Cllrs Hammond & Butcher would work on Road Safety and the Chair would invite the Free Gardens Trustees to assess strand 3 and apply to the Parish Council for funding if they were supportive.

**Action: Cllrs A Lennox/Vout/Hammond/Butcher/Mansfield**

Both Working Groups were asked to provide a preliminary written report to the Clerk by 25 September for consideration at the October meeting.

**Agenda: October**

It was further **agreed** that CIL monies not be used to cover the purchase of the rubbish bins as originally budgeted (**minute 21/06/8.2**) but that these be funded out of the Parish Council's Precept.

**Action: Clerk**

## 21/06/ 8. **Highway & Footpath Matters incl Speed Indicator Device**

### i **Matters for Wiltshire Council, for Parish action or for Parish Stewards**

The Parish Steward, Dave Catley, will liaise in future with Cllr Vout not the Chair.

### ii **Rubbish Bins**

Ref minute **21/05/7.1** General litter and wrapped dog waste stickers have been purchased from Archer Road Safety and a third bin has been obtained from Roadware. Both invoices will be paid on presentation.

### iii **Footpaths, Stiles & Kissing Gates**

Seven dog friendly stiles have been purchased from Jacksons Fencing and are expected to be delivered early July. The two kissing gates and two bridle gates are on order with Centrewire. A £500 grant application towards the cost of the kissing gates and bridle gates will be considered by Malmesbury Area Board 8 June.

### iv **Speed matters**

It had been **agreed** when Councillor responsibilities were assigned at the APCM that Cllr A Lennox should be funded to attend the next available Streetwork Operatives course pursuant to his work with the Startley Speed Camera but it had not been formally

minuted at the time. Councillors reconfirmed their agreement. A course had been sourced for 15 June and paid for between meetings (see Finance Report **21/06/5.1**) in order to secure the booking. Proposed: Cllr Hammond; seconded: Cllr Botterill.

The Parish Council **considered** whether to take up former Councillor Mel Hourigan's offer that he be retained as the Community Police contact in Startley and **agreed** unanimously. Proposed: Cllr Hammond; seconded: Cllr Botterill.

v **Wild Life Friendly Village/ Sustainability & Environment Project**

Cllr Botterill proposed that she carry out further research into ideas that may help our parish council and village become more sustainable and environmentally considerate and, in the process, that she contact Wiltshire Wildlife Trust and Wiltshire County Council's Sustainability and Environment team for advice and that she liaise with the new Wildlife Village group in Little Somerford. This was **agreed**.

**Action: Cllr Botterill**

Following the investigative phase she will draft a more formal proposal of activity and proposals with outline costs and a time frame to submit to the Parish Council in September.

**Agenda: Sept**

21/06/ 9. **Governance**

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

**Chippenham Area transport Group** – Wiltshire Cllr Threlfall will investigate whether Great Somerford should come under Malmesbury Area Transport Group and arrange the switch if possible.

21/06/ 10. **Updates (if any) on Standing items**

i **Cemetery** – No update.

ii **Communications: PIE & Website** – No update.

iii **Community Room**

Include on the July agenda a discussion on how best to promote the use of the room for small groups. **Agenda: July**

iv **Defibrillator, First Aid training & Book Exchange**

Cllr Botterill is considering holding the Defibrillator training in the Church.

v **Emergency Plan**

Contact list being updated.

vi **School's liaison**

Links being set up by Cllr Botterill.

vii **War Memorial** – No update.

21/06/ 11. **Correspondence between meetings** – None brought forward by Councillors.

21/06/ 12. **Councillors' Observations and Items for Next Agenda**

Designate a Parish Councillor to take the lead in the annual Best Kept Village competition. Former Cllr Cole will continue to assist.

**Agenda: July**

21/06/ 13. **Dates for Future Meetings @ 7.30 pm**

The next scheduled meetings of the Parish Council are 7 July, 1 Sept, 6 Oct & 3 Nov.

The meeting closed at 9.35 pm.

Approved

*S. T. Mansfield*

Chair

Date

*7/7/21*

## GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

### Finance Report for June 2021 PC Meeting

1. To **ratify and approve** payments made in May before the meeting date  
 Note: payments in italics were approved at the May meeting.

Date	Supplier	Cheq	Detail	£p
10/05/21	WALC	<i>bgc</i>	<i>Councillor Fundamentals training course for Hammond, Lennox, Vout</i>	<i>108.00</i>
	<i>Clerk</i>	<i>bgc</i>	<i>Zoom Pro subs for May</i>	<i>14.39</i>
21/05/21	WALC	<b>bgc</b>	Councillor Fundamentals training course for H Lennox & Botterill	72.00
	BHIB Ltd	<b>bgc</b>	Insurance renewal y/e 31005/22	814.22
28/05/21	Clerk	<b>bgc</b>	Wages + £15 h/w allce May	136.20
	HMRC	<b>bgc</b>	PAYE re May	55.60
	T Butcher	<b>bgc</b>	Caretaking Apr & May	80.00
	B Roberts	<b>bgc</b>	Strim Police House footpath	60.00
	Green Square Developpts	<b>bgc</b>	Signing, Lighting & Guarding crse A Lennox	270.00
	Sutcliffe Play SW Ltd	<b>bgc</b>	Clamber Stack Zio	18,878.40
				<b>20,488.81</b>

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

Date	Customer	Slip Ref	Detail	£p
06/05/21	Fourways Stores	<b>bgc</b>	Defibrillator donation	15.00
10/05/21	Deposit Acc Interest	<b>bgc</b>	Interest	0.01
19/05/21	GS Community Fund	<b>bgc</b>	Play Area Grant/Donation	1,350.00
				<b>1,365.01</b>

### 3. Cash Book Bank balances as at 28 May 2021

Current Account		10,733.84
Deposit Account		720.99
		<b>11,454.83</b>

(Combined Bank balances at last report as at 30 Apr = £30,579 )

*STC*

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

Bank balance at 1 April 2021			<b>£22,073.02</b>
Income sheet to	28/05/21	£13,547.81	
Less			
Expenditure sheet to	28/05/21	£24,886.99	
In year movement			-£11,339.18
<b>Bank balance as at</b>	<b>28/05/21</b>		<b>£10,733.84</b>
deduct any uncleared receipts			£0.00
Add back uncleared pay'ts			£0.00
Adjustment for uncleared items			<b>£0.00</b>
Cash book adjusted to match bank statement			<b>£10,733.84</b>
<b>Per statement</b>	<b>28/05/21</b>		<b>£10,733.84</b>

Approved

*S.T. Mansfield*

Chair 2 June 2021