
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting

7 July 2021 @ 7.30 pm

Church of St Peter & St Paul

Present

Cllr J Botterill
Cllr D Butcher
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

2 members of public
PCSO Beasley

21/07/

P

Public Questions

Q

T

Police Community Support Officer, Monique Beasley, working within the Royal Wootton Bassett Neighbourhoods Team, had come to find out about local issues of concern, the most pressing of which is speeding, especially in Startley. The new Police Community Speed Watch is working with local teams. It was **agreed** to look into options available to introduce traffic calming measures as part of the Road Safety Working Group report in October.

A complaint had been received about the weed ridden state of the verges in the village. The Clerk had advised the complainant that Wiltshire Council's policy is to cut rural verges once a year only in September/October to allow wild flowers to seed and set.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Threlfall gave an update on local government plans. The Local Plan for **housing** will be going back to Central Government for review; central government stipulates that planning decisions are turned round in 6 weeks so requests to call in must be made within 3 weeks of an application being registered. She also advised that their **Climate Strategy** will be in September and that **Household Recycling Centres** will be opening up without the need to book appointments from 19 July assuming that the well trailed intention to ease Covid restrictions comes into force from that date.

21/07/

1.

Apologies for Absence & Declarations of Interest (LA Model Code of Conduct Order 2007) Cllrs Gravell and Griffiths. Both had advised of declarations of interest which were taken in absentia: Cllr Gravell ref planning application. PL/2021/05246 (neighbouring landowner); Cllr Griffiths ref 21/07/6.2 quote to build benches.

21/07/

2.

Minutes and Matters Arising

- i The Minutes of the Parish Council Meeting held 2 June 2021, were **approved** and **signed** by the Chair as a true record. Proposed: Cllr Butcher; seconded Cllr Hammond.
- ii The status of actions detailed on the Action Register was **noted**. It was further noted that:
21/06.2.2 Work to repaint the Community Room Shed would start now that the fence posts in the Play Area have been replaced but permission is needed from the School/Diocese to remove a fence panel to permit access and as to the type of paint;
21/07/10.4 Defibrillator training is being arranged for October, probably in the Church;
21/04/2.2 Replacement of Startley post-box: a further letter to Royal Mail asking for the reference number of their enquiry to the Utility companies re groundworks had been sent.
[Post meeting note: reply to say that the box will be replaced within 4 weeks.]

21/07/ 3. **Covid 19 Group & Coronavirus**

Covid cases are going up with some local outbreaks and seem to be doubling every seven days. It was not felt that action needed to be taken at this time but the local support infrastructure remains in place to help those affected.

21/07/ 4. **Planning Opportunity for Applicants, Reps, Others to address Council (3 mins per person).**
<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

i **Ratification of Planning Applications considered between meetings**

PL/2021/04447 Wild Poppies, Riverside Park - Erection of pergola in garden to the rear of the property. Removal and bricking up of garage window. **Supported.**

ii **Planning Applications for consideration**

PL/2021/05246 Lady's Walk House - Barn style stable block, sand school and associated landscaping. **Supported.**

PL/2021/05390 Land at Dauntsey Road - Approval sought for all outstanding reserved matters (appearance, landscaping, layout and scale) in accordance with outline planning permission reference 19/07459/OUT (Outline application for the erection of 9no. dwellings; all matters except access reserved for future consideration). **Comments made:** it was highlighted that a robust traffic management plan will be needed for contractors' vehicles given the site entry/exit being on a dangerous bend plus traffic calming measures given the proximity of the School. EV charging points and cycle storage should be provided at the new houses.

Two residents had written to Cllr Butcher to complain about the lack of a letter from Wiltshire Council notifying them (as a near neighbour) of this application and raised concerns about flooding; one requested a 20 mph speed limit for the area around the School which could be requested by the School. Cllr Botterill will advise the School of this.

Action: Cllr Botterill

PL/2021/06160 The Manor House, West Street – Crown lift poplar to 6m above ground (T1). **Supported.**

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

21/02038/TCA The Mead – Fell 1 plum tree. **No Objection.**

PL/2021/05121 The Quacks – Fell one lime tree. **No Objection.**

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

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

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

vi **Housing Developments - Any updates re Broadfield or Somerbrook.**

Wiltshire Council has suggested that approx. £18k CIL/ s106 contributions associated with the controversial second Broadfield Farm planning application (reference 21/01950/FUL) might be available for playing pitches. The extra number of houses would mandate a

Monica Cuthbert

requirement for 579 square metres of playing pitches (approximately £5k CIL).

21/07/ 5. **Finance**

i **Finance Report**

The Finance report was **received**. The Parish Council **ratified & approved** June payments and receipts as detailed in the report which is an Appendix to the minutes. Bank balances as at 30 June 2021 were £16,443. Approval of the report was proposed by Cllr H Lennox, seconded by Cllr Vout and **signed** by the Chair.

ii **Receipts & Payments Account**

The quarter end June Receipts & Payments Account show a year to date deficit (more expenditure than income) of £6,351 due to investment in the Play Area using up grants received in the previous year. The comments on the forecast outturn were noted. It was pointed out that the Parish Council will not earn any bank interest unless it transfers monies to the deposit account. The Clerk proposed that £10,000 be transferred. This was **agreed**. Proposed: Cllr Hammond; seconded; Cllr A Lennox.

Action: Cllr Mansfield

The current account bank reconciliation had been checked and approved by Cllr Hammond.

iii **Debit card**

In recent months several Councillors have had to spend their own money to buy sundry items in circumstances where the Parish Council did not have an account with the supplier. Councillors were then re-imbursed against an expenses claim. Councillors **considered** whether it would be more efficient for the Parish Council to have a debit card. This is permitted under the Financial Regulations (cl 5.11 "Any Debit Card issued for use will be specifically restricted to the Clerk & will also be restricted to a single transaction maximum value of £500 unless authorised by PC in writing or by minute before any order is placed"). After a short debate it was **decided** not to proceed. Proposed: Cllr Butcher; seconded; Cllr Mansfield.

iv **Business Account with Amazon**

Given the decision in minute 21/07/5.3 it would not be possible to set up a business account with Amazon as online purchases have to be linked to a card payment. The Parish Council recognised that it would be unable to reclaim VAT on any purchases made via Amazon.

21/07/ 6 **Play Park Winkins Lane**

i **Play Park Maintenance & Operational Matters**

Monthly play equipment inspections

Cllr Vout had identified some damage to one of the swings. Cllr Butcher will inspect and, should it be necessary to repair/replace, Councillors **agreed** to proceed subject to email agreement by the majority of the cost.

Action: Cllr Butcher

Top up bark

Not felt necessary this summer but rake over.

Action: Cllr Vout

Fence posts

Work completed. Mr Robert's invoice handed in after the meeting.

Repair to climbing frame wood anomaly

Still outstanding. Clerk to chase.

Action: Clerk

ii **Play Park Project 2**

Due to the level of demand the supplier has advised of delays in supplying the Gazebo which is not now expected until the end of the month when Somerford Woodcraft (Mr Griffiths) will install it. It was proving challenging to source a robust cost effective wooden bench given the Lockdown run on garden furniture so the Parish Council considered a quote of £500 - £600 (depending on the cost of timber) from Somerford Woodcraft (Mr Griffiths) to build two

Mansfield Cllr 2

8 foot backless wooden benches. Cllr Butcher proposed as an alternative that he buy two composite or metal benches in the style of those in the Free Gardens. Seconded; Cllr A Lennox. It was **agreed** that, if the price of two such benches is less than the hand built wooden ones, if they are readily available and if the majority of Councillors agree by email, to proceed accordingly. Two quotes to be sent round for consideration.

Action: Cllr Butcher

Community First (Mary Hardwidge) is keen to come to the Play Area to present a plaque to the Parish Council recognising the financial contribution of Community First (Hills) Landfill Grant. It had been intended to delay this presentation until the Gazebo had been erected but it was **agreed** that two Councillors (three if available) would meet Mary at the Play Area at her convenience to receive the plaque and for a publicity photograph.

Action: Cllrs Mansfield, Butcher & Griffiths

Cllr Griffiths had been endeavouring to source photographs of the Zipwire in use for Malmesbury Carnival who contributed £500. Cllr Vout offered to procure these as he will be using the facility at the week-end.

Action: Cllr Vout

21/07/ 7. **Community Infrastructure Levy & Other Project(s)**

i **CIL Spend**

Additional proposals had been put forward by members of the public for CIL funds - a community electric vehicle charging point, a Parish marquee and a cycle way (Dauntsey Road?). Each was duly considered and it was **decided** to ask the Road Safety Working Group to consider the provision of a **cycle way** in their report to the October meeting.

Action: Cllrs Hammond/Butcher

It was not felt feasible to proceed with a **community electric vehicle charging point** (which has to be connected to a non-domestic or commercial supply; most residents have off road parking and will prefer a private EVC) or the **Parish marquee** (issues re storage and the availability of a regular trained team to erect/take down).

ii **Queen's Green Canopy initiative**

The Parish Council considered the comprehensive report by Cllr Botterill which outlined the type of tree packs available and noted that free community packs are only available in cases where the land has genuine public access and where the local community is both aware of, and supportive of, the plans to plant. The Parish Council **decided** that, as it owned no land itself, it would be best to promote the project to other community groups and individuals. An article would be written for the Signpost, Facebook and the PIE.

Action: Cllrs Botterill/Mansfield

It was noted that the School is putting in for a pack as part of their Outdoor Classroom initiative.

21/07/ 8. **Highway & Footpath Matters incl Speed Indicator Device**

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

Cllr Vout has met the Parish Steward and is logging areas for action. The Parish Steward can trim areas of overgrown verge where this presents a problem or danger to road users.

The Gully tank has been round sweeping the kerbside.

ii **Rubbish Bins**

The third bin for Hollow Street has been purchased and installed.

Handwritten signature: Maria/Chris

iii **Footpaths, Stiles & Kissing Gates – see also 21/07/9.5**

The £500 grant from Malmesbury Area Board has been received. The attention of the Parish Council was drawn to the associated terms and conditions, namely that the work should start within 3 months & be completed within 12; copy invoices, photographs and an evaluation form should be provided to Area Board; the Parish Council must acknowledge Wiltshire Council's financial support in all publicity and actively promote the Area Board funding.

iv **Speed matters**

Cllr A Lennox has successfully completed the Signing, Lighting & Guarding course qualifying him to deal with the Speed Camera battery changes and other issues. This will relieve former Cllr Hourigan of the role he has undertaken for several years. The possibility of re-siting the speed camera in other locations in Great Somerford will be covered in the Road Safety Working Group report being considered in October.

21/07/ 9. **Community Room**

i **Caretaking Services**

The Parish Council **accepted** the resignation of Mrs Butcher effective 31 August as provider of Caretaking Services and **decided** to advertise the vacancy in the Signpost, on Facebook, via a PIE and in the village shop. Interested parties may obtain the specification from the Clerk and may view the premises by arrangement with Cllr Butcher.

Action: Cllrs Mansfield & Butcher

Quotes must be submitted to the Clerk by 23 August and the appointment will be made at the September meeting.

Agenda: Sept

If necessary Councillors will organise a rota to provide cover during any gap in provision. Thanks were expressed to Mrs Butcher for her service during the particularly difficult period of the pandemic.

ii **Community Room usage for small groups**

It was felt that this topic should be deferred until the new Caretaking Service was set up.

iii **Parish Council meeting venue from 1 September**

It was **decided** that the September Parish Council meetings would take place in the Church and that a decision would be made in September about October onwards.

Agenda: Sept

21/07/ 10. **Governance / Other**

i **Best Kept Village Competition**

The Chair **nominated** Cllr Botterill to take the lead in the Best Kept Village competition. This was seconded by Cllr H Lennox and **approved** by all. Former Cllr Cole will assist.

ii **Annual report on Startley Cemetery**

The report was **received** and it was noted that some graves are sinking into the ground. It was recognised that the fees charged had been set in 2017 and should be reviewed in 2022.

Action: Cllr H Lennox

iii **Annual report on Footpaths**

The report was **received**. The Parish Council remains committed to promoting the use of the footpath network, which should be more accessible once the new dog friendly stiles and bridle gates have been installed.

iv **Malmesbury Area Board & Transport Group**

The **Area Board** report was noted. It highlighted the new Malmesbury Town guide being

put together to include sites of local interest beyond the town and into the villages and surrounding area, the Wiltshire Outdoor Learning project and mentioned a potential project to enable parishes to connect and share resources, e.g. ROSPA inspections. A local survey identified priorities for future funding activity as being Highway safety, Loneliness, Positive activities for young people, Green issues and Economic recovery following Covid-19.

The **Area Transport Group** has overcommitted to the tune of just under £2k and has no further funding for 2021/22. It is scaling back on projects previously agreed. Traffic speed from Honey Acre Farm along the Seagry Road is logged as a potential project awaiting a metro count.

21/07/ 11. **Updates (if any) on Standing items**

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|--|--|---|
| i Cemetery – see 21/09/10.2 | ii Communications: PIE & Website – nothing to update. | iii Community Room – see 21/07/9 |
| iv Emergency Plan
Contact numbers being updated. Desktop exercise suggested. | v School's Liaison
Cllr Botterill is establishing relations with the new Head teacher. | vi War Memorial – nothing to update. |
| vii Defibrillator, First Aid training & Book Exchange – see 21/07/2.2. | | |

21/07/ 12. **Correspondence between meetings**

The request from Citizens' Advice for a donation was declined as the Parish Council policy is to support local, not national, organisations.

21/07/ 13. **Councillors' Observations and Items for Next Agenda**

Consideration of a dedicated Parish Council lockable noticeboard for Startley as the current one is overcrowded.

21/07/ 14. **Dates for Future Meetings @ 7.30 pm**

1 Sept in the Church, 6 Oct & 3 Nov.

The meeting closed at 9.56 pm.

Approved  Chair Date 1 September 2021

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

Finance Report for July 2021 PC Meeting

1. To **ratify and approve** payments made in June

Date	Supplier	Cheq	Detail	£p
03/06/21	J D Estate Management	bgc	Inv 0521 Grass cutting to 26 May	148.00
07/06/21	D Butcher	bgc	Archer labels for waste bins	26.16
30/06/21	B Johnson	bgc	Cemetery – 2 maintenance visits.	80.00
	T Butcher	bgc	Caretaking Jun	40.00
	Willis Bros	bgc	Fence posts & rails for Play Area	180.36
	Clerk	bgc	Wages + £15 h/w allce Jun	136.00
	HMRC	bgc	PAYE re Jun	55.80
	J D Estate Manag't	bgc	Grass cutting June	148.00
	D Butcher	bgc	40l waste bin	143.94
				958.26

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

Date	Customer	Slip Ref	Detail	£p
02/06/21	Fourways Stores	bgc	Defibrillator donation	10.00
09/06/21	Deposit Acc Interest	bgc	Interest	0.01
10/06/21	Community First	bgc	Hills Grant for Play Area	5,400.00
16/06/21	Eagles	bgc	Rainbow meetings	24.00
21/06/21	Shaw	bgc	Girl Guides	8.00
28/06/21	Shaw	bgc	Girl Guides	4.00
	Wiltshire Council	bgc	Malmsbury Area Board Grant	500.00
				5,946.01

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

Current Account		15,721.58
Deposit Account		721.00
		16,442.58

(Combined Bank balances at last report as at 28 May = £11,455)

Approved S.T. Mansfield.

Chair 7 July 2021