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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the Parish Council Meeting 1 September 2021@ 7.30 pm Church of St Peter & St Paul

<b>Present</b>	Cllr J Botterill Cllr A Gravell	Cllr M Griffiths (Vice Chair) Cllr M Hammond Cllr A Lennox	Cllr H Lennox Cllr I Vout
<b>In attendance</b>	T M Chapman (Clerk)	Wilts Cllr E Threlfall	No members of public

21/09/PQT **Public Questions**  
There were none.

### Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Threlfall encouraged residents to participate in the Wiltshire Climate Strategy consultation by attending a drop in event at the library, an online webinar or by completing the survey, a link to which can be found <https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>.

21/09/1 **Apologies for Absence & Declarations of Interest**  
Cllrs Butcher and Mansfield submitted apologies for non-attendance which were accepted. Cllr Griffiths, as Vice-Chair, took the Chair for the meeting. Cllr Griffiths also declared an interest in agenda item **21/09.6.2** and Cllr H Lennox took the Chair for that item.

21/09/2 **Minutes and Matters Arising**

- i The Minutes of the Parish Council Meeting held 7 July 2021 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr A Lennox; seconded Cllr Botterill.
- ii The status of actions detailed on the Action Register was **noted**. All those that were due had been completed or were included as separate agenda items. In particular it was **noted** that  
**21/09.2.2** Community Room Shed – work completed;  
**21/09/10.4** Defibrillator training – scheduled for 18 September at 2pm in the Church;  
**21/04/2.2** Replacement of Startley post-box: Royal Mail had advised it would be done by early August; it had not been so a further chasing letter was sent 21 August.  
**Post meeting note: 3 September letter box replaced in Startley. Success!**

21/09/3 **Community Infrastructure Levy (CIL) & Other Project(s)**

- i **Defibrillator for Startley**  
In response to the request from a former Councillor that a **Defibrillator** be purchased for **Startley**, it was **agreed** that one might be installed in a location towards the middle of the hamlet, subject to the possibility of connecting to an adjacent electricity supply. Cllr A Lennox will speak to some local residents to ascertain whether they would permit the defibrillator to be connected to their electricity supply, possibly in return for a contribution from the Parish Council.

**Action: Cllr A Lennox**

If an electricity supply can be organised the Parish Council will approach the Malmesbury League of Friends (MLOF) for a grant to fund the purchase of the unit.

**Action: Cllr Botterill**

**ii Notice board for Startley**

Given the lack of space on the notice board outside Startley cemetery, Cllr H Lennox had investigated the provision (and site) of a dedicated Parish Council lockable notice board for the village. Costs ranged from £225 ex VAT wall-mounted to £580 free-standing. As there was little evidence (pin marks) of the PC minutes on the existing notice board being read, she felt that the provision of a new board would not justify the financial outlay and she **recommended** that the Parish Council did not proceed. Seconded: Cllr Gravell. Her conclusion was **accepted**.

**iii Wildlife Friendly Village**

Councillors **received** Cllr Botterill's update on potential environmental and sustainable projects in Great Somerford & Startley and **accepted** its two recommendations. Proposed: Cllr Botterill; seconded: Cllr H Lennox. The recommendations were:

- i. To promote in the Signpost the set-up of an Environmental & Sustainability Working Group with Cllrs Botterill, Gravell & Vout as founder members, and seek volunteers;
- ii. To consult with neighbouring residents in Winkins Lane, and trial an area of pollinator-friendly wildlife planting on the Winkins Lane verge this Autumn.

**Action: Cllr Botterill**

21/09/4 **Planning** <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

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

**PL/2021/06459** Sayers - Conversion of stable to enable its use for ancillary residential purposes, including as an office or holiday let, and associated works (retrospective). **Supported.**

**PL/2021/06894** Fourway House – Fell one leylandii. **Supported.**

**PL/2021/09243** Park House – Fell 2 beech trees. **Supported.**

**ii Planning Applications for consideration**

**PL/2021/09118** The Mount – Erection of new double garage. **Supported.**

**PL/2021/09668** The Mount – Erection of new double garage. LBC. **Supported.**

**PL/2021/108080** Stonecroft – Fell cypress tree. **Supported.**

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

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

**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. **Approved with conditions.**

**PL/2021/03826** West Street Farm - Change of Use of Land & 2 No. Agricultural Buildings for the Purposes of Self-Storage. **Refused.**

**PL/2021/03912** Poppleford – Rear storey extension & associated works. **Approved with conditions.**

**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. **Approved with conditions.**

**PL/2021/06160** The Manor House, West Street – Crown lift poplar to 6m above ground (T1). **No Objection.**

**PL/2021/06894** Fourway House – Fell one leylandii. **No Objection.**

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

v **Planning Applications Determined by Wiltshire Council since issue of the agenda**  
**PL/2021/03741** Kantara, Startley – Single storey side extension & front porch (revision of previously approved application 19/06280/FUL). **Approved with conditions.**

vi **Housing Developments**  
**Broadfield Farm**

The decision deadline for the second application has been put back to 29 October.

**Somerbrook** Nothing to report.

**Dauntsey Road (outline)**

In light of the traffic management issues raised by local residents and the Parish Council, Mr Sturgis offered land next to Downfield Farm drive for use as a compound and parking area for the developers of the land at Dauntsey Road. Such use would of course be subject to planning consent. The Parish Council felt unable to take a view on any future application for a compound, pending feedback from Wiltshire Council as to whether such usage could create a precedent for a permanent change of use. It will speak to neighbouring householders about the proposal.

**Action: Cllr Hammond**

vii **Future Status of Made Neighbourhood Plans**

This will be clearer once Wiltshire Council has further guidance on the Central Government proposals. The Parish Council may need to review its Neighbourhood Plan in 2022.

21/09/5 **Finance**

i The Finance report was **received**. The Parish Council **ratified & approved** July and August payments and receipts as detailed in the report which is an Appendix to the minutes. Bank balances as at 27 August 2021 had increased to £35,124 thanks to the injection of an additional £20,202 CIL funds. The Parish Council **agreed** to pay a late invoice for clearance work to the Police House path. Approval of the report was proposed by Cllr Hammond, seconded by H Lennox and **signed** by the Vice-Chair.

The overall Receipts & Payments Accounts shows a surplus of £12,330 year to date. Unless additional unbudgeted spending proposals are adopted this year, the Parish Council anticipates coming in up to £5,000 ahead of budget, as the cost of planned work to footpaths and litter bins is less than budgeted, and the interim VAT return refund is higher than budgeted.

ii **Deposit Account**

It was **decided** to transfer an extra £20,000 into the Deposit account even though the interest gained will be minimal. Proposed: Cllr Hammond; seconded: Cllr Vout.

**Action: Cllr Vout**

i **Play Park Maintenance & Operational Matters**

The ROSPA Safety inspection will take place in September. The damaged swing seat has been replaced. Minor repairs to the football table will be carried out at the week-end.

**Action: Cllr Vout**

ii **Play Park Project 2**

The Gazebo has been now installed. Community First presented a plaque to the Parish Council on 20 July to recognise its financial contribution via Hills.

Cllr Butcher had been unable to source any composite or metal benches as Garden Suppliers were all sold out. The Parish Council therefore **decided** to revert to Mr Griffiths of Somerford Woodcraft and commission him to build two wooden benches with backs, as it has proved impossible to buy any benches from mainstream Garden Suppliers or Garden Centres (all sold out). It was felt inadvisable to wait until next Spring when goods might be available again, as the Gazebo was in situ and could not be fully utilised without seating.

As several quotes for benches had been provided to previous meetings, it was **agreed** that there was no need for further quotes provided the one from Mr Griffiths was reasonable and was accepted between meetings by the majority of Parish Councillors. Proposed: Cllr H Lennox; seconded: Cllr Gravell.

**Action: Clerk/All**

21/09/7 **Highway & Footpath Matters incl Speed Indicator Device**

i **Matters for Wiltshire Council, for Parish action or for Parish Stewards**  
**Hedge on bend by footpath into Winkins Lane housing.**

If Green Square and the householder are happy (**Action: Cllr Botterill**), the Parish Steward will be instructed to cut this hedge back.

**Action: Cllr Vout**

**Overgrown shrubs on West Street.**

The Parish Council will talk to the householder and ask them to deal with the matter.

**Action: Cllr Gravell**

ii **West Street Footpath Update**

The unsurfaced path solution round the most dangerous part of the bend has been constructed at no cost to the Parish Council by Toby Sturgis, following the Parish Council's unsuccessful bid for grant funding for a more permanent tarmac and kerb stone type footpath.

The construction of the unsurfaced path is as follows:

- 6" drainage pipe laid in ditch with temporary headwall at eastern end;
- 10 tons washed shingle laid over pipe;
- 20 tonnes clean hard-core (broken bricks and concrete blocks) filling void to verge level;
- 4 tons as dug gravel and type 1 spread to blind hard-core and rolled;
- Drainage gulley connected to pipe with shingle and hard-core;
- Final layer of type1, raked and rolled;
- Final surface layer to be added.

Prior to the final surface layer being added by Toby Sturgis top soil needs to be added by volunteers between the edge of the path and the hedge.

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

Once this is done, Toby Sturgis will apply the final surface layer.

The design and construction methods used for the path were discussed by Toby Sturgis with Wiltshire Council's Drainage Officer and the proposed method of construction was deemed to be

acceptable and not to present a flooding risk. During the recent prolonged heavy rainfall, the revised path and "grips" were seen to be draining well and as anticipated. There is a low point where water pools nearer to Manor Stables, however this predates the recent work on the path and is not as a result of the creation of the path.

It was recognised that the step into the road at the Manor Park end was unhelpful for the elderly or those with a pram, and advice will be sought as to how to improve this aspect of the interim pathway and action as appropriate.

**Action: Cllr Hammond**

The landowner will retain responsibility for the hedge and get it cut back shortly. Regular strimming of the roadside grass (from Manor Park entrance to Manor Park stables) will be added to the grass cutting contract for 2021/23.

**Action: Clerk**

This path has been installed as an **interim solution to preserve pedestrian safety** as, based on current schedules, it is likely to be several years (possibly as long as 5) before Wiltshire Council would be able to facilitate a solution, even if the Parish Council covered all of the cost (estimated as £66,000 in 2019 for Wiltshire Council's Highway Contractors) to put in a tarmacked, kerbed path running the full length from the bend right up to Manor Park entrance. The funding situation in relation to grant funding from Wiltshire Council for a large scale project such as this remains unchanged from the Parish Council's previous unsuccessful bid for funding for this project.

iii **Rubbish Bins**

It was **decided** to re-install the bin removed from Hollow Street at the Somerford end of footpath GSOM 20 to Startley, as Idverde has offered to empty it at no extra cost. Proposed: Cllr Griffiths; seconded: Cllr A Lennox.

**Action: Cllr Griffiths**

iv **Footpaths, Stiles & Kissing Gates**

Update on installations. Cllr Gravell advised that to date all bar one have been issued to the landowners and one stile has been installed with the remainder scheduled to be in place by the Autumn.

Photographs of the new bridle gates and kissing gates, part funded by an Area Board grant, will be provided by Cllr Gravell, as the terms and conditions of grant require these to be submitted to Area Board with the project evaluation form.

**Action: Cllr Gravell/Clerk**

v **Speed matters**

The Parish Council **considered** the possible re-location of the Speed Camera and/or Speed Indicator Device (SID) within Startley from its current site to the second pole. The speed camera cannot be moved without notifying Auto Speed Watch for consent, but the SID can be moved. Cllr A Lennox felt it would be more effective to have a SID that shows actual speed travelled rather than just have one that displays the speed limit. He will investigate and report back.

**Action: Cllr A Lennox**

Note: Neither device can be moved to any site in Great Somerford without a Wiltshire Council Traffic Survey demonstrating need.

21/09/8 **Community Room & Caretaking Services**

i **Caretaking Services from 1 September**

No candidates have come forward for the position, but Mrs Butcher has withdrawn her resignation. It was unanimously **agreed** to re-appoint Mrs Butcher on the same terms and conditions. Proposed: Cllr H Lennox; seconded: Cllr Gravell.

i **Parish Council meetings effective 1 October**

It was **decided** that these should be held at the Church until further notice, as it was a larger and better ventilated space than the Community Room. Proposed: Cllr H Lennox; seconded: Cllr Gravell. The Clerk will contact the Rector about provision of heating as the weather becomes colder and offer to contribute to the cost.

**Action: Clerk**

It was **agreed** to hold an extra meeting on 1 December to agree the Precept Request as several issues\* affecting the Council's expenditure plans may still be indeterminate. Proposed: Cllr Vout; seconded: Cllr Botterill.

\*Principally items that might or might not attract CIL funding.

ii **Social media and Facebook**

It has been proposed that the Parish Council should be more active on social media and set up a Facebook account rather than Councillors using their private accounts to post on the village pages. After a short debate it was **decided** that Cllr Hammond would rebrand the Covid 19 Facebook Group page for Parish Council and advise Councillors how to use it.

**Action: Cllr Hammond**

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

**Malmesbury Area Transport Group**– Nothing to report.

21/09/10 **Updates (if any) on Standing items**

There was nothing to report re the Cemetery, Communications ( PIE & Website), Community Room, Covid 19 Support Group, Defibrillator & Book Exchange, Emergency Plan, School's Liaison or War Memorial.

21/09/11 **Correspondence between meetings**

There was none that Councillors had requested be brought to the meeting.

21/09/12 **Councillors' Observations and Items for Next Agenda**

Nothing was proposed.

21/09/13 **Dates for Future Meetings 7.30 pm**

6 Oct, 3 Nov, 1 Dec, 12 Jan, 2 Feb, 2 Mar in the Church.

The meeting closed at 9.35 pm.

**Approved** ..... **Chair** **Date** .....



## GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

### Finance Report for September 2021 PC Meeting

1. To **ratify and approve** payments made in July & in August

Date	Supplier	Cheq	Detail	£p
09/07/21	Ben Roberts	<b>bgc</b>	Replace fence posts at Play Area	144.00
	D Butcher	<b>bgc</b>	Paint & brush (B&Q) for Shed	35.97
19/07/21	Wicksteed Leisure	<b>bgc</b>	Swing seat	66.60
28/07/21	Barry Johnson BLJ	<b>bgc</b>	Trimming cemetery hedges	300.00
	Centrewire	<b>bgc</b>	3 bridle gates; 1 kissing gate	1,057.20
	T Butcher	<b>bgc</b>	Caretaking Jul	45.00
	B Roberts	<b>bgc</b>	Paint Community Rm shed	130.00
30/07/21	Clerk	<b>bgc</b>	Wages + £15 h/w allce Jul	136.20
	HMRC	<b>bgc</b>	PAYE re Jul	55.60
02/08/21	J D Estate Manag't	<b>bgc</b>	Grass cutting Jul	148.00
17/08/21	Information Commissioner	<b>1478</b>	Registration to Sep 2022	40.00
27/08/21	WALC	<b>bgc</b>	Planning Course - Hammond	30.00
27/08/21	Clerk	<b>bgc</b>	Wages + £15 h/w allce Aug	136.20
	HMRC	<b>bgc</b>	PAYE re Aug	55.60
				<b>2,380.37</b>

Note: August invoices not received at the time of this report:

Caretaker £45

Grass cutting £148

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

Date	Customer	Slip Ref	Detail	£p
05/07/21	Fourways Stores	bgc	Defibrillator donation	30.00
09/07/21	Deposit Acc Interest	bgc	Interest	0.01
09/08/21	Wiltshire Council	bgc	CIL t3 Brook Fm + t1 Broadfield Fm	20,401.63
	Deposit Acc Interest	bgc	Interest	0.09
	Fourways Stores	bgc	Defibrillator donation	30.00
17/08/21	Community First	bgc	Hills Play Area Grant Retention	600.00
				<b>21,061.73</b>

### 3. Transfers between accounts

£10,000 on 12 Jul from Current Account to Deposit Account per PC minute 21/07/5.2

### 4. Cash Book Bank balances as at 27 Aug 2021

Current Account		24,402.84
Deposit Account		10,721.10
		<b>35,123.94</b>

(Combined Bank balances at last report as at 30 Jun = £16,443 )

**Note: An interim VAT claim for the 4 months ending 31 July has been submitted. £4,089.**

Approved



Chair 1 Sept 2021