

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting

6 October 2021@ 7.30 pm
Church of St Peter & St Paul

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

In attendance T M Chapman (Clerk) Wilts Cllr E Threlfall 2 members of public

21/10/
PQT **Public Questions**
There were none.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Threlfall spoke about pending updates to Wiltshire Council's Five Year Housing Supply.

21/10/1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)
Cllr Gravell declared an interest re item **21/10/4.2** planning application PL/2021/08854. Cllrs Butcher and Hammond declared an interest in agenda item **21/10/5.2** Grass Cutting Contracts as one potential supplier is a family member of Cllr Butcher and Cllr Hammond had recommended one of the contractors to the Parish Council. Neither took any part in the decision as to whom to appoint.
All Councillors being sitting Trustees of the Free Gardens registered charity declared an interest ref item **21/10/3.3**.

21/10/2. Minutes and Matters Arising

- i The Minutes of the Parish Council Meeting held 1 September were **approved** and **signed** by the Chair as a true record. Proposed: Cllr H Lennox; seconded Cllr Griffiths
- 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. It was **noted** that
21/06/10.4 Defibrillator training – completed.
21/09/3.1 Defibrillator for Startley – the owner of The Grove has agreed to have the Defibrillator outside his property connected to his electricity supply so the Parish Council can now investigate funding.
21/09/6.1 Football table repairs - done.
21/09/7.1 West Street shrubs – householder contacted.
21/09/7.3 Litter bin relocation – still pending.

21/10/3. Community Infrastructure Levy & Other Project(s)

The Chair commended the Working Party Councillors on the considerable amount of work and research that had gone into compiling the detailed and comprehensive reports before the Council. Before considering the Working Party reports Councillors were reminded that the total amount of Community Infrastructure Levy (CIL) monies due from the housing developments at Somerbrook and Broadfield Farm was £65,073 and that all monies had to be spent within 5 years of receipt. Half the money has already been received with the



balance due this October and next April. £1,606 has been spent on Footpath Improvements. It was recognised that there was not enough CIL to fund every project before the Parish Council. Additionally Wiltshire Highways Department recommends submitting no more than two Highways Improvement Requests for consideration to enable the best chance of some attention being given to the Parish Council's top priorities.

i **Report from the Recreation Working Group (RcWG)**

The RcWG had brought three projects forward for consideration as possible sites for a recreation ground or MUGA (Multi Use Games Area), namely the Walter Powell School Field (Recreation Area), the Glebe Field (Recreation Area) and the Walter Powell School Playground (MUGA). The RcWG's brief was to investigate land availability for a Recreation Area and a Multi-Use Games Area (MUGA) and to investigate estimated costs & feasibility.

Letters sent to private landowners asking whether they would be willing to consider the sale or lease of a minimum of c.0.2ha (c.0.5 acre) of land for a recreation area resulted in no offers. For this reason, the only areas of land under consideration are those owned by local public bodies or charities.

It is understood that Stonewood Partnerships Ltd has donated £5,000 to the Great Somerford Community Fund to be used towards preliminary work on establishing a recreation ground in the village. In addition to any CIL monies application could be made to Sport England and the Community Asset Fund for grants towards the cost.

It was noted that none of the sites proposed are owned by the Parish Council. Preliminary meetings with the School Management Team around community access to its playfield and concrete playground have been more positive with further discussion needed with the Diocese of Bristol Academies Trust (DBAT) around the scope of the project and suitable community use agreements. It was further noted that the Diocese of Bristol is willing to lease the Glebe Field to the Parish Council for £500 p.a. However only the North end is suitable for recreational use due to the overhead power lines and drainage ditches and the Parish Council would become responsible for all ongoing maintenance costs.

The RcWG **recommended** that the CIL funding be sought for the Walter Powell School Field but that alternate (external) funding would be needed for a MUGA on the School Playground. It further felt that the Glebe Field project should not be progressed despite its central location because it would be expensive to level the 1.4 acres in the North end, and the other 4 acres would have to be managed but would bring no significant benefit to the Parish Council. Proposed: Cllr Mansfield; seconded Cllr H Lennox.

The Parish Council **accepted** the RcWG's recommendation and asked it to enter into discussion with DBAT around the scope of the project and suitable community use agreements / Memoranda of Understanding (MOU) such as the template provided by Sport England.

Action: Cllr Vout

ii **Report from the Road Safety Working Group (RSWG)**

The RSWG had brought five projects forward for consideration, all following issues raised in the village over the previous year(s). These were West Street Tarmac & Kerbstone Pavement, Winkins Lane Traffic Calming, Dauntsey Road Traffic Calming, Cyclist Safety and Sleeping Policemen in Startley.

With a price tag of some £55,000 - £65,000 the **West Street Pavement** project exceeds the Malmesbury CATG's (Community Area Transport Group's) annual budget. CATG funding would need to be sourced via a substantive funding bid to Wiltshire Council. Malmesbury CATG can only put forward 1 or 2 schemes for substantive funding each year. A request for funding for the pavement project would need to be chosen by Malmesbury CATG in preference to other schemes within the Malmesbury Area and would then need to

compete against other projects from across Wiltshire. The Parish Council would be expected to make a substantial contribution to the cost of the scheme with a minimum of 25-30% expected. Traffic surveys and topographical survey costs would need to be advance funded by the Parish Council with no certainty that the project will get CATG funding. The likely timescale for the project commencing and being completed may not fit within the deadlines for spending the CIL monies. It was therefore **recommended** that this project be delayed until such time as another funding source is found or the CATG funding environment becomes more favourable and Highways backlog of work has reduced.

Parish Council **accepted** this recommendation.

The provision of new highway architecture could reduce speeding and increase the safety of pedestrians and other non-vehicular traffic on **Winkins Lane** in the vicinity of the Play Park. The same comments re CATG funding apply as for the West Street project. Without a Traffic Survey it is not clear whether speeding is a real or a perceived issue in this area. The RSWG **recommended** that the Parish Council request a Traffic Survey Count on Winkins Lane to determine if there is a need for traffic calming. If a need is demonstrated the Parish Council can then progress a Highways Improvement Request via CATG with the Parish share being funded either through CIL or Precept money.

Parish Council **accepted** this recommendation.

Action: Cllr Hammond

The limitation of CATG funding applies to any provision of new highway architecture and speed reduction measures to increase the safety of all users of the lower half of **Dauntsey Road** near the site of the new development. Residents believe vehicle speed presents a risk but there is no evidence without the results of a Traffic Survey. It was recognised that the need for traffic calming is likely to become more urgent once work commences on the new housing development. The RSWG **recommended** that the Parish Council request a Traffic Survey Count at the Dauntsey end of the road. If a need is demonstrated the Parish Council can then progress a Highways Improvement Request via CATG with the Parish Council contribution coming from CIL or other funds.

Parish Council **accepted** this recommendation.

Action: Cllr Hammond

Since the reports were written the Traffic Surveys of Top Street and Dauntsey Road by the School taken in September 2021 showed that less than 10% vehicles exceeded the speed limit so no further action will be taken by Wiltshire Council.

It was noted that the School is considering applying for a **20 mph zone outside the School entrance**. The Parish Council is supportive of this Scheme and has offered to support the School to develop its Traffic Management Plan.

Action: Cllr Botterill

Improved **Cyclist Safety** via improved road signs and marking out of white lined cycle lanes on the road network is generally popular but recent Central Government guidance has potentially removed the option of funding being provided for non-segregated cycle paths. A kerbed alternative may not be feasible given local road widths. The RSWG **recommended** that a specific working group be set up with regular cycle users playing an active part in identifying a suitable scheme and funding. This would be advertised in the Signpost and via PIE and Facebook. Interested persons should contact the Clerk.

Parish Council **accepted** this recommendation.

Action: Cllr Mansfield / Clerk

Sleeping Policemen have been requested for Startley in an attempt to reduce traffic speed. Multiple installations are likely to be required as part of any Highways designed scheme. Sleeping Policemen are often disliked by road users and by residents of adjacent



homes. The slow down speed up behaviour of motorists can cause increased traffic emissions. The RSWG **recommended** firstly that this project not be progressed and secondly that the Parish Council should request two Traffic Surveys in different locations in Startley to help it evaluate the optimum locations for SID deployment because it is recognised that Startley does have a serious speed problem.

Parish Council **accepted** this recommendation.

Action: Cllr Hammond

Some Councillors felt that CIL should not be used to fund projects that Wiltshire Council Highways Department should cover. The RSWG **recommended** that the Parish Council should not rely solely on CATG funding and CIL but should give consideration to funding road safety projects through increasing the Precept. This will be considered in December.

Agenda: December

iii **Request from the Free Gardens Trustees for CIL funds**

The Free Gardens Trustees have asked the Parish Council for CIL money to fund in whole or part three new wooden **Entrance Gates & Signs** and **Pedestrian Paths within the Jubilee Gardens**. Both projects would improve accessibility for plot holders and the wider community. Paths would permanently alter the visual aspect of the site and create ongoing maintenance and inspection costs so maybe should not be introduced without the Trustees having further analysed the benefit to the Free Gardens and the wider community.

The Parish Council **decided** to award a grant to the Free Gardens charity to fund Entrance Gates & Signs when the Trustees submit a formal application with a firm price. Proposed: Cllr Botterill; seconded Cllr A Lennox.

Agenda: December/January

iv **Wildlife Friendly Village**

The Working Group is consulting with neighbours re the Winkins Lane corner and putting together a timescale for preparing, sowing and planting up the area.

21/10/4. **Planning**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

i **Ratification of Planning Applications considered between meetings – None.**

ii **Planning Applications for consideration**

PL/2021/08330 25 Somerbrook - Installation of new window on ground-floor side-elevation of detached residential building. **Objection & Comment.** As the new window forms part of a proposed conversion of the garage into an additional ground floor room, the Parish Council asks that the Planning Officer satisfies him/herself that the loss of the garage parking space will not lead to the property having inadequate parking provision should the proposed conversion be granted.

PL/2021/08523 Upper Startley Farm, Startley – Extension & alterations to existing bungalow. **Supported.**

PL/2021/08854 West Street Farm - Hedgerow removal to enable formation of agricultural access to land. **Objection.** No obvious need for a fourth agricultural access point to the same field causing the removal and destruction of mature established native hedgerow. The exact location where permission is being sought to create a new access point is the same location as was proposed for the recently declined planning application PL/2021/03826. The same traffic movement concerns apply.



This new access point, if granted, could make a future application for change of use from agricultural land to a Self-Storage business easier to obtain as the road access would already be in place.

PL/2021/08972 Startley Hill Nurseries, Rodbourne Road - Change of use from a nursery site to an agricultural buildings site and the erection of an agricultural building to house beef cattle. **Supported.**

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

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). **Approved with conditions.**

PL/2021/07243 Park House – Fell 2 beech trees. **No Objection.**

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

PL/2021/09482 11 Paddock Close – Silver Birch reduce height by up to 10'-12'. **Supported.**

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

PL/2021/08080 Stonecroft – Fell Cypress Tree. **No Objection.**

vi **Housing Developments**
Broadfield Farm

The replacement telegraph/electricity pole to permit the construction of the new footpath from the Development to the Shop is now in situ.

Somerbrook - No update.

Dauntsey Road - Street Name for the new development

Ashford Homes has asked the Parish Council to choose a street name for this development. Demainbray Close in memory of the far sighted Rector who set up the Free Gardens had been suggested. As there were no other proposals it was **decided** to put forward the name Demainbray Close. Proposed: Cllr Griffiths; seconded Cllr Gravell. The Clerk was tasked to submit the paperwork.

Action: Clerk

Temporary compound and parking area land next to Downfield Farm drive

A compound for use by the developers would reduce the need for vehicles to park on Dauntsey Road during the construction phase of the development, which should reduce any increased road safety risks during the construction phase. As the Planning Officer feels such use is unlikely to create a precedent for future development of the site the Parish Council was minded to support a future planning application to use the land in question as a compound and car park and would inform the landowner accordingly.

Action: Clerk

21/10/5. **Finance**

i **Finance Report for September**

The Finance report was **received**. The Parish Council **ratified & approved** September payments and receipts as detailed in the report which is an Appendix to the minutes. Bank balances as at 30 September 2021 had increased to £42,948 thanks to the receipt of the second half of the 2021/22 Precept and an interim VAT Refund. Approval of the report



and the transfer of £675 from General reserves to the Play Park Reserve was proposed by Cllr A Lennox, seconded by Cllr Vout and **signed** by the Chair.

The overall Receipts & Payments Accounts show a surplus of £20,154 year to date.
The bank reconciliation has been checked and approved by Cllr Hammond.

ii **Grass Cutting Contract 2021/2023**

Cllr Botterill met all four of the contractors who submitted quotes, namely Amherst Contractors, Greenscape Ltd, J D Estate Management & Mr L Butcher. She outlined the quotes received. It was **decided** to award the contract to Mr L Butcher whose price was the most competitive so provided good Value for Money. Proposed: Cllr Botterill; seconded Cllr Mansfield and **agreed** unanimously by all voting Councillors.

The Clerk will contact all of the contractors to advise of the outcome and to thank them for their interest.

Action: Clerk

iii **Outline suggestions for Precept funded projects for 2022/23**

The Clerk requested Councillors to bring to the November meeting any suggestions they have for any new capital or revenue projects for 2022/23. These could then be included in the budget and would inform the Precept Request being determined in December.

Action: All

21/10/6. **Play Park Winkins Lane**

i **Play Park Development Project 2**

Councillors **noted** that, with the installation of the two wooden benches in the Gazebo, the project is now complete.

21/10/7. **Highway & Footpath Matters incl Speed Indicator Device**

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

Matters raised between meetings by residents concerned

- a) Dead elm trees on the footpath between the **Glebe Field** and the Old Police House: these will be dealt with by the landowner (Brook Farm).
- b) Horse chestnut and silver birch at **Manor Park** needing attention: Wiltshire Council disclaims responsibility as this area of grass has not been adopted by them and Land Registry records identify no owner. The Parish Council asked Wiltshire Cllr Threlfall to pursue adoption of the site by Wiltshire Council.

Action: Wilts Cllr Threlfall

- c) State of the pavement by **Quack Quacks**: Local residents will keep this area of pavement clear of leaves and twigs. It is not the responsibility of Parish Council.

ii **West Street Interim Pedestrian Footpath**

Cllr Vout reported that top soil has been laid and the final top surface will be applied when the required materials have been delivered. He further reported that the matter of the final shape and gradient of the sloping access point to the path at the Manor Park end of the path will be addressed once the final top layer has been applied.

Action: Cllr Vout

iii **Speed reduction on Seagry Rd from Honey Acre Farm to Broadfield Farm**
(Malmesbury ATG ref 7-21-6)

Councillors **noted** that a second traffic survey by Wiltshire Council was requested in September. There are no results yet.

iv **Startley Speed Indicator Device Relocation & Possible New Model**

This will now be **considered** as part of the Annual Report on Speeding at the November meeting.

21/10/8. **Governance / Other**

i **Parish Council Facebook account**

This is carried forward to November.

ii **Malmesbury Area Board**

The report from Cllr Botterill was **noted**. There was no update from the **Malmesbury Area Transport Group**.

21/10/9. **Updates (if any) on Standing items**

Cemetery; Communications: PIE & Website; Community Room; Covid 19 Support Group; Defibrillator & Book Exchange; Emergency Plan; School's Liaison; War Memorial.

There were no updates other than confirmation that the Parish Council will lay a wreath on **Remembrance Sunday**.

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

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

21/10/11. **Councillors' Observations and Items for Next Agenda**

Nothing was proposed.

21/10/12. **Dates for Future Meetings @ 7.30 pm - 3 Nov, 1 Dec, 12 Jan, 2 Feb, 2 Mar in the Church.**

The meeting closed at 8.50 pm.

Approved



Chair

Date

31/11/21

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Finance Report for October 2021 PC Meeting

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

Date	Supplier	Cheq	Detail	£p
01/09/21	T Butcher	bgc	Caretaking Aug + cleaning mat'l	65.00
	J D Estate Manag't	bgc	Grass cutting Aug	148.00
03/09/21	Ben Roberts	bgc	Clear Police House path	30.00
14/09/21	Barry Johnson	bgc	Cemetery maintenance	80.00
21/09/21	GWP Medical Services	bgc	Defib training & First Aid crse	250.00
27/09/21	Clerk	bgc	Wages + £15 h/w allce Sep	136.00
	HMRC	bgc	PAYE re Sep	55.80
	R Griffiths	bgc	Install Gazebo. Supply 2 benches.	981.80
	J D Estate Manag't	bgc	Grass cutting Sep	222.00
				1,968.60

Not yet received – Caretaking invoice for September.

03/09/21 Bauer Consumer Med £4 d/d. Cancelled by Lloyds as "not ours".

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

Date	Customer	Slip Ref	Detail	£p
02/09/21	HMRC	bgc	Interim 21/22 VAT Refund	4,089.27
09/09/21	Deposit Acc Interest	bgc	Interest	0.13
16/09/21	Fourways Stores	bgc	Defibrillator donation	20.00
27/09/21	Shaw Guides	bgc	Use of Community Room	8.00
28/09/21	Wiltshire Council	bgc	Precept 21/22 part 2	5,675.00
				9,792.40

3. Transfers between accounts

£20,000 on 2 Sep from Current Account to Deposit Account per PC minute 21/09/5.2

4. Cash Book Bank balances as at 30 September 2021

Current Account		12,226.51
Deposit Account		30,721.23
		42,947.74

(Combined Bank balances at last report as at 27 Aug = £35,124)

5. Transfer between Reserves

To **approve** the transfer of **£675** from General Reserves into Play Park Reserve so as to zero the Play Park Reserve. Budgeted transfer was £947. Total project came in £272 under budget.

Approved



Chair 6 Oct 2021