
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 3 November 2021@ 7.30 pm Church of St Peter & St Paul

Present	Clr D Butcher Clr M Griffiths (Vice Chair)(Meeting Chair) Clr A Lennox	Clr H Lennox Clr I Vout
In attendance	T M Chapman (Clerk) Wilts Clr E Threlfall	No members of public Wilts Police Fraud Protect Officer

Wiltshire Police's Fraud Protect Officer

Rachel Davis was welcomed to the meeting. She informed the Council that fraud now accounts for 1/3rd of all crimes (£190 billion worth in England & Wales last year) and that it affects 1:3 people. There is a real need to educate the public.

She offered to attend any community groups that would like to hear her speak and circulated a copy of "The Little Book of Big Scams" which can be downloaded from the Met Police as well as other sites:
<https://www.met.police.uk/search?q=The+little+book+of+scams>.

Cases of Fraud should be reported on www.actionfraud.police.uk or telephone 0300 123 2040.

21/11/
PQT **Public Questions**
There were none.

21/11/
WCR **Reports from Unitary Councillor and Council Representatives**
Wiltshire Clr Threlfall spoke about issues with ash die back and the need for landowners and householders to check their trees. She stated that the new Police & Crime Commissioner is putting extra resource in to deal with speeding. Three Enforcement Officers will work at hot spots identified across the county.

She also recommended that the Parish Council formally review its **Neighbourhood Plan** (NP) and sent through after the meeting Wiltshire Council's toolkit on implanting, monitoring and reviewing NPs. Clr A Lennox will speak to former Councillors who were instrumental in drawing up the current 2017 plan pursuant to initiating a formal review of the NP.

Action: Cllr A Lennox

21/11/1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)
Apologies were received from Cllrs Botterill, Gravell, Hammond and Mansfield.

21/11/2. **Minutes and Matters Arising**

i The Minutes of the Parish Council Meeting held 6 October 2021 were **approved** and **signed** by the Meeting Chair as a true record. Proposed: Cllr H Lennox; seconded Cllr Butcher.

ii **Action Register**

The status of actions was noted. In particular It was **noted** that **21/09/7.3** Litter bin relocation is pending awaiting the availability of the volunteer who has offered to install it.

21/11/3. **Community Infrastructure Levy & Other Projects**

i **Recreation Working Group**

Clr Vout reported that, whilst the Diocese of Bristol Academies Trust, is supportive in principle of the concept of **community use of the school playing field**, it only leases the field. It must therefore seek consent from Wiltshire Council before any legal negotiations can commence. Clr Vout will update the Parish Council when he knows more.

Action: Cllr Vout

ii **Road Safety Working Group**

In the absence of Clr Hammond the Meeting Chair reported that Clr Hammond had identified sites that would be suitable for the positioning of the **Traffic Survey** metro count equipment. Prior to requesting the surveys he needs to meet with Clr A Lennox for his input into whether the chosen sites are suitable.

Action: Cllrs Hammond & A Lennox

No responses have been received from volunteers to form a **Cyclist Safety** Group. Unless people come forward this project will be shelved.

iii **Free Gardens Trustees**

The Trustees will quantify their bid for funding Entrance Gates & Signs in January.

Agenda: January

iv **Numbers of stiles, bridle gates and kissing gates installed**

In the absence of Clr Gravell there was no update. As the Parish Council has paid for these in good faith it is imperative that there is an update on the numbers installed (and in use) at the January meeting.

Action: Cllr Gravell/Agenda: January

v **Wildlife Friendly & Bio Diverse Village/ Environment Group**

Clr Botterill had updated the Meeting Chair on progress. She is checking if a s96 Highways Licence is needed to permit the group to plant wild flowers etc. on the Winkins Lane site or any other verge. Clr Vout will check with the Parish Steward.

Action: Cllr Vout

Wiltshire Council has issued a Community Environmental Toolkit which has been circulated to all Councillors and the paper copy has been given to the Wildlife Group. It provides case studies/processes for taking local action on climate change. Wiltshire's Green and Blue Infrastructure Strategy is also an important document, outlining Wiltshire's aspirations for protecting and enhancing rivers, green spaces and the natural resources across the county. The reports recommend that the Parish Councils help facilitate local environmental surveys, projects and activities.

Clr Botterill plans to hold a Green Day in the Community Room to elicit village support. The day will be promoted by an article in the Signpost. The Parish Council supported both plans.

Action: Cllr Botterill

21/11/4. **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/2021/09250 Newleaze Farm, Seagry Heath - Construction of two storey extension and adjoining conservatory. **Supported.**

PL/2021/10005 West House – Cherry reduce height by 2m; plum reduce by 2m.
Supported.

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

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

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

PL/2021/10285 Forge Cottage – T1 Acacia tree – reduce by 2m – 3m & light thin to canopy. **No Objection.**

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

PL/2021/08854 West Street Farm - Hedgerow removal to enable formation of agricultural access to land. **No Objection.**

vi **Housing Developments**

Land at Broadfield Farm

Wiltshire Council has not yet put the application before the Planning Committee and there is no date for this to happen. The current published deadline for a decision on this application of 29/10/21 has lapsed. Wiltshire Cllr Threlfall stated this delay was due to pressure of work in the Planning Office.

Somerbrook – The Gazette & Herald has reported on the donation from the developer (Stonewood) to the Great Somerford Community Fund to help fund a recreation area in the village.

Dauntsey Road site – Preliminary work on hedge removal and vehicular access is starting this week.

MS

21/11/5. **Finance**

- i The Finance report was **received**. The Parish Council **ratified & approved** October payments and receipts as detailed in the report which is an Appendix to the minutes. Bank balances as at 29 October 2021 had increased to £58,988 thanks to the receipt of tranche 2 of the CIL monies for Broadfield Farm. Approval of the report and the transfer of £16,617 (the latest CIL receipt) was proposed by Cllr H Lennox, seconded by Cllr Vout and **signed** by the Meeting Chair. Cllr Vout will set up the bank transfer.

Action: Cllr Vout

The overall Receipts & Payments Accounts surplus has increased due to the latest CIL receipt. The CIL monies will largely be spent in future years.

ii **Hire charge for the use of the Church**

The Parish Council **noted** and **approved** the £20 session fee (inclusive of heating) to come into effect as of this meeting. Proposed by Cllr Griffiths; seconded Cllr Vout.

iii **Discretionary s137 funding donations**

Councillors were reminded that it may give a grant under s.137 to pay for something for which there is no other power under any other Act of Parliament. The expenditure under s.137 must be of benefit to all or some of the inhabitants and the benefit must be in line with the expenditure (both of these are for the Council to determine). The Council budgeted to spend £1,600 under this head in 2021/22 but, as the top limit on s137 awards for 2021/22 is £8.41 per elector, it could exceed the budgeted sum if it felt fit.

Requests had been received from five Community Groups and, after considering them, the Parish Council **decided** on the following awards which were proposed by Cllr Griffiths and seconded by Cllr A Lennox.

- a) Church (PPC) - £300 towards the upkeep of the village cemetery.
- b) Free Gardens Trustees - £200 towards insurance costs.
- c) SHASA - £500 towards the £900 three year licence (payable upfront) for Purple Mash, an award-winning website for children aged 4 to 12, packed with creative tools, educational games and themed resources.
- d) Signpost magazine - £600 towards the costs of printing this magazine which goes free to every home in the village and is one of the key ways the Parish Council communicates with its electorate. It was noted that 40% of all copies produced go to households in Great Somerford and Startley.
- e) Street Party 2022 - £2,000 towards the costs of this event which would provide afternoon tea for approx. 500 residents.

The awards detailed in (a) – (d) will be made this month. The Street Party monies will be held over till summer 2022 when the event is scheduled to celebrate the long reign of Queen Elizabeth II on the occasion of her Platinum Jubilee.

Action: Clerk

iv **Defibrillator in Startley**

STW
Cllr Botterill proposed, in absentia via the Meeting Chair, that the Parish Council should not apply to Malmesbury League of Friends for a grant but rather that it should use CIL money to buy a Defibrillator. This would ensure that CIL monies were spent in a timely fashion as several of the projects being considered in 21/11/3.1 – 3.3 could take several years to come to fruition and relied (in part) on the actions of third party organisations which the Parish Council could not "control". This was seconded by Cllr Butcher and **agreed** by all present.

Details of costs to purchase a suitable defibrillator will come to the January meeting. Three quotes will be needed.

Action: Cllr Botterill; Agenda January

The Parish Council should also consider if it should enter into a formal agreement with the householder on whose property it will be installed.

Action: Cllr Botterill; Agenda January

v **Precept funded projects for 2022/23 brought forward by Councillors**

The only suggestion from the floor was to seek to improve street lighting in the village but this is more properly the responsibility of Wiltshire Council. Cllr H Lennox will identify any specific locations that might benefit from extra lighting.

Action: Cllr H Lennox

It was noted that Cllr Botterill will be submitting a budget request in connection with the wildlife friendly planting and environmental projects.

All Councillors were urged to contact the Clerk by 25 November with suggestions for inclusion in the outline budget.

Action: All

21/11/6. **Play Park Winkins Lane**

i **Maintenance**

The 2021 ROSPA report was received and **accepted**. The Parish Council considered the medium rated recommendations:

- a) Moonscape – rake bark to cover concrete foundations; done by Cllr Vout.
- b) Swings – check wear in bushes and tightness of legs in the housing clamp; Cllr Vout will speak to former Cllr Cole for advice re this;

Action: Cllr Vout

- c) Zipwire – dismantle & check supporting components in line with manufacturer's instructions; the Clerk will contact Playdale Ltd for advice.

Action: Clerk

Cllr Vout undertook to deal with the low risk minor recommendations and report back.

Action: Cllr Vout

21/11/7. **Highway & Footpath Matters incl Speed Indicator Device**

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

Wilts Cllr Threlfall confirmed that the areas of communal grass on the Manor Park estate were never registered to Wiltshire Council and investigations are being undertaken as to whether this can be rectified. In the meantime she **agreed** to ask the Wiltshire Tree Officer to inspect the horse chestnut and silver birch as residents had indicated that these might present a danger to members of public.

Action: Wilts Cllr Threlfall

ii **West Street Interim Pedestrian Footpath**

It was noted that Mr Sturgis had this week applied a final top surface coat to the path. Any update on the final shape and gradient of the sloping access point to the path at the Manor Park will be discussed in January.

Action: Cllr Vout; Agenda: January

iii **Support for the School in any Traffic Management Plan**

It is not yet known if the School is planning to develop a Traffic Management Plan in furtherance of a 20 mph limit outside the School.

iv **Annual Report on Speeding**

Cllr A Lennox summarised the key points in his report and recommended that

- STLS
- The Parish Council & our Wiltshire Councilor should contact the Police & Crime Commissioner to request a meeting to address local concerns;
 - Traffic Survey counts be requested at each of the four entrance points to the village;
 - Consideration be given to changing the type of SID that is currently employed at Startley to one that displays the speed of the approaching vehicle. These appear to be more effective in reducing speeding than the static model currently in Startley.

It was **agreed** that Cllr A Lennox investigate models and prices of new SIDs and report back for December. He will also speak to Community Speed Watch.

Action: Cllr A Lennox.

21/11/8. **Governance / Other**

i **Parish Council Facebook account**

No progress has been made to date.

Action: Cllr Hammond; Agenda: January

ii **Malmesbury Area Board (MAB) & Malmesbury Area Transport Group (MATG).**

MAB is running a community alliance engagement exercise by Teams on 23 November. Representation from the Parish Council is requested. The Meeting Chair expressed interest.

iii **Annual Report on the Defibrillator**

The Great Somerford defibrillator is checked weekly and a monthly report is submitted to the British Heart Foundation's Circuit website. Disposable masks and gloves are kept with the defibrillator. It has not yet been used "for real".

Public donations from the collection box in the Fourways Stores are put towards the cost of

any replacement parts that may be required and also towards the cost of the annual First Aid and Defibrillator Course for the village.

See 21/11/5.4 about the request to purchase a defibrillator for Startley.

iv **Community Room**

Given the increased number of Covid cases in Wiltshire it was felt best not to promote the use of the Community Room for small groups at present. It was noted that the Guides have started to use the room again.

v **Meeting Timetable for 2022/23**

The timetable and schedule of work was **agreed**.

21/11/9. **Updates (if any) on Standing items**

The Covid 19 Support Group is ready to spring into action if needed.

War Memorial: the Parish Council will lay a wreath on Remembrance Sunday.

21/11/10. **Correspondence between meetings**

There was nothing that Councillors had requested be brought to this meeting.

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

Nothing was raised.

21/11/12. **Dates for Future Meetings @ 7.30 pm - 1 Dec, 12 Jan, 2 Feb, 2 Mar in the Church.**

The public meeting closed at 8.50 pm and was followed by a private, Councillor only, session to discuss and determine the rate of remuneration for the Clerk in 2021/22.

Approved S. Mansfield Chair Date 1/12/21

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Finance Report for November 2021 PC Meeting

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

Date	Supplier	Cheq	Detail	£p
04/10/21	T Butcher	bgc	Caretaking Sept	40.00
26/10/21	Playsafety Ltd	bgc	ROSPA Inspection - Play Area	111.60
	J D Estate Manag't	bgc	Grass cutting Oct	148.00
28/10/21	Barry Johnson	bgc	Cemetery maintenance	80.00
	T Butcher	bgc	Caretaking Oct	35.00
29/10/21	Clerk	bgc	Wages + £15 h/w alicce Oct	136.20
	HMRC	bgc	PAYE re Oct	55.60
				606.40

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

Date	Customer	Slip Ref	Detail	£p
11/10/21	Deposit Acc Interest	bgc	Interest	0.27
15/10/21	Wiltshire Council	bgc	CIL Broadfield Farm tranche 2 of 3	16,616.73
29/10/21	Fourways Stores	bgc	Defibrillator donation	30.00
				16,647.00

3. **Cash Book Bank balances as at 29 October 2021**

Current Account		28,266.84
Deposit Account		30,721.50
		58,988.34

(Combined Bank balances at last report as at 30 Sep = £42,948)

4. **Transfer between bank accounts**

Proposed that a further **£16,617** be transferred to the Deposit account, being the recent CIL receipt.

Approved _____ 

Chair 3 Nov 2021