
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 31 January 2022 @ 7.30 pm Church of St Peter & St Paul

Present	Cllr J Botterill Cllr M Griffiths (Vice Chair) Cllr M Hammond	Cllr A Lennox Cllr H Lennox Cllr S Mansfield (Chair)
In attendance	T M Chapman (Clerk) Wilts Cllr E Threlfall	13 members of public

22/01/0 **Fourways Stores**
Rohit expressed concerns about the medium term (7 -10 years) viability of Fourways Stores & Post Office. He has invested in an improved layout and wider product range but can never compete on price with the supermarket giants. As long established residents move away he is experiencing a reduced footfall notwithstanding the additional housing having been built. It is important that people are encouraged to use the shop, one of the amenities which may have encouraged them to move to Great Somerford in the first place. Rohit will attend the Newcomers' Party in April and increase his presence in the Signpost.

STL

This was felt to be a broader issue than just something affecting Parish Council. A Villager Working Group will be set up to explore options. Cllr H Lennox will represent the Parish Council and former Cllr Blount will join the group. Volunteers are asked to contact Rohit.

22/01/
PQT **Public Questions**
One resident from Startley spoke against **PL/2021/07287** and outlined the impact of the current site upon the village.

22/01/
WCR **Reports from Unitary Councillor and Council Representatives**
Wiltshire Cllr Threlfall advised that all residents (should) have had a letter about changes to refuse collection arrangements.

22/01/1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)
Apologies were received from Cllr Butcher and Cllr Vout.

All Councillors being Trustees of the Free Gardens Charity declared an interest in agenda item **22/01/3.3**. Cllr Botterill declared an interest in agenda item **22/01/4.2** planning application **PL/2022/00182** (Applicant). Cllr Mansfield declared an interest in agenda item **22/01/4.2** planning application **PL/2022/00511** (Applicant).

22/01/2. **Minutes and Matters Arising**

- i The Minutes of the Parish Council Meeting held 1 December 2021 were **approved** and **signed** by the Meeting Chair as a true record. Proposed: Cllr A Lennox; seconded Cllr Griffiths.

ii **Action Register**

The status of actions detailed on the Action Register was **noted**; many are agenda-ed separately.

21/09/7.1 Hedge on Winkins Lane on the bend before the Play Area – As neither Greensquare nor the resident has taken any action it will be reported on the MyWiltsApp.
Action: Cllr Mansfield

21/09/7.3 Litter bin relocation to GSOM20 – It is now felt preferable to re-install the spare bin somewhere in the Glebe Field / Frog Lane end of the village as there is an increasing and unacceptable problem with dog faeces in Glebe Field and elsewhere within the village. Before taking any decision about location Cllr Botterill will erect "Clean Up After Your Dog" notices around the village in the hope of improving behaviour.

Action: Cllr Botterill

21/12/6 Website updates – an Environment page will be added.

Action: Cllrs Botterill/Mansfield

22/01/3.

Community Infrastructure Levy (CIL) & Other Projects

i **Recreation Area Project**

Cllr Botterill reported on the 7 January meeting with the Diocese of Bristol Academies Trust (DBAT). DBAT is awaiting a response from Wiltshire Council to ascertain the process for making any changes to the existing lease. Agreement will then be needed from the Diocesan Trustees. A meeting is planned between DBAT and the Recreation Area Working Group. It would cost about £1,800 to carry out a feasibility study of the School Field as a Playing Field.

ii **Road Safety Project**

No Traffic Survey Metro Counts have been submitted to date.

Cllr A Lennox reported on the increasing concerns about the speed of vehicles entering Great Somerford from the four main entry points on Dauntsey Road (South), Dauntsey Road (East), Park Lane (North), and West Street (West). It was **noted** that Wiltshire Council will only run a Metro Count Traffic Survey where a metal post is available to secure the road strip device. The report provided photographic indications of where such road strips might be sited.

The site with the highest likelihood of meeting the requirements for install and achieving an 85% above 30 mph threshold count is Park Lane adjacent to the bridge. Dauntsey Road (East) would probably pass the 85% but the recently commenced building works has had the unintended consequence of slowing traffic. The same applies to Dauntsey Road (South). A survey count at this time is unlikely to yield results. West Street has limitations with natural pinch points and limited methods of securing the survey equipment.

Cllr A Lennox **proposed** that the Parish Council proceed with an application for Park Lane (North) only; **seconded**: Cllr Mansfield. This was **agreed**.

Action: Cllr A Lennox

An earlier suggestion about a Metro Count near the Winkins Lane Play Area has been formally discounted following a site inspection by Wiltshire Council given the natural pinch points on the lane which force traffic to reduce speed.

Post Meeting Note: The previous Parish Council approval for Metro Count Requests for two locations in Startley remains on the table.

iii **Free Gardens Gates**

The grant application from the Free Gardens Trustees for CIL funding of Entrance Gates & Signs to the Free Gardens site will be delayed until the new financial year.

iv **Footpath Project**

Former Cllr Gravell had submitted a detailed report which showed that all four Parish Council CIL funded bridle gates and kissing gates had now been installed and five of the seven stiles. The Parish Council will be able to do its Project Evaluation return to Malmesbury Area Board (MAB) once the form is made available.

It was noted that the stile on GSOM01 has been installed with the two cross pieces nearly parallel. The landowner will be asked to rectify this.

Action: Clerk

v **Defibrillator for Startley**

Cllr Botterill provided online quotes for a semi-automatic defibrillator and cabinet from the Defib Store which supplied the Great Somerford defibrillator, Safelincs and Defib Warehouse. Prices range from £1,355 - £1,424 + VAT. In addition there will be costs to fix the defibrillator to the stone wall at the property (including any plates/fixings) and to make a safe connection to the domestic electricity supply at the Grove. As the house owner has requested a green cabinet Cllr Mansfield proposed that the Parish Council procure the least expensive defibrillator and green cabinet and that quotes from two local electricians be sourced to carry out the installation; seconded: Cllr A Lennox. This was **agreed**.

Action: Cllr Botterill

Cllr Botterill further **recommended** that the Parish Council should draw up a formal agreement with Mr & Mrs Morgan before purchasing the equipment. Seconded: Cllr Mansfield. This was **agreed**.

Action: Cllr Botterill/Clerk

vi **Wildlife Friendly Village (see also minute 22/01/8.5)**

Councillors thanked Cllr Botterill for her report detailing progress so far. A trial area has been identified for wildflower planting in Winkins Lane which can now be started. No section 96 Highways Licence is required as the site does not belong to Wiltshire Council. All **agreed** that consultation should continue with residents. The Environmental & Sustainability Group plans to meet 26 February.

Action: Cllr Botterill

vii **Community Room**

This is only being used by the Guides at present as the venue is too small for Parish Council (with social distancing) should members of public be present. The Parish Council will decide in March what the capacity of the room should be in light of the Covid restrictions in force at the time. It is currently 7 persons.

Agenda March

The room will continue to be available, by prior arrangement, to the School. Plans for a pop up Coffee Shop have been deferred until summer.

Cllrs Mansfield and Botterill will represent the Parish Council on the Community Room Management Committee which will meet with the Head teacher and Rector on 2 February.

22/01/4.

Planning

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

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

PL/2021/10510 Lady's Walk House – Proposed swimming pool. **No Objection.**

PL/2021/11214 West House - Erection of Oak Framed Store & Porch, Alterations & Improvements To Existing Outbuildings With Solar Panel Installation. **No Objection.** The Parish Council would like to ask that the planning officer fully considers the comments made by the persons residing in the property that neighbours West House, when making a determination on this planning application to ensure that due consideration is given to any potential loss of amenity to the neighbouring property.

PL/2021/11284 The Old Station House - T1 Apple Tree - reduce below electricity cable. T2 Scots Pine - reduce by 6m. T3 Cypress Hedge - Reduce by 3m & raise crown 1.5m above barn roof. T4 Catalpa - reduce to limit shading - 1 branch remove. T5 Pyracantha & Small Horse Chestnut - Remove. T6 - Maple, Tree of Heaven & Hawthorn reduce back from roadside. T7 Hawthorn & small Sycamore - Remove. T8 Ash tree - Remove. T9 Hawthorn – Remove. **No Objection.**

ii **Planning Applications for consideration**

PL/2021/07287 1 The Paddock, Startley - Retrospective Permission for the Erection of a Storage Building in Association with Existing Travellers Caravan Site. **Objected** on the grounds that (i) it is in breach of the number of buildings allowed by the 2020 appeal and the use thereof; (ii) it is for B8 use commercial warehousing and storage in breach of the current planning permission for residential use; (iii) it would mean that the site no longer meets the requirement of Wiltshire Council's core policies 47, 51 and 57. The Council also requested Wilts Cllr Threlfall to call it in for Committee (as opposed to Officer) decision.

Action: Wilts Cllr Threlfall

PL/2021/11838 Rowan House - Proposed demolition of existing garage & two storey side extension with single storey extension to the rear. **Supported.**

PL/2021/11858 Westwood, Startley - Construction of plant room & family room with mezzanine snug over and link to main house. **Comment:** The Parish Council asks the Planning Officer to review the location of the proposed new building and its potential impact on neighbouring properties. The proposed site is forward of the building line of the existing dwelling and is of sufficient size to have a negative impact on the amenity of the neighbouring property.

ONS

PL/2022/00162 Coppins - T1 - Section fell large Leylandii tree due to being too close to house and driveway; T2 - Crown raise Beech tree over lawn to approximately 3m above ground level. **Supported.**

PL/2022/00182 Old Mason's Arms – Tree works; T1 Sycamore is to be removed to ground level; T2 Small Cherry is to be removed to ground level. **Supported.**

PL/2022/00375 The Rectory - T1 - Ash - Remove deadwood. H1 - Hazel hedge. Trim/reduce to p.points. G1 - Group of Apple trees, reduce to previous points. T4 - Willow. Reduce by 1.5m in height. T6 - Silver Birch. Reduce by 1.5m in height and spread to previous points. S1 - Clematis and Wisteria. Reduce to upstairs windowsill height as getting out of hand. **Supported.**

PL/2022/00511 Tangles - Whitebeam (T1) Reduce back to earlier pruning point because of excessive shading and proximity to house Corkscrew Willow (T2) Pollard to previous pollarding point because of excessive shading and proximity to house. **Supported.**

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

PL/2021/08330 25 Somerbrook - Installation of new window on ground-floor side-elevation of detached residential building. **Approved with conditions.**

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

PL/2021/09250 Newleaze Farm, Seagry Heath - Construction of two storey extension and adjoining conservatory. **Approved with conditions.**

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

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

v **Planning Applications Determined by Wilts Cncl since issue of agenda** – None.

vi **Housing Developments**

The committee hearing on **21/01950/FUL** Broadfield Farm is scheduled for 23 February. Three Councillors will represent the Parish Council at the hearing.

Action: Cllrs Hammond/H Lennox, Botterill

STL
There have been many complaints about the state of the roads (especially Dauntsey Road) as they are covered in mud from the various developments been carried out in the village. Wilts Cllr Threlfall has been pursuing the lack of an adopted Construction Management Plan for the Dauntsey Road site. The Highways Dept has arranged for the developer to clear the area (road sweeper) and to keep it clean. The Police have also reviewed the situation (danger to drivers). The directors of Ashford Homes met with the Site Management 1 February.

vii **Neighbourhood Planning**

Cllr A Lennox has contacted former Cllr Hourigan and others involved in the drafting of the current plan. He has joined WALPA. There can be push back against housing development if Wiltshire Council has met its 5 year housing supply target. Plans can also identify areas as "No development" or "conservation corridor". The plan will be reviewed this year.

Action: Cllr A Lennox

22/01/5. **Finance**

i **Finance Report**

The Finance report was **received**. The Parish Council **ratified & approved** receipts and payments transacted in December & January as detailed in the appendix to the minutes. Bank balances as at 27 January 2021 stood at £56,174. The Parish Council has a year to date surplus of £33,380 (CIL monies received and not yet spent). The surplus is anticipated to reduce by year end. The forecast and the assumptions therein were accepted. The Road Safety Reserve has been set up (ref **minute 21/12/5.3**). Approval of the report was proposed by Cllr H Lennox, seconded by Cllr Hammond and **signed** by the Meeting Chair.

ii **Parish Council's Strategic Plan**

The Clerk asked Councillors to clarify their objectives for their term of office (and beyond) and to let her know before the next meeting as this affects its 2022/23 budget & forecasts.

Action: All Cllrs

iii **2022/23 budget for CIL expenditure**

The Parish Council **instructed** the Clerk to include in its 2022/23 budget provisional funding for a defibrillator, second speed camera, the Free Gardens gates and for the Recreation Area. It was **recognised** that some projects will be of longer duration and will fall into the years 2023/24 and 2024/25.

The amounts will be discussed with Cllr Mansfield between meetings, scrutinised by Cllr Hammond and put to the Parish Council for approval at the next meeting when it finalises its budget.

**Action: Cllrs Mansfield & Hammond/Clerk
Agenda March**

iv **Clerk's 2021/22 Pay Award**

Cllr A Lennox **proposed, seconded** by Cllr Hammond, that the Parish Council should pay in February (backdated to 1 April 2021) one increment award and 1.75% cost of living uplift to the Clerk's wages. 1.75% is the Employer offer on the table which has not currently been accepted by all the Trade Unions. It is unlikely to be less than 1.75% and any additional award will be paid when the final settlement is known. This was **approved**.

Action: Clerk

22/01/6. **Play Park Winkins Lane**

i **Maintenance**

All ROSPA minor repairs have been carried out and Cllr Vout has ordered four new bushes and shackles from Wicksteed Leisure for the swings.

Action: Cllr Vout

22/01/7. **Highway & Footpath Matters incl Speed Indicator Device**

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

Wilts Cllr Threlfall updated Councillors regarding the reduction in speeding request for Honeyacre Farm/Seagry Road. Malmesbury Community Area Transport Group (MCATG) feels it might be suitable for a reduced speed limit but a Traffic Survey Metro Count is needed. Cllrs A Lennox and Vout will investigate possible sites and report back in March.

Action: Cllrs Vout & A Lennox

ii **West Street Interim Pedestrian Footpath**

Cllr Vout (in absentia) reported that the current shape and gradient of the sloping access point to the path at the Manor Park end is accessible for most people and **recommended** no further work be undertaken. This was seconded by Cllr Mansfield and **agreed**.

iii **Speeding**

1215
Brinkworth's Speed Indicator Device (SID) displays the vehicle speed and is felt to be more effective in causing drivers to slow down than models which simply show the speed limit like the one at Startley. Cllr A Lennox had sourced online quotes for such SIDs from MessageMaker Signs, Westcotec, and TWM Traffic Signs. Prices (ex VAT) range from £2,784 - £3,354 per unit. As the camera data is not currently accepted by Wiltshire Police for enforcement action he was dubious as to the benefit to be gained by purchasing a new model. After a debate it was **decided** to defer any decision till March and to see what impact, if any, the new Police & Crime Commissioner's interest in cracking down on rural speeding has.

Agenda March

Wilts Cllr Threlfall will check if Parish Councils can install SIDs without metro counts if they pay for the supporting post and installation.

Action: Wilts Cllr Threlfall

It was further **agreed** not to relocate the Startley SID from the South end of Startley viewing Northbound traffic to the North end of Startley.

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

Cllr Botterill, School's Liaison Councillor, had nothing to update.

v **Manor Park Verge**

As Wiltshire Council is not willing to adopt the area and it may belong to the Crown Estates the Parish Council could pursue an adverse possession claim which would incur legal fees. It was **decided** that the costs would outweigh the benefits as the Parish Council will continue to cut the grass. Proposed: Cllr Mansfield; seconded: Cllr A Lennox.

22/01/8. **Governance / Other**

i **Councillor Resignation & Vacancy**

The resignation of Cllr Gravell as of 18 January 2022 was **noted** and she was thanked for her contribution to the work of the Council, in particular the Footpaths project. Should 10 electors not ask Wiltshire Council to run an election, the Parish Council will be able to co-opt to fill this casual vacancy after 10 February. It will be put in the Signpost.

Agenda March

ii **Changes in Councillor Responsibilities**

It was **agreed** that Cllr Mansfield be responsible for Housing Development issues. Re-assignment of Cllr Gravell's responsibilities was deferred until March or April when a new Councillor is in post.

Agenda March/April

iii **Annual Reports**

Cllr Mansfield proposed (seconded by Cllr Griffiths) that annual reports should be removed from monthly Parish Council meetings and instead be presented annually at the Annual Parish Meeting. The reports are Play Area, Website & Comms, Free Gardens, Cemetery, Footpaths, Community Room, Defibrillator and Speeding. This was **agreed** and Councillors should submit their reports to the Clerk by 8 April.

Action: All; Agenda APM

iv **Best Kept Village Competition**

It was **decided** to enter the Best Kept Village competition 2022 and Cllr Botterill will be the key contact/lead. Judging is 14 May – 12 June. She is organising a village litter pick on Saturday 26 March. Meet at 10.00h outside the pub.

- v **Climate Emergency/Environmental & Sustainability Issues (minute 22/01/3.6)**
Many local authorities, town and parish councils have declared a climate emergency. After making this public commitment, action is very much dependent on local needs but is generally about Parish Councils seeking to raise awareness of the issues and of the carbon impact of the village and individuals. It was felt best to defer a decision on this until the Council is back to full strength and to showcase the issue at the APM.

Agenda APM

- vi **Operation London Bridge**
The Parish Council considered the proposed protocol to be enacted in conjunction with the Parochial Church Council and was content. The Chair, Cllr Mansfield, will be the primary liaison point with the Church in the event and Cllr H Lennox will be the second contact.
- vii Parish Council **Facebook** account
There was no update.
- viii **Malmesbury Area Board** and the **Malmesbury Community Area Transport Group**.
Cllr Botterill had nothing of import to impart.
- ix **"Making Wiltshire Safer"**
Cllr H Lennox will circulate the forum report. The Police & Crime Commissioner is recruiting ten police constables to focus on rural crime. Cllr H Lennox is asking if Wiltshire will follow Gloucestershire in using Autospeed Camera data.

- 22/01/9. **Updates on Standing items**
Cemetery – to **note** the burial of Bramwell Widdowson on 17 December 2021.
Communications: PIE & Website; Community Room; Covid 19 Support Group; Defibrillator & Book Exchange; Emergency Plan; School's Liaison; War Memorial.
- 22/01/10. **Correspondence between meetings**
Two flyers re the services provided by the Wiltshire Bobby Van were given to the Chair to display on village notice boards.
- 22/01/11. **Councillors' Observations and Items for Next Agenda** – None.
- 22/01/12. **Dates for Future Meetings @ 7.30 pm** - 2 Mar, 6 Apr, 4 May Annual Parish Meeting and 18 May Annual Parish Council Meeting in the Church.

The meeting closed at 10 p.m.

Approved  **Chair** **Date** 2/3/22

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

Finance Report for January 2022 PC Meeting

To **ratify and approve** payments made in December & January

Date	Supplier	Cheq	Detail	£p
29/11/21	T Butcher	bgc	Caretaking to 27 Nov	35.00
13/12/21	S Mansfield	bgc	DBS Certificate	23.00
31/12/21	Clerk	bgc	Wages + £15 h/w allce Dec	136.20
	HMRC	bgc	PAYE re Dec	55.60
10/01/22	T Butcher	bgc	Caretaking to 24 Dec	35.00
19/01/22	SLCC	bgc	Annual subs	80.00
28/01/22	Clerk	bgc	Wages + £15 h/w allce Jan	198.25
	HMRC	bgc	PAYE re Jan	4.60
	Barry Johnson	bgc	Tree work in cemetery	450.00
				1,017.65

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

Date	Customer	Slip Ref	Detail	£p
01/12/21	Fourways Stores	bgc	Defibrillator donation	20.00
08/12/21	Shaw -Somerford Guides	bgc	Lettings	28.00
09/12/21	Deposit Acc Interest	bgc	Interest	0.39
29/12/21	Matthews Funeral Dir	bgc	Widdowson – burial & grant of exclusive rights	150.00
04/01/22	Fourways Stores	bgc	Defibrillator donation	15.00
	Shaw -Somerford Guides	bgc	Lettings (10 Jan – 4 Apr)	40.00
10/01/22	Deposit Acc Interest	bgc	Interest	0.42
				253.81

Cash Book Bank balances as at 27 January 2022

Current Account		8,834.89
Deposit Account	CIL monies restricted funds	47,339.56
		56,174.45

(Combined Bank balances at last report as at 27 Nov = £56,938)

Approved _____

S. Mansfield

Chair

31 Jan 2022