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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the Parish Council Meeting 6 April 2022 @ 7.30 pm Held by Zoom

**Present** Cllr J Botterill Cllr A Lennox  
Cllr M Griffiths (Vice Chair) Cllr S Mansfield (Chair)  
Cllr M Hammond Cllr I Vout

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

22/04/0 As the meeting was moved to a virtual format given the number of Councillors testing +/-ve for Covid all Councillors were reminded that any decisions "taken" tonight would have to be ratified at a short meeting held before the May Annual Parish Council Meeting.  
**Action: Extra meeting May**

22/04/  
PQT **Public Questions**  
The local resident who had complained about the state of West Street and Manor Park (ref agenda item **22.04/7.1**) spoke to the matter in detail. The small branches and twigs on the ground at the corner of Manor Park following Storm Eunice had been cleared as part of the Village Tidy up. Residents were considering jointly acquiring an extra garden refuse bin for future arisings. Street Scene may be able to collect green waste. Some would like the silver birch tree to be cut down. It was suggested that residents agree between themselves what to do as this land has no registered owner and employ a tree surgeon to carry out any works.

The complainant felt that the Parish Council should procure a more useful footpath between the bend on West Street and the path by no 1 Manor Park. Reference the **West Street footpath** the Parish Council had decided in January (**minute 22/01/7.2**) that no further work would be undertaken on this footpath and, in the absence of new information, was unable to revisit the decision for six months.

Action was requested reference **hedges at numbers 17 & 18 Manor Park** growing across the pavement on West Street. This is the responsibility of the householder or occupant, not Parish Council. A letter will be written reminding them of their obligation to keep the pavement free from obstruction.

**Action: Clerk**

Should there be no positive response the Parish Council could then write to Wiltshire Council requesting enforcement action.

22/04/  
WCR **Reports from Unitary Councillor and Council Representatives**  
Wiltshire Cllr Threlfall reported that Wiltshire Council's updated 5 Year Housing Supply has fallen short at 4.72 years though it has achieved over 100% on its Housing Delivery targets. She encouraged the Parish Council to review its Neighbourhood Plan.

22/04/1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)  
Apologies were received from Cllr Butcher, Cllr Campbell & Cllr H Lennox.

22/04/2. **Minutes and Matters Arising**

i **Minutes**

The Minutes of the Parish Council Meeting held 2 March 2022 were **approved** and **signed** by the 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. Parish Council was informed that the Free Gardens Trustees will not now be seeking funding for gates. Action **21/10/3/3**.

22/04/3. **Community Infrastructure Levy (CIL) Projects**

i **Recreation Area Project**

Cllr Vout spoke about the correspondence between the Working Group and the Diocese of Bristol Academy trust (DBAT), a copy of which he had shared. DBAT's Health & Safety protocols require a daily logged check of the playing field before 08.30h.

The Working Group felt that the requirement for daily checks for hazardous items and litter was such an onerous condition that it had to recommend that the Parish Council should not proceed with the proposed ad hoc community use of the playing field unless this condition could be softened, it being near impossible to guarantee sufficient community volunteers to fulfil this condition. Moreover DBAT's current lease with Wiltshire Council does not permit it to sub-let.

It was **decided**, with deep regret, and **agreed** by all present that the Parish Council should withdraw from this project. Proposed: Cllr Mansfield; seconded: Cllr Griffiths. Cllrs Vout & Griffiths will write on behalf of the Parish Council to the School and to Great Somerford Community Fund accordingly.

**Action: Cllrs Vout & Griffiths**

However, parents might wish to continue discussions with DBAT with regards to supervised use of the playing field out of hours, should DBAT be able to negotiate the required change to its lease with Wiltshire Council.

ii **Defibrillator for Startley**

Ref **minute 22/03/3.3** the Morgans have agreed to have the Defibrillator installed on their wall, to cover the electricity and to undertake weekly checks on the Defibrillator. They requested an annual review of the situation, which the Parish Council has accepted. Cllr Botterill reported that, as previously agreed (**minute 22/01/3.5**) she will buy the least expensive defibrillator and green cabinet.

**Action: Cllr Botterill**

Replacement pads for the Great Somerford defibrillator have been purchased and the training course will be booked for September.

**Action: Cllr Botterill**

iii **Any other CIL funded projects**

It was suggested that, as there was no alternative large project under consideration, the Parish Council should revisit the West Street footpath project if a substantial funding contribution from the Parish Council would "unblock" the Community Area Transport Group (CATG) time constraints. Wilts Cllr Threlfall will speak to Highways and report back.

**Action: Wilts Cllr Threlfall**

22/04/4. **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** - None



ii **Planning Applications for consideration**

**PL/2021/03826** West Street Farm - Change of Use of Land & 2 No. Agricultural Buildings for the Purposes of Self-Storage. **Planning Appeal.** Parish Council will write in and reconfirm its previous position i.e. **Objection.**

**PL/2022/01627** Coppins - Renovation & extension of existing dwelling comprising demolition, replacement & relocation of single storey double garage, 2 storey side extension, single storey rear extension to replace existing conservatory and associated existing building augmentation & landscaping works. **Supported.**

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

**PL/2021/11284** The Old Station House – multiple tree works. **No Objection.**

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

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

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

vi **Housing Developments**

**Broadfield Farm 1**

The footpath to the Shop is close to completion. The Parish Council was informed that the Arboriculturist's report on the ash trees alongside the Free Gardens has identified ash die back and recommends removal and replacement with other native species.

There were no updates regarding the developments at **Somerbrook** and **Dauntsey Road.**

vii **Neighbourhood Plan Review**

Cllr A Lennox informed the meeting that he is meeting with former Cllrs Hourigan and Jeavons (involved with the creation of the Neighbourhood Plan) to discuss the original survey questions before issuing an updated survey to the village in May.

22/04/5. **Finance**

i **Monthly Finance Report**

The Finance report was **received.** The Parish Council **ratified & approved** transactions processed in March as detailed in the appendix to the minutes. Bank balances as at year end, 31 March 2022, stood at £66,473 with just £4,636 being available for general expenditure. The remainder (mainly CIL) is in restricted reserves. Cllr Hammond confirmed that he had checked and agreed the bank reconciliation.

The Receipts & Payments Account shows the financial year end position is a surplus of £43,679, primarily due to in year receipt of CIL monies not yet spent. The explanation of variances compared to budget was accepted. Approval of the report was proposed by Cllr Hammond and seconded by Cllr A Lennox. It was **signed** by the Chair.

22/04/6. **Parish Council Managed Facilities & Other Groups**

i **Play Park, Winkins Lane**

Cllr Vout has now replaced the brushes and shackles on the swings and removed the Covid related restrictions notice on use of the Play Area.



ii **Community Room**

The Parish Council **designated** Cllrs Mansfield & Botterill to make the appointment between meetings of an individual or company to supply Caretaking & Cleaning services for the Community Room. Proposed: Cllr Mansfield; seconded: Cllr Hammond. In the interim users would give the room a tidy up and wipe down.

Should they be unable to appoint due to lack of candidates the Parish Council will approach some cleaning agencies to quote for a once a week clean.

**Action: Clerk**

iii **Startley Cemetery**

Cllr H Lennox had, in discussion with the Chair, engaged Ben Roberts to reduce the hedge on northern boundary to 5 foot as time was of the essence (bird nesting season) and he was able to complete the task more promptly than the "usual" contractor.

iv **Environment & Sustainability Working Group**

Cllr Botterill reported that 12 persons were working on the verge clearance and wildflower seed planting. 18-20 persons expressed interest in joining the Environment Group. She felt that any recommendation on whether or not to declare a **Climate Emergency** should be made at the Annual Parish Meeting (APM).

22/04/7. **Highway & Footpath Matters incl Speed Indicator Device**

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

As the complainant about West Street and Manor Park matters attended the meeting this was dealt with under **22/04/PQT**.

ii **Speeding – Metro Counts**

The Park Lane metro count has been requested but not yet scheduled. Once this is known Cllr A Lennox will initiate the metro count requests for Honeyacre Farm and Startley North.

iii **Speeding – Speed Indicator Device (SID) #2**

Cllr A Lennox will purchase the mid-range priced SID model showing actual speed driven later this month. See also agenda item **22/04/8.5**.

**Action: Cllr A Lennox**

iv **Litter & Dog Waste Bins**

Councillors considered a request that an additional waste bin be installed at the entrance to the Showground. As such a bin would be subject to high usage during some events on the Showground it was felt prudent to defer this until next year since there was no budgetary provision to pay Hills Waste Collection Services.

22/04/8. **Governance**

i **Code of Conduct**

The Parish Council reviewed and **re-adopted** its Code of Conduct which the Chair duly **signed**. Proposed: Cllr Hammond; seconded: Cllr A Lennox.

ii **Standing Orders**

The Parish Council reviewed and **re-adopted** its Standing Orders which the Chair duly **signed**. Proposed: Cllr A Lennox; seconded: Cllr Botterill.

iii **Finance Regulations**

The Parish Council reviewed and **re-adopted** its Finance Regulations with one slight clarification re the Clerk's role in setting up online payments for approval at the bank. The Chair **signed** a copy. Proposed: Cllr Hammond; seconded: Cllr Mansfield.





iv **Reserves Policy**

The Parish Council **approved** an amendment to its Reserves Policy setting the level of general reserve as 50% Precept income plus or minus 10%, it being almost impossible to hit a precise number. The Chair **signed** a copy. Proposed: Cllr Hammond; seconded: Cllr Griffiths.

v **Insurance Cover**

Councillors considered the level of insurance in place. It felt cover was adequate subject to any necessary uplift as new capital purchases were incurred and would be happy to renew on that basis next month. It does not have Business Continuity cover in place but felt its main income source (the Precept) was secure so this cover would be superfluous.

vi **Risk Register**

The Parish Council reviewed and **re-adopted** its Risk Register subject to update for any changes in responsibilities arising from the Annual Parish Council Meeting (APCM). The Chair **signed** a copy. Proposed: Cllr Mansfield; seconded: Cllr Vout. It will appoint "number twos" for all core Councillor roles at the APCM.

**Action: APCM**

vii **Emergency Plan (& Land Drainage Maps)**

The Parish Council reviewed and **re-adopted** its Emergency Plan subject to update for any changes in responsibilities arising from the APCM and some minor reworking over the next few months. Proposed: Cllr A Lennox; seconded: Cllr Hammond.

viii **AutoSpeedwatch policy**

The Parish Council **approved** this new policy and thanked Cllr A Lennox for his work in bringing it forward. It further noted the accompanying **Data Protection Impact Assessment** on the use of SIDs or Cameras. The Chair **signed** a copy. Proposed: Cllr A Lennox; seconded: Cllr Hammond.

ix **Annual Parish Meeting**

The draft agenda for this meeting was considered and **agreed**. Rather than do individual reports Parish Councillors with specific responsibilities would submit a few paragraphs on key activity during the preceding 12 months to the Chair for inclusion in a comprehensive report which he would read out at the meeting #. Councillors should email their reports to the Chair by 8 April.

**Action: All Councillors**

# CIL, Neighbourhood Plan, Environment & Sustainability, Planning & Housing Developments and Speeding would still appear as separate agenda items.

x **Parish Council Facebook page**

Cllr Hammond proposed that this action be dropped as there was already an active Great & Little Somerford Facebook page. This was **agreed**. Seconded: Cllr A Lennox.

22/04/9. **External Bodies & Standing Items**

i Updates (if any) from **Malmesbury Area Board, Malmesbury Community Area Transport Group** and **Malmesbury Community Area Footpath Group**

It was **noted** that any applications for funds to MAB should be submitted in May for the 7 June meeting.

ii **Updates (if any) on Standing items**

Cemetery (see **22/04/6.3**); Communications; Community Room (see **22/04/6.2**); Gt Somerford Defibrillator & Book Exchange; Emergency Plan (see **22/04/8.7**); School's Liaison; War Memorial; Website. Nothing extra to report under any of these heads.

22/04/10. **Correspondence between meetings**  
**Best Kept Village:** Cllr Botterill has circulated the proposed entry which has to be in by 22 April.

**Street Party for the Platinum Jubilee:** The organisers have provided the Clerk with their bank details in expectation that the agreed and budgeted s137 donation (£2,000) could be paid over without delay. **Minutes 21/11/5.3 and 21/12/5.2** refer. However the organisers have now set up a bank account in the name of Great Somerford Events so the payment would need to be made to Great Somerford Events and not to Great Somerford Community Fund as previously minuted. The Councillors **agreed** to make the payment to Great Somerford Events. Proposed: Cllr Mansfield; seconded: Cllr A Lennox.

**Action: Clerk**

22/04/11. **Councillors' Observations and Items for Next Agenda (if any)** – None.

22/04/12. **Dates for Future Meetings @ 7.30 pm**  
4 May Annual Parish Meeting in the School Hall; 18 May Annual Parish Council Meeting, 1 June, 6 July in the Community Room.

The meeting closed at 9.20 p.m.

Approved .....

*Henri Cllr*

Chair

Date

*18/5/22*

## GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

### Finance Report for April 2022 PC Meeting

1. To **ratify and approve** payments made since the last meeting

Date	Supplier	Cheq	Detail	£p
28/02/22	T Butcher	<b>bgc</b>	Caretaking Jan-Feb	45.00
07/03/22	Signpost	<b>bgc</b>	Advert for Community Room	66.00
11/03/22	Defib Store	<b>bgc</b>	Pads for defibrillator	144.00
17/03/22	MAS Seeds Ltd	<b>bgc</b>	Wildflower seeds – Environ' Project	126.90
18/03/22	Autospeedwatch Ltd	<b>bgc</b>	Annual licence for Startley camera	148.00
25/03/22	Clerk	<b>bgc</b>	Wages + £15 h/w allce Mar	161.17
	HMRC	<b>bgc</b>	PAYE re Mar	55.20
				<b>746.27</b>

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

Date	Customer	Slip Ref	Detail	£p
02/03/22	Fourways Stores	<b>bgc</b>	Defibrillator donation	15.00
07/03/22	Widdowson	<b>500100</b>	Headstone	60.00
09/03/22	Deposit Acc Interest	<b>bgc</b>	Interest	0.38
15/03/22	Fourways Stores	<b>bgc</b>	Defibrillator donation	5.00
				<b>80.38</b>

3. **Cash Book Bank balances as at 31 March 2022**

Current Account		7,799.82
Deposit Account	(CIL)	58,673.33
		<b>66,473.15</b>

(Combined Bank balances at last report as at 25 Feb = £67,139 )

Approved



Chair

6 Apr 2022