
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 1 June 2022 Community Room @ 7.30 pm

- Present** Cllr J Botterill Cllr A Lennox Cllr I Vout
Cllr M Griffiths (Chair) Cllr H Lennox (Vice Chair)
- In attend'ce** T M Chapman (Clerk) Wilts Cllr E Threlfall 3 members of public
22/06/PQT
- Public Questions**
The owner of the Old Brickyard in Startley explained why they were seeking planning permission /change of use (**PL/2022/04055**) for residential (2 units). She stated that local residents were supportive. There were no questions.
- 22/06/WCR **Reports from Unitary Councillor and Council Representatives**
Wiltshire Cllr Threlfall has reported concerns re the ash tree by Coppins to the Tree Officer (ref **minute 22/06/7.1**) which has placed it on Wiltshire Council's radar. It will be assessed for ash die back. The Utility Companies may take action if their cables are felt to be at risk.
- 22/06/0 **Councillor Resignation**
Cllr Hammond tendered his resignation 31 May so will not be attending tonight. This leaves three vacancies on the Parish Council.
- 22/06/1. **Apologies for Absence & Declarations of Interest**
Apologies were received from Cllr Campbell.
- 22/06/2. **Minutes and Matters Arising**
- i The Minutes of the Annual Parish Council Meeting and the Parish Council Meeting both held 18 May 2022 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr A Lennox; seconded Cllr H Lennox.
 - ii **Action Register.**
The status of actions detailed on the Action Register was **noted**. All of the CIL items under active consideration or in progress are agenda-ed separately as are those relating to Highways and Speeding. Others were not yet due.
- 22/06/3. **Community Infrastructure Levy (CIL) Projects**
- i **Projects under active consideration**
 - a) **Recreation Area / Glebe Field**
Cllr A Lennox is revisiting quotes for the forecast ongoing maintenance costs if the PC were to develop a recreation area at the Frog Lane end and take on a lease of the Glebe Field. He and Cllr Vout will then revert to Mr Sturgis, following questions raised at the Annual Parish Meeting.

Action: Cllrs A Lennox & Vout

b) Community Gazebo

Depending upon size and capacity this may require planning permission as the site is within the conservation area. It will be followed up when a new Councillor is in post with a responsibility for planning.

Action: Chair

c) Slide for Winkins Lane Play Area

Cllr Vout will bring three quotes to the next meeting.

Action: Cllr Vout/Agenda July

d) Wooden planters at entrances to village

Wiltshire Council has no objection to these being installed. Cllr Botterill will bring three quotes to the next meeting.

Action: Cllr Botterill/Agenda July

ii **Projects in progress**

a) **Installation of Defibrillator for Startley**

An electrician from Startley is installing the new defibrillator outside the Grove (opposite the bus stop) on 17 June.

b) **Purchase of second Speed Indicator Device**

Cllr A Lennox plans to place an order with Elan City for an Evolis Radar Speed Sign (Solar version) with a two year warranty plus solar panel and mounting kit for £2,322 ex VAT. This is less expensive than the quotes he obtained in January but comes recommended by Brinkworth Parish Council. This was agreed by all. Proposed: Cllr A Lennox; seconded: Cllr Botterill.

Action: Cllr A Lennox

iii **Footpath Project Update**

The stile on GSOM25 has now been installed but one on GSOM08 (the footpath between Gt Somerford and Startley) is yet to be installed. The Clerk has requested the final project sign off form from Area Board (ref their £500 grant) but nothing has been received as yet.

22/06/4.

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/2022/03562 The Old Rectory - T1 T2 T3 Ash trees on verge of Park Lane - Fell due to Ash Die Back. **No Objection.**

PL/2022/03572 Coppins - T1 - Section fell Conifer tree to as close to ground level as possible. T2 - Section fell Laurel tree within hedgerow to as close to ground level as possible. G3 - Section fell all Conifer trees along rear boundary which grow amongst Beech/Hornbeam trees to as close to ground level. **No Objection.**

PL/2022/03774 Tangles, junction with Dauntsey Rd Southwest - T1 - Scots Pine tree is to be removed to ground level, due to root plate movement on the western section of the tree. Life expectancy is thought to be less than 1 year given likelihood of high winds this coming Autumn/Winter". **No Objection.**

PL/2022/03776 Mulberry House - T1 - Leyland Cypress tree to be reduced on every side and top, approximately by one third, back to previous pruning points. **T2 -**

Pencil Conifer to remove this tree as it is pushing over a dwarf stone wall and encroaching on the garden path. **No Objection.**

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

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. **No Objection.**

PL/2022/01258 29 Long Acre - Removal of 3 metres in length of 1.2 m high laurel hedge and realignment of picket fence at edge of 2-vehicle car park. Replanting of laurel hedge 1 metre back from present position. **No Objection.**

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

PL/2022/04055 The Old Builder's Yard, Startley - Change of use of buildings from B1, B2 and B8 uses to C3 residential (2 units) (resubmission of 21/01337/FUL). **Supported.**

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

vi **Housing Developments**

Marketing of the homes on the **Dauntsey Road site** is underway. The developer is marketing it under the strapline of "The Hawthorns". This has caused some consternation as there is a property in Frog Lane called the Hawthorns. Both the developer and Wiltshire Council have however confirmed that the postal address is Demainbray Close as requested by the Parish Council. There is nothing that the Parish Council can do about a marketing strapline.

vii **Neighbourhood Planning & the Village Survey**

Cllr A Lennox stated that he is meeting those involved with the original Neighbourhood Plan on 2 June to draw up sample questions for the village questionnaire. He will bring these to the July meeting for approval.

Action: Cllr A Lennox

22/06/5.

Finance & Audit

i **Monthly Finance Report**

The Finance report was **received**. The Parish Council **ratified & approved** transactions processed since the last meeting (£304 payments) as detailed in the appendix to the minutes. Proposed: Cllr Vout; seconded: Cllr Botterill. The bank balance stood at £96,905.

ii **Internal Audit Report by Nick Frost for 2021/22**

It was pleasing to note that the Internal Auditor had scored the Parish Council as "Good" on all 14 internal controls assessed and had made only one recommendation for action that the Parish Council should consider whether it could get a better interest rate on the CIL monies on deposit by looking beyond Lloyds Bank's Business Bank Instant Deposit Account which is yielding 0.01%. The Parish Council **accepted** the report, a copy of which will be uploaded to the website for public viewing. Proposed: Cllr H Lennox; seconded Cllr Vout. The incoming Clerk will be asked to explore options for improving the rate of return.

Action: Clerk

iii **Appointment of the Internal Auditor for the year ending 31 March 2023**

Notwithstanding the professional job carried out by Nick Frost the Parish Council was aware that he had been so acting for five years and that it was best practice to change internal auditor every so often to ensure independence of scrutiny. It had therefore approached Sarah Binstead who had indicated that she would be willing to act if asked.

it was unanimously **decided** to appoint Sarah Binstead as Internal Auditor for 2022/23.
Proposed: Cllr A Lennox; seconded: Cllr Vout.

- iv **Annual Internal Audit Report 2021/22 prepared by Nick Frost**
This was **received**. It will be displayed on village notice boards, published on the website and sent to the external auditors.
- v **Annual Governance and Accountability decision tree guidance for 2021/22**
This was **received**.
- vi **Annual Governance and Accountability return for 2021/22 section 1, Annual Governance Statement**
The Councillors carefully considered each internal control statement on the document and, in the light of the Internal Audit Report, its knowledge of procedures, its in-year review of the Risk Register and consideration of risks prior to its insurance renewal, felt able to give a positive response to each statement. The statement was completed by the Chair and the Parish Council **authorised** the Chair and Clerk to sign same. Proposed Cllr A Lennox; seconded Cllr Botterill. It will be displayed on village notice boards, published on the website and sent to the external auditors.
- vii **Annual Governance and Accountability return for 2021/22, section 2, Accounting Statements**
This document had been certified & signed by the Responsible Financial Officer (Clerk) & reviewed by Internal Audit. The Parish Council, having seen the year-end figures at its April meeting, **approved** section 2 and **authorised** the Chair to sign same. Proposed: Cllr H Lennox; seconded: Cllr Vout.

The balances carried forward have increased from £22,794 to £66,473 primarily due to CIL money received but not spent in year. The report will be displayed on village notice boards, published on the website and sent to the external auditors.
- viii **Supporting statements required as part of the external audit process**
Having considered each in its turn the Parish Council **approved** and **authorised** the Chair to sign the bank reconciliation and explanation of variances. Proposed: Cllr A Lennox; seconded: Cllr Botterill.

Both reports will be published on the website and sent to the external auditors.
- ix **Supporting statements for website publication under the Transparency Code** The Parish Council **authorised** the Chair to sign the list of individual expenditure items over £100 and the Fixed Asset Schedule. Proposed Cllr Botterill; seconded Cllr Vout. Both reports will be published on the website.
- x **CIL report to Wiltshire Council**
The Parish Council **authorised** the Chair to sign the report. It shows the £54,510 received in year from housing developments in the village and the £1,606 spent on the Footpath project. Proposed Cllr H Lennox; seconded Cllr Vout. The Clerk confirmed it would be sent to Wiltshire Council and published on the Council website.
- xi **Publication period for the exercise of electors' rights**
It was **agreed** that the 30 consecutive day period run from Monday 13 June to Friday 22 July inclusive. The Chair was **authorised** to sign the confirmation document which will be displayed on the website and on noticeboards. Proposed Cllr H Lennox; seconded Cllr Vout. As the Clerk is leaving 14 June any member of the public wishing to inspect the Parish Council's books should contact the Chair in the first instance (tel: 01249 720309 or email merielgriffiths.gspc@gmail.com) to make an appointment.

22/06/6. **Parish Council Managed Facilities & Other Groups**

i **Play Park, Winkins Lane**

The bark has been purchased from Crapper & Sons at a cost of £180 incl. VAT.

A key coded box for table tennis bats etc. will cost c. £150. It was proposed (Cllr H Lennox; seconded: Cllr A Lennox) that Cllr Vout purchase and install same.

Action: Cllr Vout

Cllr Campbell inspected the equipment 21 May and found three items requiring maintenance:

- The slide (awaiting replacement). Ref agenda item **22/06/3.1c**.
- Wood climbing frame (climbing grips loose and require tightening).
- Metal climbing frame (requires painting to prevent rust forming).

These items will be fixed by Cllrs Vout & Campbell.

Action: Cllrs Vout & Campbell

ii **Community Room**

To **receive** any updates re cleaning/caretaking and access to the alarm system.

iii **Environment & Sustainability Working Group**

Cllr Botterill has arranged for the room to be cleaned monthly by the lady who cleans Little Somerford Village Hall. Cllr Botterill is carrying out weekly safety checks and will report any issues. The School's contractors are assessing the fire alarm system

22/06/7. **Highway & Footpath Matters incl. Speed Indicator Device**

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

Ash trees on Hollow Street: See **minute 22/06/WCR**

The Parish Steward has been asked to action overgrown edges to grass verges, cutting back overgrown roadside ditches & the Hollow Street culvert, gully clearing and some pot holes in Hollow Street. Cllr Vout will report back.

Action: Cllr Vout

ii **Speeding – Metro Counts**

The metro count requests for Honeyacre Farm and in Startley North were both submitted this month. Reference numbers 040 006 and 040 007.

The results of the Park Lane metro count received from Wiltshire Council are as follows:

- Speeds for a total of 9,120 vehicles in free-flowing traffic in both directions were recorded.
- The 85th percentile speed was 33.7 mph. This is the speed at or below which 85% of the traffic is travelling in and out of the village. It is used nationally as a criterion for Community Speed Watch interventions.
- 35.7% of recorded vehicles were exceeding the posted speed limit. A few entered the village at 65 mph.

As the 85th percentile does not exceed 35 mph no further action can be taken.

Cllr A Lennox will write to the Police & Crime Commissioner to ask why incoming traffic speeds only cannot be used to assess the need for traffic calming or enforcement action as few cars are speeding when they leave the village.

Action: Cllr A Lennox

22/06/8. **Governance**

i **Appointment of next Clerk**

Cllrs Griffiths and A Lennox have interviewed a candidate with a solid background in local authority admin, banking and with broad secretarial experience. They are offering the role with a start date of 6 June to allow one week overlap. The Councillors will have private, members only, session after the meeting to agree the finer details of the job offer.

22/06/9. **External Bodies & Standing Items**

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

Area Board has advised that it will fund up to 5 local priorities p.a. with the maximum grant being £5,000 and £500 matched funding being required. Applications can only be made by voluntary and community sector organisations. Parish Councils are eligible to apply for revenue funding in respect of Youth Grants or Older & Vulnerable Adult Grants where they are able to show a need for financial support.

ii **Updates on Standing items**

Gt Somerford Defibrillator – the replacement pads have been installed. Cllr H Lennox has taken over the monthly reporting from Cllr Botterill.

There were no updates concerning the Parish Council's ongoing work streams with regards to the Startley Cemetery, Communications, Gt Somerford Book Exchange, the Emergency Plan, School's Liaison, War Memorial or the Website.

22/06/10. **Correspondence between meetings that Councillors have requested be put on the agenda**

The Notices of Vacancies for the three retiring Councillors have been issued by Wiltshire Council. Two expire 6 June; one runs till 30 June.

22/06/11. **Councillors' Observations and Items for Next Agenda** – None.

22/06/12. **Dates for Future Meetings @ 7.30 pm** – 6 July in the Community Room.

The meeting closed at 9.07 p.m.

Approved **Chair** **Date**

**GREAT SOMERFORD
(INCORPORATING STARTLEY) PARISH COUNCIL
June 2022 PC Meeting**

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

Date	Supplier	Cheq	Detail	£p
16/05/22	Lee Butcher	bgc	Grass cutting – 15 May	105.00
27/05/22	Clerk	bgc	Wages + £15 h/w allce May	159.40
	HMRC	bgc	PAYE re May	39.60
				304.00

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

Date	Customer	Slip Ref	Detail	£p
09/05/22	Deposit Acc Interest	bgc	Interest	0.45
				0.45

3. **Cash Book Bank balances as at 27 May 2022**

Current Account		9,981.03
Deposit Account	<i>(mainly CIL)</i>	86,924.31
		96,905.34

(Combined Bank balances at last report as at 13 May = £97,209)

Approved _____

Mona CAH

Chair

1 June 2022