
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 18 May 2022 in the Community Room after the APCM

Present Cllr J Botterill Cllr A Lennox
Cllr L Campbell Cllr H Lennox (Vice Chair)
Cllr M Griffiths (Chair) Cllr I Vout

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

22/05/
PQT **Public Questions**
Councillors were asked how long they had lived in the village. The answer ranged from 3 to 22 years.

22/05/
WCR **Reports from Unitary Councillor and Council Representatives**
Wiltshire Cllr Threlfall reported that Malmesbury Area Board is increasing funding for Highways and Footpaths but cutting funds in other areas. She further confirmed that it will only fund projects sponsored by Community Groups and not Councils.

Questioned about Lyneham Banks and the effect its closure has on traffic to the east of the A350 she said that the Highways Department was putting in engineers to see if the land was still moving as the preparatory step to determine a solution.

22/05/1. **Apologies for Absence & Declarations of Interest** (LA Model Code of Conduct Order 2007)
Apologies were received from Cllr M Hammond
Cllrs A & H Lennox declared an interest ref planning application **PL/2022/03538** as immediate neighbours. They took no part in the Parish Council's decision.

22/05/2. **Minutes and Matters Arising**

i **6 April 2022 Decisions**

The Parish Council **ratified** the decisions taken at the 6 April 2022 virtual meeting as detailed below: the approval of the 2 March 2022 minutes, decision to withdraw from the community use of the school field project, the annual review of the Startley defibrillator, the two planning applications considered (PL/2021/03826 & PL/2022/01627), approval of payments made in March, the delegation to former Cllr Mansfield & Cllr Botterill to interview any applicants for the role of caretaker/cleaner, letters arising from the complaints about Highways issues in West Street and Manor Park, decision not to install a dog waste bin at the Showground, review & re-adoption of the Parish Council's Code of Conduct, Standing Orders, Reserves Policy, Financial Regulations, Risk Register, the approval of the AutoSpeedwatch policy, decision not to set up a Parish Council bespoke Facebook page and the decision to pay the Street Party donation to Great Somerford Events. Proposed: Cllr A Lennox; seconded: Cllr Vout.

ii **Minutes**

The Minutes of the Parish Council Meeting held 6 April 2022 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr A Lennox; seconded Cllr Botterill.



iii **Action Register**

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

22/05/3. **Community Infrastructure Levy (CIL) Projects**

i **Recreation Area Project and the Glebe Field**

Mr Sturgis had proposed at the Annual Parish Meeting that the Glebe Field should be reconsidered as a site for the Community Recreation Area. Cllrs Vout and A Lennox will meet with Mr Sturgis to explore options and report back.

Action: Cllrs Vout & A Lennox

ii **Defibrillator for Startley**

Cllr Botterill had purchased the defibrillator from Defib Store (not Defib Warehouse) even though it was not the least expensive but because it was in stock and available within a reasonable time line. All Councillors present **endorsed** the decision which had been sanctioned by the Chair between meetings. The September First Aid course will be held 10 or 17 September; venue to be arranged.

iii **Suggestions for other CIL funded projects**

Councillors noted the list below and concluded as follows:

- a) **Relaying the Dauntsey Road hedge:** This would be aesthetically pleasing but does add any new facilities to the village so will be kept on the "B" list for consideration should there be monies left over when other higher ranking projects have been completed.

- b) **Water pump for Free Gardens:** The Parish Council will consider this if the Trustees of the Free Gardens bring forward a proposal.

Action: Trustees of Free Gardens

- c) **Community Gazebo (in the Free Gardens):** Cllr Hammond will advise if planning permission is needed for a Gazebo larger than the one in the Play Area.

Action: Cllr Hammond

The Parish Council will investigate costs of purchase & installation (3 quotes) and seek permission from the Free Gardens Trustees if the Free Gardens is the desired site. It will also need to enter into a legal agreement with the Trustees to install same and such an agreement would have to cover responsibility for ongoing maintenance and usage.

Action: Cllr Griffiths

- d) **Jubilee drinking water fountain:** Public drinking fountains cost £3,000 - £5,000 to buy plus installation & connection. The Parish Council does not currently own or lease any land on which it could be installed. It was **agreed** to defer any decision until a decision is reached re the Glebe Field.

- e) **New slide and steps in the Winkins Lane Play Area**

The existing slide is rusty and would benefit from replacement. Children like the current set up with an earth mound up to the top of the slide. This would benefit from steps being cut in to make it more accessible in wet weather. Playdale Ltd offers such a combination. It is not known if other companies do. The Parish Council will need at least 3 quotes. If it can only source like for like from one supplier it should obtain comparison quotes from companies to supply and install a free standing slide and remove the earth mound.

Action: Cllrs Vout & Campbell

- f) **Wooden planters to mark entrances to the village:** Whilst this may be seen as being primarily aesthetic other villages have installed these and noted a reduction in the speed of incoming traffic. Permission would be needed from Wiltshire Council to put them on the roadside verges.

Action: Cllr Vout



Cllr Botterill will investigate the cost of such planters and consider how the ongoing maintenance (weeding) might be covered.

Action: Cllr Botterill

22/05/4.

Planning

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

i Ratification of Planning Applications considered between meetings

PL/2022/03165 Sherwood, Winkins Lane – Removal of flowering cherry. **Supported.**

ii Planning Applications for consideration

PL/2022/03538 Land at Dauntsey Rd SN15 5HU - Variation of Condition 2 of **PL/2021/05390** Relating to Approved Plans to Allow Proposed Addition of a Single Storey Rear Extension to Plot 9. **No Objection.**

iii Applications Determined by Wiltshire Council since the last meeting

PL/2021/06459 Sayers - Conversion of stable to enable its use for ancillary residential purposes, including as an office or holiday let, and associated works (retrospective). **Approved with conditions.**

PL/2021/11858 Westwood, Startley - Construction of plant room & family room with mezzanine snug over and link to main house. **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

PL/2021/11214 West House - Erection of Oak Framed Store & Porch, Alterations & Improvements To Existing Outbuildings With Solar Panel Installation. **Approved with conditions.**

PL/2022/03165 Sherwood, Winkins Lane – Removal of flowering cherry. **No Objection.**

vi Housing Developments

There were no updates. The issues concerning ash trees bordering the Broadfield Farm site and the Free Gardens are still unresolved.

vii Neighbourhood Planning Review

Cllr A Lennox has yet to meet with former Councillors Jeavons and Hourigan to finalise the questions on the survey. The Parish Council could designate "Protected Areas", subject to approval from Wiltshire Council, in which removal of dog waste could be enforced.

Cllr A Lennox is exploring how to use Survey Monkey. The Street Champions will deliver and collect paper copies to/from those households known to have no internet access.

Action: Cllr Griffiths

22/05/5.

Finance

i Monthly Finance Report

The Finance report was **received**. The Parish Council **ratified & approved** transactions processed in April and early May as detailed in the appendix to the minutes. £1,589 CIL had been spent (ex VAT) on the defibrillator for Startley. It was noted that two lots of CIL



monies had been received, Broadfield Farm tranche 3 of 3, Dauntsey Road tranche 2 of 3 and the first half of the Precept. These receipts had pushed the bank balances at 13 May up to £97,209 with £6,447 being available for general expenditure.

The bank reconciliations to 30 April were noted as were the Receipts & Payments Accounts to 13 May. It is too early in the year to draw any particular inferences from the accounts other than the question mark over how much CIL will actually be spent in year (versus the £24,700 budgeted) given the withdrawal from the School Recreation Area project.

Cllr H Lennox proposed, seconded Cllr Campbell that the Clerk should transfer the latest CIL monies to the deposit account and to transfer any excess funds in the designated Play Area and Road Safety Reserves to the General Reserve. This was **agreed**.

Action: Clerk

22/05/6. **Parish Council Managed Facilities & Other Groups**

i **Play Park, Winkins Lane**

There is a need to purchase more bark to restore the depth to correct levels. This was **agreed**. Cllr Vout will also investigate the costs of a lockable key coded box to contain the table tennis bats, balls and table football balls.

Action: Cllrs Vout & Campbell

ii **Community Room Caretaking & Cleaning Services**

The Chair reported that the lady who provides cleaning services to Little Somerford Village Hall had carried out an initial clean of the Community Room. This was a temporary solution as the lady in question did not want to take on the Caretaker/Cleaner role and nobody else had applied. Going forwards it was **decided** to engage this lady one a month to clean the room.

Action: Cllr Botterill

Cllr Botterill will investigate the restricted access to the alarm system which can only be turned off (once triggered) from within the School.

Action: Cllr Botterill

iii **Environment & Sustainability Working Group**

Cllr Botterill advised that the seeds on the Winkins Lane verge are beginning to germinate. The Environment Group continues to meet.

22/05/7. **Highway & Footpath Matters incl Speed Indicator Device**

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

It was noted that the 30 mph speed limit is being extended 69 metres further south west on the C66 road past the Broadfield Farm development.

The Parish Steward will be asked to cut back the overgrown edges of grass verges which are restricting pavement width.

The discretionary gully cleaning service will be around w/c 6 June. To maximise benefit two roadside ditches and one culvert in Hollow Street need vegetation cut back. The Parish Steward will be asked.

Action: Cllr Vout

ii **Speeding – Metro Counts**

Post meeting note: the metro count on Park Lane is now in situ. The request can now go in for the one near Honeyacre Farm and also for Startley North if the A429 diversion has ended.

Action: Cllr A Lennox



iii **Speeding – Speed Indicator Device #2**

Cllr A Lennox plans to purchase the mid-range priced SID model showing actual speed driven this month.

Action: Cllr A Lennox

22/05/8. **Governance**

i **Position of Clerk**

The Parish Council **noted** the resignation of the current Clerk effective 14 June 2022 and **delegated** authority to the Chair and Cllr A Lennox to interview and appoint the next Clerk. The closing date for application is 31 May. The post has been advertised locally at the Shop, in the Signpost, on Facebook, the village website and on the WALC website.

Action: Cllrs Griffiths & A Lennox

Should there be no suitable candidates it might be possible to engage a locum via the services offered by SLCC (Society for Local Council Clerks).

Action: Cllrs Griffiths & A Lennox

22/05/9. **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 substantial Parish Council funding of a project would not raise it up the priority rankings for Wiltshire Council as one of the scarce resources is staff time and professional highways and drainage expertise.

ii **Updates on Standing items**

There were no updates reference the Cemetery, Communications, Gt Somerford Defibrillator & Book Exchange, Emergency Plan, School's Liaison, War Memorial or the Website.

22/05/10. **Correspondence between meetings that Councillors have requested be put on the agenda - None**

22/05/11. **Councillors' Observations and Items for Next Agenda - None**

22/05/12. **Dates for Future Meetings @ 7.30 pm – 1 June & 6 July in the Community Room.**

The meeting closed at 9 p.m.

Approved

Henri Cllr

Chair

Date

1/6/22

GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL May 2022 PC Meeting

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

Date	Supplier	Cheq	Detail	£p
01/04/22	Wilts Council	bgc	Community Room rates	0.00
	Water2Business	bgc	Community Room water rates	107.69
05/04/22	Lee Butcher	bgc	Grass cutting - March	105.00
19/04/22	WALC	bgc	WALC & NALC 22/23 subs	350.22
	Great Somerford Events	bgc	Street Party s137 donation	2,000.00
20/04/22	Lee Butcher	bgc	Grass cutting – 14 April	105.00
	S Mansfield	bgc	Expenses – 123 Reg Linux renewal	115.06
25/04/22	Ben Roberts	bgc	Reduce cemetery hedge to 5 foot	320.00
27/04/22	Claire Brown	bgc	Clean Community Rm 21/04	30.00
29/04/22	BHIB Ltd	bgc	Insurance	899.45
	Clerk	bgc	Wages + £15 h/w allce Apr	159.40
	HMRC	bgc	PAYE re Apr	39.60
30/04/22	Lee Butcher	bgc	Grass cutting – 27 April	105.00
06/05/22	Defib Store Ltd	bgc	Defibrillator & cabinet for Startley	1,906.80
09/05/22	BLJ Garden Services	bgc	2 cemetery grass cuts	80.00
				6,323.22

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

Date	Customer	Slip Ref	Detail	£p
08/04/22	Wiltshire Council	bacs	CIL Broadfield Farm tranche 3	16,616.73
11/04/22	Deposit Acc Interest	bgc	Interest	0.53
25/04/22	Wiltshire Council	bgc	Precept (1 of 2)	7,200.00
	Shaw – Somerford Guides	bgc	Lettings	20.00
13/05/22	Wiltshire Council	bacs	CI Dauntsey Road tranche 2	13,221.70
				37,058.43

Not included in bank balance on page 2

3. To **effect** the following transfers to zero restricted reserves where the project has been finished (**Play Reserve**) and £675 transferred in from General Reserve not needed and to **reduce** the **Road Safety** reserve by £500 from £3,000 to £2,500 as only £2,500 budgeted spend in year. Both transfers into the General Reserve which is tight.

4. Transfer from current to deposit bank account

To **authorise** the Clerk to transfer the latest CIL receipts (£16,617+£13,222) less cost of Defibrillator ex VAT £1,589) = **£28,250** into the Deposit Account.

5. Cash Book Bank balances as at 10 May 2022

Which excludes income shaded yellow rec'd AFTER the reporting date cited on the agenda

Current Account		25,313.33
Deposit Account	(mainly CIL)	58,673.86
		83,987.19

(Combined Bank balances at last report as at 31 March = £66,473)

6. Cash Book Bank balances as at 13 May 2022 Report issue date

With everything included

Current Account		38,535.03
Deposit Account	(mainly CIL)	58,673.86
		97,208.89

Approved

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Chair

18 May 2022