
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 2 July 2025 Community Room@ 7.30 pm

Present	Cllr H Evans Cllr H Gravell Cllr M Griffiths (Chair)	Cllr T Phillips Cllr T Sturgis Cllr D Todd
In attendance	Cllr E Threlfall, H Wallace (Clerk), 1 member of the public	
PQT	No questions raised	
WCRE	Reports from Unitary Councillor and Council Representatives	

There has been back and forth at Wiltshire Council about the housing land supply but it has now settled on 2.42 years. Additional funding has now been cut to Neighbourhood Plans. **Action:** Cllr Threlfall to ask if there is any funding in the Wiltshire budget for phase 2 of Great Somerford's Neighbourhood Plan

The Environment Agency has produced flood maps. Cllr Threlfall encouraged Cllrs and parishioners to check the flood maps in case there are any corrections to make, especially where there may be any insurance implications. **Action:** Cllr Threlfall to forward the link for the flood maps.

West Street surveys have been assessed and the necessary repair and flood prevention work will be booked to contractors. Cllr Threlfall and Cllr Sturgis are urging for the work to be carried out before the winter.

Wiltshire Council are assessing the feasibility of maintaining the temporary speed limits which were in place during the reconstruction of the Lyneham banks road. Diversion/road closed signs are in the process of being removed. **Action:** Cllr Phillips to forward the photo of a sign needing removing to Cllr Threlfall.

Winkins Lane – The metro count agreed in the June PC meeting has been requested in order to get data to review traffic concerns.

1. INTRO Apologies for Absence
Cllr T Barker, Cllr J Harper, Cllr T Harrison

Declarations of Interest

Cllr Sturgis declared an interest in PL/2025/05283, 35 Somerbrook, due to bordering land, but felt that it didn't impact opinion on the planning application.

2. Minutes

Minutes and Matters Arising

The Minutes of the Parish Council Meeting held 3 June were approved and signed by the Chair as a true record. **Proposed:** Cllr Phillips, **Seconded:** Cllr Sturgis

The Action Register was worked through. A few items were highlighted:

Action: Cllr Threlfall to publicise about the parish bus services

Update: Cllr Threlfall has provided this link [Wiltshire Connect - Connecting Wiltshire](#)

Action: Cllrs Todd (cyber security) and Sturgis (flood risk) to complete the Risk Register ready for approval in September

Action: Clerk to get written confirmation from the insurers regarding the kick about area proposed for the Glebe field. Verbal confirmation has been received.

Update: Written confirmation received 07.07.25

Action: Cllr Griffiths to follow up with Id-Verde regarding the replacement of the dog waste bin, which had been requested.

3. Planning Applications received since the last meeting

PL/2025/05283

Address: 35 Somerbrook, Great Somerford

Proposal: Single storey rear extension and loft conversion

Decision: No objection

PL/2025/04650

Address: SAYERS, FROG LANE, GREAT SOMERFORD

Proposal: Two Cypress trees are to be removed to ground level.

Decision: No objection

PL/2025/04874

Address: Marsh Farm, Marsh Lane, Startley

Proposal: Erection of building and use as a dwelling

Decision: Comments had been made previously. Cllr Threlfall will follow up on this application.

PL/2025/05484

Address: 11 SOMERBROOK, GREAT SOMERFORD, CHIPPENHAM

Proposal: T1 Lime tree - Crown raise to 5 metres above ground level and is to be reduced by up to 4 metres on the large lateral branch obscuring the adjacent lamp post. TG2 - Remove two Cypress to ground level.

Decision: No objection

Applications determined since the last meeting

PL/2025/00685

Squash Court Cottage, West Street, Great Somerford,

Proposal: Dismantle chimney stack. Single storey rear extension. Changes to fenestration

Decision Date: 30.05.25

Decision: Approve with Conditions

PL/2025/04379

Address: Paddock House, West Street, Great Somerford

Proposal: Notification of proposed works to trees in a conservation area

Decision Date: 19.06.25

Decision: No Objection

PL/2025/03050 and PL/2023/02788.

Address: The Old Builders Yard, Heath Road, Startley

Proposal: Variation of condition 2 (approved plans) relating to application

Decision Date: 26 June 2025

Decision: Approve with Conditions

from reserves as an unbudgeted expense and given that it would be a good idea to use up some reserves. **Proposed:** Cllr Gravell, **Seconded:** Cllr Griffiths.

The bank balances on 30 June were:

Treasurer's current account: £51,955
Deposit account: £10,687
Fixed Term Savings account: £75,000
Total: £137,642

Cllrs had reviewed the following policies which were then signed in the meeting: Equal Opportunities, Freedom of Information, PIE policy, Standing Orders, Privacy, Code of Conduct. The guidance around Hedges, Trees, Ditches was considered fine with no changes. **Action:** Clerk to send for website publication.

Finance Regulations, Reserves and Risk Register at to be approved at the September PC meeting.

7. Managed Facilities

Winkins Lane Playground

Cllrs discussed a report which had been prepared for a replacement to the Moonscape Climber. Cllrs considered quotes from Fawns, Wicksteed and Sovereign. They ranged from £12,935.55 (for a teens/adult piece of equipment) to £22,95.65. It was decided that it would be best to replace the item with a climbing frame suitable for children (rather than for teens/adults). Fawns Quote 1 £18,994.65 was approved for a Mariner Space Frame with safety flooring.

Proposed: Cllr Phillips; **Seconded:** Cllr Griffiths and approved.

Cllr Sturgis provided details of an off-site contribution of £18,576 designated to Winkins Lane Playground from the Broadfield Farm development which could be used for this project. **Action:** Clerk to email CIL regarding this funding.

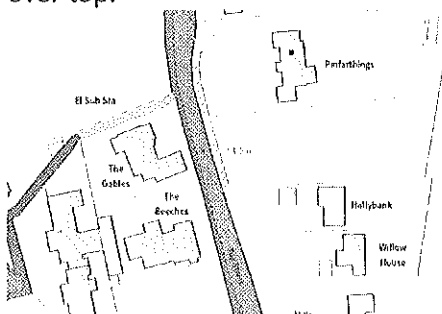
Community Room

Action: Cllr Todd to look into lighting, in particular a light just outside the entry door before the winter.

8. Environment

Wiltshire Council asked the parish to nominate the five gullies in most urgent need of clearing. Cllr Sturgis has sent the 5 gullies for the Vactor works.

Cllr Gravell raised concerns about the dip at the edge of Top Street and has sent a photo of the area of road in question to Cllr Threlfall. **Action:** Cllr Threlfall to raise with Highways. **Update:** This has been raised and Highways ask residents to make good their verges with soil and grass over top.



Housing Developments

Cllrs discussed that the affordable homes on the Broadfield Farm development seem to be all taken.

Neighbourhood Plan

The working group has met and been briefed by the consultant. As expected, there was a lot of interest in things in the parish, not necessarily related to the Neighbourhood Plan. The report has an excel spreadsheet which will be shared with Cllrs once identifying information has been deleted. **Action:** Cllr Griffiths to redact/delete and share spreadsheet. There will be a need to go through every response and work out which items to bring to PC meetings and which are planning. **Action:** Cllr Sturgis to mark up and send to the consultant to double-check.

The next step will be to decide what to do with the existing Neighbourhood Plan, whether a simple review and update will be sufficient or if a full review is needed. **Action:** Cllr Sturgis to update at the September PC meeting.

Trustees of the CIO Free Gardens are keen to do a questionnaire which will wait until after the review of the NP.

4. CIL Bus Shelter

Projects Initially on this project, several quotes were obtained from Made in Oak, Timberpride and Littlethorpe of Leicester Ltd. Cllrs chose Made in Oak because it had been decided that it was the best design, could accommodate a GRP roof and looked like the best value £6,240 + roof material (£1,320). It also supported a local company. The final shelter invoice was £6,408 + VAT. The deposit was paid April 2025.

The decision then was that as a recent best value exercise had been carried out, the same contractor would be used for the Startley bus shelter. This has been quoted at £9,605 + VAT. In addition to the quotes for the bus shelters, it has transpired that there is an extra cost for glazing on the Startley bus shelter at £450 + VAT. Cllrs approved the extra expenditure under CIL via email (6 approvals received)

In addition, there will be a bill of £850 for removal of both of the old shelters. Cllrs discussed that they would look to recycle the old noticeboard from the bus shelter. **Action:** Cllr Todd to ask The Volunteer if the noticeboard would be of use.

In addition to the bus shelters, Cllrs considered quotes for a new wooden noticeboard. (Quotes by email 24 Apr and re-attached 18 June) Several quotes have been obtained in a range £1,600-1,800. After discussion about the pros and cons at the July meeting Cllrs decided to opt for the quote received from a local carpenter as the best fit for the wooden shelter. The noticeboard is £1,608.21 and signage is £234.85. **Proposed:** Cllr Gravell; **Seconded:** Cllr Sturgis. Approved by majority vote, with one Cllr abstaining.

The top of the wall going up to the church is in disrepair. Cllrs discussed that a quote to rebuild the wall could be brought by the Parochial Church Council (PCC) for consideration for CIL expenditure.

A new proposal to consider extending the community room was discussed. Cllrs were in support of considering it further if it could then become a better village hall. **Action:** Cllr Evans to raise with the school.

5. Finance

a) Monthly Finance Report

The finance report was agreed and signed **Proposed:** Cllr Griffiths; **Seconded:** Cllr Sturgis. The reconciliation papers were handed in completed by Cllr Barker.

b) The Clerk and Responsible Finance Officer reported that there had been no questions yet from PKF external auditors.

c) Cllrs approved for the Clerk to complete CILCA training at £450 and for this to come

9. Standing Items To discuss any updates regarding:
Startley Cemetery, Communications, Gt Somerford and Startley Defibrillators, Book Exchange, Emergency Plan, School's Liaison, War Memorial, Website.

Cllr Harrison had provided an update for the meeting regarding Startley Cemetery - the refurbishment is complete except for the latch to the gate which has been removed and is being worked on by Hector Cole. Benches and blossom trees are being researched and a recommendation will be made at the September PC meeting.

Cllrs discussed communications. The Clerk will post the notice of each GSPC meeting on the parish Facebook and ideally follow up with a reminder on the day. Cllrs should send photographs of actions and projects to Cllr Threlfall and the Clerk to publicise. It was discussed that more effort would be made around the Annual Parish Meeting in terms of publicising the work of the PC and encouraging parishioners to attend.

Cllr Sturgis discussed an article in "Cotswold Life" about wild swimming in the parish. The publisher has informed that an apology will be made in the next edition regarding promoting wild swimming on private land.

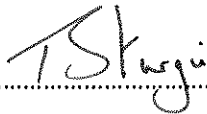
Cllr Todd is looking into family based First Aid training for next year and will update.

Action: Cllr Gravell to review the Emergency Plan over the summer to check for any updates required and it will be re-approved in September.

Action: Cllr Phillips to ask for the community room booking person to be updated on the website.

10. Notice Future dates
3 September, 1 October, 5 November, 7 January, 4 February, 4 March, 1 April, 20 May APM and APCM (tbc), 3 June, 1 July
Cllr Griffiths has given apologies for April, May, June 2026.

The meeting closed at 9.04pm

Approved.....Chair

Date3/09/25.....



