
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Draft Minutes of the Parish Council Meeting 1 October 2025 Community Room@ 7.30 pm

Present	Cllr H Evans Cllr H Gravell Cllr Griffiths (Chair)	Cllr J Harper Cllr T Sturgis Cllr D Todd
In attendance	Cllr E Threlfall, H Wallace (Clerk), 2 members of the public	
PQT	A member of the public mentioned that the PC was thanked for the daffodils, which have been purchased using reserves (£139.14), and now planted. The chestnut tree in Manor Park was discussed. Deeds have been inspected; residents have done everything they can to establish land ownership but it remains inconclusive. Action: Cllr Sturgis to look into the Planning Application made by Number 6 Manor Park to see if there is any indication of ownership there. The objective is to seek to have the land owner take responsibility for necessary ongoing maintenance and wellbeing of the tree.	
WCRE	Reports from Unitary Councillor and Council Representatives Cllr Threlfall reported that there was some concern from residents about Openreach's new cabling at Manor Park. Cllr Threlfall has asked for the contractor to explain what is proposed and what impact it could have. Meanwhile West Street drainage works are due to start on 20th October. Resurfacing near the war memorial is imminent. The proposal for the Lime Down solar farm has been submitted to the planning inspectorate. Cllr Threlfall notified all in attendance that the Malmesbury Area Board meeting will be on Tuesday 7 October at 6.30pm for 7pm in Minety Village Hall and the Police and Crime Commissioner and Chief Constable will be attending. In questions it was raised that a section of verge on Top Street is damaged and forms a hazard Action: Cllr Harrison will speak with the resident to see if it can be filled in to make it safer for road users. ID Verde – again, bins have not been emptied at the Show Ground and bottom of Hollow St. Action: Cllr Threlfall will also chase as this issue has come up before.	
1. INTRO	Apologies for Absence Cllr Barker, Cllr Phillips Declarations of Interest In the discussion about the grant for the PCC, Cllr Gravell and Harrison stepped aside.	
2. Minutes	Minutes and Matters Arising The Minutes of the Parish Council Meeting held 3 September were approved and signed by the Chair as a true record. Proposed: Cllr Todd, Seconded: Cllr Gravell Actions: The following documents were approved and signed; whilst it was noted that they are ongoing	

documents which require reviewing at least annually. Policies will be sent to Cllrs for review in July 2026.

Risk Register **Proposed:** Cllr Harper, **Seconded:** Cllr Evans

Emergency Plan **Proposed:** Cllr Gravell, **Seconded:** Cllr Harper. **Action:** Clean copy to be redacted for the website – Cllr Gravell/Clerk

The Finance Regs have been reviewed but need to be seen by all Cllrs prior to signing so this has been rescheduled for November.

Concrete base for bus shelter to be discussed at Item 4. CIL

3. Planning Applications received since the last meeting

PL/2025/07471

Address: Land at 5, Broadfield Farm, Great Somerford

Proposal: Variation of condition 2 (Approved Plans) relating to application PL/2024/06427 -

Erection of 1 No Self Build Dwelling

Decision: No objection

PL/2025/07686

Address: LAND EAST OF BROWN LEAVES, HOLLOW STREET, GREAT SOMERFORD

Proposal: Site 318 T1 - Ash tree - side prune to gain 4m clearance from overhead lines G1 - Ash reduce to 2m height Site 319 G1 - Hawthorn trees - reduce in height to gain 3.5m clearance from overhead lines G2 - Hawthorn trees - reduce in height to gain 3.5m clearance from overhead lines G3 - Ash trees and Hawthorn trees - reduce in height to gain 3.5m clearance from overhead lines

Decision: No objection

PL/2025/06937

Address: WILLOW HOUSE, GREAT SOMERFORD

Proposal: Replacement of existing garage, porch extension & ancillary alterations

Decision: No objection

Applications determined since the last meeting

PL/2025/06831

Address: 11 MANOR PARK, GREAT SOMERFORD

Proposal: Apple tree - overall reduction of 4m

Decision; No objection

PL/2025/06383

Address: DAUNTSEY END, DAUNTSEY ROAD, GREAT SOMERFORD

Proposal: Proposed two-bay garage with home office over

Decision: Approve with Conditions

PL/2025/06167

Address: JAYDAN HOUSE, FROG LANE, GREAT SOMERFORD

Proposal: T1 - Large Field Maple is to be crown raised by 2 metres. The remaining canopy is to be reduced by up to 2.5 metres, and the stem over hanging the neighbours is to be removed.

Decision: No objection

PL/2025/06094

Address: FOURWAY HOUSE, GREAT SOMERFORD

Proposal: T1 - Laburnum - fell

Decision: No objection

Housing Developments

No update

Neighbourhood Plan

Completing the Neighbourhood Plan will be costly, but it is deemed necessary to defend to parish against future developments and there is potentially work that the PC can do to assist with surveying and so decrease the overall cost, which at most could be just under £10,000 over 18 months. In the period until April 2026 it would cost the PC £1,800, which would need to come from general reserves as it hasn't been budgeted. Future costs would then be considered with the budget setting for 2026-27. The PC agreed to move forward on this basis with Cllr Sturgis liaising with Master Land and Planning Ltd.

4. CIL The concrete base at the Startley bus shelter had been deemed not strong enough for the structure. Cllr Gravell approached six companies to quote to prepare a stronger base. Two companies didn't reply, two were too busy to complete the work and the PC chose the lower of the two quotes that had been received at £994+VAT to DP Smith. **Proposed:** Cllr Gravell, **Seconded:** Cllr Todd. The noticeboard was discussed and the PC agreed to buy a new one at £651 + VAT **Proposed** Cllr Griffiths, **Seconded** Cllr Harper.
- The update on the recreation feasibility study was moved to November in Cllr Phillips absence. Cllr Harrison reported that as part of the approved Startley Cemetery project, cherry trees have now been purchased at £455, and will be planted in November. Research has recently been undertaken on pricing and Cllr Harrison will bring a proposal and the cost of plots to the November meeting.
- Action:** Cllr Gravell to send details of benches that may be used at Startley Cemetery or for replacing the bench outside the Church gate by the newly planted daffodils. Cllr Sturgis to send details of benches he may be able to donate, for consideration in these areas.
- Action:** Cllr Sturgis to bring quotes for the Great Somerford Church wall to the November meeting.
- Action:** Cllr Griffiths to ask for the bollard and chain to be fixed at the wedding posts.

5. Finance

a) Monthly Finance Report

The finance report was agreed and signed **Proposed:** CllrHarper, **Seconded:** Cllr Griffiths. As a non-signatory, Cllr Harrison was asked to check the bank reconciliation in Cllr Barker's absence.

The PC agreed to pay the budgeted donation to the parish church of £850. Further, Cllrs agreed to add £150 from the general donations pot to this donation.

The bank balances on 29 September were:

Current Account	36,656.62
Deposit Account	10,705.48
Fixed Term Savings	76,088.26
Combined total	123,450.36

6. 7. Policies The Risk Register and Emergency Plan were signed (as above in Item 2b) and the Finance Regs moved to November.
- The PC made a formal resolution of the Staffing Committee, this has unofficially been made up of Cllr Griffiths, Cllr Harper and Cllr Harrison which would continue and now has been formally recognised. This is to meet guidance that more than one person must be responsible for any staffing decisions. Terms of reference will be shared.

7. Managed Facilities Winkins Lane Playground

The ROSPA report has recently been completed on Winkins Lane Playground and recommended actions are in progress with Cllrs Phillips and Todd.

The metro count on Winkins Lane was discussed at this point. The traffic survey had been reassuring. During the ten days of surveying, no car had been driven at over 30mph. The PC agreed to share the results on the website and in a Parish Information Email. **Action:** Cllr Threlfall, Cllr Harrison, Cllr Griffiths to publicise the results of the metro count and to consider what traffic calming measures are possible to satisfy concerns of the residents.

Community Room

No update this time.

8. Environment Items for the Parish Steward

The Parish Steward has been asked to tidy around signs.

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, Free Gardens

- a) Communications – The PC uses the website, noticeboards, parish information emails, Facebook. **Action:** Clerk to promote PIEs on Facebook. **Action:** Cllrs to further promote annual activities prior to the next Annual Parish Meeting.
- b) Gov.uk email and website was discussed and agreed that it would not be moved forward with at this time

School's Liaison – Cllr Evans has a meeting lined up with the school and will report back

The wreath has been ordered for the War Memorial.

Cllr Griffiths has stood down as Parish Council Trustee of the Free Gardens CIO and Cllr Todd has taken her place.

There were no further comments on the standing items.

10. Notice Future dates

5 November, 7 January, 4 February, 4 March, 1 April, 20 May APM and APCM (tbc), 3 June, 1 July

The meeting closed at 8.50

ApprovedChair Date