

---

# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

---

## Minutes of the meeting held 4 April 2018 at 7.30 p.m. in the Community Room at Somerfords Walter Powell school

<b>Present</b>	Clr S Mansfield (Chair) Clr G Cole Clr C Blount Clr D Butcher	Clr S Binstead Clr A Gravell (from item 7 only) Clr F Hyde
	T M Chapman (Clerk) (from item 4)	
<b>In attendance</b>	Wiltshire Clr Sturgis	One Member of the public

### Public Participation

Manor Park – bottom of lamp post now cleared.

Request that the lack of walkway between bottom of Manor Park and the Manor be raised at the APM: the verge has been raised by ditch contents rendering it hazardous.

Concerns about uneven road surface by Brook Farm bridge on the Little Somerford side.

#### 18.04.01 **Apologies for Absence**

Clr M Hourigan.

#### 18.04.02 **Minutes of the 7 March 2018 meeting**

The minutes were signed by the Chairman and adopted as a true record.  
Proposed Clr Butcher; seconded Clr Hyde.

#### 18.04.03 **Declarations of Interest**

There were no new declarations. The members' register of interests is up to date.

#### 18.04.04 **Employment of the new Clerk**

Clr Mansfield reported that, subject to Parish Council consent, agreement had been reached with Ms T Chapman to serve as the Clerk effective from this meeting. Ms Chapman would be employed for 15 hours a month but an additional 5 hours would be allowed in April for "catch-up".

The Parish Council agreed to the appointment on those terms and Ms Chapman and Clrs Mansfield and Cole duly signed the contract of employment and the job description laid before the meeting.

#### 18.04.05 **Wiltshire Council update**

Clr Sturgis reported on various highways issues and GDPR as below.

- a. West Street Manor Park ditch: any levelling would require land drainage consent to pipe the ditch. The optimum solution would be a footpath on the Llewellen

Palmer's field, funding for which might be obtained from Malmesbury Area Board or Wilts CC.

- b. The arch over the road by Station House has been surveyed but English Heritage has raised some concerns.
- c. Brook Farm bridge uneven road surface: some tarmac has been put down to infill but the badger run underneath continues to compromise stability. Natural England insists this be piped.
- d. Tractors damaging verges – Cllr Sturgis has spoken to the landowner who has instructed his contractors that such action is unacceptable and has promised that the verges will be flattened and the grass allowed to grow again.
- e. GDPR briefing will be held at Council Chamber, County Hall, Trowbridge, on 20 April.

#### 18.04.06 **Annual Parish Meeting & Annual Parish Council Meeting**

These were scheduled for 2 May at 19.30h for the Annual Parish Meeting to be followed by Annual Parish Council Meeting. It will be publicised in Signpost, on the village website and on Facebook. The most recent accounts must also be available.

Community Groups will be invited to speak as in 2017.

**Action Clerk**

and there will be a presentation on the proposed playground facilities (minute 18.04.10).

**Action Cllr Hyde**

#### 18.04.07 **Planning Matters**

Cllr Cole reported on the following applications :-

- a. 17/12502/FUL Broadfield Farm: New plans have been delayed pending the finalisation of issues concerning Affordable Housing.
- b. 18/01385/TCA Paddock Close: **Passed.**
- c. 18/01201/FUL 61 West Street: **Passed.**
- d. 18/00665/FUL Oakdene Cottage, Startley. Awaiting decision
- e. 18/02360/TCA Millbrook House, Frog lane; fell silver birch: **No objections.**
- f. 18/03034/TCA Glebe House Dauntsey Road: **No objections.**

#### 18.04.08 **Highway Matters**

Cllr Mansfield was able to update the Council on the following:

- a. **Street Lamp by No. 1 Manor Park**  
The householder has now cut back the hedge but the lamp may still need fixing by Atkins. Cllr Mansfield will follow up on this.  
**Action Cllr Mansfield**
- b. **Verge damage on West Street**  
See minute 18.04.05(d).
- c. **White Lines**  
Cllr Mansfield has been in communication with Wilts CC and a contractor has been instructed to refresh same.

d. **Winkins Lane Tarmac**

The lane has been surveyed and the work is being priced with a target completion date between June and September 2018.

e. **Winkins Lane grass mound opposite the Church**

Cllr Blount offered to clear the brambles and re-seed.

**Action Cllr Blount**

18.04.09 **Community Room**

Cllr Hyde had nothing to report.

18.04.10 **Play Area - Community Involvement**

Cllr Hyde presented plans for new playground for Great Somerford which aim to make the facility more attractive for a wider age range, install weather proof surfaces and disability suitable equipment and erect a Trim Trail to appeal to teenagers and older youngsters. Suggested new equipment was showcased. It could cost up to £60k.

The plan is to set up a Fundraising and Playground Planning Committee which might consult with Parish Council leads elsewhere who have installed new play equipment. The project will be presented at the Annual Parish Meeting (minute 18.04.06) and publicised in the Signpost magazine.

18.04.11 **Neighbourhood Plan**

Cllr Mansfield advised that the Plan is complete and requires no additional input. The Brook Farm development site boundary is under discussion.

18.04.12 **Cemetery Matters**

Cllr Hourigan (in absentia) had nothing to report.

18.04.13 **Walking the Parish Footpaths**

Cllr Sturgis is still working on his list of landowners of footpaths and rights of way. Wiltshire have requested further information on who owns the boundary hedges.

18.04.14 **Community Assets**

Cllr Blount has sent the Council's proposal for designating the Volunteer pub as a Community Asset to Arkells for their consideration.

18.04.15 **Community Emergency Plan**

Cllr Blount has been working on this and has updated the Wiltshire CC template. He will call a meeting of the Councillors on the Emergency Response Team to review same then publicise.

**Action Cllr Blount**

18.04.16 **Best Kept Village Competition**

Cllr Cole reported that he will be submitting the entry forms shortly.

18.04.17 **Review of Council Policies and Governance Documentation**

Cllr Binstead had provided members with copies of the following 2017 policies:

- Equal Opportunities Policy
- Freedom of Information Publication scheme
- Risk Register
- Standing Orders
- Financial Regulations.

After due consideration it was decided to accept them without change for 2018. Copies will be signed by Cllrs Mansfield and Cole, scanned and put on the website.

**Action Cllr Mansfield, Cllr Cole**

18.04.18 **Finance Report**

Councillors noted the transactions since 8 March 2018, namely Receipts - £28.14 (primarily Community Hire) Payments - £24.22.

The bank account balances as at 31 March 2018 statement are Current account £11,034, Deposit account - £3,717, total £14,751. There are £24 unpresented cheques not included in these figures.

The Finance report was accepted. Proposed by Cllr Cole, seconded by Cllr Hyde.

Cllr Binstead confirmed that the 2018/19 budget had been amended to allow for the purchase of a speed activated warning sign.

**Asset Register**

The document before the meeting showed the Council owned assets that had cost £70,400 which were insured for £154,997 (replacement cost). 2017/18 additions are the laptop and inkjet printer.

It was noted that the Community Room, Cemetery, Ground Surfacing in the Play Area and some gates had not been included in these figures. The mowers and machinery are no longer owned so will be removed from the register and the insurance schedule.

Neither the shed nor the Community Room itself are included on the Council's insurance policy. The Parish Council insures the contents but understands that the School insures the buildings. The Clerk was tasked to verify this.

**Action Clerk**

18.04.19 **Correspondence as received**

a. **Letter of resignation from Cllr Scott**

This was accepted with regret and thanks were expressed for his 35 years' valuable contribution to the work of the Parish Council. Tribute will be paid via the Signpost and Cllrs Cole and Butcher will organise a collection for a leaving gift.

**Action Cllr Cole, Cllr Butcher**

The bank mandate will need to be changed to remove Cllr Scott as a signatory and to add another signatory. It was unanimously agreed that this should be Cllr Binstead.

**Action Cllr Mansfield, Cllr Cole**

Wiltshire Council and residents will be informed of this casual vacancy. The Council can only co-opt to fill a vacancy if 10 residents do not request an election. The vacancy will also be advertised in the Signpost.

**Action Clerk**

**b. GDPR Briefing & Compliance**

Wiltshire Council is still to confirm how the requirement for a Data Protection Officer should be handled at Parish level but the SLCC (Society for Local Council Clerks) has advised Clerks that, before 25 May 2018, each Council should carry out an information "audit" of the personal data it holds, the purposes for which it holds it, check that it has the data subjects' consent to hold and use said data and update its privacy notice.

**Action Clerk**

**c. Defibrillator training**

This is scheduled for 8 May at 7.00 pm in the Community Room.

**18.04.20 Councillors Reports and items for the next agenda**

It was decided to include on the next agenda a review of the updated Councillor contact list.

The next meeting is the APM and APCM on 2 May 2018 @ 7.30 p.m.

**The meeting closed at 9.15 p.m.**

**Approved**

.....

**Chair**

**Date**

.....