
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the meeting held 4 July 2018 at 7.30 p.m. in the Community Room at Somerfords Walter Powell School

Present

Cllr S Mansfield (Chair)	Cllr D Butcher
Cllr G Cole	Cllr A Gravell
Cllr S Binstead	Cllr M Griffiths
Cllr C Blount	Cllr M Hourigan

T M Chapman (Clerk)

In attendance Wiltshire Cllr Sturgis No members of the public

Public Question Time

There were no questions.

Reports from Unitary Councillor and Council Representatives

Wiltshire Councillor Sturgis responded to a question about the developer of the Broadfield Farm site applying for **Vacant Building Credit** which, if successful, would reduce the number of affordable houses to 2.64. Cllr Sturgis felt such an application was unlikely to be successful because

- inclusion of 8 affordable houses on that site had been part of the Neighbourhood Plan and statements made at the time to the Examiner;
- the vacant buildings had been in use for at least 6 months in the 3 years prior to the planning application;
- the buildings had only become vacant for purposes of development.

He reported that an application had been received for mains water connection in Heath Lane pursuant to **18/03524/FUL** - Change of Use of Land to a Private Gypsy and Traveller Caravan Site.

He further informed the meeting of a broadening in the types of plastic packaging that can go into the blue lidded waste bins from 30 July.

18.07.1. **Apologies for Absence**

Apologies were received from Cllr Hyde.

18.07.2. **Declaration(s) of Interest**

There were two declarations specific to matters on this agenda:

- Cllr Binstead felt unable to comment for reasons of friendship on planning application 18/05407/FUL;
- Cllr Gravell declared a pecuniary interest in agenda item 5.4 and would take no part in the decision.

The members present confirmed that the register of interests remains up to date.

18.07.3. Minutes

- i The Minutes of the meeting of the Parish Council held on Wednesday, 6 June 2018 were **approved** and **signed** by the Chair as a true record.
Proposed Cllr Butcher; seconded Cllr Cole.
- ii **Matters Arising**
After review of the Action Register it was **agreed** that those items shaded green had been completed and updates were provided re the following items not agenda-ed separately:
 - **18/06/3.3 Ownership of the Winkins Lane Play Area - The Land** Registry Certificate of Title WT 239050 dated 15 January 2015 in favour of "Great Somerford Parish Council of Corporate Services, North Wiltshire District Council, Monkton Park" registers the Parish Council's title as leaseholder of the lease dated 23 May 2005 which grants the Parish Council a tenancy for 125 years from 1 April 2005 subject to it being used as a children's play area. Additionally no planning applications relating to it may be made (other than an application for community use) without the prior consent of the landlord.
 - **18/06/5.9 Internet access to the bank statements** – Cllrs Mansfield and Cole have completed the application form and been into the bank but the facility is not yet on-line;
 - **18/06/7.3 Community Room Light.** Outstanding. Two now need fixing.
 - **18/06/8.1 National Pay Award.** Still to be determined.
- iii **Speed Awareness Camera**
The camera has been installed by a local accredited contractor (invoice to follow) and must be turned or repositioned every two weeks. The meeting **authorised** the Clerk to settle the invoice between meetings.

No Street Works Operative Accreditation course has been held as yet (minimum 4 persons). Cllr Hourigan is still willing to do this course but **recommended** that the Council also consider training a more agile person/Councillor.

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18.07.4. Planning Matters

As Wiltshire Council no longer issue paper copies to Councils, Councillors need to access planning documents at
<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>.

i **Planning Applications since the last meeting**

18/05148/TCA 16a Manor Park – fell one Lawson cypress.
No objection and has been approved by Wiltshire Council.

18/05407/FUL 12 Paddock Close - Single storey lounge extension to north elevation.
No objection.

18/05927/FUL Land Adjacent To Orchard House, Frog Lane - Erection of two detached dwellings with ancillary garaging and associated landscaping amendment to 17/03545/FUL
No objection.

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

18/03592/FUL Tamarisk – Relocate soil pipe, install log burner and external flue
Approve with conditions.

18/04525/TCA 8 Paddock Close – fell one Norway Maple.
No objections

Cllr Cole reported that he had received one further notification:

18/03011/FUL Kantara – Extensions, porch, garage & office
Approve with conditions namely that the garage and office have not been approved.

18.07.5. **Finance and Audit**

i **Receipts and Payments for the year to 25 June 2018**

The report was **noted**. At this stage of the year the year to date surplus (£3,412) and the bank balances (£18,139) are artificially high even though the major item of capital spend, the speed awareness camera, has been purchased.

This purchase is part funded out of the 2018/19 revenue and part out of reserves brought forward. It had been approved at the May meeting. The actual spend had come in just £18 over budget and Cllr Hourigan was commended for this.

The Parish Council was reminded it had budgeted to spend £3,000 on play equipment as awarded under its 2017 grant receipt.

S137 grants and donations are normally made in late Autumn and it was **agreed** to discuss these in November.

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ii **Finance report**

The Finance report was **received** and the Parish Council **ratified** the two payments made between meetings and **approved** payments for this month and those falling due at the end of the month as there was no meeting in August. Total spend ratified/approved totalled £1,035.48. It noted £12 community hire receipts in June. Proposed: Cllr Cole; seconded Cllr Binstead.

To avoid potential issues with the bank not accepting cheques made out to Great Somerford Parish Council as the bank account is in the name of the Parish Council of Somerford Magna it was **agreed** unanimously to execute a third party cheque indemnity form so the bank could accept cheques made out to Great Somerford Parish Council. Cllrs Mansfield and Cole duly executed the mandate form. Proposed Cllr Mansfield; seconded Cllr Cole.

iii **Grass Cutting Contract**

The current contract expires 31 October 2018. As the annual value exceeds £1,000 the Council's Financial Regulations clause 4(a) require it publicly to give notice of the works and to seek three quotations.

Consideration might be given to entering into a 3 year contract.

After discussion (and mention of a mulching mower) the members **agreed**

- Cllr Butcher will draw up the specification for agreement between meetings and exclude the cutting of the Free Gardens which will form a separate contract;

Action Cllr Butcher

- He will approach local suppliers for quotes to come to the September meeting;

Action Cllr Butcher

- Advertise in the Signpost and on the noticeboards.

Action Clerk

Action Cllr Mansfield

iv **Sale of the HP Envy 5030 combined printer and scanner**

As this item of equipment is surplus to requirements the Parish Council **approved** its sale to Cllr Gravell for £30, which compared well with the price of equivalent second hand equipment on e-bay and similar.

Proposed: Cllr Mansfield; seconded Cllr Hourigan.

v **War Memorial**

The Council **discussed** the proposal that it carry out a condition survey of the war memorial and apply for a War Memorials Trust grant to refurbish it and **decided** that Cllrs Blount and Cole should carry out a pre-app condition survey and submit it to the War Memorial Trust.

**Action Cllr Blount
Cllr Cole**

It was anticipated that any successful award (and associated spend) would fall into the 2019/20 budget year.

18.07.6 **Governance (CB/TMC)**

i **Draft Emergency Plan**

The Parish Council **considered** the draft which had been pre-circulated and thanked Cllr Blount for his efforts. It was **agreed** to send the draft to all responders for input and acceptance before bringing it to the next meeting for adoption.

**Action Cllr Blount
Agenda September**

The redacted version (minus personal information) will be published on the website in due course.

18.07.7. **Highways Matters**

i **Damaged fingerpost at Startley**

The Parish Council noted that the wooden fingerpost had been removed by Wiltshire Council whose policy was now to replace with metal and to charge the Parish Council accordingly. It was **agreed** to replace like with like with the wood being sourced by Cllr Cole and Cllr Griffiths actioning the carpentry works. Cllrs Cole and Griffiths will obtain email authorisation for the spend between meetings. They would do the same for the Fingerpost opposite the War Memorial (item 7.3).

**Action Cllr Cole
Cllr Griffiths**

The Parish Council recognised that the cost was not yet known and was not in the budget but it was unanimously **agreed** to proceed as the work is necessary to retain the character of the village.

Proposed Cllr Hourigan; seconded Cllr Mansfield.

ii **Footpath on West Street**

The members felt it would be advantageous on Health & Safety grounds to form a footpath alongside Quack Quacks field by piping the ditch and flattening the verge.

Given his experience in such matters it **accepted** Cllr Hourigan's offer to spec the project and to apply for CATG funding.

Action Cllr Hourigan

It was anticipated that any successful award (and associated spend) would fall into the 2019/20 budget year.

iii **Other Highway matters**

➤ **Fingerpost opposite the War Memorial**

To be handled as per the Fingerpost in Startley. See agenda item 7.1

➤ **Electricity cables in West Street**

➤ Scottish & Southern Electricity Board inspection revealed no need for additional works as the cables are guarded and the trees have been reduced.

➤ **Overgrown hedges in Manor Park (and Frog Lane)**

Having received complaints from local residents the Parish Council **decided** to write to the householders in question with Cllr Butcher delivering the letters. It would also put a reminder in the Signpost of the householder's responsibility for keeping pavements and roads clear of obstructive growth. Forcing pedestrians to walk in the (middle of the) road can have Health & Safety implications.

**Action Clerk
Cllr Butcher**

8. **Updates (if any) on Standing items**

i **Cemetery**

Cllr Hourigan reported the need for extra cuts to the grass during the growing season and it was **agreed** that he organise this.

Action Cllr Hourigan

ii **Community Room**

It was reported that the School had not been leaving the room in a tidy state after use. It was **agreed** that Cllr Mansfield would speak to the School Governors again and that Cllr Hourigan would affix a notice to the connecting door requesting users to lock it when the room is not in use.

**Action Cllr Mansfield
Cllr Hourigan**

iii **Footpaths & Rights of Way**

Cllrs Binstead and Butcher reported that the footpaths are largely clear. Wiltshire Cllr Sturgis would be asked to report on the state of footpath routes at Startley at the next meeting.

iv **Highways & Parish Steward**

Covered under section 7.

v **Play Park**

There was no report.

18.07.9. **Correspondence**

There were no items received for information as circulated by the Clerk between meetings that Councillors have brought forward for discussion or decision.

18.07.10 **Councillors' Observations and Items for Next Agenda**

- Consider setting up a database of residents who would like to be informed of village events.
- Goscroft Hall – briefing on community use/matters of interest.

**Cllr Blount
Agenda September**

**Cllr Binstead
Agenda September**

18.07.11 **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday
5 September 3 October 7 November 9 January 6 February 6 March.

The meeting closed at 9.15 p.m.

Approved

Chair

Date