

**MINUTES OF THE MEETING OF GREAT SOMERFORD PARISH COUNCIL
(INCORPORATING STARTLEY)
HELD IN THE COMMUNITY ROOM AT SOMERFORDS WALTER POWELL SCHOOL
ON WEDNESDAY 12TH MARCH 2014 THAT COMMENCED AT 7.30pm.**

PRESENT: Cllrs H Cole Vice-Chairman, D Butcher, M Hourigan, A Scott J Loader, Mrs C Butler was officially co-opted at minute No. 155.14. + 7 members of the public and S Webb - Clerk.

MINUTES

This meeting was chaired by the Vice-Chairman in the absence of the Chairman.

155.14	Declaration of acceptance of Office - Mrs C Butler was officially co-opted onto the Parish Council and signed the Declaration of Acceptance of Office before the Proper Officer of the Parish Council.
156.14	Apologies for Absence - Received from Cllrs Jevons and Hughes.
157.14	Minutes - The Minutes of the meeting held on the 12 th February 2014 were signed by the Vice-Chairman and adopted as a true record.
158.14	Declarations of Interest - Cllr Scott declared a personal interest in item 12 Community Room and a pecuniary interest in item 17(e) finance - stayed did not vote. Cllr Loader declared a personal interest in item 10 - planning application 14/02352/TCA tree works at Parsloe, Hollow Street, Gt. Somerford. Stayed did not vote.
159.14	Public Participation – Mrs Lydiate informed members that she had researched toddler play equipment and had looked into the health and safety aspect of the equipment. The information was left with Cllr Butcher to consider on behalf of the parish council - ACTION CLLR BUTCHER Mrs Lydiate also mentioned that she had tidied the phone box books and found that the bottom two shelves were damp and therefore the books on these shelves had to be thrown away. She reported that the phone box library had been utilised more since she had tidied it up. Sarah Phillips mentioned that nuisance dogs were roaming the village. Cllr Butcher to speak to an owner. - ACTION CLLR BUTCHER Mr Tuite mentioned that faster broadband was needed in some areas of the village. Those affected were encouraged to write to B T - also it was resolved that the Parish Council write to B T requesting faster broadband - ACTION CLERK
160.14	Walter Powell School/Pre School - Patrick Neville - School Governor was not present.
161.14	Bus Services - Cllr Loader reported that service 97 which runs between Dauntsey to Malmesbury Monday to Friday had been introduced and will be operating from 31 st March. Members of the public present were invited to express their views and it was felt that this was still not satisfactory. It was suggested that concerned residents write to Cllr Loader expressing their concerns and suggest more suitable times. These will then be forwarded to Wiltshire Council - ACTION CLLR LOADER

162.14	Wiltshire Council update - Cllr Sturgis was not present
163.14	Cemetery Matters - Cllr Hourigan reported that all was in order.
164.14	<p>Planning Matters Wiltshire Council decision 13/07135/FUL Keyham, Startley, Extension and new dormer windows - Approved with conditions</p> <p>Applications for consideration</p> <ul style="list-style-type: none"> a) 14/02012/FUL Convert garage to granny annexe & associated alterations including creation of dormer window, at 11 Paddock close, Gt. Somerford b) 14/02165/FUL Loft conversion to bungalow (roof pitch increased and roof height raised accordingly) at Little Boscobel, Startley c) 14/02352/TCA 1.5 metres crown reduction to 1 hawthorn tree at Parsloe, Hollow Street, Gt. Somerford d) 14/01519/TCA Fell 1 crab tree at Baytree House, Dauntsey Road, Gt. Somerford
165.14	<p>Highway Matters - As received</p> <ul style="list-style-type: none"> a) Speed Indicator Device for Startley - Cllr Hourigan reported that the SID was back in place but traffic was still speeding. The Police are to be informed of this - ACTION CLLR HOURIGAN b) Clearing of ditches - Cllrs Loader agreed to look into the ditch situation again. Hollow Street has now improved. Some tree tidying has also been carried out. Shipton Lane is in need of some attention. Cllr Hourigan reported that the land owner had taken action to improve the situation at Rodbourne End of Startley. It was not clear when Matt Perrott the Wiltshire Highways Engineer will be visiting Gt. Somerford from his latest email therefore this to be clarified - ACTION CLLR HOURIGAN c) Guinness Trust Development - request for a footpath - This has been raised as an issue. A topographical survey is to be carried out. d) Pedestrian Gate West Side, Startley. - Cllr Hourigan reported that he had corrected this but it was to be amended to reach the appropriate standards for keeping sheep safe. e) White Lines - To be carried out by Wiltshire Council's contractors - date to be agreed. f) Winkins Lane Cul-de-sac - This to be inspected by Wiltshire Council's Matt Perrott who will programme any defects meeting safety intervention levels - on going . g) Frog Lane request to remove the Flood Caution sign - The request has been forwarded to Wiltshire Council - awaiting a response. h) Invitation to submit locations for 20mph restrictions for CATG - A part of Dauntsey Road has been suggested - awaiting a response.

166.14	Community Room - No issues were raised.
167.14	<p>Future Objectives for the Parish Council S106 Agreements outstanding- Main priority - Upgrade of children’s play area.</p> <p><u>S106 Agreements outstanding -</u></p> <ul style="list-style-type: none"> - 15 Winkins Lane. - The total amount of £5,800 is ready for use - A scheme application has been accepted. An order has been placed for an outdoor table tennis table and outdoor football table plus safety matting. Provisions are to be made for its delivery - a working party to be formed to assist with this - ACTION CLLR BUTCHER. - Springfields Dauntsey Road. - £2,116 ready for use. - This is two thirds of the full amount. - Possible S106 for Brown Leaves -Nothing to report
168.14	<p>Items for Action</p> <ul style="list-style-type: none"> • Community School Management – Nothing to report • Playarea – Nothing to report
169.14	<p>Neighbourhood Plans - The notes taken of a meeting with Wiltshire Council’s Jo Foster who has been assigned to assist with the way forward were noted.</p> <p>A report from Cllr Jevons was previously circulated - extracts of this report are as follows:</p> <p>Present members of the NP SG are John McGrath, Tony Gregson, Mel Hourigan, Sid Jevons (Chair),Mrs. Sue Webb (Acting Secretary)</p> <p>In accordance with Wiltshire Council’s “Guidelines for Neighbourhood Planning”, the NP should be prepared by a Steering Group (SG) led by the Parish Council. Members of this SG should include Parish Councillors together with local members of the community.</p> <p>The SG met with our link person (Jo Stafford) from Wilts. Council on February 19th. and notes of this meeting have been circulated.</p> <p>At this meeting we were advised to request a Housing Needs Survey for Great Somerford. It was resolved to request a HNS. This survey will be conducted, at no cost to the PC, by Wilts. Council and will take up to twelve weeks to complete. The forms can be collected from Wiltshire Council from 31st March 2014. The closing date for returns will be Friday 2nd May 2014.</p> <p>It is important that we consult with the members of the Parish to inform them of the need for a NP and its purpose. To this end we have been advised to contact all Parishioners by a “letter drop”. A letter will be drafted explaining the need and purpose of the NP together with a brief questionnaire dealing with aspects of the villages that are important to them. For example, open spaces, school, pub, shop, etc. We have been advised that this should be done in addition to the Housing Needs Survey as it addresses different aspects of Parish life.</p> <p>It was resolved to cover the cost of stationery for a letter drop to the sum of £250. There will be designated points where responses can be returned. A grant application will be submitted to Wiltshire Council and, if successful, will return any funds provided by the PC.</p>

170.14	<p>Review of Parish Council Documents. - The following documents were reviewed:</p> <ul style="list-style-type: none"> a) Standing Orders/Financial Regulations - The Clerk explained that these had been amended to come into line with the recommendations of the Society of Local Council Clerks. The amendments were explained and it was resolved to adopt the Standing Orders and Financial Regulations as circulated. b) Risk Assessment Policy - It was resolved to include the cemetery and gravestones - ACTION CLERK c) Asset Register - It was resolved to get the Community room valued and then add to the asset register - ACTION MEMBERS/CLERK
171.14	<p>Finance - A report showing a) b) and c) was previously circulated and it was resolved to accept this as a true record.</p> <ul style="list-style-type: none"> a) Receipts since 10th February 2014 – £7,000 b) Payments approved at this meeting amounted to - £464.51 c) Bank Account balances as at 4rd February 2014 – Current account £3,249.17, deposit account £5,707.47 total £8,956.64 d) Consideration was given to a quotation for grass cutting for April to October inclusive 2014. - It was resolved to accept this quotation. e) Consideration was given to increasing the Caretakers pay to come in line with the minimum wage of £6.31 per hour. - It was resolved to increase this to £6.50 - this will be in line with the minimum wage from October 2014.
172.14	<p>Correspondence as received</p> <ul style="list-style-type: none"> a) Letter from Foxley Tagg offering expert planning assistance in the preparation of Neighbourhood Plans - This to be kept on file. b) Information on Active Wiltshire Website - www.activewiltshire.org.uk c) Invitation to enter the Best kept Village competition. - Entry form to be completed - ACTION CLERK d) Notification from the Wiltshire Council Flood Working Group Project Officer asking for information on local flooding - Response sent.
173.14	<p>Councillors Reports and items for the next agenda. Next meeting 16th April (also the Annual Parish Meeting) 2014 Cllr Butler mentioned that litter bins are needed at Hollow Street and Dautsey Road (Guinness Trust development) - ACTION CLERK</p>
174.14	<p>Exclusion of Public and Press - Due to matters of a confidential nature, under the LGA 1972 s100 and 102, Public Bodies (Admission to Meetings) Act 1960 the public and press were excluded from the following item.</p>
175.14	<p>Councillor Vacancy - Consideration was given to the application received for the vacant position of Parish Councillor - Following discussions it was unanimously resolved to accept this application and Mr A Cook to be invited to join the Parish Council at the next meeting. - ACTION CLERK</p>

MEETING CLOSED AT 8.45PM