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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the meeting held Wednesday 6 March 2019 at 7.30 p.m. The Community Room, Walter Powell School, Great Somerford

<b>Present</b>	Cllr S Mansfield (Chair) Cllr S Binstead Cllr C Blount	Cllr D Butcher Cllr H Cole Cllr M Griffiths	Cllr M Hourigan Cllr F Hyde
<b>In attendance</b>	T M Chapman (Clerk)	Wllr Cllr Sturgis	1 member of public

**Public Question Time** - no questions.

### Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis updated the meeting re the following items on the Action Register:

**19/01/7.1** West Street Footpath – this is being considered by Wiltshire Council's Land & Drainage Dept;

**19/02/9.2** Footpaths – WCC and landowners have all (with one exception) agreed on ownership of / responsibilities for boundary hedges and ditches;

**Brook Farm** Development – the purchaser is completing the pre-contract signing details concerning the accuracy of the land transfer documentation v the planning application;

**Broadfield Farm** Development - see the update provided between meetings to Councillors item 4.4. Wiltshire Council's proposed planning conditions are with Gleasons. Responsibility for trees on the boundary with the allotments will be laid out in either the planning conditions or the s106 agreement.

19/03/1. **Apologies for Absence** - Cllr A Gravell.

19/03/2. **Declaration(s) of Interest** - none

19/03/3. **Minutes and Matters Arising**

i The Minutes of the meeting of the Parish Council held on 6 February 2019 were **approved** and **signed** by the Chair as a true record subject to the addition of the word "deficit" after the forecast outturn figure in minute 19/02/5.1. Proposed Cllr Binstead; seconded Cllr Cole.

ii **Action Register of Matters Arising**

It was **agreed** that items shaded green had been completed, that those shaded amber were in progress or not yet due and that other would be covered under the agenda items for the Play Park, the Footpath and the Defibrillator.

19/03/4. **Planning Matters**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>,

i **Planning Applications since the last meeting** - none.

ii **Planning Applications for consideration** - none

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

**18/10814/VAR** Land adjacent Orchard House – variation of condition 2 of planning permission 18/05927/FUL to incorporate rooms within the roof space. **Approved with conditions.**

**18/11881/FUL** The Old Rectory - Erection of a garden room/outdoor kitchen and associated landscaping works. Also **19/00158/LBC**. **Approved with conditions.**

**19/00146/TCA** Baytree House – fell eucalyptus. **No objection.**

**19/00170/TCA** 8 Paddock Close – fell silver birch. **No objection.**

**19/00384/TCA** The Tangles - Fell 1 False Acacia (T1), 1 Elm (T2), 1 Willow (T3), 2 Lime Trees (T4 and T5) and 1 Ash (T6). **No objection.**

**19/00517/HRN** Land off West Street - Temporary Removal of 6 Metres of Hedgerow. **No objection.**

**19/00552/TCA** Manor Stables - Reduce 1 Leaning Stem of Douglas Fir Back to Union. **No objection.**

**19/00553/TCA** Manor House:- Fell 2 Lombardi Poplars (T1), 30% Crown Reduction to 2 Sycamore Trees (T2), Fell 1 Horse Chestnut (T3), Fell 1 Silver Birch (T4), Fell 1 Norway maple (T5) and 1 Robinia (T6). **No objection.**

iv **Update from Broadfield Farm Agent**

The agent, Peter Rawlinson, wrote to the Chair on 4 March and confirmed that

- They will be providing 8 affordable houses on site, secured through the s106 agreement;
- The footpath to the village will be secured through a planning condition so the developer is required to construct the footpath not Wiltshire Council;
- Increased stone to house frontages and render is now to be used with no buff brick on the site;
- Their arboriculturalist has checked the position of the trees and confirmed that they are accurately plotted;
- The planners are happy with the application and Gleasons is completing the s106 agreement;
- The electricity company has started works to put in the new point of connection required for the site 'at risk' rather than miss the capacity slot .

*Note: Although the above detail was not discussed at the meeting it had been pre-circulated to all Councillors and is included in this minute for the information of villagers.*

19/03/5. **Finance**

i **Receipts and Payments for the year to end February 2019**

The report was **noted** together with the year to date deficit of £3,764 after spend of the Wiltshire Council Grant on new play equipment. The forecast outturn is now £5,960 deficit depending on when the invoice for the War Memorial restoration is received and paid. The bank balances stand at £10,962.

ii **Finance report**

The Finance report was **received** and the Parish Council **approved** total payments of £3,955 and **noted** £230 receipts being War Memorial & bank interest. It further authorised payments of £369 to be issued in the last week of March. Proposed: Cllr Binstead; seconded: Cllr Blount.

i **Play Park Working Group**

The Kompan pro-forma invoice for £3,773 (VAT inclusive) for the supply and installation of the spinner bowl and set of triple somersault bars with ecosmart grass mat has been accepted and authorised for payment. The equipment will be delivered this week with installation on site to follow. Cllr Hyde will contact Kompan to finalise the delivery time and location and Cllr Butcher kindly agreed to be on site to receive the goods.

**Action: Cllr Hyde/Cllr Butcher**

The Working Group is not now moving any equipment (Action 19/02/6.1.3) and will agree the siting of the new items with Kompan on site (Action 19/02/6.1.2).

The final design for the project (Action 19/02/6.1.4) will be as per the Kompan proposal. This will be finalised in April for the Parish Council to go to public consultation. Cllr Griffiths will join the Play Park Working Group.

**Action Cllrs Hyde/Butcher/Griffiths/Gravell**

Cllr Butcher reported that the **2018 ROSPA Safety Inspection** remedial issues have now been fixed (or not).

ii **War Memorial**

Cliveden Restoration will be carrying out the work end of March (subject to weather); the stone mason will then follow them on site.

7. **Highway Matters** - for Wiltshire Council, Parish action or for the Parish Stewards.

i **Footpath on West Street – progress report**

See briefing from Wiltshire Cllr Sturgis.

ii **Hedges overhanging pavement along West Street**

Previous letters to the householder(s) in question requesting that they cut back the hedges have had no effect. Cllr Blount will speak to the occupant as the property in question may be tenanted and Cllr Mansfield will then write again to the owner.

**Action Cllrs Blount & Mansfield**

iii **Update on the Startley Road surface water crossover pipe**

Poor communication means that the contractor has completed work without being made aware of the need to increase the diameter of the under-road pipes at this site. Wiltshire Cllr Sturgis is raising the issue in his meetings with Wessex Water and the Wiltshire Flood Working Group.

iv **Road closures - Startley Road and Seagry Road**

Startley Road is now open. Seagry Road is closed at Seagry Heath until 1 April. An update will be provided in the Parish Information Email.

**Action Cllr Mansfield**

v **Speed Awareness Camera**

This is functioning as intended and can now be moved within Startley.

vi **Village litter pick**

Reminder of this event on Saturday 23 March at 10 outside the Volunteer pub. Cllr Cole will put notices up in the village.

**Action Cllr Cole**

vii **Other**

Parish Steward priorities were agreed as potholes in Hollow Street. Wiltshire Cllr Sturgis

informed the meeting that Wiltshire has a fund for Street Scene expenditure and encouraged the Parish Council to submit its top 5 priorities to Matt Perrott. Cllr Mansfield will compile the list based on input from all councillors.

**Action All/Cllr Mansfield**

19/03/8. **Governance**

i **Finance Regulations**

The Parish Council reviewed the amended set which was more comprehensive than those approved in 2018 though still lighter touch than the NALC model set. These were **approved**. The Chair was authorised to sign a clean copy. Proposed: Cllr Blount ; seconded: Cllr Binstead.

ii **Privacy Statement**

The statement before the meeting was identical to the 2018 statement save for the addition of a clause on the use of cookies in the village website referring persons to the Village Webmaster for further information. The statement was **approved**. The Chair was authorised to sign a clean copy. Proposed: Cllr Butcher; seconded: Cllr Hyde.

iii **Register of Interests**

Councillors confirmed that they had checked their individual declarations as lodged at <https://services.wiltshire.gov.uk/TownAndParish/ROI> and **confirmed** that they were up to date and correct.

iv **APM and APCM**

It was **agreed** to decouple these and hold the APM on 1 May at 7pm (with refreshments) and promoting the Dementia Friendly presentation. The APCM would be 8 May at 7.15. The Clerk was tasked to circulate draft agendas of both.

**Action Clerk**

The public consultation on the Play Area will be a separate meeting.

v **Website Access**

Councillors considered a paper outlining the benefits of "their page" being on the village website (free of charge) and the disadvantage of not having their own site (no guarantee that publication of Parish Council information can always comply with the statutory deadlines mandated by the Transparency Code and Audit Regulations as it relies on a village volunteer to do the uploads).

It was noted that having one's own website would incur costs for hosting and domain name registration. Cllr Mansfield offered to investigate and report back.

**Action Cllr Mansfield**

19/03/9. **Updates (if any) on Standing items**

i **Cemetery** – nothing to report.

ii **Community Room**

The Regulations for use of the community room need to be updated to ensure they meet current practice. This will be done by Cllrs Mansfield & Butcher in consultation with Iris Scott.

**Action Cllrs Mansfield & Butcher**

The new set has to go on the website and the noticeboard.

It was **agreed** to continue to advertise the facility in the Signpost magazine and pay the £66 invoice.

iii **Footpaths & Rights of Way**

See response from Wiltshire Cllr Sturgis.

iv **Community Emergency Plan**

Councillors found the training session facilitated by Ellen Blacker to have been very useful and Cllr Blount had produced a report detailing points arising from the table top exercise. He is working his way through this and will produce a report for inclusion in the standard entry in the Signpost.

**Action Cllr Blount**

v **Parish Information Newsletter**

This is now being compiled by Cllr Mansfield with Cllr Blount taking on the role of Copy Editor.

vi **Defibrillator**

SWAT has offered dates for the Parish's annual defibrillator training and, after discussion, it was **decided** to schedule this for Tuesday 11 June with a 7pm start. Cllr Griffiths will organise this with SWAT.

**Action Cllr Griffiths**

She has also obtained application papers for a Malmesbury League of Friends grant ref Action Register 19/02/9.6.

vii **Telephone Kiosk Book Exchange**

The Signpost advert for a volunteer has not drawn any response so Cllr Binstead will continue to manage the facility until further notice.

*Post meeting note: A lady phoned in the next day and the Parish Council was pleased to accept the kind offer by Pauline Jordan to take on this responsibility.*

19/03/10. **Correspondence between meetings**

- i Notification of appointment of Andrea Kaye as Executive Headteacher for the Christian Malford, Seagry and Somerford Primary Schools.

19/03/11. **Councillors' Observations and Items for Next Agenda**

Cllr Binstead gave apologies for the 3 April meeting.

19/03/12. **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday

3 April 1 May APM @ 7pm 8 May APCM @ 7.15pm 5 June 3 July 4 Sept

The meeting closed at 9.10 pm.

**Approved** ..... **Chair**

**Date** .....