

**MINUTES OF THE ANNUAL MEETING OF GREAT SOMERFORD
(INCORPORATING STARTLEY) PARISH COUNCIL
HELD IN THE COMMUNITY ROOM AT SOMERFORDS WALTER POWELL SCHOOL ON
WEDNESDAY 13TH MAY 2015 THAT COMMENCED AT 7.00pm.**

PRESENT: Cllr S Jevons, Cllrs H Cole, R Hughes, D Butcher, J Loader, A Scott, A Cook, Mrs C Butler, M Hourigan, Wiltshire Cllr T Sturgis, Mrs S Webb, Clerk + 4 members of the public.

Public Participation – Mr Brown questioned the friendly relationship between Cllr Cole and the applicant of planning application No. 02933/FUL. The Clerk explained that each member has adopted a Code of Conduct and is to adhere to Parish Council Standing Orders and therefore Cllr Cole would be in breach of the Code and Standing Orders if his friendship clouded his judgement.

It was agreed that if members of the public wished to speak during item 8 then they be permitted to do so.

MINUTES

001.15 **Election of Chairman and Declaration of Acceptance of Office for 2015/2016** – Cllr Hughes proposed Cllr Jevons and Cllr Hourigan seconded and this was carried. There being no other proposals, Cllr Jevons accepted and was duly elected Chairman for year 2015/2016 and signed the Declaration of Acceptance of Office. The Monitoring Officer to be notified – **ACTION CLERK**

002.15 **Election of Vice-Chairman and Declaration of acceptance of Office for 2015/2016** – Cllr Butcher proposed Cllr Coles and Cllr Hughes seconded and this was carried. There being no other proposals, Cllr Coles accepted and was duly elected Vice-Chairman for year 2015/2016 and signed the Declaration of Acceptance of Office. The Monitoring Officer to be notified – **ACTION CLERK**

003.15 **Apologies for Absence** – None received

004.15 **Minutes** – The Minutes of the Parish Council meeting held on the 8th April 2015 were signed by the Chairman and adopted as a true record.

Annual Parish Meeting. It was **resolved** to hold this meeting on a separate day to the Parish Council meeting in future years.

005.15 **Declarations of Interest** - Cllrs Jevons and Loader declared a personal interest in item 8 – planning application No. 02933/FUL. took no part in discussions and did not vote.

Cllr Scott declared a personal interest in item 11 Community Room. Stayed, assisted with useful information relating to this item

Review of on-line Declarations of Interest - No changes to be made.

006.15 **Review of Councillor Responsibilities** – A copy of Councillor's responsibilities were circulated. It was **resolved** that all members in future should see planning applications and therefore this to be added to the responsibilities. –**ACTION CLERK**

007.15 **Wiltshire Council update** - Cllr Sturgis reported on the following:

- The Community Infrastructure Levy has now been adopted. Parish Councils who have completed a Neighbourhood Plan will receive 25% of the levy. If a Parish Council has a N P ongoing then 15% will be levied.

- Moor Lane ditch has now been dealt with. Thanks were passed to Cllr Sturgis.

008.15 Planning Matters

Wiltshire Council decisions

- 15/01451/FUL – Replace pool building – summerhouse at The Old Rectory, Gt. Somerford – Approved
- 15/01871/FUL Garage Conversion at 2 Paddock Close, Gt. Somerford – Approved with conditions

Applications for Consideration

- a) 15/02933/FUL Erection of dwelling at Brown Leaves, Great Somerford. Cllrs Jevons and Loader left the room. The Vice-Chairman Cllr Cole took the Chair for this item. The following issues of concern were mentioned:
- Density
 - Impact on the Conservation Area
 - No rear space
 - Retention of footpath
 - Storage issues
 - Not enough turning room
 - Heavy plant vehicles whilst work in progress
 - Access for emergency vehicles as this is a single track road.
 - The previous application for a new build at a neighbouring property needs to be considered.

It was noted that all members had seen all the relevant information relating to this application including letters of objection and the applicant's response. It was noted that this was a new application and not a resubmission of a previous application however there were no changes in the proposals, except that this new application is classed as a self-build.

Following lengthy discussions, a vote by show of hands took place resulting in 2 members in support of the application and 5 members against. Therefore it was **resolved** to object to this application. The Clerk to draft a response and forward to Development Management. **ACTION CLERK**

Cllr Sturgis was requested to call the application into committee.

- b) 15/03510/TCA – Fell 1 Silver Birch at Bevis, Frog Lane, Gt. Somerford.
- c) 15/01909/TPO Work to TPO trees at Manor Park Gt. Somerford
- d) 15/02986/TCA Work to trees in conservation area at Forge Cottage, Top Street, Gt. Somerford
- e) 15/01558/TCA Work to trees in conservation Area at Tamerisk Gt. Somerford
- f) 15/01674/TCA Work to trees in conservation area at Parsloe, Hollow Street, Gt. Somerford

It was **resolved** to support b,c,d,e,and f.

009.15 Cemetery Matters – Nothing to report

010.15 Highway Matters - As received

- a) Clearing of ditches – Cllr Loader to inspect possible offending ditches. **ACTION CLLR LOADER**
- b) Guinness Trust Development - request for a footpath – Issue update circulated. A map of the design and location was circulated. This is to go on the website and the notice board.

- c) Village Highway issues – Recently reported dangerous paving slab outside school and BEND sign down by river. No further action - **CLOSED**
- d) Invitation to submit locations for 20mph restrictions for CATG - A part of Dauntsey Road has been suggested - CATG are looking at an alternative solution to this problem that involves flashing lights etc. No further action - **CLOSED**
- e) Road Safety, West Street – Issue raised – To be added to the CATG agenda for meeting 10th February.- Update from Cllrs Jevons/Hourigan on Metro count forms. The situation has not improved therefore police presence to be requested – **ACTION CLLRS JEVONS/HOURIGAN**
- f) Green Lane, Startley reported to the ROW Officer who agreed to repair it when more material is available – **Ongoing**
- g) Litter picking – Litter picking day equipment on order - Awaiting delivery

011.15 **Community Room** - Cllr Jevons reported that a new fridge has now been installed and the PAT testing is due this year.

012.15 **Future Objectives for the Parish Council**

S106 Agreements outstanding- Main priority - Upgrade of children's play area.

S106 Agreements outstanding -

- 15 Winkins Lane. - £4,800 now used £1,000 yet to be used. – Expiry date 10/2/2018

- Springfields Dauntsey Road. - £2,116 ready for use. - This is two thirds of the full amount. – Chased Awaiting update. – Expiry date 22/3/2017

013.15 **Items for Action**

Community School Management – Nothing to report

Playarea

- **Update on alternative recreation area** – Cllr Loader/Hughes – A detailed report was circulated covering the aim, ground work covered and Potential sites. The way forward now is to identify popular equipment used by children. Any comments or information relating to this report or suggested equipment please email them to cllrs Loader/Hughes. This to be further discussed at the next parish council meeting.
- **Consideration to be given to purchasing new equipment for younger children following Cllr Butcher's informative email.** Following discussions it was resolved to order the new equipment – total cost is £2,200 + delivery £275. The remainder s106 money will cover this. Cllr Butcher to oversee the delivery – **ACTION CLLR BUTCHER**
- **Update on quotes/position on fencing at play area** – Cllr Butcher informed the Clerk that the fencing has been erected.
- Consideration was given to applying for a s106 to cover the cost of the fencing – It was **resolved** to apply for the s106. – **ACTION CLERK**

014.15 **Neighbourhood Plan** – Cllr Jevons previously circulated the Terms of reference for agreement. It was **resolved** to accept the Terms of Reference as circulated.

It was noted that a grant of £1,000 had been received.

015.15 **Best Kept Village** – The Clerk reported that the application form has been submitted and that it qualified to receive 10 bags of Hills Organic Warrior compost.

016.15 **Insurance Renewal** – The Clerk had circulated a report covering the following:

The following advice was sought and the reply as shown:

The Parish Council is Trustees of two areas namely the Jubilee gardens and the Allotments. Will the Parish Council be able to add this to their insurance or will the trustees need to hold a separate policy. Also, The Parish Council owns a room (The Community Room) where they hold their meetings. How much will it be to insure this room and its contents – and what information would you need to be able to give this answer.

Please note that any land which you own and maintain is covered by your Public Liability cover automatically. With regards to the allotments, people renting an allotment space would need their own insurance to cover it and your insurance would cover the un-rented allotments and the adjoining land.

To add anything to your policy for property damage cover, such as the room and contents, we would need the values.

The renew cost is the same as last year at £533.43. There is an option to sign for 3 years at a cost of £507.56. Any additions then it is likely that this will increase.

Following discussions it was **resolved** to take the 3 year contract offer of £507.56. Clerk to arrange renewal – **ACTION CLERK**

017.15 **Finance – A report covering a, b and, c, previously circulated – It was resolved to accept this report as a true record.**

a) Receipts since 8th April 2015 amounted to £7,100.99

b) Payments approved at this meeting amounted to £1,693.77

c) Bank Account balances as at 5th May 2015 – Current account £12,346.29, Deposit account £5,710.76 – total £18,057.05

d) Update on Bank Signatories – The Clerk reported that all signatories are now accepted.

e) To approve donation of £100 + £66 for advert in Signpost. – It was **resolved** to approve this payment

f) Consideration was given to a request for financial assistance from Wiltshire Bobby Van Trust. It was **resolved** not to support this organisation at this time.

g) The Internal Auditor's report was noted and there were no major issues reported.

h) The Annual Return sections 1 & 2 for yearend 31st March 2015 was signed by the Chairman and Clerk.

i) The Supporting Statement for yearend 31st March 2015 was signed by the Chairman and Clerk.

j) The summary of receipts and payments for yearend 31st March 2015 was signed

by the Chairman and Clerk.

- k) Appointment of Internal and External Auditor for year 2015/2016 – It was **resolved** to elect Grant Thornton as External Auditor and Barry Wilkins for Internal Auditor.

Election Costs – As part of the 2015/16 budget-making process, WC has resolved to recharge the cost of parish council elections back to parish councils. The estimated cost for Great Somerford would be between £1,000 and £1,500. The next parish council election is 2017. If no more than the allocated number of members apply then an election would not be necessary.

New Legislation – Transparency code – The Clerk circulated an explanatory paper. The Government has introduced a new Transparency Code for Parish Councils with an annual turnover not exceeding £25,000. Great Somerford comes into this bracket and certain information is to be published on a website annually. Great Somerford Parish Council is to abide by this code.

018.15 **Correspondence as received**

- a) Information received and circulated on Bradies Connect a bookable taxi service operating Monday to Friday serving Malmesbury Primary Care Centre, Malmesbury Cross Hayes, Dyson, Tetbury Hill and Nurdens Garden Centre.
- b) Information to join the Wiltshire Association of Local Councils. This was noted. It was **resolved** not to join this organisation but to join the Society of Local Council Clerks. –**ACTION CLERK**

019.15 **Councillors Reports and items for the next agenda.** Next meeting 10th June 2015
Play area to be itemised.