

## DRAFT

### MINUTES OF THE ANNUAL MEETING OF GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL HELD IN THE COMMUNITY ROOM AT SOMERFORDS WALTER POWELL SCHOOL ON WEDNESDAY 11<sup>TH</sup> MAY 2016 THAT COMMENCED AT 7.30pm.

**PRESENT:** Cllrs S Jevons, H Cole, Mrs C Butler, J Loader, D Butcher, A Scott, A Cook, R Hughes, M Hourigan & Mrs S Webb, Clerk + W. Cllr T Sturgis

**Public Participation –** There were no public present

#### M I N U T E S

001.16	<b>Election of Chairman and Declaration of Acceptance of Office for 2016/2017 -</b> Cllr Hughes proposed Cllr Jevons, Cllr Hourigan seconded and this was carried. There being no other proposals, Cllr Jevons accepted and was duly elected Chairman for year 2016/2017 and signed the Declaration of Acceptance of Office. The Monitoring Officer to be notified – <b>ACTION CLERK</b>
002.16	<b>Election of Vice-Chairman and Declaration of Acceptance of Office for 2016/2017</b> Cllr Butcher proposed Cllr Cole, Cllr Butler seconded and this was carried. Cllr Cole was not present but had previously indicated that if proposed he would be happy to accept. There being no other proposals, Cllr Cole was duly elected Vice-Chairman for year 2016/2017. The Declaration of Acceptance of Office will need to be signed at the next meeting.
003.16	<b>Apologies for Absence.</b> – Received from Cllr Cole
004.16	<b>Minutes</b> The minutes of the meeting held on 13 <sup>th</sup> April 2016 were signed by the Chairman and adopted as a true record.
005.16	<b>Declarations of Interest</b> Cllr Scott declared a personal interest in the Community Room.  On line Declarations of Interest – there were no changes.
006.16	<b>Review of Councillor Responsibilities</b> – Clerks email address changed – Cllr Hughes will take on the responsibility of Secretary to the Free Gardens.
007.16	<b>Wiltshire Council update</b> - Cllr Sturgis reported on the following: Updated on the Sites Allocation for Chippenham White Lining – Priority List drafted A roads are a priority – In the Hands of Bill Parks West Street – Authorities have been made aware of danger spots. Soil from ditches to be removed Cllr Sturgis will assist. Winkins Lane – Road is adopted. Highways asked to look at the turning point which is a potential hazard due to potholes.  The Clerk mentioned that she had not received the appropriate form for recording Parish Steward priorities for the parish council. – A list of priorities is being kept and the Clerk will contact Matt Perott regarding the appropriate form.  Thanks were passed to Cllr Sturgis who left the meeting at this point.
008.16	<b>Planning Matters</b> – Report from Cllr Cole that included: <b>Wiltshire Council decisions</b> 16/02469/FUL – Proposed conversion of loft space over stables to ancillary residential accommodation (COU) at Downfield Farm, Dauntsey Rd, Gt. Somerford – Approved with

	<p>conditions</p> <p>16/01978/FUL – Extension of current porch and extension to front garage to match porch at 24 Winkins Lane, Gt. Somerford – Approved with conditions.</p> <p><b>Applications considered:</b> 16/03742/TCA – Tree surgery at Tangles, Gt. Somerford – No comment made</p>
009.16	<p><b>Highway Matters - As received</b></p> <p>a) <b>Clearing of ditches</b> – The responsibility of the land owners.</p> <p>b) <b>Dauntsey Road Footpath</b> – A Stage 3 Audit has been carried out and a copy of the report received. Mr Binley to be asked to meet with the Parish Council to discuss the Audit <b>ACTION CLERK</b>. Also, separate invoices for the work on Dauntsey Road and the extension of the path into the school to be requested. – <b>ACTION CLERK</b></p> <p>c) <b>Glebefield Footpath</b> – Cllr Butcher reported that he had sprayed and cut the path. Thornbury &amp; Son to be asked to quote for improvement of the existing path. – <b>ACTION CLLR BUTCHER</b>.</p> <p>d) <b>White Lining</b> – Ringway Parkman to address although A roads are the current priority.</p> <p>e) <b>West Street</b> – Cllr Sturgis reported that authorities have been made aware of danger spots. Soil from ditches to be removed Cllr Sturgis will assist</p> <p>f) <b>Winkins Lane</b> – Road is adopted. Highways asked to look at the turning point which is a potential hazard.</p>
010.16	<p><b>Litter Bins</b> – The Clerk had circulated information from Wiltshire Council saying that bins cannot be purchased, new bins would need to be emptied by a licenced operator. Bins could be re-located. It was noted that the bin by the school needs reattaching to the post. There is no bin at West street and Hollow street. Cllr Butler agreed to survey the situation of the village bins and bring recommendations to the next meeting. – <b>ACTION CLLR BUTLER</b></p>
011.16	<p><b>Community Room</b> – A request to borrow chairs was received and permission was granted. All chairs now returned in good order.</p>
012.16	<p><b>S106 update</b> – Nothing further to report Main priority - Upgrade of children's play area.</p> <p><u>S106 Agreements outstanding</u> - Springfields Dauntsey Road. – £1,058 now available. The Clerk reported that a scheme needs to be decided and two quotations will need to be sought for completion of the fund application form. The improvement to the Glebe Field path was suggested. Cllr. Butcher will contact Thornbury regarding improvement of the path as they were the contractors who laid down the existing path.</p> <p><u>Brownleaves</u> – enquiries made regarding possible S106/CIL following the site being sold on to a developer. The Council's CIL Team have been asked for confirmation of the position and to be clear that an individual can sell a property that benefits from planning permissions for the erection of a dwelling to another individual and the next owner can still benefit from CIL self-builder exemptions.</p>

013.16	<p><b>Items for Action</b></p> <p><b>Community School Management</b> – Cllr Jevons reported that he had spoken to the Head Teacher regarding parents parking on the verge area and path outside the school. The Head teacher agreed to place an article in the newsletter and put up a sign asking parents not to park on the verge.</p> <p><b>Playarea</b> - Cllr Butcher reported that many bags of weeds still need to be removed. Cllrs Hughes and Loader agreed to look into this. <b>ACTION CLLRS HUGHES/LOADER</b></p> <p><b>Recreation Area</b> – Cllr Loader reported that there had been no progress with the Diocese. The top end of the football field is to be further explored. <b>ON GOING</b></p>
014.16	<p><b>Neighbourhood Plan</b> – Cllr Jevons reported that this is still in the pre-submission stage with Wiltshire Council.</p>
015.16	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Receipts since 13<sup>th</sup> April 2016 totalled - £9,946.97</li> <li>b) Payments approved at this meeting totalled - £8,698.93.</li> <li>c) Bank Account balances as at 3<sup>rd</sup> May 2016 – Current account £12,480.47, Deposit account £5,713.63 – Total £18,194.10</li> <li>d) The Internal Auditor’s report was noted.</li> <li>e) The Annual Return sections 1 &amp; 2 for yearend 31<sup>st</sup> March 2016 was signed by the Chairman and Clerk</li> <li>f) The Supporting Statement for yearend 31<sup>st</sup> March 2016 was signed by the Chairman and Clerk</li> <li>g) The summary of receipts and payments for yearend 31<sup>st</sup> March 2016 was signed by the Chairman and Clerk</li> <li>h) An Internal Auditor needs to be appointed for the financial year 2016/2017. Mr Barry Wilkins who carried out this audit for several years will not be continuing.</li> </ul> <p>It is not a requirement to appoint an External Auditor, however all information is to be placed on the Parish Council’s website.</p>
016.16	<p><b>Correspondence as received</b></p> <ul style="list-style-type: none"> <li>a) Clerks &amp; Councils Direct</li> </ul>
017.16	<p><b>Councillors Reports and items for the next agenda.</b> Next meeting will be the 8<sup>th</sup> June.</p>