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# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

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## Minutes of the meeting held 7 November 2018 at 7.30 p.m. The Community Room, Walter Powell School, Great Somerford

<b>Present</b>	Cllr S Mansfield (Chair) Cllr D Butcher	Cllr H Cole Cllr M Griffiths	Cllr M Hourigan Cllr F Hyde
		T M Chapman (Clerk)	
<b>In attendance</b>	No members of the public	Wiltshire Cllr T Sturgis	

**Public Question Time** - There were no questions.

### Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis reported that the County has been given a one year increase in non-recurrent funding but will still need to identify savings in recurrent expenditure. He commended the Parish Council for the quality of its Community Emergency Plan and agreed to meet with Cllr Blount to identify critical drainage points on the ground.

#### 18/11/1. **Apologies for Absence**

Apologies were received from Cllrs Binstead, Blount & Gravell.

#### 18/11/2. **Declaration(s) of Interest**

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

#### 18/11/3. **Minutes and Matters Arising**

- i The Minutes of the meeting of the Parish Council held on 3 October 2018 were **approved** and **signed** by the Chair as a true record.  
Proposed Cllr Hyde; Seconded Cllr Griffiths.

#### ii **Action Register of Matters Arising**

After review of the Action Register it was **agreed** that those items shaded green had been completed and updates were provided re:

- 18/10/9.3 Play Area consultation – Facebook promotion deferred until closer to the date;  
18/10/9.3 Obstructive growth on one stile has now been cleared.

#### 18/11/4. **Planning Matters (HC)**

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

#### i **Planning Applications since the last meeting**

Members **ratified** their "**No Objection**" responses to applications considered between meetings:

**18/09117/TCA** Church Farm - Crown Lift Ash Tree to 12 Metres. **No objection.**

**18/09476/TCA** 12 Paddock Close – fell two leylandii.

**No objection.**

*S. Mansfield 9/11/18*

ii **Planning Applications for consideration**

**18/09781/TCA** Willow House - Up to 3 Metre Crown Reduction to Yew Tree, and Crown Raise to 3.2 Metres above Ground Level. **No objection.**

The Council had been advised on 5 November of a revised application under **17/12502/FUL** Broadfield Farm for 20 houses of which 2 affordable units but felt unable to discuss this tonight as members of the public would not have been aware. It was **decided** to hold an extra single topic meeting on 21 November and to invite Wiltshire Cllr Sturgis, Karen Porter and Peter Rawlinson from Gleasons.

**Action Cllr Mansfield**

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

Members noted the "**Approved with conditions**" determinations made by Wiltshire Council re **18/06036/FUL** Applewood, West Street - Removal of approx. 15m of 2.5m high conifer hedge at side of house to be replaced with 2m wall.

**18/07275/FUL** The Beeches – Internal alterations & extension.

**18/07530/TPO** 4 Manor Park – 20% crown thin to Horse Chestnut tree.

**18/07532/TPO** 5 Manor Park – 20% crown thin to Horse Chestnut tree.

**18/08177/VAR** Heathlands, Startley - Variation of condition 3 on 17/09101/FUL to allow for changes to the materials to be used for the extension.

It was advised 5 November that **18/03524/FUL** Heath Lane, Startley – Change of use to private gypsy and traveller caravan site had been **refused** planning permission.

18/11/5. **Finance**

i **Receipts and Payments for the year to end Oct 2018**

The report was **noted** together with the year to date surplus of £369 and the bank balance of £15,095. Members **considered** the proposal from the Clerk that donations received for Defibrillator running costs should be ring-fenced in a separate Reserve and **agreed** to transfer £233 from General Reserves to a Defibrillator Reserve.

ii **Finance report**

The Finance report was **received** and the Parish Council **ratified** and **approved** total payments of £1,594 inclusive of those due to be made late November/early December as there is no (standard) meeting in December. It **noted** **£123** receipts - Defibrillator donation & bank interest.

iii **£137 grants and donations**

Members were reminded that in 2017/18 they had spent £4,650 under this head with the beneficiaries being the Church, the Free Gardens and the Signpost magazine. So far this year they had given £350 to the Church. It was **decided** to donate £200 to the Signpost magazine. Proposed: Cllr Hourigan; seconded: Cllr Butcher and **authorised** the Clerk to raise the cheque between meetings.

iv **Asset Register**

The summary list was reviewed and the Parish Councillors confirmed that all the items listed thereon were still in the village(s) but that the register should be updated to show the correct location of one bench seat (by the Church, not in the Free Gardens). It was **felt** that the Council should budget for maintenance and painting of the noticeboards. See item 5.5.

v **2019/20 budget and Proposed Projects**

The Clerk had compiled a very early draft budget showing only fixed (unavoidable) costs and War Memorial refurbishment. Council members were invited to put forward proposals for specific discretionary spend and to consider the impact such projects would have on the precept request.

As previously agreed in principle sums would need to be set aside for the West Street footpath net of the hoped for CATG grant and the Play Area. Provision may need to be made for lease renewal of the Defibrillator. Cllr Griffiths undertook to investigate timing and cost.

**Action Cllr Griffiths**

It was **agreed** that the Clerk should seek further information on the quantum of the CIL receipt re Frog Street and the potential costs of the West Street footpath and then meet with the Chair to draw up draft 2 of the budget.

**Action Clerk  
Action SM**

vi **2019/20 Council Tax Setting Programme/Precept Request**

The document was received together with the Precept Request paperwork that had been issued 5 November. The Council noted that its tax base (equivalent number of band D properties) had increased to 382.54 from 376.03. The Clerk read out various scenarios demonstrating how they would impact on the annual Council tax payable by a band D household.

Great Somerford's Precept Request must be submitted to Wiltshire Council by 25 January. This will be decided at the January meeting.

**Agenda Jan**

18/11/6 **Sub-Committee Reports**

i **Play Park Sub-Committee**

Cllr Hyde had circulated estimates from Kompan, Playdale and Wicksteed but these were not "like for like" and costs (incl. VAT) ranged from £66k - £80k. These are indicative figures to enable the Parish Council to apply for external grants and to commence fundraising. Councillors recognised that they cannot commit to spend more than is in the bank plus external funds secured.

As the next step in the procurement process Cllr Hyde **recommended** that the Parish Council appoint a Design Consultant with whom the Sub-Committee can work to develop the specification for use in the formal tender documentation. Note: Parish Finance Regulations and the Public Contracts Regulations 2015 require (sealed) tenders when procuring supplies or services in excess of £25k.

Cllr Hyde further **recommended** that the Council appoint Kompan for the following reasons:

- Their price was competitive;
- Their sales consultant was very experienced in small rural play areas;
- Their quote was the most comprehensive and included the costs of repositioning several items of existing equipment that the Sub-Committee wished to retain.

After discussion the Parish Council **voted to accept** both of Cllr Hyde's recommendations: proposed Cllr Hyde; seconded Cllr Mansfield.

**Action Cllr Hyde & Sub-Committee**

and asked that the specification be ready in time for the public consultation booked for Tuesday, 15 January, in the Community Room 6.30 p.m. which Cllr Hyde will promote on the village Facebook page nearer the date.

**Action Cllr Hyde**

It further **tasked** Cllr Blount to investigate external funding and start work on grant applications.

**Action Cllr Blount**

ii **War Memorial Sub-Committee**

Cllr Mansfield reported on behalf of Cllr Blount that he is awaiting a response from the War Memorials Trust to the Parish's grant application.

*Post meeting note: Application rejected due to it being low priority and the Trust's lack of funds.*

*S. Mansfield*

*21/1/19*

- 18/11/7. **Highway Matters**
- i **Footpath on West Street**  
A response to the Parish's grant application is awaited from the CATG Area Board in December.
  - ii **Speed Awareness Camera**  
Cllr Hourigan asked Councillors to **authorise** him to pay for two new batteries (£180) for installation when the engineer is next in the area, which would save the £532 call-out fee. This was **agreed**.
  - iii **White Lining - Done**
  - iv **Fingerposts** – Work completed.

- 18/11/8. **Governance**
- i **Dates of meetings in 2019/20**  
These were **agreed** as the first Wednesday in the month except January and no meetings in August or December.
  - ii **Core Competency Training for Parish Councillors**  
This has been booked for 7pm 11 December with Great Somerford PC hosting the session. Cllrs Binstead, Blount, Butcher, Gravel, Griffiths, Hourigan, Hyde and Mansfield will be joining councillors from Dauntsey, Little Somerford, Sutton Bengier and Yatton Keynell. As "hosts" the Parish Council will provide light refreshments. The Clerk was instructed to organise this.  
**Action Clerk**

- 18/11/9. **Updates (if any) on Standing items**
- i-iii **Cemetery, Community Room, Footpaths & Rights of Way**  
Startley cemetery gates need wire brushing and painting. A Council work party will do this.  
**Action SM/All**
  - iv **Emergency Plan**  
Cllr Mansfield reported on behalf of Cllr Blount that he and Rob Griffiths are collecting supplies of grit etc. on 16 November from Wootton Bassett Depot. It will be stored at West St Farm Yard, courtesy of Mike L-P. A qualified First Aider is still needed. Cllr Blount proposes a paper simulation exercise early 2019. He hopes to attend the Flood Wardens and Volunteer Resilience seminar on 14 November. He has contacted Wiltshire Cllr Sturgis re drainage issues and TS has agreed to identify the critical drainage points on the ground.
  - v **Parish Information Newsletter**  
Cllr Mansfield briefed members on behalf of Cllr Blount as follows:
    - 79 residents have signed up;
    - Three news releases have been issued to date;
    - He would welcome further feedback on the permissible content policy pre approval.

**Agenda Jan**

18/11/10 **Correspondence between meetings** - none that Councillors wished brought forward.

18/11/11 **Councillors' Observations and Items for Next Agenda**  
Insurance cover review; Risk Registers.

18/11/12 **Dates for Future Meetings**  
The next meetings of the Parish Council will be held at 7.30 p.m. on Wednesday  
**21 November** 9 January                      6 February                      6 March.                      3 April.

The meeting closed 9.30 p.m.

**Approved** S. Mansfield **Chair**                      **Date** 21/1/19