

Minutes of the meeting of Staverton Parish Council held on Monday
16 January 2017 at 7.00 pm at Staverton Village Hall.

The meeting commenced at 7.00 pm.

36. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Paul Nye, Cllr Ray Symonds, Cllr Kevin Lamb, Cllr Andrew Borresen and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Miriam Wiltshire, Head teacher of Emmaus School, Residents: John Corfield, Jane and Greg Baker

37. APOLOGIES: Cllr Russell Clarke, Cllr Nick Woodall and Reverent Rees

38. MINUTES OF THE LAST MEETING held on Monday 21 November 2016 were held to be a true record.

39. RESIGNATION OF CLLR RUSSELL CLARK

Chair Simon Richardson thanked Cllr Russell Clark for the time and effort he has given to the Parish Council over the last 13 months that he has stood in office. Councillors fully understood his reasons for resigning were clashes with attending meetings and private commitments and wished him well for the future.

The Chair appealed for residents to come forward to fill the two vacancies on the Parish Council.

40. MATTERS ARISING

a. **Repairs to play area equipment:** A quotation from Proludic for £387.3 to cover replacement parts and £450 for labour was agreed. Chair Simon Richardson proposed and Cllr Andy Borresen seconded that the repairs should take place and accepting the quotation. The motion was carried unanimously. **Action:** [Clerk to contact Proludic.](#)

b. **Proposed Footpath to front of Smallbrook Gardens:** Resident John Corfield had offered to find out who owned the land in question. After extensive research, it appears that ownership of the land has not been registered making it impossible to approach the owner. Therefore any future plans to purchase the land and install a footpath would be impractical. Councillors thanked Mr Corfield for his time spent investigating this.

41. POLICE MATTERS

The Police Team reported that there were no crime related incidents reported in Staverton since the last meeting of the Parish Council. Two non-dwelling burglaries were reported in Winsley and Murhill. However Steven Burke from Staverton was sentenced to 6 years and 3 months imprisonment for various offences involving drugs and money laundering.

42. SPORTS GROUND AND VILLAGE HALL

a. **Service Hatch for Village Hall:** Following a request for a service hatch at the side of the kitchen in the village hall, the Parish Council decided to also ask for quotes to remodel the kitchen by removing the wall between the kitchen and store room to make room for additional kitchen units and cooking facilities. It was felt this would be beneficial to all hirers of the village hall. It was decided that a more detailed specification was required before a final decision was taken. **Action:** [The Chair, the Clerk and Cllr Lamb to meet with the contractors.](#)

b. **Patio to the side of the Village Hall:** When the hatchway is installed a small patio area would be essential outside. **Action:** [The Chair, the Clerk and Cllr Lamb to meet with the contractors.](#)

c. **Kissing Gate and Fencing:** The kissing gate has now been installed at the entrance to Marina Drive and the fencing is due to be replaced in two weeks' time.

d. **Storage Container – Wooden Cladding:** Cllr Nye expected that the cladding would be donated and there have been negotiations with a contractor to install the cladding.

43. WILTSHIRE COUNCILLOLR REPORT – Trevor Carbin

a. **Vehicle Activated Signs:** Wiltshire Council does not provide Vehicle Activated Signs directly but they could be provided through the Area Board CATG, so a request has been put forward for it to go on the agenda. Cost would be around £6k plus fitting.

b. **Bus Service Franchises:** No further detail on where cuts to bus services will fall.

c. **Renewal of Management Agreement for Playing Fields:** Wiltshire Council hasn't yet worked up the legal agreement but will contact the Parish Council when they have.

The Wiltshire Council element of the council tax could rise by up to 5%. The Budget setting meeting is in February.

A representative from Wiltshire Wildlife Trust is visiting on Friday to advise on how best to manage the reed beds.

Following complaints about the state of the towpath Cllr Carbin has contacted Kennet and Avon Canal Trust to see if repairs can be done.

The Spring Litter Pick will be held on March 5th at 10.30 am to 12.30 pm. Everyone is welcome to attend and meet at Staverton Village Hall.

No committee date has been given yet for the Elm Close planning application.

44. COUNCILLORS/RESIDENTS MATTERS

Staverton Triangle: Ground works have been observed lately and residents asked if building work will restart. It was understood that planning permission for building had now lapsed but fencing has been put up to deter the nuisance from unauthorized motor cyclists using the land.

Land near Footpath at Thestfield Drive: Concerns were raised that a resident had claimed land without planning permission.

Action: Resident John Corfield offered to investigate via Land Registry.

45. FINANCE

a. **Clerk's Financial Report:** This was unanimously approved.

£	Date of Balance	ACCOUNT BALANCES	£
28,265.95	4.11.16	NAT WEST PRECEPT ACCOUNT	23,830.24
3,743	4.11.16	NAT WEST - CLERKS GRATUITY ACCOUNT	3,743
94.65	4.11.16	PETTY CASH	257.43
8,419.94	4.11.16	NAT WEST GROUND MAINTENANCE FUND	6,596.98
50,000	12.09.16	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000
25,202.00	12.09.16	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	25,202.00
115,725.54			109,629.65

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £
		PAYMENTS SINCE LAST MEETING	
	758	void	0.00
18.11.16	759	Grant Thornton External Audit 2015-2016	200.00
18.11.16	760	PC Onsite - Website Hosting annual fee	180.00
18.11.16	761	PC Onsite - Domain renewal for email for 2 years	25.00
18.11.16	762	PC Onsite - Domain hosting for 14 months	166.60
21.11.16	763	Telephone and Laptop Insurance November 16	26.99
28.11.16	764	J Till Cleaning for Village Hall Nov 16	100.00
5.12.16	765	White Horse Property Services - Grass cutting Qtr 4	280.00
		White Horse Property Services - Grass cutting Qtr 4	
5.12.16	766	sports ground	1297.00
7.12.16	767	Smart Wheelie - Bin Stickers - 20/30 MPH Speed limit	126.00
7.12.16	768	J Till Cleaning for village hall Dec 16	100.00
12.12.16	769	David Owen PAYE Accountant - Qtr to Dec 16	57.50

12.12.16	770	HMRC PAYE & Employers NIC Contributions to Dec 16	685.80
12.12.16	831	Superior Newsletter Printing Dec 2016	250.00
19.12.16	832	Fitzpatrick Woolmer Notice Board Keys	13.50
21.12.16	833	Leafield Environment Waste Bin	90.48
30.11.16	SO	Clerk's NET Salary November 16	914.13
30.12.16	SO	Clerk's NET Salary December 16	914.13
28.11.16	DD	SSE Electricity to Nov 16 Village Hall	58.46
28.11.16	DD	GAS to Nov 16 Village Hall (Estimated and incorrect) to be adjusted	609.96
2.1.17	834	Telephone and Laptop Insurance Dec 16	27.41
			6122.96

PIS INCOME SINCE LAST MEETING

30.11.16	351	P Evans V Hall Hire Inv 99 Aug-Oct 16	133.00
7.12.16	352	White Horse Property Services refund from Maintenance Fund	1557.00
19.12.16	353	D Singh V Hall Hire Inv 108 Aug-Oct 16	133.00
19.12.16	354	Staverton Rangers Field Hire Oct - Dec 16	200.00
28.11.16	bacs	A Wilsher v hall hire Inv 103 Sep 16	49.00
2.1.17	355	V Gilbert V Hall Hire Inv 107 Jan 17	21.00
			2093.00

TRANSFER FROM PRECEPT ACCOUNT TO PETTY CASH

2.1.17	835	PETTY CASH	250.00
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NATIONAL WESTMINSTER GROUND MAINTENANCE FUND ACCOUNT

PIS INCOME SINCE LAST MEETING

4.11.16	bacs	J Hodge Interest	40.24
21.11.16	bacs	J Hodge Interest	79.84
2.12.16	bacs	J Hodge Interest	38.94
03.01.17	bacs	J Hodge Interest	40.24
			199.26

TRANSFERS

7.12.16	14	Payment to SPC current account	1,557.00
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PETTY CASH PAYMENTS SINCE LAST MEETING

Date	Nos		Net Cost £	Income
19.11.16 to 19.12.16	30 to 36	Gratuities, Stationary, Postage etc	64.93	0

- b. **PRECEPT 2017/18:** A PRECEPT request of £22,571 has been sent to Wiltshire Council for 2017/18.
- c. **External Audit Report:** The comments made on 2015/16 Audit Report have now been sent to Internal Auditor. These comments said that in future, the Governance Statement should precede the Accounting Statement separately when reporting the minutes.
- d. **Play Area – Grant Funding to replace worn out Equipment:** An application will be submitted very soon.
- e. **Audit 2016 -2017:** Updating of all procedures, standing orders, risk assessment etc will be starting very soon.
- f. **Julian Hodge Bank Investments:** One of the investments for £25,202 will be coming up for reinvestment in February. Councillors will be asked to decide how much funding should be held back in the Maintenance fund account for spending commitments over the next couple of years.

46. CORRESPONDENCE

- a. **Revenue Budget Monitor:** Area Board Briefing Note 313. This has been emailed to Councillors regarding future budgeting constraints.
- b. **Election time table – WALC:** Parish Council Elections will be held in 2017 as part of the four year cycle for re-election of Councillors. Deadlines have now been circulated and nomination forms will be sent by Wiltshire Council in the coming weeks.

47. **DATE OF THE NEXT PARISH COUNCIL MEETING is 20 March 2017.** The meeting closed at 7.50 pm.

Meeting Dates for 2017-2018	16	JANUARY 2017		JUNE (Exec Cttee Meeting) Date to be confirmed	20	NOVEMBER 2017
On Mondays starting at 7.00 pm	20	MARCH 2017	17	JULY 2017		
At Village Hall	15	MAY 2017 (AGM/APM)	18	SEPTEMBER 2017	15	JANUARY 2018