

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

The meeting commenced at 7.10 pm.

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

Attending: Wiltshire Cllr Trevor Carbin, Rev John Rees, Residents: John Corfield, Roger and Carol Kirk

49. APOLOGIES: Cllr Nick Woodall, Cllr Ray Symonds, PCSO Andrew MacLauchlan and Emmaus Head Teacher Miriam Wiltshire - Cllr Mark Frati will be delayed

50. MINUTES OF THE LAST MEETING held on Monday 16 January 2017 were held to be a true record.

51. MATTERS ARISING – To be discussed under headings below.

52. POLICE MATTERS

The team have reported 4 instances of burglary, 2 instances of criminal damage and 1 instance of theft since January in Elm Close, Marina Drive, Swan Drive and at the Old Vicarage. All the burglaries were shed break-ins and the damage was to fences. Residents are urged to report any suspicious activity to the police and additional patrols have been requested for Staverton.

53. ELECTIONS

Parish council elections are to be held on 4 May and all nominations must be handed in by 4th April. There will be a change of Parish Council on 8th May and the Chairman of the Parish Council will be elected on 15th May at the AGM.

54. PLANNING

a. **Planning application 17/01158/FUL Conversion of St Paul's Church to a single dwelling.** This application was discussed with information from Rev Rees. It was considered beneficial to the community to have St Paul's converted rather than be left to deteriorate. Chair Simon Richardson proposed and Cllr Paul Nye Seconded that the application be approved subject to clarification of the boundary around the church. The motion was carried unanimously.

There will be an open day at the village hall on Sunday 30th April. Visitors will be invited to see exhibits and visit the church yard. The aim will be to invite volunteers to help out with maintaining the churchyard and discuss ideas.

b. **Planning application – Conversion of agricultural building on land opposite The Old Bear public house into a 2 bedroomed bungalow.** Mr & Mrs Kirk attended the meeting to discuss changes which had been made to the original application which the Parish Council objected to in December. They explained that the land around the building had been reduced by request of the planning officer and the extension had been moved from the East side to the North as there had been objections from residents in Elm Grove that it would impact on their dwellings. The entrance to the site was positioned just behind a bungalow to the left as you enter Elm Grove which meant that it would not cause congestion. Concerns were raised that this would set a precedent for other new builds in this area but it was stressed that this was purely a conversion of an existing dwelling and no other dwellings would be built there. In view of the changes to the original plan Councillors unanimously approved the copy submitted by Mr & Mrs Roger Kirk on 15th March 2017.

55. SPORTS GROUND AND VILLAGE HALL

a. **Complaints from regular hirers about single date hirers not cleaning up** properly afterwards and not putting away furniture. It was decided to raise the fee from £7 to £10 plus VAT for single date hirers and hold the fee for regular hirers at £7 plus VAT. Chair Simon Richardson proposed and Cllr Mark Frati seconded that the rate for single hires go up to £10 plus VAT. The motion was carried unanimously.

b. **Renovations to Village Hall kitchen and hatchway.** More detailed quotes are being submitted for discussion.

c. **Storage Container:** Approval has been given by Mole Valley to provide the timber and Cllr Nye will be meeting up with the contactor to discuss sizes and when he will be installing the cladding.

- d. **Removal of wooden gate on field:** Awaiting quote from contractor to replace the wooden gate with a barrier. Ongoing.
- e. **Decommission floodlights and batteries for footballers.** The youth teams using the field no longer use the floodlights and the batteries no longer hold their charge. It would cost £600 to replace them. **Action: It was unanimously decided that Chair Simon Richardson would put them up for sale online and the funds reinvested to support football hires.**
- f. **Lights outside village hall:** Several lights have either stopped working or have dimmed. **Action: Cllr Mark Frati and Cllr Simon Richardson will replace the lights.**

56. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

- a. **Management Agreement for the sports ground:** A meeting has been requested to draw up a new agreement. Ongoing
- b. **Traffic Speed Survey:** A survey was carried out along Marina Drive between 24 January 2017 and 2nd February 2017 and it showed a total of 10,936 vehicles were checked and the average speed was 19 mph. Although the average was within limits, several vehicles have been known to exceed the speed limit.
- c. **Litterpick:** This went well. On 19th March litter pickers carried out an extra session on the canalside hedge behind Oatfields and shifted several bags of rubbish. Following complaints about the increasing amount of dog mess an advert has been requested to go in the Staverton News and also for Wiltshire Council to provide some new signs.
- d. **Air quality measuring device beside main road near Nestle:** This will stay there until the 23rd March and sent off for analysis. Hopefully results will follow within 28 days.
- e. **Speedwatch:** Previous counts didn't seem to be showing any increase in the amount of traffic. However two sessions this month showed increases of 7% and 14% over the same period of time last year. Wiltshire Council is currently measuring traffic in the area to check on the impact of the Hilperton Gap Road.
- f. **Canal Bridge:** Following another bashing of the canal bridge, the Canal and River Trust have inspected it and say there is no need for any immediate action, though they will continue to monitor it.
- g. **Reed Beds:** The Area Board have awarded £500 for works to the Thestfield Drive reed bed. A response is awaited from Wiltshire Wildlife Trust on how to proceed, though as it is in the bird nesting seas there probably won't be any major work until September.
- h. **Freight Study:** Unfortunately Staverton missed out last year but the B3105 has again been nominated by the Area Board as a top priority and it is hoped to find out in July if this has been successful.
- i. **St Paul's Church, Staverton:** The planning application for St Paul's Church to be converted to a single dwelling has been called in.

57. COUNCILLORS/RESIDENTS MATTERS

- a. **Youth club:** This item has now been withdrawn.

58. FINANCE

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

£	Date of Balance	ACCOUNT BALANCES	£	Date of Balance
23,830.24	9.1.17	NAT WEST PRECEPT ACCOUNT	32,357.30	15.3.17
3,743	9.1.17	NAT WEST - CLERKS GRATUITY ACCOUNT	3,743	15.3.17
257.43	9.1.17	PETTY CASH	185.51	15.3.17
6,596.98	9.1.17	NAT WEST GROUND MAINTENANCE FUND	12,193.22	15.3.17
50,000	9.1.17	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	15.3.17
25,202.00	9.1.17	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000.00	15.3.17
109,629.65			113,479.03	

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
30.1.17	836	Cleaning for village hall January 2017	100.00	
3.2.17	837	Proludic repairs to play area equipment	837.30	
28.2.17	SO	Clerk's net salary Feb 2017	914.13	
31.1.17	SO	Clerk's net salary Jan 2017	914.33	
21.2.17	838	White Horse Property Services - Play Area grass cutting	280.00	
24.2.17	839	Cleaning for village hall Feb 2017	100.00	
20.3.17	840	Neill Newport - Hard Court fencing - invoice 343 Part III of order	275.00	
20.3.17	841	Telephone & Laptop Ins for Jan & Feb 2017	59.99	
20.3.17	842	Superior Printing Newsletter March Issue Inv 61064	250.00	
			3730.75	

PIS		INCOME SINCE LAST MEETING	
23.1.17	356	McDougall Inv 109 Hire Village Hall Nov 16	35.00
23.1.17	357	McDougall Inv 109 Hire Village Hall Dec 16	21.00
23.1.17	358	Watson Inv 112 Hire Village Hall May 17	35.00
3.2.17	359	Neagu Inv 115 Hire Village Hall Feb 17	28.00
3.2.17	360	Wright Inv 120 Hire Village Hall Feb 17	14.00
7.2.17	361	Palmowska Inv 117 Hire Village Hall Feb 17	28.00
7.2.17	362	Clarke Inv 110 Hire Village Hall Jan 17	28.00
7.2.17	363	Evans Inv 114 Hire Village Hall Dec 17	28.00
7.2.17	364	Evans Inv 113 Hire Village Hall Nov 17	42.00
21.2.17	365	Emmaus School Inv SG-0010-17 Feb 17 Field Hire	14.00
21.2.17	366	Evans Inv 118 Hire Village Hall Jan 17	42.00
2.3.17	367	Staverton Rangers FC Field Hire Inv Feb17 covers Jan- March 17	150.00
11.1.17	BACS	HMRC VAT REFUND QTR 3	912.75
10.2.17	BACS	Grayson Florence Advert Newsletter donation	25.00
16.1.17	BACS	Bop About Dance hire of Village Hall Inv 116	35.00
10.3.17	BACS	The Big Lottery Grant for Play Area	9995.00
			11432.75

PIS		INCOME SINCE LAST MEETING	
21.1.17	BACS	Julian Hodge Bank Interest payments	79.84
2.2.17	BACS	Julian Hodge Bank Interest payments	40.24
10.2.14	BACS	Julian Hodge Bank Interest payments	10.38
17.2.17	BACS	Julian Hodge Bank Interest payments	0.24
21.2.17	BACS	Julian Hodge Bank Interest payments	79.84
			210.54

TRANSFERS

17.2.17	BACS	Transfer of Julian Hodge Investment Funds to Bank Account	10,202.46
---------	------	-----------------------------------------------------------	------------------

Date	Nos	PETTY CASH PAYMENTS SINCE LAST MEETING	Net Cost £	Income
17.2.17	37 - 46	Gratuities, Stationary, Postage etc		0
to 20.3.17			68.59	

b. **Big Lottery Grant for School Lane Play Area:** Staverton Parish Council were delighted to be notified that they have been granted **£9,995** from the **Big Lottery Fund**. The VAT on this project of £1,995 will be carried by the Parish Council as it is non refundable. The project has been named “Creative Play for the Under 8’s” which means that the money will be spent on equipment for the younger children who use the play area. The existing wooden play trail and chicken rocker are very old and will be replaced by a Flying Saucer spinning dish, a Sit In Springer Frog and a Trim Trail comprising a Net Bridge, Stretch and Step, Balance Beams, Suspension Bridge and Stepping Stones. Safety matting will also be installed. It is hoped that work will start over the next few weeks and the play area will be shut off to visitors until the work is completed. This is now the final phase of replacement and rejuvenation of this play area since 2014. Over **£40,000** has been invested in this play area due to grants and donations from Staverton Parish Council, Wiltshire Council Playbuilder Scheme, Superior Community Scheme, Palmer Gardens Garden Centre and now the Big Lottery Fund. It is hoped that this provides safe enjoyable play for many years to come.

c. **Julian Hodge Bank Investments:** With the unanimous approval of Staverton Parish Council, £15,000 has been reinvested in a 3 year Bond @ 1.29% and will mature 17th February 2020. The balance of the money, £10,202.46, was transferred into the holding account for the Maintenance Fund to be spent on capital expenditure and maintenance of the field.

d. **AUDIT 2016/17:** Each of the following updated documents were discussed, approved and signed off by Chair Simon Richardson. Model Standing Orders: Financial Regulations: Code of Conduct: Complaints Procedure, Financial Risk assessment: Risk Assessment for Staverton: Risk Assessment for the Sports Ground: Internal Audit Programme: Review of System of Internal Audit: Equal Opportunities Procedure: Assets Register/Village Hall Inventory: and Action Plan for Recommendations on Internal Audit Report 2016/17. Vice Chair and Lead Financial Councillor Mark Frati proposed and Chair Simon Richardson seconded that all these documents be agreed and submitted for Audit. The motion was carried unanimously.

e. **Renewal of Waste Agreement with Wiltshire Council for 2017/18:** It was unanimously agreed to accept the new cost of £284.58 per annum for the fortnightly collection of the bin from Staverton Sports Ground.

f. **Outstanding debt – Hire of Village Hall –** Councillors were concerned that one of the regular hirers who no longer uses the village hall has not paid the final bill of £189 despite several emails chasing payment. **Action: Cllr Mark Frati will try to contact the hirer to see if the hirer has payment problems**

59. CORRESPONDENCE

- a. **Budget Briefing Note 317 – Area Board** - This has been circulated.
- b. **Protecting Wiltshire’s Rights of Way – Wiltshire Council** This has been circulated.

60. DATE OF THE NEXT PARISH COUNCIL MEETING WILL BE THE ANNUAL PARISH MEETING AND THE ANNUAL GENERAL MEETING HELD ON 15 MAY 2017 at 6.30 pm. The meeting closed at 8.30 pm.

<u>Meeting Dates for 2017-2018</u>	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 APM at 6.30 pm	15	MAY 2017 (AGM/APM)	18	SEPTEMBER 2017	15	JANUARY 2018