

Minutes of the meeting of Staverton Parish Council held on Monday
15 January 2018 at 7.00 pm at Staverton Village Hall.

The meeting commenced at 7.08 pm.

96. PRESENT: Chair Simon Richardson, Cllr Paul Nye, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Nick Woodall and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Mr & Mrs Greg Baker, Residents

97. APOLOGIES: Cllr Jeff Gibson, PCSO Andrew MacLauchlan, Head Teacher of Emmaus School Mrs Miriam Wiltshire

98. MINUTES OF THE LAST MEETING held on Monday 20 November 2017 were held to be a true record.

99. POLICE MATTERS

A report was circulated to all Councillors. Councillor Mark Frati sent a letter to the Police and Crime Commissioner on behalf of the Parish Council, complaining about the absence of police officers seen tackling crime in Staverton. There has been a spate of car robberies and garden shed burglaries in recent weeks and it was felt that the crimes were being ignored. He also requested that the Commissioner visit the area. The Commissioner's response was that a number of youths have been referred to the local Youth Offending Teams for urgent work which was confidential due to their ages and substantial work is in place tackling burglary across Wiltshire. He went on to say that Wiltshire is the fourth lowest funded police force in the country and a consultation has been launched to raise the policing precept for 2018/19. Cllr Ray Symonds proposed that the Parish Council oppose a rise in funding for the policing precept 2018/19. The motion was carried unanimously.

It was reported that drug taking paraphernalia was found in the small car park next to the Canal Boat workshop in The Slipway. Previous attempts to get Wiltshire Council reduce the size of hedging around the car park to prevent this behaviour has fallen on deaf ears. **Action:** John Corbin to contact the Parish Steward and see if this can be dealt with under his duties. He will also contact the Police.

1. PLANNING

- a. **Smallbrook House application:** 17/11044/VAR – the Parish Council did not oppose this.
- b. **17/09043/FUL - 11 Cottles Barton Staverton** - Changed Proposal Description – Re-consultation Request – Opposed by Parish Council and refused by Wiltshire Council.
- c. **St Paul's Church** Meeting to discuss changes on 13th December 2017.
17/01158/FUL Change of use of church to 2 bedroom dwelling, addition of roof lights, internal alterations and parking to rear of 95 Staverton. The Parish Council did not oppose this.

2. SPORTS GROUND AND VILLAGE HALL

a. Renovation to Village Hall Kitchen: The kitchen has been doubled in size with additional cupboards, a cooker installed, a griddle installed and a hatch window to an outside patio for outside catering. As the Fire Officer for Wiltshire does not make health and safety visits to public buildings, it was decided to call in Avon Fire Extinguishers to see if our existing arrangements in the kitchen are adequate. Unfortunately the smoke detectors have been setting off alarms immediately the griddle is used so this will be discussed as well. **Action:** Parish Clerk to contact Avon Fire Extinguishers for advice.

b. Hire Fee: Now that new facilities have been installed, an extra fee for the use of these facilities needs to be agreed. Chair Simon Richardson proposed and Cllr Paul Nye seconded that the new fee would be £5 per hour. Existing field hire fees are £14 per 1 ½ hours. To use both the fee would be £21.5 plus VAT. **Action:** Parish Clerk to notify field hirers.

b. Management Agreement for Playing Fields: No further discussions have been held on this. **Action:** Clerk to contact Head Teacher Mark Bartlett.

2. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

The Area Board agenda for the Jan 24th meeting at South Wraxall will include a presentation from Wilts Fire & Rescue on possible barriers at The Causeway to prevent people driving into the floodwaters.

There will also be grant applications for Wiltshire Wildlife Trust to do more work on the reed beds, and for litter-picking equipment. The Parish Council agreed that the reed beds off Marina Drive should be the next priority.

The date for the next litter pick has been changed from March 11th to the 18th to avoid Mothers' Day celebrations.

Planning:

The planning application for 39 Staverton application has been withdrawn.

The planning application 17/11890/FUL: The Severn Project CIC Land North of Little Bradford Wood at the Causeway: This is for the erection of an agricultural building, the creation of a new opening onto the road with associated hard standing and access track. (The site is at the top of The Causeway in Holt parish). This has been submitted and no decision as yet.

3. COUNCILLORS/RESIDENTS MATTERS

a. **Visit to Cereal Partners:** An invitation has been extended for Councillors to visit the factory. Councillors to contact the Clerk with availability of dates and times.

b. **Play Area Inspection Report:** An issue was raised concerning the gaps between the wooden planks of the newly installed bridge. Awaiting the response from the contractor.

c. **Dog Faeces:** Illegal fouling of the streets in Staverton. This problem crops up time and time again and the latest "hot spot" is the footpath between Cygnet Way and School Lane. As this is part of the school run route, children are being unfairly exposed to this disgusting problem. The Council recognises that this problem will only be resolved when residents who witness these incidents, actually report them immediately to the police. There is a £1,000 fine for this violation. It was agreed that the Parish Council should install an additional dog waste bin but unfortunately Wiltshire Council will not empty/stand the cost, of any additional waste bins. Cllr Ray Simmons proposed and Cllr Nick Woodall seconded that the council should use a recently purchased waste bin, install it at Cygnet Way and pay for it to be emptied. Motion carried unanimously. **Action:** [The Parish Council will install a dog faeces/waste bin at the Cygnet Way end of the footpath and pay for it to be emptied by a private contractor.](#)

4. PARISH STREET MAINTENANCE – John Corfield

John reported that the Parish Steward has been doing a good job cover "hot spots" of unmaintained areas. However he pointed out that he may be moving away and someone needs to take over the liaison with the Parish Steward or we may lose his services. The Parish Council was sorry that he would be moving but grateful for all that he had done for Staverton. Notices would be posted on the Website and noticeboards asking for a volunteer.

7.55 pm Wiltshire Councillor Trevor Carbin made his apologies and left.

5. FINANCE

a. **Clerk's Financial Report:** The financial report had been previously circulated and was approved unanimously.

b. **DATA Protection** - The Government's new DATA Protection laws will start in May 2018 and it is mandatory that risk assessments are carried out and guidance is issued by all Town and Parish Councils. In view of this Chair Simon Richardson, Cllr and Data Protection Officer Kevin Lamb and June Jones Parish Clerk will be attending a training session on 25th January.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£	
27,287.77	14.09.17	NAT WEST PRECEPT ACCOUNT	18,274.55	31.12.17
4,271.00	14.09.17	NAT WEST - CLERKS GRATUITY ACCOUNT	4,271.00	9.1.18
168.28	14.09.17	PETTY CASH	67.36	9.1.18
13,874.70	14.09.17	NAT WEST GROUND MAINTENANCE FUND	9,227.14	31.12.17
50,000	18.9.17	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	9.1.18
15,000.00	18.9.17	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	9.1.18
110,601.75			96,840.05	
NATIONAL WESTMINSTER PRECEPT ACCOUNT				

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
20.11.17	897	Cleaning village hall Nov 17	125.00	
20.11.17	898	Telephone and laptop insurance Nov 17	28.36	
22.11.17	899	White Horse Property Services ground maintenance Inv 1308	280.00	
28.11.17	900	Dog Fouling Posters	11.77	
7.1.17	901	Westdown Property Services - Village Hall Kitchen	7620.00	
01.01.18	902	HMRC - EMPLOYERS NI CONTRIBUTIONS & PAYE 3RD QTR	888.25	
19.12.17	903	David Owen Accountants PAYE Fees to Dec 17	60.00	
19.12.17	904	Telephone and laptop insurance Dec17	29.37	
19.12.17	905	Cleaning village hall Dec 17	75.00	
30.11.17	SO	Clerk's NET Salary Nov 17	922.73	
31.12.17	SO	Clerk's NET Salary Dec 17	922.73	
1.12.17	DD	Water Rates village hall to Oct 17	60.02	
30.11.17	DD	Gas Bill village hall to Nov 17	20.44	
10.10.17	DD	HMRC Quarter 2 VAT Payment	119.02	
15.1.18	907	Mole Valley 50% contribution for fencing timber	79.53	
			11,242.22	
PIS INCOME SINCE LAST MEETING				
20.11.17	404	Staverton baby & toddler hall hire Apr-Jul 17		84
20.11.17	405	Staverton Rangers field hire Nov 17		60
18.12.17	406	Staverton Rangers field hire Dec 17		60
18.12.17	407	Safe Care hall hire Dec 17		15
27.11.17	408	Adverts in Newsletter - donations		50.00
				269
NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT				
PAYMENTS SINCE LAST MEETING				
2.11.17	24	White Horse Property Services ground maintenance Inv 1307	1297.5	
7.12.17	25	GT Plumbing - Patio and Path by village hall	3280	
			4,577.50	
PIS INCOME SINCE LAST MEETING				
20.11.17	BACS	J Hodge Bank Interest		16.43
21.11.17	BACS	J Hodge Bank Interest		79.84
21.12.17	BACS	J Hodge Bank Interest		77.26
18.12.17	BACS	J Hodge Bank Interest		15.91
				189.44
Nos	PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost £	Income

Oct to Dec	Cash 20 to 30	Stationary, cleaning materials and misc	88.49	0
			88.49	

6. CORRESPONDENCE

The following correspondence has been read by the Councillors with no comments of note.

- a. Councillors Briefing Note 339 – Brownfield Land Registry
- b. Councillors Briefing Note 338 – Increase to Parking Charges in Wiltshire
- c. Councillors Briefing Note 337 – Electoral Review of Wiltshire Council
- d. Councillors Briefing Note 336 – Wiltshire Pension Fund

7. DATE OF THE NEXT PARISH COUNCIL MEETING IS ON MONDAY 19 March 2018 and meeting closed at 8.20 pm.

Meeting Dates for 2017-2019	18	SEPTEMBER 2017	19	MARCH 2018	16	JULY 2018	14	JANUARY 2019
On Mondays starting at 7.00 pm	20	NOVEMBER 2017	14	MAY 2018 AGM & APM	17	SEPTEMBER 2018		
At the village hall	15	JANUARY 2018		JUNE (Exec Ctee Meeting)	19	NOVEMBER 2018		