

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

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Chair Simon Richardson read out the emergency fire drill.

The meeting commenced at 7.05 pm.

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

Attending: Wiltshire Cllr Trevor Carbin, Councillor Vacancy Applicant, Jeff Gibson,  
Residents: John Corfield, K Lovell, M Lake, D Lavis, S Hendesa, K Stevenson, G Baker, J Baker, M Osborne, D Holland, R Drewett, S Drewett, T Corbin

**62. APOLOGIES:** Cllr Nick Woodall, PCSO Andrew MacLauchlan and  
Emmaus Head Teacher Miriam Wiltshire – Wilts Cllr Trevor Carbin will have to leave at 8 pm

**63. MINUTES OF THE LAST MEETING** held on Monday 20 March 2017 were held to be a true record.

**64. PARISH COUNCILLOR VACANCY** – Mr Jeff Gibson applied for one of the two vacancies and was unanimously co-opted onto Staverton Parish Council. Cllr Gibson then signed the Declaration of Acceptance of Office in the presence of the Parish Clerk who countersigned the declaration. Cllr Gibson was then asked to fill in the Register of Interests online within the 28 day deadline.

**65. POLICE MATTERS**

A short report was received from PCSO Andrew MacLachlan who unfortunately was unable to attend in person. Lately there has been a sharp increase in crime in Staverton. There have been burglaries including the convenience store which has been targeted twice in two nights and various incidences of anti-social behaviour. Cyclists have continued to cause problems and the police are in the process of collating car camera footage. Unfortunately this has been time consuming but the teams have been asked to patrol the area whenever they get some down time.

**66. PLANNING**

**a. Planning application 17/05628/FUL 24 Lotmead. Relocation of boundary wall.** The homeowner had started to rebuild his wall on the edge of the public footpath and complaints had been made that no application for change of use of land had been received and concerns were raised that moving such a high wall in such close proximity next to the public highway could be dangerous if it should fall. It was deemed too high, unsightly and did not fit in with the plans for the area. Vice Chair Mark Frati objected on these grounds, Chair Simon Richardson seconded the proposal and the objection was passed by a majority. Councillor Ray Symonds abstained. **Action:** [Wilts Councillor Trevor Carbin asked to call this in and Clerk forward on the objections.](#)

**b. Planning Application 17/06094/TPO to fell a Scots pine tree and a tulip tree and replace them both on land owned by Smallbrook House.** Vice Chair Mark Frati proposed and Chair Simon Richardson seconded that no objection be raised to this application. Passed unanimously. **Action:** [Clerk to notify the planning office.](#)

7.30 pm Councillor Andy Borresen arrived.

**c. Planning application 17/06040/FUL Change of use and extension of existing agricultural building to a dwelling house with residential curtilage and a new access.** Several residents from Elm Close attended the meeting to object strongly to the access way to the proposed development. They were concerned about the restrictions it would place on an already very congested road. Many elderly people live along this road and have carers and ambulances visiting regularly. It was felt that the building would overshadow the road making it dark and is a much larger footprint than the existing old building. The road is too narrow now and any increase in traffic could not be sustainable. There was also a concern about trees and

hedges being removed and losing privacy. The road is already being used as an overspill parking area for the Old Bear Pub opposite, and the loss of more parking spaces to make way for the new building would cause hardship for residents. Wiltshire Councillor Trevor Carbin has already called in this application. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council object to this application. Motion carried unanimously. [Action: Clerk to notify the planning office.](#)

#### 67. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

- a. **Management Agreement for sports field.** Ongoing.
- b. **Pavement access:** Residents living near Smallbrook Gardens have requested help with installing a footpath on their side of the B3105. Unfortunately the cost was too high so the Bradford on Avon Area Board has offered half the cost of £1,600 to drop the pavement to allow pushchairs to easily cross to the other side of the road. The Parish Council felt that the property developer should have installed a footpath/access when offering the properties for sale the Council, however it has limited funds which must benefit as many people as possible. Chair Simon Richardson proposed and Cllr Ray Symonds seconded that the council did not support this request. Motion carried unanimously. [Action: Chair Simon Richardson to explain the decision to residents.](#)
- c. **White vans causing congestion when parked at the top of Thestfield Drive:** A resident has complained about the number of tradesman vans parked at the top of Thestfield Drive. Although they are parked here legally the size of the vans are causing a narrowing of the road and could prevent emergency vehicles from accessing properties in this area. It was suggested that residents contact the police if they feel that the vans are causing an obstruction and preventing access. [Action: Clerk to write about this in next newsletter and appeal to van owners to park responsibly.](#)

Cllr Carbin left the meeting at 8 pm.

#### 68. SPORTS GROUND AND VILLAGE HALL

- a. **Renovations to kitchen and outside patio area:** More quotations needed. Ongoing.
- b. **Storage Container:** Negotiations for free wooden cladding still ongoing.
- c. **Removal of Wooden Gate as too narrow for ambulance attendances:** Contractor to be asked to replace with wider similar gate. [Action: Cllr Lamb to speak to contractor](#)
- d. **Anti-social behaviour on the playing field:** Since the lights on the village hall have been turned off late at night this appears to have discouraged groups of people causing anti-social behaviour on the field.

#### 69. COUNCILLORS/RESIDENTS MATTERS

- a. **Litter at Meadow Court retail area:** This area is not covered by Wiltshire Council but excessive, inappropriate litter is being deposited in the litter bin by the Convenience Store. The parish council met with Wiltshire Council representatives to discuss the problem and it is hoped to come up with a solution to this soon. [Action: Clerk to write to residents nearby asking them not to deposit personal rubbish in the bin.](#)
- b. **Anti –social behaviour outside Meadow Court Restaurant:** Residents wrote to the parish council to complain about noise and arguments due to late drinking outside the premises. Since receiving the letter, Bruno’s Restaurant has now ceased to trade at Meadow Court.
- c. **Brambles:** There has been a spurt in growth of brambles to the rear of the play area in School Lane, alongside the footpath next to the playing field and around the Cottles Barton car park and play area. [Action: Chair Simon Richardson to contact Network Rail who owns the site at the rear of the School Lane play area and ask them to remove the brambles. Vice Chair Mark Frati to contact Wiltshire Council regarding brambles growing out of resident’s land. Local residents have also offered to start clearing some of the brambles near to the Cottles Barton play area.](#)
- d. **Parish Steward Scheme:** John Corfield the Parish Council’s representative for this scheme, said that the initiative to get volunteers to maintain the grass at St Paul’s churchyard is going very well. However the Parish Steward Scheme suffers from poor communication and unless the scheme is regularly used we could lose it altogether. The Steward has been asked remove gutter detritus in many areas of the village, the play area at the top of Thestfield drive needs grass cutting and hedge is overhanging B3105 leading down the hill towards Cereal Partner. Mr Corfield was thanked for his help with this scheme.

#### 70. FINANCE

- a. **Clerk’s Financial Report:** The Financial Report was unanimously approved.

**BANK ACCOUNTS AND PETTY CASH HELD**

Date of Balance		ACCOUNT BALANCES	Date of Balance	
£			£	
30,279.81	5.5.17	NAT WEST PRECEPT ACCOUNT	24,255.69	3.7.17
3,743	12.5.17	NAT WEST - CLERKS GRATUITY ACCOUNT	3,743	11.07.17
120.59	12.5.17	PETTY CASH	63.32	11.07.17
12,102.94	12.5.17	NAT WEST GROUND MAINTENANCE FUND	12,059.54	3.7.17
50,000	12.5.17	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	12.5.17
15,000.00	12.5.17	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000.00	12.5.17
<b>111,246.34</b>			<b>105,121.55</b>	

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
30.4.17	BACS	Clerk's salary Apr 17	914.13	
24.4.17	DD	SSE Gas bill to Apr 17	62.12	
2.5.17	DD	Water Rates to Mar 17	66.51	
15.5.17	854	WALC/NALC Membership 2017/18	549.86	
15.5.17	855	Community First Membership 2017/18	40.00	
15.5.17	856	Telephone & Laptop Insurance Apr 2017	36.21	
23.5.17	857	Microsoft Office Software Rental 2017/18	94.80	
23.5.17	858	Cleaning for Village Hall May 17	100.00	
23.5.17	859	Clerk's April O/time and balance of salary	109.00	
30.5.17	SO	Clerk's Salary May 17	914.13	
25.5.17	860	Telephone & Laptop Insurance May 17	36.30	
23.5.17	861	White Horse Property Service - Maintenance Play Area 2nd Qtr	280.00	
1.6.17	862	Avon Extinguishers Annual fire equipment Service	165.89	
1.6.17	863	Community First Insurance 2017/18	1433.55	
26.6.17	864	David Owen PAYE charges to June 17	60.00	
26.6.17	865	HMRC PAYE & Employers NI contribution Jan-Mar 17	1015.07	
26.6.17	866	Telephone & Laptop insurance June 17	35.28	
26.6.17	867	VAT transfer refund from SPC to Maint Fund	1454.83	
26.6.17	868	Cleaning for village hall June 17	125.00	
30.6.17	SO	Clerk's Salary for June 17	914.13	
19.6.17	DD	SSE Electric bill to May 17	61.21	
19.6.17	DD	SWALEC gas bill to May 17	37.26	
28.6.17	869	Superior printing newsletter June issue	250.00	
	870	VOID	0.00	
28.6.17	871	Insurance 2017 - additions	52.85	
30.6.17	872	Clerk's overtime & increment May 2017	109.20	

**8,917.33**

<b>PIS</b>		<b>INCOME SINCE LAST MEETING</b>		
30.5.17	pis 378	C Ewins hire village hall inv 141		40
1.6.17	pis 379	Staverton Rangers hire of village hall April-May 17		200
9.6.17	pis 380	Osgood invoice 138 hire of village hall Mar/Apr 17		70
28.6.17	pis 381	Evans invoice 142 hire of village hall Mar/Apr 17		42
28.6.17	pis 382	Community First Insurance 2017/18 repaid by M Fund account		130.66
9.7.17	pis 383	Clarke invoice 143 hire of village hall Oct 17		30
10.7.17	pis 384	Denmark inv 147 hire of village hall Sept 17		30
9.6.17	bacs	Donation for advert in Newsletter - D Florence		50.00
9.5.17	bacs	McDougall invs 139 & 135 hire of village hall Mar/Apr 17		105
				<b>697.66</b>

**NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT**

		<b>PAYMENTS SINCE LAST MEETING</b>		
23.5.17	18	White Horse Property Services - Grass cutting 2nd qtr	1297.5	
26.6.17	19	Insurance for playing field fencing & gates - refund SPC	130.66	
				<b>1,428.16</b>

<b>PIS</b>		<b>INCOME SINCE LAST MEETING</b>		
18.5.17	bacs	J Hodge Bank interest		15.9
22.5.17	bacs	J Hodge Bank interest		77.26
19.6.17	bacs	J Hodge Bank interest		16.45
21.6.17	bacs	J Hodge Bank interest		79.84
26.6.17	pis 013	VAT transfer refund from SPC to Maint Fund		1454.83
				<b>1644.28</b>

<b>Date</b>	<b>Nos</b>	<b>PETTY CASH PAYMENTS SINCE LAST MEETING</b>	<b>Net Cost £</b>	<b>Income</b>
May - July 17	cash 6- 11	Stationary, cleaning materials and misc	63.32	
			<b>63.32</b>	

**71. CORRESPONDENCE**

- a. **World War 1 Tree Planting Project:** BoA Area Board are promoting an initiative to plant woods to commemorate the lost lives in World War 1. Although a very worthy project the parish council does not own enough land suitable for a small wood.
- b. **Draft Wiltshire Housing** – Several emails have been received regarding this scheme. However Staverton is not affected.
- c. **Opening Hours for Wiltshire Council – Briefing Note 326.** The offices will open half an hour later at 9.30 am and close half an hour earlier at 5 pm to allow staff more time to deal with queries.

**72. DATE OF THE NEXT PARISH COUNCIL MEETING IS ON MONDAY 18<sup>TH</sup> SEPTEMBER 2017. The meeting closed at 8.50 pm.**

<a href="#">Meeting Dates for 2017-2018</a>	16	JANUARY 2017		<b>JUNE (Exec Cttee Meeting) Date to be confirmed</b>	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	<b>MAY 2017 (AGM/APM)</b>	18	SEPTEMBER 2017	15	<b>JANUARY 2018</b>