

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

Chair Simon Richardson read out the emergency fire drill.

The meeting commenced at 7.00 pm.

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

Attending: Wiltshire Cllr Trevor Carbin, Mrs M Wiltshire, Head Teacher Emmaus School and Mr Roger Kirk

74. APOLOGIES: PCSO Andrew MacLauchlan and Revd Rees

75. MINUTES OF THE LAST MEETING held on Monday 17 July 2017 were held to be a true record.

76. POLICE MATTERS

A crime report was sent by PCSO Andrew MacLauchlan. The reporting of crime is now generic and covers the whole area with no specific crime statistics for Staverton. These have to be accessed via the Police website. However a complaint was lodged that the police website has not been updated since June 2017.

77. PLANNING

- a. **Planning Application 17/05628/FUL change of use of land at 24 Lotmead** – Objections have been raised with Wiltshire Council due to height of wall, close proximity to the public footpath and safety concerns.
- b. **Planning Application 17/06040/FUL Change of use of land at Staverton from disused farm building to residential** – Objections have been raised by the residents of Elm Close and these were supported by the Parish Council. The applicant Mr Roger Kirk discussed these concerns with the Parish Council and was advised to talk to the residents of Elm Close.
- c. **Planning Application 17/07238/FUL Extension to The Old Bear Inn** – no objections were raised to this application.
- d. **Planning Application 17/06713/FUL Proposed new dwelling and alterations to existing vehicular access - 39 Staverton** – objections were raised with Wiltshire Council to this application.

78. SPORTS GROUND AND VILLAGE HALL

- a. **Renovations to kitchen and outside patio area:** No quote has been received from the last contractor. **Action:** [New contractors to be contacted by Cllr Mark Frati.](#)
- b. **Storage Container:** Cost of materials to clad the container will be approx. £150. Mole Valley has offered to part fund and the Parish Council will make up the difference.
- c. **Advertising on Sports Ground:** An offer has been made by a local business to display advertising in return for a new disabled seat for the village hall. This has been agreed.
- d. **Removal of wooden field gate and replacement with wider galvanized metal gate:** This will be carried out on 19th September. The cost agreed by the Parish Council is £545 plus VAT.
- e. **Remodelling of the kissing gate to stop motor cycles entering the ground:** Changes are to be made to the gate from School Lane entrance since complaints were made that it was too easy for motor cycles to get through. The cost will be £168 and work will start on 19th September.
- f. **Request by Staverton Rangers to park a catering van in the car park for the use of the football teams and spectators:** The Parish Council agreed that a small catering van can be parked there on the days of matches but it must be removed between matches as it was felt it could be a target for vandals. If this should be agreed then team managers would need to apply for a catering license through Wiltshire Council. Chair Simon Richardson proposed and Cllr Ray Symonds seconded that the catering van be allowed on the car park of the sports ground but only when football is being played. The motion was carried unanimously.

79. WILTSHIRE COUNCILLOR REPORT – TREVOR CARBIN

- a. **Management Agreement for Sports Ground:** Following a meeting with a representative from Wiltshire Council, recommendations to form the basis for a new agreement were presented to Staverton Primary School Head Teacher Mark Bartlett for his comments and suggestions. Follow up is expected before Christmas.
- b. **Email from Editor of Staverton News** regarding complaints about illegal parking in School Lane and inappropriate parking in Cottles Barton. It will cost £150 each for 20 MPH roundels to be marked on the road at each end of the section of road leading to the schools in School Lane. The Bradford on Avon Area Board to be asked to part fund this with the balance from the Parish Council. If residents contact Wiltshire Council regarding illegal parking a Parking Warden will be sent out to monitor the area.
- c. **Litter Pick:** The next litter pick will be held on 15th October.
- d. **Reed Beds:** With funding of £500 provided by the Bradford on Avon Area Board, the reed beds in Thestfield Drive will be thinned out by workmen on 16th October.
- e. **Dropped Kerbs opposite Smallbrook Gardens:** With funding provided by Bradford on Avon Area Board, two dropped kerbs have been installed on the main road to allow for pushchair and wheelchair access.
- f. **Freight transport study:** This has been deferred once more.
- g. **Dead Trees in Staverton:** Most of the dead trees planted by Persimmon Homes are to be replaced. It is thought that many have died due to strimming so the new trees will have a protective collar.
- h. **Planning Applications:** 4 applications have been called in for Staverton and the next Planning meeting will be held on 18th October.

80. COUNCILLORS/RESIDENTS MATTERS

- a. **Litter bin at Meadow Court:** this is now being regularly emptied and the situation will be monitored. Letters have been sent to all residents living there asking them not to put illegal rubbish in the bin.
- b. **Thestfield Roundabout:** A request has been made for extra cuts and weed killer on the paved area around the roundabout. It was agreed that this would be paid for out of the Superior Community Fund and work would be carried out when weather permits.
- c. **Boiler remedial work:** During the recent annual boiler service it was noted that it was virtually impossible to service the radiator system as insufficient valves had been fitted to allow testing. It was agreed that the Parish Council would accept the quote of £310 from ABU Gas & Plumbing to carry out remedial work to the system.

Cllr Andrew Borresen made his apologies and left at 8 pm.

81. PARISH STREET MAINTENANCE – John Corfield

- a. **Detritus in gutters and pot holes in car park at end of Marina Drive:** Despite regular requests to Wiltshire Council, nothing has been done about these particular jobs for nearly a year. Mr Corfield has met up with MP Michelle Donelan and expressed his concerns that not enough essential maintenance work is being done. Neglect is especially noticeable on the main B3105 near Cereal Partners. He felt that departments at Wiltshire Council are not working as a team. However he praised the work of the Parish Steward who has followed through with many of the job requests. Unfortunately the detritus problem is not helped because the road sweeper vehicle is not often able to access gutters due to parked vehicles. Mr Corfield was thanked for his persistence in getting these jobs completed.
- b. **Centenary Publication – 100 Years – Staverton Parish Council Commemorative Booklet:** Mr Corfield requested permission to republish the booklet in the Online Parish Clerk for Staverton website. The Parish Council agreed to this request with the proviso that all addresses and telephone numbers displayed in the booklet are blanked out.

82. FINANCE

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

| BANK ACCOUNTS AND PETTY CASH HELD | | | | |
|-----------------------------------|-----------------|--|-------------------|-----------------|
| | Date of Balance | ACCOUNT BALANCES | | Date of Balance |
| £ | | | £ | |
| 24,255.69 | 3.7.17 | NAT WEST PRECEPT ACCOUNT | 17,913 | 14.09.17 |
| 3,743 | 11.07.17 | NAT WEST - CLERKS GRATUITY ACCOUNT | 4271 | 14.09.17 |
| 63.32 | 11.07.17 | PETTY CASH | 189.13 | 14.09.17 |
| 12,059.54 | 3.7.17 | NAT WEST GROUND MAINTENANCE FUND | 14,417 | 14.09.17 |
| 50,000 | 12.5.17 | JULIAN HODGE BANK (Investment Bond 2 YR) | 50,000 | 18.9.17 |
| 15,000.00 | 12.5.17 | JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT) | 15,000.00 | 18.9.17 |
| 105,121.55 | | | 101,790.13 | |

NATIONAL WESTMINSTER PRECEPT ACCOUNT

| Date | Chq | Description | Net Cost £ | Income £ |
|------------------------------------|------|---|-----------------|-------------|
| PAYMENTS SINCE LAST MEETING | | | | |
| 31.7.17 | 873 | Telephone & Laptop Insurance July 17 | 34.77 | |
| 31.7.17 | 873 | Balance of Clerk's salary for July 17 | 8.80 | |
| 31.7.17 | 874 | Cleaning for village hall July 2017 | 100.00 | |
| 31.7.14 | 875 | Trsf of SPC contribution towards Playing Field Maint Fund | 2383.70 | |
| 31.7.17 | SO | Clerk's Salary for July 17 | 914.13 | |
| 15.8.17 | 876 | Website Hosting and Product License Fee for 2017 | 256.80 | |
| 17.8.17 | 877 | White Horse grass cutting contract to Qtr 3 Inv 1295 | 336.00 | |
| 30.8.17 | SO | Clerk's Salary for August 17 | 914.13 | |
| 22.08.17 | 878 | ABU Gas & Plumbing Boiler Service Village Hall | 104.00 | |
| 22.08.17 | 879 | Telephone & Laptop Insurance Aug 17 | 21.73 | |
| 2.9.17 | 880 | Jeffery - Refund Deposit for Key at Village Hall | 50.00 | |
| 18.8.17 | dd | SSE Electricity to village hall to Aug 17 | 69.46 | |
| 18.8.17 | dd | SWALEC Gas to village hall to Aug 17 | 20.42 | |
| 2.9.17 | 881 | Cleaning for village hall Aug 2017 | 100.00 | |
| 18.9.17 | 882 | Cleaning for village hall Sept 2017 | 75.00 | |
| 18.9.17 | 883 | Clerk's salary Aug 2017 balance owing re dd | 8.80 | |
| 18.9.17 | 884 | Grant Thornton external audit 2016-17 | 325.00 | |
| 18.9.17 | 885 | PETTY CASH transfer of funds to Account | 250.00 | |
| | | | 5,972.74 | |
| INCOME SINCE LAST MEETING | | | | |
| 24.7.17 | 386 | Staverton Rangers FC field hire June and July 17 | | 200 |
| 10.8.17 | 387 | Evans Hire of village hall June 17 Inv 152 | | 70 |
| 10.8.17 | 387 | ~Evans Hire of village hall May 17 Inv 153 | | 28 |
| 10.8.17 | 388 | Jeffery refundable deposit village hall | | 50 |
| 18.8.17 | 389 | McDougall hire of village hall June 17 Inv 148 | | 56 |
| 18.8.17 | 389 | McDougall hire of village hall May 17 Inv 146 | | 49 |
| 18.8.17 | 389 | McDougall hire of village hall July 17 Inv 151 | | 42 |
| 6.7.17 | bacs | HMRC refund April to June 2017 | | 341.00 |

| | | | |
|---------|-----|---|-------------|
| 11.9.17 | 391 | Staverton Baby & Toddler Grp Inv 154 Returnable Deposit | 50.00 |
| 13.9.17 | 392 | Emmaus School field hire Sept 16 to Jul 17 Inv SG010-17 | 600.00 |
| 14.9.17 | 393 | Trim Services - Purchase of second hand Floodlights | 100.00 |
| 14.9.17 | 394 | Jeffery Hire of Village Hall Sept 17 Inv 156 | 7.00 |
| | | | 1593 |

TRANSFER

| | | | |
|---------|---------|---|-----|
| 18.9.17 | CHQ 886 | Transfer from SPC to Gratuity Fund for Clerk's Gratuity 2016-17 | 528 |
|---------|---------|---|-----|

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

| | | | |
|------------------------------------|----|--|-----------------|
| PAYMENTS SINCE LAST MEETING | | | |
| 17.8.17 | 20 | White Horse Property Maint - Grass cutting to Sept 17 Inv 1294 | 1297.5 |
| 18.9.17 | 21 | Trsf of Primary School payment from WC in error to SPC ACCT | 83.33 |
| | | | 1,380.83 |
| INCOME SINCE LAST MEETING | | | |
| 1.8.17 | 14 | Trsf of SPC contribution towards Playing Field Maint Fund | 2383.7 |
| 11.9.17 | 15 | Primary School top Up contribution to Playing Field fund | 1431 |
| 11.9.17 | 15 | Primary School Use of toilet in village hall 2017-18 | 83.33 |
| | | | 3898.03 |

TRANSFERS

| | | | | |
|-----------------|----------------|---|-------------------|---------------|
| | | | 0.00 | |
| Date | Nos | PETTY CASH PAYMENTS SINCE LAST MEETING | Net Cost £ | Income |
| Jul to Aug 2017 | Cash 10a to 16 | Stationary, cleaning materials and misc | 102.12 | |
| | | | 102.12 | |

b. Clerk's Appraisal 2017-2018 – Report by Chair Simon Richardson and Parish Clerk June Jones

The appraisal report was presented to the Parish Council with changes suggested to the Clerk's working hours. Mrs Jones asked that she take the overtime hours permitted in March, April and May of 10 hours each month, as time off in lieu instead of by payment. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that Mrs Jones take the permitted overtime during this period as time off in lieu when working hours permit throughout the rest of the year between May and the following March. The motion was carried unanimously and the new agreement will start as from March 2018. The next review will be in September 2018. It was also noted that the Government has removed the discounted rate to all parish councils for Employers NI contributions and this will noticeably increase staff costs for 2017-18.

c. **DATA PROTECTION REGULATIONS** – There will be a change in the law as from 25 May 2018 and all Parish Councils are expected to provide updated risk assessments and guidelines to comply with these mandatory regulations. The clerk said that she has made a start on the necessary assessments and guidelines but the Parish Council is obliged to adopt a DATA Protection Officer to act on behalf of Staverton Parish Council. Chair Simon Richardson proposed and Cllr Ray Symonds seconded that Cllr Kevin Lamb be adopted as the Council's representative and DATA Protection Officer. The motion was carried by everyone except Cllr Lamb who abstained. Cllr Lamb accepted the position.

d. **External Audit 2016-17:** Auditors, Grant Thornton signed off the external audit for 2016-17 with no comments of concern. As Grant Thornton have acted for the Parish Council for 5 years, it is mandatory that the Council is issued with a different auditor for 2017-18. The Council will be notified in due course.

e. **DATES for the Parish Council meetings 2018-19.** Dates were accepted by all, except the next meeting on November 20th 2017 for Chair Simon Richardson who made his apologies. It was agreed that Vice Chair Mark Frati would Chair the meeting in his place.

83. CORRESPONDENCE

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

- a. Councillors Briefing Note 328 – The ‘substantive highways scheme fund’ bid application process for 2017-18
- b. Councillors Briefing Note no. 327 – Waste Contracts Update
- c. Councillors Briefing Note no. 329 - Disabled Parking Bays
- d. Councillor Briefing Note no. 331 Local Development Scheme

84. DATE OF THE NEXT PARISH COUNCIL MEETING IS ON MONDAY 20TH November 2017 and meeting closed at 8.40 pm.

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|---|-----------|---------------------------|----|---|-----------|---------------------|
| 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 APM at 6.30 pm | 15 | MAY 2017 (AGM/APM) | 18 | SEPTEMBER 2017 | 15 | JANUARY 2018 |