

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

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In the absence of Chair Simon Richardson, Vice Chair Mark Frati presided over the meeting.

The meeting commenced at 7.06 pm.

**85. PRESENT:** 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

**86. APOLOGIES:** Chair Simon Richardson, PCSO Andrew MacLauchlan, Head Teacher of Emmaus School Mrs Miriam Wiltshire and Mr John Corfield

**87. MINUTES OF THE LAST MEETING** held on Monday 18 September 2017 were held to be a true record.

**88. POLICE MATTERS**

An advisory report was sent by PCSO Andrew MacLauchlan. It was noted that there had been reported car thefts in Staverton in School Lane, Blease Close and Bulrush Place where thieves entered properties to steal car keys. Police advised hiding car keys and not leaving them in full view. The Parish Council has been very concerned that the level of police support in Staverton has been reduced to an unacceptable level. The up to date crime reports have stopped, no police are available to attend meetings and the police website is months out of date. Councillors agreed to send a letter to Wiltshire Police Commissioner and the Area commander asking for an explanation. The Council will also ask for backing from other parishes covered by the Bradford on Avon Area Board. **Action:** [Parish Clerk to write the letter.](#)

**89. PLANNING**

**Planning Application 17/10332/FUL Cereal Partners extension to existing wheat intake building.** Cllr Kevin Lamb proposed that no objection be raised to this application and Cllr Paul Nye seconded this motion. The motion was carried unanimously. In the interests of closer co-operation with Cereal Partners it was suggested that some of the Parish Councillors arrange a visit to the factory. **Action:** [Parish Clerk to write to Cereal Partners in the New Year.](#)

**90. SPORTS GROUND AND VILLAGE HALL**

**a. Renovations to kitchen and outside patio area to village hall:** The patio has now been installed and work has started to install a serving hatch, remove a partition wall to make the kitchen twice the size and install new cupboards and a cooker. It is hoped that these improvements will provide a much needed upgrade in facilities for all village hall hirers and football teams using the field. It was unanimously agreed that village hall hirers need lighting in the entrance porch and an electrician will be asked to be put the lights on a time switch.

**b. Hire Fees:** In view of the new facilities provided at the village hall it was agreed that an increase of £1 per hour would be applied to one off hires, those which are likely to need these facilities. Regular hirers will not be affected by this price rise as they are less likely to need the new facilities. It was agreed with Staverton Rangers Football Team Managers that there would be an increase in fees charged to them. However it was agreed that a meeting should be arranged between the Team Managers and the Parish Council to discuss and agree the new fees. Cllr Nick Woodall proposed that the fee to single hirers of the village hall be raised by £1 per hour to £11 plus VAT. This motion was seconded by Cllr Kevin Lamb and was carried unanimously. Cllr Ray Symonds declared a conflict of interest and abstained. **Action:** [Parish Clerk to publicise new rate on website, noticeboards and notify Bookings Manager Jo Middleton.](#)

**c. Wooden Cladding for side of Storage Container:** Cllr Paul Nye said that Mole Valley has promised to pay half the cost of £190 needed to purchase the wooden cladding. It was agreed that the Parish Council would pay half and a working party would be set up in spring 2018 to attach the cladding and allow advertising using the storage container side wall. **Action:** [Vice Chair Mark Frati to organize a working party in Spring 2018.](#)

**d. Management Agreement for Staverton Playing Fields:** The Management Agreement between Wiltshire Council, the Primary School and the Parish Council has now expired and since it was drawn up, a village hall and a multi-purpose hard

court has reduced the field size and caused confusion regarding boundaries and usage between the School and the Parish Council. The Parish Council welcomed a report of the likely future usage of the field by Staverton Primary School from Head Teacher, Mark Bartlett and spent a considerable amount of time debating a proposal to be put forward by the Parish Council. It was agreed and proposed that the School should have exclusive use and hire rights of the playing field from 9am to 4 pm to cover the school hours and after school clubs. However it was agreed that the School could have free use of the field from 4 pm to 5 pm only if the School notified the Parish Council at the beginning of each of the school terms of any planned event. This would allow the Parish Council exclusive rights to hire the field during this time. However if the School failed to notify the Parish Council at the beginning of the school term, any field bookings made by the Parish Council would take priority. At present the Parish Council has exclusive use and hire rights of the field after 5 pm weekdays and weekends during school term. It is proposed that this would continue. However it was noted that the community needed more access to the field between school terms when it was not used by the School, so it was proposed that the Parish Council have exclusive use and hire of the playing field during weekdays and weekends between school terms. At present the School pays an annual fee of a third towards the upkeep of the field and the Parish Council pays two thirds. It was felt that these proposals would be a fairer divide of the use and hire of the field. Cllr Nick Woodall and Vice Chair Mark Frati declared a conflict of interest in the vote and abstained. Cllr Kevin Lamb proposed the above changes and Cllr Andy Borresen seconded the proposal. However Cllr Ray Symonds abstained and the motion was eventually carried by a majority of 4 Councillors. [Action: Parish Clerk to contact Wiltshire Council with the new proposals and ask for a new agreement to be drawn up by the Legal Department which would be acceptable to both the School and the Parish Council.](#)

#### **91. WILTSHIRE COUNCILLOR REPORT – TREVOR CARBIN**

Cllr Carbin stated that CATG has agreed to part fund the 20 mph roundels to be placed on the road at School Lane by 50%. The cost of each roundel will be £150 totalling £300. Cllr Jeff Gibson proposed that £150 be made available for these roundels. Cllr Kevin Lamb seconded this proposal and the proposal was unanimously agreed. It is expected that work will commence in the next financial year.

Week commencing 20<sup>th</sup> November is Road Safety Week so the Community Speed Watch team will be out and about at school time in the afternoons. There is expected to be a police presence at this time.

Wiltshire Wildlife trust have now completed work on the Thestfield Drive reed bed which was found to be worse than expected with roots blocking the drains. Wiltshire Wildlife Trust said they would like to continue maintaining the reed bed to prevent future flooding of the area. Cllr Carbin also reported the fencing around the reed beds is now in a poor state. [Action: Cllr Carbin was asked to find out the cost of 6 monthly maintenance visits and report back to the Parish Clerk.](#)

It was brought to the Parish Council's attention that branches and cuttings were being dumped into the drainage ditches. This is considered to be fly tipping and is illegal. [Action: Parish Clerk to issue a warning in the next Parish Matters in the Newsletter.](#)

Unfortunately several of the trees planted by Persimmon Homes have now died off mainly due to strimming of the tree trunks whilst maintaining the grass. Some trees near The Slipway will be replaced by Wiltshire Council, however not all will be replaced.

The October litter pick went well with some new volunteers turning up. The next litter pick will be Sunday March 13<sup>th</sup> 2018.

#### **92. COUNCILLORS/RESIDENTS MATTERS**

a. Request to Michelle Donelan MP to get an investigation into speeding traffic on B3105 through Staverton: To date no response has been received.

b. Dog fouling: Cllr Ray Symonds proposed purchasing 25 posters at £9.99 to be situation around the village. Cllr Paul Nye seconded and it was unanimously agreed to purchase these. [Action: Parish Clerk to purchase stickers and contact Wiltshire Council for more posters.](#)

#### **93. FINANCE**

a. Clerk's Financial Report: Vice Chair Mark Frati proposed that the financial report be accepted. Cllr Kevin Lamb seconded the proposal and the motion was carried unanimously.

**BANK ACCOUNTS AND PETTY CASH HELD**

Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£
17,913	14.09.17	<b>NAT WEST PRECEPT ACCOUNT</b>	27,287.77
4271	14.09.17	<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	4,271.00
189.13	14.09.17	<b>PETTY CASH</b>	168.28
14,417	14.09.17	<b>NAT WEST GROUND MAINTENANCE FUND</b>	13,874.70
50,000	18.9.17	<b>JULIAN HODGE BANK (Investment Bond 2 YR)</b>	50,000
15,000.00	18.9.17	<b>JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)</b>	15,000.00
<b>101,790.13</b>			<b>110,601.75</b>

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
1.10.17	887	HMRC NI Employer contributions and PAYE to Sept 17	888.05	
1.10.17	888	David Owen PAYE Fees to Sept 17	60.00	
	889	void	0.00	
	890	void	0.00	
9.10.17	891	Superior Newsletter printing costs to Sept 17	250.00	
10.10.17	892	Telephone & Laptop ins costs to Sept 17 & Clerk's Salary top up	36.61	
31.10.17	893	Cleaning & Janitorial costs for Oct 17	112.36	
27.10.17	bacs	Electricity costs to Oct 17	85.06	
27.10.17	so	clerk's salary Oct 17	922.73	
2.10.17	so	clerk's salary Sept 17 (£8.80 o/standing)	914.13	
1.11.17	894	Telephone & Laptop ins costs to Oct 17	26.91	
1.11.17	895	Balance of Clerk's Salary for Sept	8.80	
30.10.17	so	Clerk's salary for Oct 17	922.73	
9.11.17	896	N Adams Inv 17110 Annual Inspection Play Area	78.00	
			<b>4,305.38</b>	
<b>PIS INCOME SINCE LAST MEETING</b>				
19.9.17	395	Primary school toilet hire 2017-18		83.33
21.9.17	396	Fрати Village hall Hire Inv 158 Dec 17		30
21.9.17	397	Staverton Rangers Field Hire Inv Aug/Sept 17		160
21.9.17	398	Pielesiak Village Hall hire Inv 159 Oct 17		60
22.9.17	DD	Wilts Council Precept Sept 17 to Mar 18		11,285.57
26.9.17	dd	Southern Electric credit note to Aug 17		21.59
2.10.17	399	S Evans Village Hall hire Inv 160 Oct 17		30
2.10.17	400	Dilley Village Hall hire Inv 157 Oct 17		30.00
25.10.17	401	Saxty Village Hall hire Inv 163 Oct 17		40.00
30.10.17	402	Staverton Rangers Field Hire Inv Oct 17		100.00
16.10.17	bacs	Superior credit note KH 1792 Fund donation for June & Sept 17		500.00

06.11.17	403	Newton hire v hall	42.00
			<b>12382.49</b>

**NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT**

<b>PAYMENTS SINCE LAST MEETING</b>			
2.10.17	22	T Deacon replace field gate with a wider one for access	545
2.10.17	23	T Deacon realign kissing gate	140
			<b>685.00</b>
<b>INCOME SINCE LAST MEETING</b>			
18.10.17	BACS	J Hodge Bank Interest	15.9
23.10.17	BACS	J Hodge Bank Interest	77.26
			<b>93.16</b>

Date	Nos	<b>PETTY CASH PAYMENTS SINCE LAST MEETING</b>	Net Cost £	Income
Aug to Sept	Cash 17 to 19	Stationary, cleaning materials and misc	14.76	0
			<b>14.76</b>	

**b. Finance Meeting: Budgets and Precept 2018-19** : A meeting of Staverton Parish Council Finance Committee was held on Thursday 17 November at 7.30 pm to discuss budgets and setting the Precept for 2018-19. The Reserves in all the bank accounts were considered to be adequate after the expected financial commitments for 2017/18. In view of this it was decided not to increase the Parish Levy but to maintain it at £32.94 per household against the number of Band D Properties liable for the Levy in Staverton of 689.04 giving a Precept of £22,697 for 2018/19. It is anticipated that the Precept bank account would have reserves of £16,396 which includes allocations for separate community projects and funds to cover repairs and renewals. As at November 2017 the reserves for the Precept Account were £29,691 and the Petty Cash Account was £168. As at November 2017 the reserves for the Maintenance Fund for the field were £65,000 invested in Julian Hodge Bank and £13,874.70 in the Nat West Bank Account to cover capital expenditure, grass cutting and insurances. The Parish Council is committed to an investment programme at the village hall to improve facilities in the kitchen and will be spending £7,460 on a window/hatchway, enlarging the kitchen, installing new cooking facilities and additional cupboards. A patio has also been installed at a cost of £3,280 for community use to enable outside catering for field events. Cllr Andy Borresen proposed the parish levy would stay fixed at £32.94 per household and that a Precept of £22,696.97 is applied for 2018/19. Cllr Ray Symonds seconded this proposal and the motion was carried unanimously.

**c. Play Area Inspection Report 2017** - Following an investment of £11,000 in 2017 in new play equipment and repairs to the existing equipment, the report did not raise any immediate concerns but advised monitoring in suggested areas. [Action: Cllrs Jeff Gibson, Andy Borresen and Ray Symonds to attend to minor repairs.](#)

**94. CORRESPONDENCE**

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

- Councillors Briefing Note 332 – Community right to bid – Assets of Community Value
- Councillors Briefing Note 334 – Drugs and Vulnerable Families
- Councillors Briefing Note 335 – Pause Programme to help vulnerable families and children.

**95. DATE OF THE NEXT PARISH COUNCIL MEETING IS ON MONDAY 15 January 2018 and meeting closed at 9.04 pm.**

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