

DRAFT Minutes of the **ANNUAL PARISH** meeting of Staverton Parish Council held on Monday 14 May 2018 at 7 pm at Staverton Village Hall.

The meeting started at 7.03 pm.

18. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Lindsay Shaw, Cllr Nick Woodall, Cllr Kevin Lamb, Cllr Paul Nye, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

19. APOLOGIES: Cllr Ray Symonds, PCSO Andrew MacLachlan, Revd John Rees and Mrs Miriam Wiltshire, Head Teacher of Emmaus School.

20. MINUTES OF THE LAST MEETING: **These were held to be a true record**

21. POLICE MATTERS: Annual Parish Report for the Bradford on Avon Rural Beat by PCSO Andrew MacLachlan. The beat covers 8 villages in the BOA area. Over the past year 513 crimes have been reported in this area of which 49 were burglaries. Staverton experienced a spate of car key burglaries during the winter. Nottingham Knockers have been peddling again without valid licenses and should be ignored and reported to police. PCSO MacLachlan apprehended a male selling in a Wiltshire village and he was fined £280. Community Speedwatch is going from strength to strength.

22. PLANNING APPLICATIONS:

- a. Old Wesleyan Chapel – 18/01436/FUL – No objections - returned 12.4.18
- b. 12 School Lane – 18/02967/FUL – No objections – returned 9.5.18
- c. 3 Primrose Corner – 18/03663/FUL – No objections
- d. 54 Marina Drive – 18/03694/FUL – No objections
- e. Land near Elm Close – Appeal – APP/Y3940/W/18/3198906 - Objections to this appeal have already been lodged.

23. CHAIR'S ANNUAL REPORT- Chair Simon Richardson

Firstly I would like to thank all the parish Councillors for their invaluable work they have done over the last year in and around the village and to June, our Parish Clerk for the hard work she has done, especially with the new GDPR regulations. I would also like to thank Trevor Carbin for the help and assistance he has given to us this year, it is very much appreciated.

This year we have welcomed Councillors Jeff Gibson and Lindsay Shaw onto the Parish Council, and for the first time in a number of years we do not have any vacancies.

The major project we have completed this year is the kitchen and patio extension, which has been completed to a high standard and is now a major asset to all hirers of the hall and field.

24. FINANCIAL OFFICER'S REPORT – June Jones, Parish Clerk

The Parish Council has been committed to a long period of investment and renewal of play equipment at the playground in School Lane, remodelling of the village hall, replacement and repairs to the sports ground infrastructure and recently a new notice board outside the Staverton Club. The Council will also be replacing the worn out notice board at The Slipway over the next few weeks.

Precept: The total Precept levy for 2017/18 was **£22,571.15**. The Parish Council has not increased its levy of £32.94 per Band D property in Staverton for several years.

The opening balance for reserves in April 2017 was **£47,997**, the income received was £35,380 and total expenditure for 2017/18 was £56,766 leaving a closing balance of **£26,611**. This was a movement of -£21,386 over the year. The variance was due to £11,994 being spent on play equipment (part funded with a grant of £9,998 from the Big Lottery Fund) and £11,018 on a remodelled kitchen and patio area at the village hall.

Assets: Parish Council assets for the financial year totalled **£266,338** including the village hall, hard court and £65,000 held in Julian Hodge Bank investments.

Sports Ground: The Management Agreement between Wiltshire Council, the Primary School and the Parish Council to oversee the maintenance of the sports ground expired in 2017 and a new agreement is being drawn up by Wiltshire Council. The new agreement will include a redrawn map of the field and shared use between the school and the Parish Council. A five year programme of renewal and repairs to the fencing and gates has now concluded. The opening balance for the Maintenance Fund was £77,280.7. Maintenance, insurance, repairs and capital expenditure of £3,280 for the patio totalled £10,496.1. Income from investments (£1,133.5), Top up contributions from the Primary School and the Parish Council (£3,576.7) and a VAT refund from 2016/17 (£1,454.83) totalled £6,165.03. This resulted in a loss for the year of **£4,331.07**.

Village Hall: Hirers of the field and hall have requested improved kitchen facilities with a window hatchway for outside catering and work was completed in November 2017. Running costs were £2,403.74 and hire income was £2,442.50 showing a profit of £38.8.

Superior Community Fund: Staverton has received £9,275 to date from Superior (printing) in Melksham. £7,882.66 has been spent so far on community projects over the years. The last project was a cabinet to house the defibrillator at the village hall entrance. The fund now stands at £1,392. Our thanks to Superior for their continuing generosity.

Data Protection Law 2018: As from May 2018 a new law on Data Protection will come into force. All businesses including charities and local government must demonstrate that they have put measures in place to become compliant. To this end the Parish Council has employed the services of LPCAS (Local Council Public Advisory Services) to advise and guide us through the many layers of compliance. Cllr Kevin Lamb has been appointed the Parish Council Lead for Data Protection.

Audit: Auditing Solutions Ltd have been appointed as Internal Auditors and PKF Littlejohn have been appointed as External Auditors for 2017/18. Details of the audit will be posted on notice boards very shortly.

Unaudited accounts are now available to view.

25. WILTSHIRE COUNCILLOR REPORT, Trevor Carbin

"Last year started with the elections which resulted in little change at County Hall. The financial situation continues to be tight because of government cuts and despite a 6% increase in council tax. The Salisbury incident has created a lot of costs for the council, some but not all of which may be covered by central government funding.

In Staverton the Speed Watch scheme continues, though with the loss of 2 resident volunteers, we could do with some new recruits. I've got the Speed Watch vehicle booked for June 6th.

This spring's litter pick was snowed off. The autumn one is scheduled for October 7th.

Wiltshire Council is looking at freight movements on the B3105 route, with results expected later in the year.

The reed beds project on Thestfield Drive continues this year. Problems with Wiltshire Council bureaucracy have been overcome.

Next year will see the continuation of the Wiltshire Council boundary review. We should soon find out how many electoral divisions the county will have. The next stage will be to propose and consult on new boundaries.

I've had a quote from IdVerde for replacement trees around the Marina. Next stage is to find out people's preferences and look for funding.

The council is in the process of allocating new land for housing development across the county. The Ashton Park site has already got permission for 2,500 houses and there are allocations in Southwick, North Bradley and Hilperton. Although Staverton isn't directly affected at this stage there will obviously be an increase in traffic on the B3105 as Trowbridge expands.

Next Area Board is on May 23rd in Bradford. Grant funding is still available of community and youth projects.

Waste: From 30 July we'll be able to recycle plastic pots, tubs and trays and drink and food cartons in the blue bins."

26. COUNCILLORS' AND RESIDENTS' FORUM

- a. The dog bin owned and maintained by Wiltshire Council at the entrance to the sports ground off Marina Drive is too small to contain the waste deposited and is often overflowing. As Wiltshire Council will not finance a larger one Cllr Simon Richardson proposed and Cllr Jeff Gibson seconded that the Parish Council purchase a large bin to replace the existing one. The motion was carried unanimously. **Action: Clerk to purchase a bin.**

27. CLOSE OF MEETING – The meeting closed at 7.20 pm.