

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

The meeting commenced at 7.10 pm.

21. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Nick Woodall, Cllr Andy Borresen, Cllr Jeff Gibson, Cllr Lindsay Shaw and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, and a local resident.

22. APOLOGIES: PCSO Andrew MacLauchlan and Emmaus School Head Teacher Miriam Wiltshire

23. MINUTES OF THE LAST MEETING held on Monday 19 March 2018 were held to be a true record.

24. POLICE MATTERS – Report by PCSO MacLauchlan

Chair Simon Richardson read out the report to the Parish Council. Three offences relating to dwelling burglaries were reported in the Staverton and Avoncliffe areas.

25. PLANNING

a. Proposed garage 30B The Square – Application 18/05327/FUL - No objections were raised – This was a unanimous decision

b. Listed Building Consent – Staverton River Bridge – Application 18/05837/LBC - No objections were raised – This was a unanimous decision.

c. Change of use of land 10 Cygnet Way – Application 18/06275/FUL- No objections were raised – This was a unanimous decision.

26. SPORTS GROUND AND VILLAGE HALL

a. MANAGEMENT AGREEMENT FOR THE EXECUTIVE COMMITTEE FOR THE PLAYING FIELDS. Chair Simon Richardson proposed and Cllr Lindsay Shaw seconded that the amended document be accepted with the two provisos, change of middle name for the Chair and reinstate the Chair of the Parish Council on the list of Members of the Committee. The motion was carried unanimously. **Action:** [Parish Clerk to notify the Legal Department at Wiltshire Council.](#)

b. FA Pitch Improvement Programme: Councillors agreed that this should be discussed with the Football Team Managers. **Action:** [Parish Clerk to arrange a meeting.](#)

c. Wooden Cladding for Storage Container. Cllr Paul Nye to be contacted regarding purchase of fixings required and then book a date to install.

27. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

The Police Speed Team will be in the area up to 24 July. Several dead trees are to be replaced near The Slipway.

Bath Clean Air Plan is in the consultation stage. There is a proposed ban in certain areas of pre 2006 vehicles to reduce pollution. 20 cities in the UK are also considering similar schemes.

Funding has been given to Bradford on Avon for part time Youth workers. Staverton has been invited to apply for support with youth activities.

28. NEWLY APPOINTED EDITOR OF STAVERTON NEWSLETTER – Natasha Webster. Councillors remarked that Natasha has produced a very good first edition newsletter since she took over this role and they thanked her for her efforts. Offers were to made to help Natasha and involve the Parish Council more with the Newsletter and suggestions to encourage residents to use the magazine more.

Action: [Cllr Shaw to contact Natasha and discuss this further.](#)

29. COUNCILLORS/RESIDENTS MATTERS

Visit to Cereal Partners by Councillors. **Action:** [Parish Clerk to arrange a date.](#)

30. PARISH STREET MAINTENANCE – Report by Cllr Nick Woodall. A list of outstanding jobs has been presented to the Parish Steward but so far nothing has been done. Brambles are encroaching on footpaths from private land. It was agreed that letters would be sent out to offending land owners asking them to cut them back. He will chase up the Parish Steward as the list is growing longer.

31. FINANCE

a. The Clerk's Financial Report - Vice Chair Mark Frati proposed and Chair Simon Richardson seconded that this be accepted. The motion was carried unanimously.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£	
22,861.90	30.4.18	NAT WEST PRECEPT ACCOUNT	12,555.52	12.7.18
4,271.00	30.4.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	12.7.18
73.12	30.4.18	PETTY CASH	156.34	12.7.18
8,045.90	30.4.18	NAT WEST GROUND MAINTENANCE FUND	11,627.63	12.7.18
50,000	30.4.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	12.7.18
15,000	30.4.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	12.7.18
100,251.92			94,143.66	

NATIONAL WESTMINSTER PRECEPT ACCOUNT				
Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
14.5.18	931	Auditing Solutions Ltd - Internal Audit 2017-18	270.00	
14.5.18	933	Wilts Assoc of Local Councils - Ann sub 2018-19	574.62	
23.5.18	934	Cleaning village hall May 18	100.00	
22.5.18	935	Telephone & Laptop Insurance May 18	29.95	
22.5.18	936	Community First - Ann sub 2018-19	40.00	
22.5.18	937	Community First - Insurance 2018-19 (3 yr contract)	1361.02	
31.5.18	SO	Clerk's NET Salary May 18	922.73	
23.5.18	938	White Horse Property Services - grnd maintenance Inv 1340	280.00	
23.5.18	939	Sports Ground Maintenance paid out of Precept acct in error	1297.50	
26.5.18	940	VAT Refund to Maint Account for 2017-18	936.40	
26.5.18	941	Parish Council contribution to playing field maintenance	2622.00	
4.6.18	943	ABU Gas & Plumbing - Village Hall boiler repairs	150.00	
4.6.18	944	PC ONSITE - Hosting Outlook Exchange 2016-17-18	321.00	
4.6.18	945	PC ONSITE - Software Maintenance & Support	220.00	
25.5.18	DD	Hills Waste - Bin Empty Inv P329969 Apr18	10.54	
1.6.18	DD	Water for Village Hall to Apr18	45.07	
4.6.18	DD	SWALEC Gas to Village Hall to May 18	21.46	
8.6.18	DD	SSE electricity to village hall to May 18	97.44	
22.6.18	DD	Hills Waste - Bin empty May 18	26.34	
9.7.18	946	PC ONSITE Remote support	70.00	
			9,396.07	
INCOME SINCE LAST MEETING				
25.4.18	BACS	Wiltshire Council - Precept for 6 months		11,348.48

30.4.18	BACS	Hire village hall Inv 193	42
30.4.18	BACS	Hire village hall Inv 192	49
21.5.18	Pis 425	Donation for advert in newsletter	25
21.5.18	Pis 425	Stav Rangers field hire May 18	150
21.5.18	Pis 427	Hire village hall Inv 195	42
10.4.18	BACS	Hire village hall Inv 191	33
11.4.18	BACS	VAT Refund from HMRC	200.65
14.6.18	Pis 430	Hire of village hall Inv 196	84
16.6.18	Pis 431	Stav Rangers field hire June 18	150
28.6.18	Pis 434	Hire of village hall Inv 199	56
28.6.18	Pis 433	Hire of village hall Inv 197	28
2.7.18	Pis 435	Hire of village hall Inv 198	28
			12,236.13

TRANSFER

30.5.18	Pis 428	Refund Precept Account for Sports Ground Insurance 17/18	183.51
6.6.18	Pis 429	Credit to Precept Account from MF - Pd in error	1,297.50
18.6.18	Pis 432	Refund Precept Account from MF for hire of toilet to school 18-19	83.33
			1564.34

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No	PAYMENTS SINCE LAST MEETING		
1.6.18	28	Refund Precept Acct - Ground Maintenance - Pd in error	1297.5
			1,297.50
PIS		INCOME SINCE LAST MEETING	
14.6.18	18	School top up contribution for Maintenance Fund 2018-19	1,312
18.5.18	BACS	Julian Hodge Bank Investments	16
21.5.18	BACS	Julian Hodge Bank Investments	77
18.6.18	BACS	Julian Hodge Bank Investments	16
21.6.18	BACS	Julian Hodge Bank Investments	79.84
			1501.44

TRANSFERS

30.5.18	Pis 16	VAT refund from Precept to MF 2017/18	936.4
30.5.18	Pis 17	Staverton Parish Council Top Up Contribution for MF 18-19	2622
26.5.18	27	Insurance for SG - reimburse Precept Acct 2017-18	183.51
1.6.18	28	Refund Precept Acct - Ground Maintenance Pd in error	1297.5
14.6.18	30	Refund Precept Acct - Toilet Hire by school - WC paid to MF	83.33
			3,558.40
			1564.34

Nos		PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost	Income
				£	
12.7.18	10 to 16	Stationary, Postage, Microsoft software, chair		184.21	0

b **Tendering Contracts for Sports Ground and the Play Area 2019** - It was unanimously agreed that tenders would go out before the September meeting for a 3 years duration.

c. **Village Hall - Risk Assessment for Legionnaires Disease:** It was reported by a contractor that most of the pipework and installations in the boiler room and village hall shower rooms are now redundant and should be replaced to prevent any future risk of Legionnaires disease. It was also noted that the cylinder tank was not wired up correctly and BS standards had not been followed when the system was installed. The Contractor quoted £3,500 plus VAT to remove all redundant pipework and equipment and install a new boiler in the kitchen. There will be a future substantial savings against heating an existing system with an oversized boiler and inefficient heating system, as well as rectifying a system with potential health risks. Although Councillors acknowledged that this would deplete already low reserves, they considered this work was essential to comply with Government regulations and protect the public. Chair Simon Richardson proposed and Cllr Jeff Gibson seconded that the Council accept the quote from ABU Gas and Plumbing and ask that the work be carried out urgently. The motion was carried unanimously. **Action:** [Parish Clerk to accept the quote on behalf of the Parish Council.](#)

32. CORRESPONDENCE

The Parish Council acknowledged that it had received Briefing Notes 344 to 361 including the Guidance for Councils on receiving and using CIL funds. It also discussed the new recyclables for the blue bins.

33. DATE OF THE NEXT PARISH COUNCIL MEETING: 17 September 2018 and the meeting closed at 8.35 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		