

Minutes of the meeting of Staverton Parish Council held on Monday  
14 January 2019 at 7.00 pm at Staverton Village Hall.

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Due to late arrivals from the Chair Simon Richardson and the Vice Chair Mark Frati, Cllr Paul Nye agreed to chair the Meeting until Chair Simon Richardson arrived.

Cllr Ray Symonds requested an additional agenda item concerning the poor state of some of the guard rails on Thestfield Bridge. The Parish Council agreed unanimously to this request.

The meeting commenced at 7.09 pm.

**58. PRESENT:** Chair Simon Richardson (arrived at 7.30 pm), Cllr Mark Frati (arrived at 7.12 pm), Cllr Ray Symonds, Cllr Paul Nye, Cllr Nick Woodall, Cllr Andy Borresen, Cllr Kevin Lamb, Cllr Lindsay Shaw and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

**59. APOLOGIES:** Cllr Jeff Gibson had urgent family matters to attend to out of area. Chair Simon Richardson said he would be delayed due to unavoidable personal commitments. Vice Chair Mark Frati also said he would be slightly delayed due to unavoidable personal commitments. PCSO Andrew MacLachlan was not on duty at the time of the meeting.

**60. MINUTES OF THE LAST MEETING** held on Monday 19<sup>th</sup> November 2018 were held to be a true record.

**61. POLICE MATTERS – Report by PCSO MacLachlan**

The Report was circulated to the Parish Councillors.

**62. SPORTS GROUND AND VILLAGE HALL**

a. **MANAGEMENT AGREEMENT** for Playing Fields Executive Committee: The Agreement has now been signed by the Parish Council and the Governors of Staverton C of E Primary School. Now awaiting final copy from Wiltshire Council.

b. **Wooden Cladding for Storage Container:** This was deferred until the weather improves in the spring.

c. **HIRERS - Football:** It was agreed that a meeting should be arranged with the Managers to discuss outstanding issues. [Action Clerk to contact the Managers and arrange a meeting.](#) **Village Hall:** As some of the one day hirers had not been returning their keys to the village hall it was decided that a charge of £50 would be incurred if keys were not returned. [Action: Clerk to update Terms and Conditions.](#)

**63. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**

a. **Bath Clean Air Zone** – BaNES cabinet were recommended to defer a decision until March due to the number of representations received during the consultation.

b. **Staverton Triangle – application for 75 houses:** The application was refused for eight reasons but applicants could appeal or resubmit.

c. **Village Sign:** Supplier has gone bankrupt and all sign orders have been put on hold until a new supplier is able to start production. Estimated delivery now “mid February”.

d. **Replacement Trees:** These have been planted. This includes an avenue of 10 trees beside the path at The Slipway, with six oak saplings outside of that. Unfortunately due to the avoidance of underground services the avenue is not quite symmetrical. Two more trees are scheduled to be planted at Marine Drive play area, three more at Cottles Barton play area and one at the Marina Drive car park. The total cost submitted by IDVERDE was £1,379.79 plus VAT. £1,000 has been granted by Bradford on Avon Area Board towards the planting costs. Vice Chair Mark Frati proposed and Cllr Nick Woodall seconded that the balance be paid by Staverton Parish Council. Motion carried unanimously. [Action: Cllr Carbin to carry out the final inspection of work carried out and report back to the Parish Clerk who will then have the go ahead to pay the invoice.](#)

e. **Roundabout on B3105 adjoining Cottles Barton:** A report from Wiltshire Council concluded that “*The fundamental issue is that there are unbalanced flows on the three arms so the right turn into Cottles Barton is unexpected and catches out*”

westbound drivers on the B3105..... I would suggest that the centre of the roundabout (the existing white circle) be domed, it is currently flat. This would aid conspicuity of the roundabout and also force the right turners to undertake the turn movement more slowly". **Action:** Councillors asked Cllr Carbin to put this proposal before the CATG Committee for approval and ask for a quotation of cost if appropriate.

f. **Flooding on Footpath between Cygnet Way and School Lane:** A resident has put forward a formal complaint on the "My Wiltshire" website regarding unacceptable flooding in sections of this footpath in heavy rain. The Tarmac is worn and pools water. As this is a regular footpath used by school children it is unacceptable for young children to get excessively wet feet on their way to school. **Action:** The Parish Council asked the Clerk and Cllr Trevor Carbin to also put forward a formal complaint.

g. **River Bridge:** Repairs have still to be finalized to the wall at the bridge and it is unlikely that work will commence before July 2019 at the earliest. Apart from unsightly cones in the cordoned off area it was felt that it could be a hazard and work should be carried out earlier than July. **Action:** Clerk to formally complain.

h. **Litter Pick in Staverton:** The next litter pick is to be held on March 17<sup>th</sup>.

Chair Simon Richardson arrived at 7.30 pm and took over the Chair of the meeting.

#### 64. COUNCILLORS/RESIDENTS MATTERS

a. **Car Park at The Slipway:** Concern was raised regarding litter in this area. Also the hedge was cut last summer but due to cars parked nearby the contractor was unable to get the machinery close enough to cut some of the hedges. The contractor has been back since but was still prevented from finishing the hedges.

b. **Illegal Parking at Cottles Barton Car Park:** Not for the first time cars and lorries have parked here illegally despite a sign stating that the car park is for the use of the school's parents and their children, and also visitors to the sports ground. A construction lorry was seen parking there several times in recent weeks. In view of this the Parish Council contacted the owner of the vehicle and explained that legal proceedings may be taken out against the company. The Parish Council is determined to keep this car park clear for designated users.

c. **Complaint regarding the broken fence at Thestfield Bridge:** This fence was installed by the developer as a barrier by the footpath. Several years ago Wiltshire Council repaired it following several acts of vandalism. **Action Parish Clerk to contact Wiltshire Council and see if this can be repaired again.**

#### 65. PARISH STREET MAINTENANCE

Cllr Nick Woodall asked Councillors to help him with a work programme for the Parish Steward. The Council is waiting to hear back from Wiltshire Council regarding whose responsibility it is to maintain the car park area at the end of Marina Drive leading to the Canal Tow Path. This is in dispute.

#### 66. FINANCE

a. Clerk's Financial Report: This was unanimously approved by the Parish Council.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES	£	Date of Balance
12,441.94	1.11.18	NAT WEST PRECEPT ACCOUNT	10,532.65	31.12.18
4,804.17	1.11.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	31.12.18
264.3	1.11.18	PETTY CASH	182.25	31.12.18
10,209.50	1.11.18	NAT WEST GROUND MAINTENANCE FUND	8,841.93	31.12.18
50,000	1.11.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	31.12.18
15,000	1.11.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	31.12.18
<b>92,719.91</b>			<b>89,361.00</b>	

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
21.11.18	978	White Horse Property Service Invoice 1385 Play Area Maintenance	280.00	
21.11.18	979	Telephone and Laptop Insurance November 18	40.86	
22.11.18	980	Wilts Council 20 mph Roundels at Thestfield Bridge	150.00	
26.11.18	981	Cleaning village hall Invoice 43 November 18	125.00	
26.11.18	983	Telephone & Laptop Insurance December 18	40.86	
18.12.18	984	Cleaning village hall Invoice 44 December 18	75.00	
30.11.18	DD	Clerk's NET Salary November 18	941.28	
31.10.18	DD	Hills Waste Disposal October 18	26.34	
30.11.18	DD	Hills Waste Disposal November 18	17.56	
29.11.18	DD	SSE Electric Bill to November 18	20.44	
31.12.18	SO	Clerk's NET Salary December 18	941.08	
18.12.18	982	N W Adams - Health & Safety Report 2018	88.50	
23.12.18	985	David Owen - PAYE services to Dec 18	60.00	
6.1.19	986	HMRC - paye & Employers Nats Insurance	902.44	
			<b>3,709.36</b>	

		<b>INCOME SINCE LAST MEETING</b>		
	<b>PIS</b>			
15.10.18	bacs	HMRC Refund VAT		1,264.38
19.11.18	450	Staverton Rangers Invoice Nov 18 Field Hire		100
19.11.18	451	Staverton Cygnets Invoice 214 Village Hall Hire Sep/Oct 18		42
19.11.18	452	Sherratt Invoice 912 Village Hall Hire November 18		33
27.11.18	453	Foster Advert Newsletter - Donation		25
6.12.18	454	Marshall Invoice 215 Village Hall hire December 2018		33
18.12.18	455	Bernal Invoice 216 Village Hall hire December 18		44
30.11.18	bacs	Superior Community Fund		250.00
7.1.19	456	Evans Invoice 209 Village Hall Hire		63.00
7.1.19	456	Evans Invoice 220 Village Hall Hire Oct/Nov 18		91.00
7.1.18	457	Staverton Rangers Invoice Dec 18 field hire		100.00
				<b>2,045.38</b>

**NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT**

		<b>PAYMENTS SINCE LAST MEETING</b>		
	<b>Cheque No</b>			
23.12.18	35	White Horse Property Services Inv 1393 Hedge cutting	60	
29.11.18	34	White Horse Property Services Inv 1384 Field Maintenance	1297.5	
			<b>1,357.50</b>	
		<b>INCOME SINCE LAST MEETING</b>		
19.11.18	bacs	Julian Hodge Bank Investments		16.43
21.11.18	bacs	Julian Hodge Bank Investments		79.84
18.11.18	bacs	Julian Hodge Bank Investments		15.90

21.12.18	bacs	Julian Hodge Bank Investments	77.26
			<b>189.43</b>

**TRANSFERS**

0.00	0.00
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Nos		Net Cost £	Income
	<b>PETTY CASH PAYMENTS SINCE LAST MEETING</b>		
to 18.12.18	35 - 40	Stationary, Postage, Catering and Gratuities	72.18
			0
		72.18	

- b. **PRECEPT 2019-20:** a Precept of £24,012 has been applied for from Wiltshire Council.
- c. **AUDIT – Model Standing Orders II:** The Parish Clerk read through all the changes to date. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the changes be adopted. The motion was passed unanimously.
- d. **Tow along Aerator for sports field:** Cllr Nye said he was willing to donate a second hand one if it fitted the grass cutting machine. *Action: Cllr Paul Nye to meet with Chair Simon Richardson.*
- e. **Health and Safety Report on Sports Ground and Hard Court:** No immediate problems were highlighted but it had been noted that the tennis net needed replacing. It was also suggested that grass mats be installed under benches on the field.

**67. CORRESPONDENCE – Briefing Notes**

- a. NALC – Public Sector Bodies Website and Mobile Applications – Accessibility Regs 2018 – For discussion – JJ/SR
- b. 372 – A vision for special education in Wiltshire
- c. 373 – Service Devolution & Asset Transfer to Towns and Parishes
- d. 374 – Wiltshire Housing site allocations plan update

The documents have been received and read with no queries.

At 8.25 pm Wiltshire Councillor Trevor Carbin left the meeting.

**68. COMPLAINT**

In view of the confidential nature of the complaint the Parish Council discussed this item in camera which meant that no member of the public could attend during discussions. A complaint had been made that a Parish Councillor had breached the Parish Council’s Code of Conduct. The Parish Councillor denies completely the allegation and the Parish Council was satisfied and in no doubt that full procedures were carried out to comply with the Code of Conduct. It was also noted that the complaint was made well outside the time limit set by Wiltshire Council. However a detailed response was immediately returned to Wiltshire Council in December 2018. To date no response or decision has been received from Wiltshire Council.

**69. DATE OF THE NEXT PARISH COUNCIL MEETING:**

The next meeting will be held on Monday 18 March 2019. The meeting closed at 8.45 pm.

<a href="#">Meeting Dates for 2018-2020</a>			18	MARCH 2019	15	JULY 2019	13	JANUARY 2020
On Mondays starting at 7.00 pm	19	NOVEMBER 2018	13	MAY 2019 AGM & APM	16	SEPTEMBER 2019		
At the village hall	14	JANUARY 2019		JUNE (Exec Ctee Meeting)	18	NOVEMBER 2019		