

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

Chair Simon Richardson read out the Emergency Fire Drill.

The meeting commenced at 7.04 pm.

34. PRESENT: Chair Simon Richardson, Cllr Kevin Lamb, Cllr Paul Nye, Cllr Nick Woodall, Cllr Andy Borresen, Cllr Jeff Gibson, Cllr Lindsay Shaw and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, and 8 local residents.

35. APOLOGIES: Vice Chair Mark Frati, Cllr Ray Symonds and PCSO Andrew MacLauchlan

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

37. POLICE MATTERS – Report by PCSO MacLauchlan

Chair Simon Richardson read out the report to the Parish Council.

38. PLANNING

a. Appeal Decision re Land near Elm Close: This appeal was refused by the Planning Inspectorate.

b. Planning Application 17/10949/OUT 75 Houses at Staverton Triangle: Several residents told the Parish Council that they strongly objected to this application for several reasons. There is only one access road to this proposed development at Blackthorn Way which is intended to serve 75 properties with 142 parking places. Residents felt that this was insufficient parking and as parking is at a premium in Staverton this would further put pressure on the existing parking available elsewhere in Staverton. The access road floods regularly and would be a pinch point for traffic and is not a suitable access to so many properties. Traffic through Staverton is already congested early mornings and going home time and it is almost certain that the additional vehicles from this area will cause even more problems. An alternative access needs to be provided. The Parish Council raised concerns with Wiltshire Council when the land was cleared a couple of years ago and residents have already noticed that mature trees have been removed from the site by the landowner and suggested replacements by the developer would most likely be ornamental and not support the wildlife already in this area. It was noted that the latest application and reports supporting the application, had not been updated for several years to take into consideration changes to the area. Residents were advised to write individually to the Wiltshire Council Planning Department with all their concerns. Chair Simon Richardson proposed and Cllr Andy Borresen seconded that this application be opposed. The motion was carried unanimously. **Action:** [Parish Clerk to lodge the Parish Council objections to this application.](#)

39. SPORTS GROUND AND VILLAGE HALL

a. Installation of new heating system in village hall: A new boiler has been installed in the kitchen and some redundant pipework and the old water boiler have been removed. The new system is compliant with all new BS regulations and it is hoped to reduce service charges.

b. Repairs to front door of village hall: The plywood on the front doors was starting to peel back and Councillors thanked Cllr Nick Woodall for repairing it with kick plates. It is hoped to replace the doors in a couple of years' time.

c. MANAGEMENT AGREEMENT: The new agreement to maintain and manage the sports ground has been passed on to the Primary School for approval and it is hoped to hear back in the next few weeks.

d. Pitch Improvement and other issues: A meeting has been arranged on Wednesday 19th September between Councillors and the Football Team Managers to discuss new improvements and arrangements.

e. Wooden Cladding for Storage Container: Chair Simon Richardson and Cllr Paul Nye to measure the container for battening and fixtures.

40. WILTSHIRE COUNCILLOR TREVOR CARBIN

He reported back that he has called in the Staverton triangle application 17/10949/OUT, so if the officers wanted to permit it then it would have to go to the planning committee.

He has reported the unauthorized removal of the Staverton sign on Thestfield Bridge and he is waiting to hear about getting it replaced. The date for the Autumn litter pick is October 7th 11am till 12. Everyone is welcome to come along and help. Trees - He has fitted the newly planted trees with strim guards, though in some cases it's probably too late. The suggestion for replacement trees on The Slipway is for three or four oaks. This would be subject to consultation and to funding. BaNES air quality measures. Area Board representatives are meeting with BaNES at the end of September.

41. COUNCILLORS/RESIDENTS MATTERS

- a. **Visit to Cereal Partner Factory:** It is hoped to finalize arrangements for the half term school holiday in October.
 b. **Bin Overflowing near Staverton Convenience Store:** The Parish Clerk contacted Aster Housing to point out that residents have been putting personal rubbish in the bin which is illegal and causing the waste bin to overflow. The association agreed to write to residents reminding them not to do this.

42. PARISH STREET MAINTENANCE

Cllr Nick Woodall reported that he has now been able to contact the Parish Steward and he has confirmed that several outstanding maintenance requests are being dealt with.

43. ANNUAL APPRAISAL OF PARISH CLERK

Chair Simon Richardson and Clerk June Jones presented a report to the Parish Council. It suggested no immediate changes to working times and practices at present but to be reviewed in September 2019. Chair Simon Richardson proposed and Cllr Andy Borresen seconded that the report be adopted. Motion carried unanimously.

44. FINANCE

- a. **Clerk's Finance Report:** Chair Simon Richardson proposed and Cllr Lindsay Shaw seconded that the report be approved. Motion carried unanimously.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£	
12,555.52	12.7.18	NAT WEST PRECEPT ACCOUNT	3,189.96	7.9.18
4,804.17	12.7.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	17.9.18
156.34	12.7.18	PETTY CASH	287.76	11.09.18
11,627.63	12.7.18	NAT WEST GROUND MAINTENANCE FUND	10,020.06	31.8.18
50,000	12.7.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	17.9.18
15,000	12.7.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	17.9.18
94,143.66			83,301.95	

NATIONAL WESTMINSTER PRECEPT ACCOUNT				
Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
28.6.18	947	Cleaning village hall June 18	125.00	
7.7.18	948	T Deacon Ltd Stage Payment install Noticeboard Inv 1456	363.75	
7.7.18	949	Avon Extinguishers Annual Fire Equipment check Inv 23696	196.25	
7.7.18	950	David Owen - PAYE services to June 18 Inv 25783	60.00	
7.7.18	951	Telephone & Laptop Insurance June 18	35.32	
31.7.18	so	Clerk's Net Salary June 18	922.73	
1.8.18	so	Clerk's Net Salary July 18	922.73	
1.7.18	dd	Hills Refuse Collection June 18	17.56	
31.7.18	952	Cleaning village hall July 18	100.00	

1.8.18	953	Clerk's NET salary adjustments & increments	74.20
19.8.18	954	PKF Littlejohn External Audit 2017-18 Inv SB201800613	300.00
19.8.18	955	White Horse - Ground Maintenance to Sept 18 Inv 1362	280.00
18.8.18	956	Superior printing newsletter June 18 Inv 69041	250.00
19.8.18	957	Superior printing newsletter March 18 Inv 69041	250.00
19.8.18	958	Transfer to Petty Cash	250.00
19.8.18	959	PC Onsite Website Hosting 1 year Inv 4474	180.00
19.8.18	960	PC Onsite Hosted Exchange June/July 18	119.00
20.8.18	961	T Deacon Ltd Final Payment install Notice Board inv 4655	121.25
20.8.18	962	Telephone & Laptop Insurance Aug 18	35.22
20.8.18	963	ABU Gas & Plumbing - Install Central Heating Boiler Inv 06/17-252	3750.00
20.8.18	964	G Binding Electrical installation for Central Heating	170.00
17.8.18	DD	Hills Refuse Collection July 18 Inv P352577	17.56
9.8.18	DD	ICO Renewal for Annual Registration Data Protection	35.00
31.8.18	965	Cleaning for village hall August 2018	125.00
31.8.18	so	Clerk's Net salary Aug 2018	941.28
31.8.18	dd	Gas Bill to Aug 2018	20.00
9.9.18	966	Telephone & Laptop Insurance July 18	41.19

9,703.04

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INCOME SINCE LAST MEETING

2.7.18	435	Staverton Cygnets - Village hall hire invoice no, 198	28.00
23.7.18	436	Village hall hire invoice no. 203	44
30.7.18	437	Village hall hire invoice no. 204	33
30.7.18	438	Nightingales - Village hall hire invoice no. 201	56
30.7.18	439	Staverton Cygnets - Village hall hire invoice no. 200	42
10.8.18	440	Staverton Rangers - Field hire invoice no. July 18	150
22.8.18	441	Village hall hire invoice no. 206	44
31.7.18	bacs	HMRC refund VAT Qtr 1	370

767.00

TRANSFER

19.8.18 958 to Petty Cash account from Precept Account

250

250

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No

PAYMENTS SINCE LAST MEETING

18.08.18	32	White Horse Grass cutting sports ground invoice no. 1361	1,297.50
18.8.18	33	White Horse Grass Weed spray sports ground invoice no. 1360	240
			1,537.50

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INCOME SINCE LAST MEETING

18.7.18	bacs	Julian Hodge Bank Investments	15.90
23.7.18	bacs	Julian Hodge Bank Investments	77.26
20.8.18	bacs	Julian Hodge Bank Investments	16.43

21.8.18	bacs	Julian Hodge Bank Investments		79.84
				189.43
	Nos	PETTY CASH PAYMENTS SINCE LAST MEETING	Net Cost	Income
			£	
11.9.18	17 - 30	Stationary, Postage, Printing Ink refills, catering supplies	102.61	0
			102.61	

- b. **External Audit Report:** The Clerk said she was pleased to report that the External Auditor had not found any matters of concern and read out the report. “ On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”. Chair Simon Richardson proposed and Cllr Andy Borresen seconded that this report has been read and any comments noted. The motion was carried unanimously.
- c. **Tendering Contracts for grass cutting of sports ground and play area in School Lane:** By 5 pm 17th September 2018 the only tender received was from White Horse Properties. A total of 5 contractors were contacted, the tenders were displayed on the notice boards and on the website. White Horse Properties tendered for 3 years to 2021 for the village maintenance contract at £3,500 plus VAT and 3 years for the sports ground contract at £16,500 plus VAT. Chair Simon Richardson declared an interest and did not take part in the voting process. Cllr Andy Borresen proposed and Cllr Nick Woodall seconded that this tender be accepted. The motion was carried unanimously. **Action:** Clerk to sign the contract on behalf of the Parish Council.

45. CORRESPONDENCE – Briefing Notes: No issues were raised.

- Widbrook Wood to become community asset
- Brief Note 362 Fire on Salisbury Plain
- Brief Note 366 Electoral Review of Boundaries
- Brief Note 367 Planning Policy Framework
- Community Led Housing

46. DATE OF THE NEXT PARISH COUNCIL MEETING: 19 November 2018 and the meeting closed at 8.27 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		