

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

Chair Simon Richardson explained the Emergency Fire Drill.

The meeting commenced at 7 pm.

47. PRESENT: Chair Simon Richardson, Cllr Mark Frati, Cllr Ray Symonds, 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 Natasha Webster, Staverton Newsletter Editor.

48. APOLOGIES: Cllr Kevin Lamb and Revd John Rees. Cllr Woodall sent his apologies for arriving later.

49. MINUTES OF THE LAST MEETING held on Monday 17th September 2018 were held to be a true record.

50. POLICE MATTERS – Report by PCSO MacLauchlan

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

51. PLANNING

a. **Planning Application 18/09008/FUL 97 Thestfield Drive** – No objections raised

52. SPORTS GROUND AND VILLAGE HALL

a. **MANAGEMENT AGREEMENT FOR PLAYING FIELD** – Awaiting agreement from Staverton Primary School.

b. **Meeting with Staverton Rangers Football Team:** It was agreed to pay £100 for a Pitch Improvement Report from Wiltshire FA. The report was positive with minor suggestions for improvement including better aeration of the turf. Cllr Borresen moved that quotations should be sought for an aerator machine and Cllr Shaw seconded this. The motion was carried unanimously. **Action:** Chair Simon Richardson to get quotations.

c. **Wooden Cladding for Storage Container:** Cllr Nye to look at this.

53. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

a. **Renewal of Planning Permission for 75 houses at the Staverton Triangle:** This application has been extended to 26th November due to objections from drainage, ecology, Environment Agency, landscape officer and urban design. Also adverse comments have been received from the Canal Trust and Archaeology.

b. **Trees:** Works are due to be carried out this week in the area around Cottles Barton and the play area to be tidied up with removal of dead trees. He has 6 oak saplings from the WW1 commemoration scheme ready for planting. An application will be put before the Area Board on November 28th to part fund the tree planting. The cost will be £1,379 and he has requested match funding from the Parish Council. Once the final figure is known the Parish Council has agreed to discuss this again.

c. **Sunday Parking:** Wiltshire Council has changed its decision to introduce Sunday parking charges.

d. **Area Board Meeting 28th November:** The main item for discussion will be the Bath Clean Air Zone and the implications to the local area. The official closure date is 26th November.

e. **Litterpick 7th October:** Although a small turn-out, approximately 8 bags of litter was collected. The next litter pick will be 17th March.

f. **Village Sign removed from Thestfield bridge:** No date yet for replacement from Wiltshire Council.

g. **Bus Passes:** Concessionary bus passes will not be automatically renewed if they have never been used. However they will be issued if re-applied for.

h. **Roundabout to Cottles Barton from B3105:** Parish Council has requested Wiltshire Council investigate the traffic flow at this roundabout and request solutions for improving its safer use. **Action:** Cllr Carbin to speak to Highways.

i. **Old River Avon Bridge:** Work will start soon on repairs to this bridge.

7.15 pm Cllr Nick Woodall arrived.

54. COUNCILLOR/RESIDENTS MATTERS

a. **Cllr Kevin Lamb and his wife recently visited Cereal Partners** and expressed their grateful thanks for a fully supervised and interesting tour of the factory. A message of thanks has been forwarded on to the staff there.

b. **Staverton Newsletter:** Cllr Lindsay Shaw has been working with the new Editor Natasha Webster to improve the content and technical finish of the newsletter. Councillors were impressed with the new and improved magazine and thanked them for their support. New ideas were in the pipeline.

55. PARISH STREET MAINTENANCE – Cllr Nick Woodall

Several areas have now been cleared including those in the Cottles Barton area. A request to clear the access footpath from the end of Marina Drive to the canal has been refused. **Action: Clerk to contact the Canal Trust to get this cleared.** A request will also be submitted to the parish steward to fill the pot holes in this area. Parish Steward to be asked to cut the hedges along the footpath connecting Cygnet Way and School Lane. Parish Steward to be asked to clear the entrance to a culvert at Cygnet Way.

56. FINANCE

a. **Clerk's Financial Report:** Chair Simon Richardson moved that the report is accepted and Cllr Mark Frati seconded this. Motion carried unanimously.

Nov-18

| BANK ACCOUNTS AND PETTY CASH HELD | | | | |
|-----------------------------------|-----------------|--|------------------|-----------------|
| | Date of Balance | ACCOUNT BALANCES | | Date of Balance |
| £ | | | £ | |
| 3,189.96 | 7.9.18 | NAT WEST PRECEPT ACCOUNT | 12,441.94 | 1.11.18 |
| 4,804.17 | 17.9.18 | NAT WEST - CLERKS GRATUITY ACCOUNT | 4,804.17 | 1.11.18 |
| 287.76 | 11.09.18 | PETTY CASH | 264.3 | 1.11.18 |
| 10,020.06 | 31.8.18 | NAT WEST GROUND MAINTENANCE FUND | 10,209.50 | 1.11.18 |
| 50,000 | 17.9.18 | JULIAN HODGE BANK (Investment Bond 2 YR) | 50,000 | 1.11.18 |
| 15,000 | 17.9.18 | JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT) | 15,000 | 1.11.18 |
| 83,301.95 | | | 92,719.91 | |

NATIONAL WESTMINSTER PRECEPT ACCOUNT

| Date | Chq | Description | Net Cost £ | Income £ |
|------------------------------------|-----|---|---------------|-------------|
| PAYMENTS SINCE LAST MEETING | | | | |
| 22.09.18 | 967 | David Owen PAYE costs to 30 Sept 18 | 60.00 | |
| 24.9.18 | 968 | Telephone & Laptop Insurance Sept 18 | 43.36 | |
| 28.9.18 | 969 | Cleaning Village Hall Sept 18 | 100.00 | |
| 17.9.18 | dd | Hills Refuse contract - sports ground Aug 18 | 17.56 | |
| 9.10.18 | 970 | Superior - Printing Newsletter Autumn 2018 | 250.00 | |
| 1.10.18 | so | Clerk's NET Salary Sept 18 | 941.28 | |
| 16.10.18 | 972 | HMRC PAYE Qtr 1 | 902.24 | |
| 16.10.18 | 973 | HMRC PAYE Qtr 2 | 902.13 | |
| 20.10.18 | 974 | Roman Glass - replace broken pane of glass in bus shelter | 132.30 | |
| 23.10.18 | 976 | Telephone & Laptop Insurance Oct 18 | 43.49 | |
| 20.10.18 | 975 | Wiltshire FA sports ground pitch improvement report | 100.00 | |
| 30.10.18 | 977 | Cleaning & materials Village Hall Oct 18 | 83.00 | |
| 1.11.18 | so | Clerk's NET Salary Oct 18 | 941.08 | |
| 30.9.18 | dd | SSE Electric Bill village hall - to Oct 18 | 47.87 | |

| | | | | |
|--|-----------|---|-----------------|------------------|
| 30.9.18 | dd | Hills Refuse contract - sports ground Sept 18 | 17.56 | |
| 17.10.18 | dd | Water Rates - village hall to Oct 18 | 51.21 | |
| | | | 4,633.08 | |
| PIS | | INCOME SINCE LAST MEETING | | |
| 18.9.18 | 442 | Donation - RS Electrical Advert Newsletter | | 25.00 |
| 18.9.18 | 443 | Donation - Wiltshire Fostering Advert Newsletter | | 25 |
| 25.9.18 | 444 | Village Hall hire - Invoice 208 Sept hire | | 22 |
| 28.9.18 | 445 | Village Hall hire - Invoice 207 May - July Hire | | 126 |
| 28.9.18 | 446 | Staverton Rangers - field hire - Sept 18 | | 150 |
| 28.9.18 | 447 | Donation - Mobile Foot Clinic - Advert Newsletter | | 12.5 |
| 21.9.18 | bacs | Superior Community Fund | | 500 |
| 25.9.18 | bacs | Wiltshire Council - 6 months Precept | | 11,348.48 |
| 28.9.18 | bacs | Donation - Grayson Florence - Advert Newsletter | | 50.00 |
| 9.10.18 | 448 | Village Hall hire - invoice 210 - Oct 18 | | 33.00 |
| 23.10.18 | 449 | Staverton Rangers - field hire - Oct 18 | | 150.00 |
| | | | | 12,441.98 |
| NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT | | | | |
| | Cheque No | PAYMENTS SINCE LAST MEETING | | |
| | | | 0.00 | |
| PIS | | INCOME SINCE LAST MEETING | | |
| 28.8.18 | bacs | Julian Hodge Bank Investments | | 79.84 |
| 18.9.18 | bacs | Julian Hodge Bank Investments | | 16.44 |
| 21.9.18 | bacs | Julian Hodge Bank Investments | | 79.84 |
| 1.10.18 | bacs | Julian Hodge Bank Investments | | 15.90 |
| 22.10.18 | bacs | Julian Hodge Bank Investments | | 77.26 |
| | | | | 269.28 |
| Nos | | PETTY CASH PAYMENTS SINCE LAST MEETING | Net Cost | Income |
| | | | £ | |
| to 1.11.18 | 31 - 35 | Stationary, Postage, Catering for Litter Pickers | 16.68 | 0 |
| | | | 16.68 | |

b. BUDGET SETTING 2019/20:

A meeting of the Finance Committee to the Parish Council was held on 14th November. All councillors were made aware at the end of the last financial year that reserves were lower than was prudent due to a large capital investment programme updating the village hall, providing better facilities as requested by hirers. However during the annual central heating servicing and boiler repairs it was pointed out by the engineer that the system had been poorly installed and did not conform to the latest regulations. The electrical system was inadequate, no controls has been fitted to the water tank to control the water temperature, the tank was oversized for the present usage and was expensive to heat, there were redundant pipes throughout the building which could contain stale water leading to possible contamination such as Legionella. It was advised that the system should be totally replaced by a smaller more suitable and economic heating system. Councillors made the decision to go ahead and replace the existing system to conform to health and safety standards. Although the reserves held by the Council at the time were acknowledged as low, it was also recognised that reserves were held precisely for this type of emergency situation and the safety of hirers was paramount. The alternative

was that the building would have to be shut down and the Council would lose any hire income. In addition the main notice board at The Slipway was in such a poor condition that it was virtually impossible to read any of the notices through the screen. Although not a safety problem, a council has a legal obligation to display mandatory notices to inform the parish. Also the Clerk's chair broke and needed replacing. The total of capital expenditure for 2018/19 came to **£5,568**.

RESERVES:

| | |
|---|------------------|
| PRECEPT ACCOUNT RESERVE estimated at end March 2019 | £4,949 |
| OTHER ACCOUNTS (not Precept) HELD BY PARISH COUNCIL up to October 2018 | £ |
| Clerk's Gratuity Account | 4,804.17 |
| Maintenance Fund | 10,116.34 |
| Julian Hodge Bank Investment for Maintenance Fund - 1. | 50,000.00 |
| Julian Hodge Bank Investment for Maintenance Fund - 2. | 15,000.00 |
| | 79,920.51 |

c. PRECEPT 2019/20

Estimated expenditure to end of March 2019 came to **£28,947** and Income for the same period was estimated at **£28,153** leaving a small shortfall of **£794**. Unfortunately the number of Band D properties provided by Wiltshire Council was less than the previous year at 687.7 (previous year 689.04). In view of the shortfall and lower than anticipated reserves, it was agreed that the Parish Precept levy should be increased by 6% to £34.92 (from £32.94). If it is multiplied by 687.7, the number of Band D Properties supplied by Wiltshire Council, this would bring in a Precept of **£24,012**, an increase of £1,359 but if we compared this with the calculation of no percentage increase this will give us an estimated overall increase of £565.

Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Levy be increased to £34.92 bringing in a Precept of **£24,012**. Cllr Ray Symonds was opposed to this motion and it was carried by a majority vote.

d. Play Area Health and Safety Report 2018: The report did not raise urgent concerns but minor repairs were noted and it was agreed to put the wooden posts and fence into a programme of renewal for the next financial year.

57. CORRESPONDENCE – Briefing Notes: 344 to 361

- a. Brief Note 368 Wiltshire Local Plan Review
- b. Brief Note 370 Council Tax Single Person Discount Review
- c. Brief Note 371 Green Paper on Social Housing.

The above correspondence has been circulated with no additional comment.

58. DATE OF THE NEXT PARISH COUNCIL MEETING:

The next meeting will be held on Monday 14 January 2019. The following meeting dates have been agreed for 2019/20. The meeting closed at 8 pm.

| | | | | | | | | |
|---|----|---------------|----|--------------------------|----|----------------|----|--------------|
| Meeting Dates for 2018-2020 | | | 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 | | |