

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

The meeting commenced at 7.00 pm.

70. PRESENT: Chair Simon Richardson, Cllr Ray Symonds, Cllr Paul Nye, Cllr Andy Borresen, Cllr Kevin Lamb, Cllr Lindsay Shaw, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

71. APOLOGIES: Vice Chair Mark Frati had a business meeting to attend. Cllr Nick Woodall had a personal commitment. PCSO Andrew MacLachlan was not on duty at the time of the meeting.

72. MINUTES OF THE LAST MEETING held on Monday 14th January 2019 were held to be a true record.

73. POLICE MATTERS – Report by PCSO MacLachlan

The Report was circulated to the Parish Councillors.

74. SPORTS GROUND AND VILLAGE HALL

a. **Football Meeting** – A meeting has been arranged with the leaders of the football teams for Wednesday 20th March at 7.30 pm at Staverton Village Hall. In view of the high costs involved in upgrading facilities at the village hall to accommodate the football teams and increased use of electricity, it was agreed that fees for season 2019 – 2020 should be increased to reflect this. Cllr Ray Symonds proposed and Chair Simon Richardson seconded that the fees will increase by £50 per month. The motion was carried unanimously. **Action: To be discussed at the meeting.**

b. **Sports Ground Litter Bin** - The collection of the litter bin by Hills Waste has been patchy and sometimes the bin overflows causing Councillors to take the waste themselves to the Waste Collection site. It was suggested looking at alternative options to the existing contract when it expires. **Action: Clerk to look into this.**

c. **MANAGEMENT AGREEMENT** – Unfortunately the newly signed agreement has gone astray and a new one will be issued by Wiltshire Council.

d. **Boiler Settings Changed without Permission** – Unauthorized visitors to the village hall have changed the factory settings on the boiler causing it to malfunction. The boiler has now been reset and has been locked securely in the store room.

e. **Replacement Net for Tennis Court** - **Action: Chair Simon Richardson to purchase a replacement.**

f. **Solar Panels** – Cllr Paul Nye has asked for a quotation from Mole Valley for solar panels to be installed on the roof of the village hall.

75. WILTSHIRE COUNCILLOR REPORT – Trevor Carbina.

a. **Bath Clean Air Zone** - BaNES council have decided not to charge cars for driving into the city, though charges for non-compliant lorries and older buses are still likely to go ahead. This could cause more heavy traffic to come through the village. The average number of HGVs going through Staverton has been fairly constant over the last couple of years at about 18 per hour during the day, according to the counts carried out by the Speedwatch team.

b. **Trees** - The new trees for The Slipway and Marina Drive have now been planted. IdVerde haven't though fitted the tree guards specified as part of the contract.

c. **Thestfield Drive** - The Area Board granted a further £500 for the work to continue this year. Wiltshire Wildlife Trust have now set up a specific team for this sort of work, calling itself 'Wild Landscapes', and they'll be coming in for four half-days during the year. I've asked for a schedule of the work from them.

d. **Flood Gates on B3106** - The Environment Agency have now found some funding, so there should be enough for it to go ahead, subject to an update on the costs.

e. **Litterpick** - There was a good turn-out of about 20 people on Sunday 17th March at 10.30 am and a carload of litter went to the tip. The next litter pick will be on 6th October 2019.

f. **Boundary Review** – Wiltshire Council are holding a special council meeting on Monday 25th to discuss the new boundaries for Holt and Staverton – losing South Wraxall and Monkton Farleigh and gaining Atworth. This seems to have been

accepted. The boundary commission have proposed 'Holt' as the name whilst Wiltshire Council prefers to keep 'Holt and Staverton'.

g. Thestfield Drive STAVERTON sign – No response yet from Wiltshire Council as to when it will be replaced.

76. COUNCILLORS/RESIDENTS MATTERS

a. Illegal Parking at Cottles Barton Car Park: There have been continued sightings of a lorry parking here despite complaints to the owner.

b. Complaint: Following a complaint to Wiltshire Council and a quick response from the Parish Council there has been no reply in contravention of Wiltshire Council's own Complaints Guidelines. [Action: Wiltshire Councillor Trevor Carbin to chase this.](#)

77. PARISH STREET MAINTENANCE

Cllr Nick Woodall reported to the Council that poor weather has prevent some work being carried out but the drains near Cereal Partners have been cleared. Unfortunately the Parish Steward has disputed areas to be maintained in Staverton and have been wrongly identified as belonging to Staverton Parish Council.

78. 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
£			£	
10,532.65	31.12.18	NAT WEST PRECEPT ACCOUNT	5424.81	12.03.19
4,804.17	31.12.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	12.03.19
182.25	31.12.18	PETTY CASH	80.48	12.3.09
8,841.93	31.12.18	NAT WEST GROUND MAINTENANCE FUND	7226.07	12.03.19
50,000	31.12.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	18.3.19
15,000	31.12.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	18.3.19
89,361.00			82,535.53	

NATIONAL WESTMINSTER PRECEPT ACCOUNT				
Date	Chq	Description	Net Cost	Income
			£	£
PAYMENTS SINCE LAST MEETING				
11.1.19	987	PKF Littlejohn LLP External Audit 2018/19 - Replacement chq	300.00	
14.1.19	988	Superior - Newsletter printing ~Winter 2018	250.00	
25.1.19	989	IDVERDE Tree Planting - replacements	1379.79	
28.1.19	990	Cleaning Village Hall - January 2019	125.00	
2.2.19	991	Telephone & Laptop Insurance January 19	38.69	
31.1.19	so	STAFF/PAYE costs January 19	941.28	
28.1.19	DD	SSE Electricity bill Jan 19	76.84	
31.1.19	DD	Hills Waste - waste removal - Jan 19	26.34	
1.1.19	DD	Hills Waste - waste removal - Feb 19	8.78	
28.2.19	so	STAFF/PAYE costs January 19	941.28	
	992	VOID	0.00	
8.2.19	993	White Horse Property Services - Grounds Maintenance	291.66	
8.2.19	994	PC ONSITE - Website & Domain Hosting	200.00	

8.2.19	995	PC ONSITE - Hosted Exchange Account on Outlook	357.00
24.2.19	996	Telephone & Laptop Insurance February 19	40.90
28.2.19	997	Cleaning Village Hall - February 19	110.00
6.3.19*	998	Hire of Village Hall Invoice 221 - REFUND	33.00
			5,087.56

PIS INCOME SINCE LAST MEETING

24.1.19	458	Village Hall Hire Invoice 221	33.00
4.2.19	459	Village Hall Hire Invoice Cygnets 219	28
4.2.19	459	Village Hall Hire Invoice Cygnets 223	28
29.1.19	BACS	Wiltshire Council grant for replacing dead trees in Staverton	1,000
17.1.19	BACS	Staverton Rangers Field Hire January 19	100
17.1.19	BACS	Staverton Rangers Village Hall Hire Jan 19	38.5
25.1.19	BACS	HMRC VAT refund Qtr 3	281
25.2.19	460	Village Hall Hire Invoice 227 Nightingales	119.00
25.2.19	461	STAFF/PAYE adjustment over 2018-19	0.80
19.2.19	BACS	Staverton Rangers Field Hire Feb 19	100.00
4.2.19	BACS	Village Hall Hire Jan 19 Invoice 229	63.00
			1,791.30

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No PAYMENTS SINCE LAST MEETING

28.1.19	36	White Horse Property Services - Spts Grnd Maintenance	82
8.2.19	37	White Horse Property Services - Spts Grnd Maintenance	1375
			1,457.00

PIS INCOME SINCE LAST MEETING

18.1.19	bacs	Julian Hodge Bank Investments	16.43
21.1.19	bacs	Julian Hodge Bank Investments	79.84
18.2.19	bacs	Julian Hodge Bank Investments	16.43
21.2.19	bacs	Julian Hodge Bank Investments	79.84
			192.54

TRANSFERS

0.00	0.00
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Nos	PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost £	Income
to 19.2.19	41 - 49	Stationary, Postage, gratuities, keys and Anti virus software	112.31	0
			112.31	

b. Cllr Kevin Lamb to be approved as second signatory to sign off quarterly reconciliations. Cllr Jeff Gibson proposed and Chair Simon Richardson seconded that in addition to Vice Chair Mark Frati, Cllr Kevin Lamb should also sign off the quarterly reconciliations of the Bank Statements against SAGE accounts. The proposal was carried unanimously.

- a. **Gas Smart Meter – Village Hall** – Due to a misunderstanding with SSE a smart meter was not installed in the village hall and readings had been missed. The smart meter is now due to be fitted in September and back payments will be paid in April, May and June.
 - b. **Assets Register (1)** An inventory of contents of the village hall has now been completed. Cllr Andy Borresen proposed and Chair Simon Richardson seconded that these have been approved. Motion carried unanimously.
 - c. **Code of Conduct (2)** Cllr Lindsay Shaw proposed and Cllr Kevin Lamb seconded that this be approved. Motion carried unanimously.
 - d. **Complaints Procedure (3)** Chair Simon Richardson proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
 - e. **Council Equity Policy (4)** Cllr Jeff Gibson proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
 - f. **Corporate Governance Questionnaire (5)** Chair Simon Richardson signed off this document and it was circulated to the rest of the parish council for approval.
 - g. **Review of the System of Internal Audit (6)** This review was carried out by Cllr Mark Frati and Clerk June Jones. Cllr Ray Symonds proposed and Cllr Jeff Gibson seconded that this be approved. Motion carried unanimously.
 - h. **Internal Audit Programme (7)** Cllr Kevin Lamb proposed and Cllr Lindsay Shaw seconded that this be approved. Motion carried unanimously.
 - i. **Internal Audit Report – actions minuted (8)** Councillors agreed that actions highlighted in this report have been noted in the minutes of the Annual General Meeting held on Monday 14 May 2018 Minute number 23b.
 - j. **Financial Regulations (9)** Chair Simon Richardson proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
 - k. **Model Standing Orders – Part II (10)** (Approved at January meeting)
 - l. **Risk Assessment – Play Area (11)** Cllr Andy Borresen proposed and Cllr Jeff Gibson seconded that this be approved. Motion carried unanimously.
 - m. **Risk Assessment – Sports Ground (12)** Cllr Lindsay Shaw proposed and Cllr Ray Symonds seconded that this be approved. Motion carried unanimously.
 - n. **Risk assessment – Fire/Health and Safety Village Hall (13)** This document was a collaboration between Cllr Jeff Gibson and Clerk June Jones. Cllr Jeff Gibson proposed and Cllr Andy Borresen seconded that this be approved. Motion carried unanimously.
 - o. **Risk assessment – Financial (14)** Chair Simon Richardson proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
- Lead Data Protection Cllr Lamb was consulted on all the DATA protection documents.
- p. **Data Protection – Privacy Statement – KL (15)** Cllr Kevin Lamb proposed and Cllr Andy Borresen seconded that this be approved. Motion carried unanimously.
 - q. **Data Protection – General Guidelines (16)** Cllr Kevin Lamb proposed and Chair Simon Richardson seconded that this be approved. Motion carried unanimously.
 - r. **Data Protection – Controller Guidelines (17)** - Chair Simon Richardson proposed and Cllr Ray Symonds seconded that this be approved. Motion carried unanimously.
 - s. **Data Protection – Processor Guidelines (18)** Cllr Andy Borresen proposed and Cllr Jeff Gibson seconded that this be approved. Motion carried unanimously.
 - t. **Data Protection – Risk Assessment (19)** Cllr Kevin Lamb proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
 - u. **Data Protection Summary 2018 (20)** Chair Simon Richardson proposed and Cllr Ray Symonds seconded that this be approved. Motion carried unanimously.
 - v. **Data Protection – GDPR Risk Assessment (21)** – Chair Simon Richardson proposed and Cllr Paul Nye seconded that this be approved. Motion carried unanimously.
 - w. **Data Protection - Check List Questions – Privacy Statement (22)** This was unanimously approved and signed off by Chair Simon Richardson.
 - x. **Retention of Paper Documents and Location** - Cllr Paul Nye proposed and Cllr Andy Borresen seconded that this be approved. Motion carried unanimously.

REGISTER OF INTERESTS – Councilors handed over signed and updated hard copies of individual Registers of Interest for 2019-20 and were asked to update the online register with Wiltshire Council if any changes.

79. CORRESPONDENCE

Councillors have received the following documents but have no further comments to add.

- a. Briefing Note 375 - Polling District and Polling Place Review
- b. Briefing Note 19-003 - Electoral Review of Wiltshire Council - Draft Recommendations of the Local Government Boundary Commission for England
- c. Briefing Note 19-004 Draft Wiltshire Housing Site Allocations Plan
- d. Briefing Note Number 19-005 - Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line
- e. Briefing Note Number 19-007 - Retail Rate Relief for the High Street
- f. Briefing Note 19-008 Community Led Housing Project

80. DATE OF THE NEXT PARISH COUNCIL MEETING:

The next meeting will be held on **Monday 13 May 2019** when the Annual Parish and Annual General Meetings will be held. The meeting closed at 8.20 pm.

.Meeting Dates for 2018-2020			18	MARCH 2019	15	JULY 2019	13	JANUARY 2020
On Mondays starting at 7.00 pm & 6 pm for APM	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		