

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

The meeting commenced at 7.00 pm.

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

Attending: Wiltshire Cllr Trevor Carbin and Residents, Greg and Jane Baker and Miss Amber Jones

82. APOLOGIES: Cllrs Ray Symonds and Paul Nye were on holiday leave. PCSO Andrew Maclachlan.

83. MINUTES OF THE LAST MEETING held on Monday 18th March 2019 were held to be a true record.

84. RESIDENT/COUNCILLOR MATTERS

a. **Complaint from Resident:** Anti-social behaviour from visitors to sports ground and hard court. **Action:** -Cllr Lindsay Shaw to meet with resident.

85. SPORTS GROUND AND VILLAGE HALL

a. **Executive Committee of the Playing Field.** Minutes of the meeting were circulated and approved.

b. **Storage Container:** The cladding has now been attached to the container and it was agreed that a single notice should be attached to this with an acknowledgement of the list of benefactors and contributors to obtain field equipment and buildings. Thanks were acknowledged to Mole Valley for supplying the wood for the fascia.

c. **Replacement Net for the Tennis Court:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that a net costing £99 plus VAT should be purchased to replace the damaged net. This was unanimously agreed. **Action:** Chair Simon Richardson to order and install.

d. **Fire/Health and Safety Check – Village Hall:** This was carried out on Friday 12 July and it was noted that a smoke/fire alarm should be fitted to the ceiling in the new boiler room/kitchen store room. The quotation was for £149 plus VAT. Chair Simon Richards proposed and Cllr Andy Borresen seconded that this be fitted as soon as possible. This was unanimously agreed. It was also noted that too much storage equipment was being placed in the kitchen store room by the Football Teams and this has created an accessibility and fire risk/health and safety problem. **Action:** Clerk to contact the managers asking them to move everything to the outside storage container (except the previously agreed store cupboard and food).

86. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

Solar Heating at Village Hall: Cllr Paul Nye will be discussing costs for installing solar heating to the roof of the village hall at the next meeting and Cllr Trevor Carbin said that there may be some funds available for a grant towards this.

Boundary Changes: The proposed boundary changes have been delayed.

Butterfly Garden: Preparations to turn a patch of untended land at Cygnet Way into a nature garden to attract butterflies and bees will be shortly underway. The Parish Council supported this project.

Speed limit signs at junction with B3105, School Lane and Cottles Barton: Highways will not approve additional 30 or 20 mph signage where existing signs are installed unless there are special circumstances.

Work on the B3105 on July 19th, there will be disruption to B3105 when drains will be installed. There are also due to be repairs to a damaged drain cover and painting of “keep clear markings” at property entrances.

87. PARISH STREET MAINTENANCE

It was pointed out that cost cutting by Wiltshire Council has resulted in several areas in Staverton being neglected and it has meant that large swathes of brambles are now encroaching on footpaths and play areas. These brambles can be harmful to young children. **Action:** Cllr Nick Woodall to be asked to contact the Parish Steward to deal with “hotspots”.

88. STAVERTON NEWSLETTER

Cllr Lindsay Shaw asked for ideas and contributions to improve the newsletter. There has been positive feedback on the improved cover of the newsletter.

89. FINANCE AND AUDIT

a. Clerk's Financial Report: This was approved.

BANK ACCOUNTS AND PETTY CASH HELD				
£	Date of Balance	ACCOUNT BALANCES	£	Date of Balance
14,709.28	30.4.19	NAT WEST PRECEPT ACCOUNT	6,542.14	15.7.19
4,804.17	30.4.19	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	15.7.19
15.5	30.4.19	PETTY CASH	198.72	15.7.19
7,409.29	30.4.19	NAT WEST GROUND MAINTENANCE FUND	7,409.29	15.7.19
50,000	30.4.19	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	15.7.19
15,000	30.4.19	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	15.7.19
91,938.24			83,954.32	

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
13.5.19	1008	Auditing Solutions (internal audit 2018-19)	270.00	
13.5.19	1009	WALC/NALC Annual Subscription 2019-20	464.10	
21.5.19	1011	Community First annual subscription 2019-20	40.00	
21.5.19	1012	White Horse Property Service Inv 1427 Grass cutting	291.66	
21.5.19	1013	PC Onsite Inv 4785 Hosted Outlook Exchange	274.45	
31.5.19	1014	Cleaning and Materials for village hall May 19	128.27	
22.5.19	1015	Telephone and laptop insurance May 19	42.15	
24.5.19	1016	Glasdon - Tidy Bear Bin Inv S1776288	206.64	
24.5.19	1017	Microsoft Office Software Hire	94.80	
6.6.19	1018	Community First Insurance 2019-20	1585.65	
30.5.19	so	Staff Costs May 19	941.28	
22.5.19	DD	Hills Waste - refuse removal April 19	9.36	
3.6.19	DD	Water 2 Business - Rates to June 19	53.21	
21.6.19	DD	Hills Waste - refuse removal May 19	28.08	
29.6.19	1020	Cleaning for village hall June 2019	75.00	
25.5.19	1021	David Owen PAYE fees to quarter 30 June 19	65.00	
30.6.19	so	Staff Costs June 19	965.43	

27.6.19	1023	Telephone and laptop insurance June 19	42.73	
2.7.19	1024	HMRC - PAYE & NI Contributions Qtr 2 2019	925.67	
			6,503.48	
	PIS	INCOME SINCE LAST MEETING		
14.5.19	471	Grant from Area Board towards replacement tidy bear bin		130.00
15.5.19	472	Village Hall Hire Invoice 239 Mar/Apr hire 2019		84.00
31.5.19	473	Village Hall Hire Invoice 241 May 19		27.50
16.6.19	bacs	Staverton Rangers Field Hire June 19		150.00
				391.50

TRANSFER

13.5.19	1010	Petty Cash transfer from SPC	250	
10.6.19	1019	VAT Refund due to Maintenance Fund from SPC 2018-19	790.83	
25.5.19	1022	Clerk's Gratuity Payment trsf to Gratuity Account	529.42	
10.6.19	474	Reimbursed from Sports Ground Fund for Refuse costs 18/19		194.92
15.6.19	473	Reimbursed from Sports Ground Fund for Insurance costs 19/20		146.33
10.6.19	39	Reimburse Precept for Refuse contract 2018-19*	194.92	
15.6.19	40	Reimburse Precept for Insurance 2019-20	146.33	
			1911.5	341.25

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

	Cheque No	PAYMENTS SINCE LAST MEETING		
13.5.19	38	White Horse Property Services Inv 1426 Sports Ground Maint	1375	
			1,375.00	
	PIS	INCOME SINCE LAST MEETING		
20.5.19	bacs	J Hodge Bank Interest Payment		15.90
20.5.19	bacs	J Hodge Bank Interest Payment		74.69
18.6.19	bacs	J Hodge Bank Interest Payment		16.44
21.6.19	bacs	J Hodge Bank Interest Payment		56.55
18.4.19	bacs	J Hodge Bank Interest Payment		16.45
23.4.19	bacs	J Hodge Bank Interest Payment		79.84
				259.87

	Nos	PETTY CASH PAYMENTS SINCE LAST MEETING	Net Cost	Income
			£	
To 10.4.19	Nos 1 - 9	Stationary, Postage, Catering and Cleaning Materials	77.13	250
			77.13	

b. **Freedom of Information:** Councillors unanimously agreed to accept the guidelines and publish this and the costs on the Parish Council Website. In view of the latest directive from the Government to make council websites more accessible for people with disabilities, Cllr Andy Borresen agreed to look at ways of improving the website. Residents Jane and Greg Baker volunteered to scrutinize the existing website and feedback constructive comments to the Parish Council regarding how easily accessible the information is.

c. **Health and Safety Protocol:** Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the protocol be approved and posted on the parish council website.

d. **DATA Protection:** Cllr Kevin Lamb reiterated the need to be more vigilant regarding possible breaches of the DATA Protection Laws. Both the Clerk and himself have produced a checklist of reminders to think before circulating emails etc. These were unanimously approved. **Action:** Clerk to laminate copies for each Councillor.

e. **Register of Interests:** Councillors were reminded to hand in their hand written copies so they can be published on the website.

90. CORRESPONDENCE

- a. Briefing Note 19-016 Changes to submission of highway improvements and traffic survey requests.
- b. Briefing Note 19-017 Launch of the Salisbury Central Area Framework.

These emails have been circulated but there was no further comment.

91. DATE OF THE NEXT PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16 SEPTEMBER 2019. The meeting closed at 8.15 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		