

Minutes of the meeting of Staverton Parish Council held on Monday
16th September 2019 at 7.00 pm at Staverton Village Hall.

The meeting commenced at 7.03 pm.

92. PRESENT: Vice Chair Mark Frati, Cllr Andy Borresen, Cllr Kevin Lamb, Cllr Lindsay Shaw, Cllr Jeff Gibson, Cllr Paul Nye, Cllr Ray Symonds, Cllr Nick Woodall and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin and 2 Residents

93. APOLOGIES: Chair Simon Richardson had personal responsibilities to attend to. PCSO Andrew Maclachlan.

94. MINUTES OF THE LAST MEETING held on Monday 15th July 2019 were held to be a true record.

95. RESIDENT/COUNCILLOR MATTERS

a. Request from Resident to remove broken wooden railings from Thestfield Bridge. Wiltshire Council has notified the Parish Council that the railings will not be repaired until April 2020 at the earliest. It was stated that most of the fence is now rotten and costly to repair. As it is also the target of vandals, the Parish Council agreed that although the ground drops away behind the fence, the trees and shrubs have matured enough to provide a barrier and the fence no longer serves its purpose.

Action: Parish Clerk to write to Highways and suggest its removal instead of repair.

96. PLANNING

a. Application 19/07140/FUL 39 Staverton – No objections were raised

b. Application 19/07140/FUL 39 Staverton – No objections were raised

97. SPORTS GROUND AND VILLAGE HALL

a. Solar Energy Panels for the Village Hall: Cllr Paul Nye presented a quotation from Mole Valley Ltd to add solar energy panels to the roof of the village hall and install batteries to store the energy when not in use. Councillors were sympathetic to using alternative energy sources but did not feel that the level of use justified the outlay of £14,664 plus VAT to install this system at this time. They thanked Cllr Nye for his input and suggestions.

b. Notice Board: Councillors asked that a notice board be erected on the side of the storage container to display names of organisations who have contributed donations and goods to the village hall and sports ground. **Action:** Clerk to draft a list for approval.

98. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

Cllr Carbin repeated that the next Litter Pick was scheduled for Sunday 6th October at 10.30 pm.

A license for the Parish Council to plant and maintain the highway verge by the footpath leading to School Lane has been applied for and should be confirmed soon. It is hoped this section of land will be planted with butterfly friendly plants.

There is an exhibition at the Civic Hall on Tuesday 17th September between 2 pm and 7.30 pm displaying several proposals to develop the Bowyers Site.

99. PARISH STREET MAINTENANCE – Cllr Nick Woodall

The Parish Steward has been asked to visit several areas in Staverton and was asked to add the area around the playground at Cottles Barton. Cllr Lamb said that part of the kerb at Herbleaze is still damaged and needs replacing.

1. STAVERTON NEWSLETTER

Cllr Lindsay Shaw said that the Autumn Newsletter will be distributed very shortly and asked for contributions for the Winter Newsletter by the end of November.

2. WEBSITE

- a. **Review of Website by a volunteer resident:** Councillors thanked the resident for putting forward suggestions to improve the website. These have now been implemented.
- b. **Cllr Andy Borresen to Review the Website:** He will be emailing suggestions to Councillors very soon.

3. 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 | |
| £ | | | £ | |
| 6,542.14 | 15.7.19 | NAT WEST PRECEPT ACCOUNT | 2,183.44 | 30.8.19 |
| 4,804.17 | 15.7.19 | NAT WEST - CLERKS GRATUITY ACCOUNT | 5,333.59 | 30.8.19 |
| 198.72 | 15.7.19 | PETTY CASH | 162.9 | 30.8.19 |
| 7,409.29 | 15.7.19 | NAT WEST GROUND MAINTENANCE FUND | 9479.01 | 30.8.19 |
| 50,000 | 15.7.19 | JULIAN HODGE BANK (Investment Bond 2 YR) | 50,000 | 30.8.19 |
| 15,000 | 15.7.19 | JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT) | 15,000 | 30.8.19 |
| 83,954.32 | | | 82,158.94 | |

| NATIONAL WESTMINSTER PRECEPT ACCOUNT | | | | |
|---|-----|-------------|---------------|-------------|
| Date | Chq | Description | Net Cost £ | Income £ |

| Date | Chq | Description | Net Cost £ | Income £ |
|------------------------------------|------|---|---------------|-------------|
| PAYMENTS SINCE LAST MEETING | | | | |
| 30.06.19 | so | Staff costs | 941.28 | |
| 10.07.19 | 1025 | Repair materials for storage container | 9.29 | |
| | 1027 | void | 0.00 | |
| 10.07.19 | 1028 | Superior Printing Costs for Newsletter Summer Edition | 250.00 | |
| 17.7.19 | 1029 | Avon Extinguishers - Annual Fire Check | 165.65 | |
| 28.7.19 | 1030 | Cleaning Village Hall July 19 | 100.00 | |
| 28.7.19 | 1030 | Cleaning materials - village hall | 11.63 | |
| 28.07.19 | 1031 | Telephone and laptop insurance July 19 | 43.44 | |
| 30.7.19 | so | Staff costs | 941.28 | |
| 17.7.19 | dd | Hills Waste collection June 19 | 9.36 | |
| 26.7.19 | dd | Southern Electric July 19 | 61.73 | |
| 13.8.19 | 1034 | Avon Extinguishers - Fit new smoke detector | 149.00 | |
| 15.8.19 | 1035 | Replacement tennis net for hard court | 109.00 | |
| 15.8.19 | 1036 | Avonfield Gardens - Topsoil | 39.90 | |
| 23.08.19 | 1037 | White Horse Property Services - Invoice 1457 | 291.66 | |
| 24.8.19 | 1038 | Telephone & Laptop insurance Aug 19 | 41.46 | |
| 30.8.19 | so | Staff costs | 941.28 | |
| 9.8.19 | dd | ICO Registration Fee 2019-20 | 35.00 | |
| 29.8.19 | 1039 | Cleaning Village Hall Aug 19 | 100.00 | |
| 19.8.19 | dd | Hills Waste collection July 19 | 18.72 | |

| | | | | |
|--|------------|--|-----------------|----------------|
| | | | 4,259.68 | |
| | PIS | INCOME SINCE LAST MEETING | | |
| 22.7.19 | 476 | Hire of Village Hall - Invoice 246 | | 55.00 |
| 22.7.19 | 477 | Hire of Village Hall - Invoice 243 | | 33.00 |
| 22.7.19 | 478 | School Top Up Contribution for sports ground 2019/20 | | 83.33 |
| 22.7.19 | 479 | Hire of Village Hall - Invoice 250 | | 36.00 |
| 25.7.19 | 480 | Hire of Village Hall - Invoice 245 | | 66.00 |
| 25.7.19 | 481 | Hire of Village Hall - Invoice 251 | | 51.37 |
| 24.7.19 | bacs | Staverton Rangers hire of sports ground - July 19 | | 150.00 |
| 03.07.19 | bacs | Hire of Village Hall - Invoice 242 | | 98.00 |
| 7.8.19 | 482 | Hire of Village Hall - Invoice 252 | | 44.00 |
| 29.7.19 | bacs | Donation for Advert in Newsletter - Grayson Florence | | 100.00 |
| 5.8.19 | 483 | Donation for Advert in Newsletter - Fostering | | 50.00 |
| 7.8.19 | bacs | Hire of Village Hall - Invoices 248 and 249 | | 84.00 |
| 13.8.19 | bacs | Donation for Advert in Newsletter - Green Man Cleaning Co. | | 25.00 |
| | | | | 875.70 |
| TRANSFER | | | | |
| 10.7.19 | 1026 | Transfer top up contribution to Maintenance Fund for sports ground | 2,884.20 | 2,884.20 |
| 5.8.19 | 1032 | Transfer school top up fee for sports ground to Maint Fund account | 1443.53 | 1443.53 |
| | | | 4327.73 | 4327.73 |
| 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 | | |
| 18.7.19 | bacs | J Hodge Bank Interest received | | 15.90 |
| 22.7.19 | bacs | J Hodge Bank Interest received | | 53.01 |
| 19.8.19 | bacs | J Hodge Bank Interest received | | 16.43 |
| 21.8.19 | bacs | J Hodge Bank Interest received | | 54.78 |
| | | | | 140.12 |
| | Nos | PETTY CASH PAYMENTS SINCE LAST MEETING | | |
| To 9.9.19 | Nos 10-18 | Stationary, Postage, Catering and Cleaning Materials | 32.85 | |
| | | | 32.85 | |

b. Quarterly Budgets: The Clerk supplied reconciled accounts for the first quarter of 2018/19 and 2019/20 for comparison and these were discussed.

c. Clerk's Appraisal 2019: It was agreed that the Clerk could reduce her hours by 5 per month to 85 per month starting with 1st October 2019 and this would be reviewed again in 2020. It was noted that there still increasing Government rulings to

add to the Parish Clerk's workload. It was unanimously agreed that a new laptop should be purchased before year end so that this can be used solely for Parish Council administration and comply with DATA Protection guidelines. [Action: Parish Clerk to contact PC ONLINE for advice.](#)

- d. **Request for donation to Hilperton Church Council towards replacement heaters for St Mary's Magdalen Hall in Horse Road:** This was sympathetically discussed but the Parish Council reserves for this year are below the level set by the Auditors due to emergency repairs and installing a new boiler at the village hall in 2018. Also there are still some outstanding necessary purchases to be made before Year End March 2020. Councillors regretted the refusal but felt that it would not be appropriate to hand out donations at a time when the Parish Council's reserves were so low.

e. **Register of Interests:** These have now been posted on the Website.

4. CORRESPONDENCE: The following was discussed at the meeting with no actions.

- a. Briefing Note 19-018 The Substantive Highways Scheme Fund Bid
- b. Guidance on Community governance reviews
- c. Briefing Note 19-019 Polling district and Polling Place Review Consultation
- d. Statement of licensing Policy 2019-2024 Draft
- e. Trowbridge Housing Market Area Assessment Summary
- f. Briefing Note 19-020 Children and Education
- g. Briefing Note 19-022 Wiltshire Housing Land Supply
- h. Briefing Note 109-23 Representation on special school provision in North Wiltshire
- i. Briefing Note 19-025 Changes to arrangements for dealing with Code of Conduct Complaints

5. DATE OF THE NEXT PARISH COUNCIL MEETING: 18th November 2019 and the meeting closed at 8.19 pm.

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|---|----|---------------|----|--------------------------|----|----------------|----|--------------|
| 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 | | |