

Minutes of the meeting of Staverton Parish Council held on Monday  
20<sup>th</sup> January 2020 at 7.00 pm at Staverton Village Hall.

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The meeting commenced at 7 pm.

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

Attending: Wiltshire Cllr Trevor Carbin

**18. APOLOGIES:** PCSO Andrew Maclachlan and Vice Chair Mark Frati

**19. MINUTES OF THE LAST MEETING** held on Monday 18<sup>th</sup> November 2019 were held to be a true record.

**20. POLICE MATTERS**

PCSO Andrew Maclachlan reported that PC Louis Bowden has been appointed as a full time Bradford on Avon police officer. It is hoped that this appointment will allow more police attendances at parish council meetings.

**21. RESIDENT/COUNCILLOR MATTERS**

**a. Request to Wiltshire Council to remove the broken wooden fencing at Thestfield Bridge:** Wiltshire Council have agreed to remove the low fencing and it has been added to the work schedule for later in the year.

**22. SPORTS GROUND & VILLAGE HALL**

**a. Staverton Rangers request to provide mains lighting to the storage container:** Following discussions with the Parish Council and restrictions to the way the electricity is supplied and fitted to the container, Staverton Rangers has been asked to respond back to the Parish Council. However no response to date.

**c. Sponsorship Poster for side of storage container:** Superior has now supplied a sign free of charge for the side of the container. Councillors were grateful for the support from Superior.

**23. WILTSHIRE COUNCILLOR REPORT – CLLR TREVOR CARBIN**

Wiltshire Council are finalizing the Budget for 2020/21 and there is expected to be a 4% increase to the Council Tax including 2% towards social care.

There will also be some changes to the way waste collections are carried out.

The next Litter Pick will be on March 8<sup>th</sup> 2020 at 10 am at the Village Hall.

The Parish Council requested Wiltshire Council replace the broken bollard between Cygnet Way and School Lane with a removable one. **Action:** Cllr Carbin to report back.

**24. PARISH STREET MAINTENANCE:**

Unfortunately the manhole cover in the road outside the Old Bear pub on the B3105 has collapsed again after recently being replaced. Still more work needs to be done to remove brambles from the play area at Cottles Barton and it needs tidying up.

**Action:** Cllr N Woodall to speak to Parish Steward.

**25. STAVERTON NEWSLETTER**

Cllr Lindsay Shaw reported that the Editor will be accepting articles on 28<sup>th</sup> February 2020 for the next newsletter. The Parish Clerk said that she received a number of telephone calls over the Christmas period from elderly people wanting contact details for Wiltshire Council and asking about holiday bin collections. She asked if this information can be included in future issues.

**26. FINANCE AND AUDIT**

**a. Clerk's Financial Report** of all financial activity since the previous meeting: This was unanimously approved.

**BANK ACCOUNTS AND PETTY CASH HELD**

Date of Balance		ACCOUNT BALANCES	Date of Balance	
£			£	
10,898.37	1.11.19	NAT WEST PRECEPT ACCOUNT	7,337.67	12.1.20
5333.59	1.11.19	NAT WEST - CLERKS GRATUITY ACCOUNT	5333.59	12.1.20
110.3	1.11.19	PETTY CASH	231.36	12.1.30
9619.14	1.11.19	NAT WEST GROUND MAINTENANCE FUND	8109.26	12.1.30
50,000	1.11.19	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	1.11.19
15,000	1.11.19	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	1.11.19
<b>90,961.40</b>			<b>86,011.88</b>	

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
5.11.19	1051	Staff costs	115.70	
11.11.19	1052	Training costs	35.00	
15.11.19	1053	White Horse Property Service	291.66	
21.11.19	1054	Idverde - refuse collection	117.00	
21.11.19	1055	Rob Beale Ltd - Septic Tank disposal	180.00	
21.11.19	1057	Telephone & Laptop Insurance November 19	47.20	
21.11.19	1056	Cleaning village hall November 19	100.00	
15.11.19	dd	Hills Waste collection Nov 19	28.08	
12.11.19	dd	HMRC VAT payment Qtr 2	18.27	
16.12.19	dd	Refund deposit against invoice 260 Hire of Village Hall	50.00	
29.11.19	1058	Gratuity Payment to volunteer	50.00	
2.12.19	so	Staff costs	912.68	
2.12.19	dd	Water costs village hall to Nov 19	56.36	
9.12.19	dd	SWALC Electricity costs to Nov 19	99.25	
16.12.19	dd	Hills Waste collection Dec 19	18.72	
28.12.19	1060	Cleaning village hall December 19	75.00	
6.1.20	1061	HMRC Staff Costs	859.26	
28.12.19	1062	David Owen Accountancy Fees	65.00	
28.12.19	1063	Telephone & Laptop Insurance December 19	43.47	
29.12.19	1064	Village Hall Hire Invoice 260c- overpayment	7.00	
5.1.19	1066	Superior Newsletter Printing costs for Winter 2019	250.00	
1.1.20	so	Staff costs	912.68	
1.1.20	dd	Hills Waste Invoice 298 Sports Ground	18.72	
			<b>4,351.05</b>	
<b>PIS INCOME SINCE LAST MEETING</b>				
5.11.19	backs	Village Hall Hire invoice no 256		27.50
31.10.19	pis 488	Village Hall Hire invoice no 260		56.00

31.10.19	pis 488	Village Hall Hire Invoice no 263	42.00
4.11.19	pis 489	Village Hall Hire Invoice no 257	27.50
21.11.19	pis 490	Village Hall Hire Invoice no 264	11.00
14.11.19	bacs	Village Hall Hire Invoice no 265	82.70
20.11.19	bacs	Field Hire Staverton Rangers Nov 19	200.00
13.11.19	bacs	Deposit for Village Hall Hire Invoice No 260 - overpaid by £7	57.00
19.12.19	bacs	Village Hall Hire Invoice no 269	56.00
19.12.19	bacs	Village Hall Hire Invoice no 266	210.00
2.12.19	bacs	Village Hall Hire Invoice no 262	119.00
30.12.19	bacs	Field Hire Staverton Rangers Dec 19	52.58
30.12.19	bacs.	Village Hall Hire Invoice no 270	35.00
			<b>976.28</b>

## TRANSFER

29.12.19	1065	Internal transfer from Precept to Petty Cash Account	250	
			<b>250</b>	<b>0.00</b>

## NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No		PAYMENTS SINCE LAST MEETING			
10.6.19	39	Reimbursed Precept Account for Refuse costs	194.92		
15.6.19	40	Reimbursed Precept Account for Insurance costs	146.33		
23.8.19	41	White Horse Property Service invoice no. 1456	1375		
15.11.19	42	White Horse Property Service invoice no. 1483	1375		
			<b>3,091.25</b>		
PIS		INCOME SINCE LAST MEETING			
18.11.19	bacs	J Hodge Bank Interest Received		16.43	
21.11.19	bacs	J Hodge Bank Interest Received		54.78	
18.12.19	bacs	J Hodge Bank Interest Received		15.90	
23.12.19	bacs	J Hodge Bank Interest Received		53.01	
				<b>140.12</b>	
Nos		PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost £	Income
To 31.12.19	Nos 22 - 35	Stationary, Postage, Catering and Cleaning Materials		115.3	0

Councillors had also been provided with a SAGE Trial Balance of financial activity for quarter 3 following this quarter's reconciliation on SAGE.

b. **AUDIT & YEAR END Training Day for Clerks:** Parish Clerk June Jones recently attended this course and was pleased to report back that the parish council was up to date with all the audit procedures and deadlines set for year end 2019/21.

c. **PRECEPT 2020-2021:** The Precept requirement was sent to Wiltshire Council on the 28<sup>th</sup> December 2019 for the sum of £25,907.

d. **REPORT FOR INSPECTION OF PLAY AREA AND SPORTS GROUND:** Only one item was raised with medium to high risk which was regarding the way the gates opened outwards for the hard court. Unfortunately the regulations which applied when it was originally built have changed and the cost of replacing the frame and possibly the gates to open the opposite way would

be a huge financial burden on the parish at a time of very low financial reserves. The Parish Council debated the risks and decided that this would be built into a programme of repair and replacement and would be dealt with as soon as funds allowed.

e. **AUDIT – Financial Risk Assessment 2019/2020:** Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the updated Financial Risk Assessment be adopted: The motion was carried unanimously.

**Councillor Jeff Gibson arrived at 7.40 pm with apologies for his late arrival.**

f. **AUDIT – Model Standing Orders II 2019/2020:** Chair Simon Richardson proposed and Cllr Andy Borresen seconded that the Standing Orders be adopted for the parish council. The motion was carried unanimously.

**27. CORRESPONDENCE** - All these Briefing Notes have been circulated to all Councillors and no response was required.

- a. Special Educational Needs – 19-037
- b. Strategic Planning Committee – 19-038
- c. Community Area Joint Strategic Needs Assessment – 19-039
- d. Community Governance Review – Survey – 20-01
- e. Consultation on Improvements to Salisbury – 20-03

**28. CLOSE OF THE MEETING AND THE TIME.** The meeting closed at 7.55 pm.

<a href="#">Meeting Dates for 2020 TO 2021</a>	20	JANUARY 2020	18	MAY 2020 AGM & APM	14	SEPTEMBER 2020	18	JANUARY 2021
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	16	MARCH 2020	13	JULY 2020	16	NOVEMBER 2020		