

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

---

The meeting commenced at 7 pm.

**29. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Lindsay Shaw, Cllr Jeff Gibson, Cllr Nick Woodall, Cllr Paul Nye and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin

**30. APOLOGIES:** Cllr Ray Symonds, Cllr Andy Borresen and Vice Chair Mark Frati will arrive late.

**31. MINUTES OF THE LAST MEETING** held on Monday 20<sup>th</sup> January 2020 were held to be a true record.

**32. POLICE MATTERS**

PC Louis Bowden introduced himself and said that there would be more of a police presence in Staverton but there was very little anti-social or criminal activity to report at present. However he was asked to patrol the field as motorcyclists have been causing problems over at the sports ground.

**33. RESIDENT/COUNCILLOR MATTERS**

**a. Corona Virus Risk assessment:** Councillors discussed risks associated with the outbreak of the corona virus and the impact on the community and the parish council. It was expected that the village hall would need to close with the advice from the Government to limit contact within groups who are also likely to hire the hall. There was also concern that some Parish Council meetings would have to be temporarily suspended until later in the year. However according to Government mandate the AGM must be held in May of each year and the Government will need to address this issue because at present these meetings cannot be held remotely and must be open to the public. The Council was also aware that the Parish Clerk would have to self-isolate as she is in one of the groups most at risk. As the Parish Clerk already works from home and can be supported by the Councillors the disruption will be minimal. It was also felt important to regularly notify the public on the website of the latest Wiltshire Council or Government advice.

Vice Chair Mark Frati arrived at 7.20 pm

**34. PLANNING MATTERS**

- a. Variation of Condition – Smallbrook House Development 20/01722/VAR :** There were several objections raised. This development has subjected the residents nearby to an unacceptable level of noise, smoke, pollution from the burning of rubbish and trees all times of the day and evening, and disruption to the lives of residents nearby over a long and sustained period of development. There is also a traffic safety issue with the amount of traffic entering and exiting the site with poor access. It is felt that the plot is being over developed to the detriment of other residents nearby. Residents have also been subjected to mess and noise from some earlier tenants adding to the sense of grievance. It is not acceptable to continually subject other residents to such a long sustained period of years to this kind of disruption to their lives and which looks likely to continue indefinitely. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council object to this Variation of Condition. The motion was carried unanimously.
- b. Planning Application: Demolition of existing kitchen extension and new two storey extension at 53 New Terrace. 20/01834/FUL;** Councillors felt they needed more time to come to a decision on this application.

**35. SPORTSGROUND AND VILLAGE HALL**

- a. Sponsorship noticeboard for side of storage container.** Councillors have now received the notice board and will be displaying it very soon.

- b. **Bookings – village hall.** Cllr Lindsay Shaw, the Bookings Manager said that there was some interest in hiring the hall but often the building was not quite big enough for large groups. However there was a possibility of longer term hires as a training venue.

### 36. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

This is the update received from the Wiltshire Wildlife Trust re the Butterfly Garden at School Lane:

*“We have created a large planted area, filled with pollinating perennials that will establish and fill the borders over the next couple of months. We also sowed a wildflower mixture over the top to gap fill bare soil and suppress weed regrowth whilst these other perennial plants take time to fill out. This means you should have an extremely colourful pollinator display in around 6 weeks’ time.*

*A number of native shrubs were also planted and fitted with eco-tree guards, including Dog Rose, Dog Wood, Spindle and Alder Buckthorn. A natural post and rope boundary line was installed to protect the area and designate it. The natural soil mounds either side have been trimmed but left intact as we want to encourage some young regrowth of the natural ground flora, including nettles, which are a key food source for many butterfly lifecycles. Eventually the whole area should merge into one meadow-like scene.”* A display board will be added this week.

Thestfield Drive reed beds – *“The costs to maintain the beds have increased so I’m suggesting a rest for this year and review for next year”.*

Resident suggestion for planting more daffodils. This was considered a good idea and there were suggestions to plant daffodils along the Thestfield Bridge now that the broken fencing has been removed.

The Area Board last Wednesday gave £1100 to Staverton Rangers. Their application said, *“Due to the club numbers our pitches are being well used and in need of major repairs this summer to maintain the pitches we need to carry out the following 165x4 per treatment and application of 3-4 times a year oasis water conserve treatment is required this will be an additional £125 for 7v7 6v6 £120 and £145 for 9v9. Topsoil and the rye grass seed would be £715 a year total treatment £2415, £600 labour.”*

Bollard in School Lane: A works order has been raised to install a new concrete bollard where the old one used to be.

The Coronavirus information pack has been posted on the website.

Flood gates – *“There were still some problems with them during the recent floods so I’ve asked for the way they’re used to be looked at, at the next Community Area Transport Group”.*

Litter pick – *“There was a small turnout last week but we still removed a considerable amount of rubbish. Next one scheduled for October 11<sup>th</sup>”.*

**37. PARISH STREET MAINTENANCE – Report by Cllr Nick Woodall** Unfortunately Cllr Woodall has been unable to contact the Parish Steward.

**38. STAVERTON NEWSLETTER – Cllr Lindsay Shaw** No changes at present.

### 39. FINANCE & AUDIT 2019/20

- a. **Clerk’s Financial Report** – This was unanimously approved.

**BANK ACCOUNTS AND PETTY CASH HELD**

Date of Balance		ACCOUNT BALANCES	Date of Balance	
£			£	
7,337.67	12.1.20	NAT WEST PRECEPT ACCOUNT	4,768.93	9.3.20
5333.59	12.1.20	NAT WEST - CLERKS GRATUITY ACCOUNT	5333.59	9.3.21
231.36	12.1.20	PETTY CASH	144.97	9.3.22
8109.26	12.1.20	NAT WEST GROUND MAINTENANCE FUND	8251.16	9.3.23
50,000	1.11.19	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	9.3.24
15,000	1.11.19	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	9.3.25
<b>86,011.88</b>			<b>83,498.65</b>	

**NATIONAL WESTMINSTER PRECEPT ACCOUNT**

Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
28.1.20	1068	Avast Security software Annual Fee	49.99	
28.1.20	1069	PC ONSITE Outlook Hosting and Support	531.00	
28.1.20	1070	PC ONSITE Website Hosting 1 Yr & 2 Yr Domain Register	200.00	
28.1.20	1073	Telephone & Laptop Insurance Jan 20	42.00	
28.1.20	1074	ABU Gas & Plumbing Boiler settings Invoice No. 06/17 598	35.00	
28.1.20	1075	Cleaning village hall Jan 2020	100.00	
01.02.20	so	Staff Costs Jan 20	912.68	
17.01.20	dd	Hills Waste Jan 20	18.72	
27.01.20	DD	SSE Southern Electric Bill - V Hall to Jan 20	70.39	
2.3.20	dd	Staff Costs Feb 20	912.68	
22.2.20	1076	White Horse Property Services Inv 1523 Maintenance	291.66	
22.2.20	1077	Telephone & Laptop Insurance Feb 20	41.33	
22.2.20	1078	Cleaning village hall Feb 2020	100.00	
9.3.3.20	1079	SWALEC Gas Bill village hall	48.63	
			<b>3,354.08</b>	
<b>PIS INCOME SINCE LAST MEETING</b>				
3.2.20	bacs	Hire of Village Hall Dec & Jan 20		49.00
7.2.20	bacs	Hire of Village Hall Invoice 276 Feb & Mar 20 plus deposit		101.67
12.2.20	bacs	Hire of Village Hall Invoice 277 Jan 20		64.00
23.2.20	bacs	Hire of Village Hall Invoice 278 Jan 20		48.00
6.3.20	bacs	Hire of Village Hall Invoice 280 Apr20		24.00
24.2.20	bacs	Staverton Rangers Hire of Field Feb 20		150.00
5.3.20	bacs	Hire of Field Invoice 275 Annual fee		50.00
3.3.20	bacs	Hire of village hall invoices Feb/Mar 20		54.00

<b>NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT</b>				
	<b>Cheque No</b>	<b>PAYMENTS SINCE LAST MEETING</b>		
22.2.20	43	White Horse Property Services Invoice 1524		1375
				1,375.00
	<b>PIS</b>	<b>INCOME SINCE LAST MEETING</b>		
17.2.20	bacs	J Hodge Bank Interest Received		15.91
21.2.20	bacs	J Hodge Bank Interest Received		54.78
				<b>70.69</b>
	<b>Nos</b>	<b>PETTY CASH PAYMENTS SINCE LAST MEETING</b>		<b>Net Cost</b>
				<b>£</b>
To	Nos 42-48	Stationary, Keys, Postage, Catering and Cleaning Materials		51.5
16.3.20				0

b. **Register of Interest 2020** Copies were circulated to Councillors for completion.

**The following documents were voted and approved for Audit as follows:**

- c. AUDIT (2) – Assets Register - Vice Chair Mark Frati proposed and Cllr Jeff Gibson seconded. Motion approved unanimously.
- d. AUDIT (5) – Code of Conduct Cllr K Lamb proposed and Cllr Nick Woodall seconded. Motion approved unanimously.
- e. AUDIT (6) – Complaints Procedure Chair Simon Richardson proposed and Vice Chair Mark Frati seconded. Motion approved unanimously.
- f. AUDIT (7) – Equal Opportunities Procedure Chair Simon Richardson proposed and Vice Chair Mark Frati seconded. Motion approved unanimously.
- g. AUDIT (10) – Council Members Training Plan Chair Simon Richardson proposed and Vice Chair Mark Frati seconded. Motion approved unanimously.
- h. AUDIT (11) – Review of System of Internal Audit Chair Simon Richardson proposed and Cllr Kevin Lamb seconded. Motion approved unanimously.
- i. AUDIT (12) – Internal Audit Programme Chair Simon Richardson proposed and Vice Chair Mark Frati seconded. Motion approved unanimously.
- j. AUDIT (14) – Model Financial Regulations – Chair Simon Richardson proposed and Vice Chair Mark Frati seconded. Motion carried unanimously.
- k. AUDIT (16) – General risk Assessment for Staverton Village Chair Simon Richardson proposed and Cllr Kevin Lamb seconded. Motion approved unanimously.
- l. AUDIT (17) – Risk Assessment for Play Area School Lane- Cllr Jeff Gibson proposed and Cllr Kevin Lamb seconded. Motion approved unanimously.
- m. AUDIT (18) – Fire Risk Assessment for Village Hall Cllr Jeff Gibson proposed and Cllr Kevin Lamb seconded. Motion approved unanimously.
- n. AUDIT (21) – Privacy Statement and Protection of Personal Information; Cllr Kevin Lamb proposed and Vice Chair Mark Frati seconded. Motion approved unanimously.
- o. AUDIT (22) – General DATA Protection Guidelines & Regulations Cllr Kevin Lamb proposed and Cllr Paul Nye seconded. Motion approved unanimously.
- p. AUDIT (23) – DATA Protection Councillor/Controller Guidelines Cllr Kevin Lamb proposed and Cllr Paul Nye seconded. Motion approved unanimously.
- q. AUDIT (25) – DATA Protection Risk Assessment Cllr Kevin Lamb proposed and Cllr Paul Nye seconded. Motion approved unanimously.
- r. AUDIT (26) – DATA Protection GDPR Risk Assessment. Cllr Kevin Lamb proposed and Cllr Paul Nye seconded. Motion approved unanimously.

- s. AUDIT (28) – DATA Protection and Freedom of Information Act – Compliance Cllr Kevin Lamb proposed and Cllr Paul Nye seconded. Motion approved unanimously.

**40. CORRESPONDENCE – Briefing Notes**

- a. 20-04 Wiltshire Housing Site Allocations Plan
- b. 20-05 Community Area Transport Groups Survey
- c. 20-06 Young Carers Awareness Day 30 January 2020
- d. 20-09 Changes to Kerbside Recycling Collections
- e. 20-10 Government Plans for Enhanced Bus Services

**41. CLOSE OF THE MEETING AND THE TIME.** The meeting closed at 8.25 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		