

Minutes of the remote meeting of Staverton Parish Council held on Monday  
23<sup>rd</sup> November 2020 at 7.00 pm.

This meeting was held via Zoom

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The meeting commenced at 7.15 pm.

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

**55. APOLOGIES:** PCSO Laura Wallace

**56. MINUTES OF THE LAST TWO MEETINGS** held on 13<sup>th</sup> July 2020 and 27<sup>th</sup> July 2020 were held to be a true record.

**57. MATTERS ARISING**

**Meeting held on 13<sup>th</sup> July 2020**

- a. Cycleway between Holt and Staverton – This group has been temporarily suspended.
- b. Replacement bollard at the end of School Lane has now been replaced.
- c. Swan crossing sign has been installed at Marina Drive to protect the Swans and their cygnets.

**Extraordinary meeting held in camera on 27<sup>th</sup> July 2020.**

- a. Complaints were received concerning a breach of protocol in internal council business. These were upheld.
- b. Chair Simon Richardson was asked to take over as Bookings Secretary for hires of the village hall. A Councillor denied receiving a letter of explanation for the meeting which was posted at his home address by hand. Cllr Ray Symonds proposed and Chair Simon Richardson seconded that the letter be posted this time by special delivery. This was unanimously agreed.

**58. RESIDENT/COUNCILLOR MATTERS**

- a. **Balance Pond off Marina Drive** – concerns had been raised that a clearing had been created by burning vegetation, to gain land to a property bordering the pond which is a protected area. Councillor Trevor Carbin was asked to look into this and Councillors will monitor the situation.
- b. **DATA Protection:** Data Protection Lead Councillor Kevin Lamb said that all Councillors should now be using the dedicated emails provided for all members of the Parish Council as per the Guidelines agreed by the Parish Council. He stressed that the Parish Council was leaving itself open to security breaches using personal email accounts. Parish Councillors unanimously agreed that everyone would use the dedicated emails as already voted upon at a previous meeting. Cllr Borresen asked if his name could be corrected on his Parish Council email address. **Action:** Parish Clerk to contact PC ONLINE.

**7.30 pm** At this stage the ZOOM meeting had run out of time and it was decided to reconvene a few minutes later. Unfortunately Councillor Lindsay Shaw did not attend the second meeting.

**7.35 pm Start of next ZOOM meeting**

**59. SPORTS GROUND AND VILLAGE HALL**

- a. **Village Hall Outside Light Timer:** This no longer works. **Action:** Parish Clerk to contact an electrician to install a new one.
- b. **Village Hall – Guttering and Downpipes:** These are damaged and worn and need replacing. Quotations have been received but Councillors asked for new quotations to use different materials to box in the down pipes. **Action:** Cllr Jeff Gibson to contact the contractor and report back to the Parish Council.
- c. **Village Hall – Bookings Update** – Unfortunately only two groups have continued to hire the hall and with the latest lockdown restrictions, Cllr Simon Richardson, is optimistic that these will return. It was suggested that an advertisement be placed in the Staverton Newsletter to encourage more hires but it was felt that it was better to wait and see if the restrictions are lifted first.

d. **Outdoor Gym** – Councillors were interested in providing these facilities but Grants would be required for the purchase of the equipment and a follow up maintenance cost would need to be factored in. This will be discussed at a later meeting in the spring.

**60. WILTSHIRE COUNCILLOR TREVOR CARBIN**

Councillor Carbin stated that the next litter pick will be held on Sunday March 21<sup>st</sup> 2021 and everyone is welcome. The meeting place will be over at the village hall.

Councillors had asked if the reed bed area on Marina Drive could be turned into a garden area. However, Streetscene aren't keen on the garden idea as they're worried about conflicting with its primary purpose as a balancing pond. However he has asked them to let him know what they think could be done there.

He also asked them to look at the Thestfield Drive reed bed fence, which is falling down.

There's a Wiltshire Council meeting on Tuesday 24<sup>th</sup> November 2020 to consider the new Area Board boundaries – however this should have no particular impact on Staverton.

**61. STAVERTON NEWSLETTER**

Editor Natasha Webster will be sending the next edition to the printer this week.

**62. PARISH STREET MAINTENANCE**

Cllr Woodall said the he was pleased with the maintenance work carried out by the Parish Steward and asked if anyone had any requests for him.

**63. FINANCE AND AUDIT**

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

<b>BANK ACCOUNTS AND PETTY CASH HELD</b>				
	<b>Date of Balance</b>	<b>ACCOUNT BALANCES</b>		<b>Date of Balance</b>
<b>£</b>			<b>£</b>	
18399.01	1.07.20	<b>NAT WEST PRECEPT ACCOUNT</b>	22,088.12	20.10.20
5861.78	1.07.20	<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	5,861.78	20.10.20
241.73	1.07.20	<b>PETTY CASH</b>	186.74	30.9.20
9,213.55	1.07.20	<b>NAT WEST GROUND MAINTENANCE FUND</b>	9,699.26	20.10.20
50,000	1.07.20	<b>JULIAN HODGE BANK (Investment Bond 2 YR)</b>	50,000	20.10.20
15,000	1.07.20	<b>JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)</b>	15,000	20.10.20
<b>98,716.07</b>			<b>102,835.90</b>	

<b>NATIONAL WESTMINSTER PRECEPT ACCOUNT</b>				
<b>Date</b>	<b>Chq</b>	<b>Description</b>	<b>Net Cost</b>	<b>Income</b>
			<b>£</b>	<b>£</b>
<b>PAYMENTS SINCE LAST MEETING</b>				
6.7.20	1104	Staff costs HMRC	853.66	
27.7.20	1105	Cleaning for village hall	37.50	
27.7.20	1106	Roman Glass - replace glass in bus shelter	175.90	
27.7.20	1107	Telephone and Laptop insurance July 20	48.69	
1.7.20	so	Staff costs	912.68	

26.7.20	dd	Hills Waste	19.84
27.7.20	dd	Southern electric - village hall	51.09
5.8.20	dd	ICO Annual Subscription	35.00
30.7.20	1108	Avon Extinguishers - Fire Equipment annual check	127.05
5.8.20	1109	PKF Littlejohn - External Audit 2019/20	200.00
12.8.20	1110	ABU Gas & Plumbing Annual boiler service	124.00
3.8.20	so	Staff costs	912.68
20.8.20	1111	ABU Gas & Plumbing Village hall repairs	230.00
20.8.20	1112	Cleaning for village hall	37.50
20.8.20	1113	Telephone and Laptop insurance Aug 20	34.85
12.9.20	1114	White Horse Property Services - grass cutting	291.66
20.9.20	1116	Telephone & Laptop insurance Sept 20	38.97
17.9.20	1115	VOID	0.00
1.9.20	SO	Staff costs	912.68
14.9.20	DD	swalec gas bill - village hall	353.50
17.8.20	dd	Hills Waste	19.84
15.9.20	dd	Hills Waste	19.84
30.9.20	1118	Superior - Newsletter Printing Autumn issue	250.00
4.10.20	1119	Cleaning for village hall	37.50
4.10.20	1120	David Owen - PAYE Fee	70.00
6.10.20	1121	Staff costs HMRC	853.86
8.10.20	1122	Furniture at Work Ltd - 2 tables for village hall	234.00
8.10.20	1123	Swan Sign for Marina Drive	57.97
1.10.20	so	staff costs	912.68
30.9.20	dd	Southern electric - village hall	53.38
16.10.20	DD	Hills Waste	19.84
22.10.20	1124	The Electrical Compliance Collective Ltd	68.75
22.10.20	1125	Telephone and Laptop Insurance Oct 20	32.32
22.10.20	1126	Cleaning for village hall	37.50
26.10.20	1127	Rob Beale Ltd - septic tank emptying	170.00
8.10.20	DD	Water Rates to October 20	51.74
4.11.20	1128	Royal British Legion Poppy Wreath	25.00
16.10.20	dd	Hills Waste	19.84
1.11.20	so	Staff Costs	912.68
			9224.15

**PIS**

**INCOME SINCE LAST MEETING**

9.4.20	371.9	HMRC VAT refund	371.90
10.8.20	bacs	Staverton Rangers - field hire	170.00
16.9.20	bacs	Emmaus village hall hire	250.00
17.8.20	bacs	Stiffs FC - field hire	42.00
3.9.20	bacs	Hall hire invoice 285	56.67
25.9.20	bacs	Wiltshire council - Precept to March 21	12953.50
17.8.20	bacs	Newsletter advert donation	15.00

5.8.20	bacs	HMRC VAT refund	625.81
25.9.20	bacs	Staverton Rangers - field hire	170.00
14.10.20	bacs	Staverton Rangers - field hire	250.00
20.10.20	bacs	VAT refund from HMRC QTR 2	25.91
			<b>14,930.79</b>

## TRANSFER

24.7..20	PIS 493	Insurance reimbursement from MF to SPC for field gates & fencing	150
			<b>0</b>
			<b>150.00</b>

## NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No	PAYMENTS SINCE LAST MEETING		
			0.00
PIS	INCOME SINCE LAST MEETING		
15.7.20	BACS	Staverton Primary School - Top Up contribution to Playing Field	1,671.21
20.7.20	BACS	Julian Hodge Bank Interest	15.90
21.7.20	BACS	Julian Hodge Bank Interest	53.02
18.8.20	BACS	Julian Hodge Bank Interest	16.44
21.8.20	BACS	Julian Hodge Bank Interest	54.78
18.9.20	BACS	Julian Hodge Bank Interest	16.43
21.9.20	BACS	Julian Hodge Bank Interest	54.78
19.10.20	BACS	Julian Hodge Bank Interest	15.90
21.10.20	BACS	Julian Hodge Bank Interest	53.01
			<b>1,951.47</b>

Nos	PETTY CASH PAYMENTS SINCE LAST MEETING	Net Cost £	Income
14.10.20	Stationary, Printing Ink, cleaning products, Litter Pick refreshments	119.28	0
Nos 9-17	desk lighting and small filing trolley		

b. **External Audit Report:** The report stated that "On the basis of our review of Sections 1 and 2 of AGAR, the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." Councillors have seen this report and unanimously accepted its conclusions.

c. **BUDGET SETTING 2021/22 and Finance Committee Minutes** of the meeting held on Wednesday 12 November 2020.

The Finance Committee Members, Chair Simon Richardson, Vice Chair Mark Frati, Cllr Paul Nye and Parish Clerk June Jones presented their findings. Estimates were discussed using this year's expenditure, together with unexpected costs such as, £240 pa for the Scribe Accountant Software Package, Repairs to the village hall porch pillars (£393), Repairs to the window of the Bus Shelter at the end of Elm Close due to breakage by vandals(175), purchase of two large tables for the village hall to facilitate hires to comply with Government Covid 19 guidelines (£237) and a sign to warn vehicles that Swans were crossing Marina Drive from the lagoon (£58). It was agreed that the Parish Clerk should purchase a laptop for the sole use of the Parish Council as the existing laptop is now the property of the Parish Clerk and contains personal information. The existing laptop is over 5 years old and needs upgrading. It was estimated that the Reserves at Year End March 2021 would be £15,579.

**d.Clerk's Appraisal 2020/21:** Discussions took place between the Chair of the Parish Council, Simon Richardson and June Jones, Parish Clerk. It has been recognized that the year was a very challenging one due to the Corona Virus Pandemic and the Parish Council has acted swiftly to provide Guidance Notes and Risk Assessments to ensure that it complied with Government guidance. Also the clerk worked with a new Accounting Software Package called Scribe which is bespoke for Parish and Town Councils. It has proved to be an excellent addition to the Parish Council's toolbox. Mrs Jones requested to reduce her hours by a further 5 hours after reducing them by 5 hours in 2019/20. This was unanimously agreed. Cllr Andy Borresen thanked Mrs Jones for doing a "fantastic good job".

**e. PRECEPT 2021/22**

The tax base figures provided by Wiltshire Council for 2021/22 are the average number of 680.06 Band D Properties which contributed this year to the Precept. (Last year it was 686.94 Band D Properties.) So if the Parish Council applies its tax levy of £37.71 per annum per household, against the figure of 680.06 contributing households, this gives us a Precept of £25,645 which is less than the last Precept of £25,907. A loss in income of £262. Although the Parish Council has suffered a large drop in income from field and village hall hires it was unanimously agreed that the tax levy for 2021/22 should not be increased. The decision was to apply for a Precept of £25,645. Cllr Andy Borresen proposed that the Parish Council apply for a Precept of £25,645 for 2021/22. This was seconded by Cllr Ray Symonds and the motion was carried unanimously.

**64. CORRESPONDENCE – Councillors acknowledged receiving the following Briefing Notes**

- a. 20-25 Reopening of Leisure Centers
- b. 20-26 Reopening of Libraries
- c. 20-27 Temporary Pavement Licenses
- d. 20-28 Planning Update
- e. 20-30 Area Board Boundary Review
- f. 20-31 Proposals for reform of the planning system
- g. 20-30 Area Board Boundary Review
- h. 20-33 Public Space Protection Orders
- i. 20-34 Return to streamlined Overview and Scrutiny Arrangements

65. **DATES OF THE NEXT PARISH COUNCIL MEETINGS: 2020-2021** and the meeting closed at 8.13pm. The next meeting will be held on Monday 18<sup>th</sup> January 2021.

<a href="#">Meeting Dates for 2021/22</a>	18	JANUARY 2021	16	MAY 2021 AGM & APM	12	SEPTEMBER 2021	17	JANUARY 2022
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	15	MARCH 2021	11	JULY 2021	14	NOVEMBER 2021		