

Minutes of the remote meeting of Staverton Parish Council held on Monday

18 January 2021 at 7.00 pm.

This meeting was held via Zoom

The meeting commenced at 7.00 pm.

- 66. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Jeff Gibson, Cllr Nick Woodall, Cllr Andy Borresen, Cllr Ray Symonds and June Jones, Parish Clerk
Attending: Wiltshire Cllr Trevor Carbin, prospective Conservative Local Candidate Pam Hyde

Unfortunately due to technical difficulties, Cllr Paul Nye tried to attend the meeting but was unable to get through.

- 67. APOLOGIES:** PCSO Laura Wallace, Newsletter Editor Natasha Webster and Cllr Lindsay Shaw

Chair Simon Richardson welcomed Ms Hyde to the meeting. Ms Hyde introduced herself, explained that we wanted to meet with Parish Councils in the catchment area and said that she would be putting herself forward as a Conservative Candidate in the forthcoming elections to be held in May 2021.

- 68. MINUTES OF THE LAST Meeting** held on 23 November 2020 was held to be a true record.

69. MATTERS ARISING

Balance Pond off Marina Drive/Warren Road: Concerns have been raised that one of the residents next to the site has overdeveloped the area with permanent structures which could be detrimental to the purpose of the pond. Wiltshire Council Planning Enforcement has been notified of the concerns but to date there has been no response. **Action:** [Wiltshire Councillor Trevor Carbin will follow this up.](#)

- 70. POLICE MATTERS –** PCSO Laura Wallace reported that recently a car parked near the canal was broken into and some items were stolen from inside.

71. RESIDENT/COUNCILLOR MATTERS

Recording of Zoom and Face to Face Staverton Parish Council meetings: Cllr Andy Borresen suggested that all future Parish Council meetings be recorded. However, Councillors raised concerns with DATA Protection and wanted advice before making a decision. **Action:** [Parish Clerk to contact NALC for advice.](#)

72. SPORTS GROUND AND VILLAGE HALL

a. Village Hall – New Radiators – Two new radiators have been fitted in the main hall to boost the existing radiators which are not heating up correctly and cannot be tested properly as the pipework to these radiators is buried in the concrete floor. An estimate of £845 from ABU Gas & Plumbing was unanimously approved.

b. Village Hall – Outside Lights – A new timer has been fitted to the lights.

c. Village Hall – Guttering and Downpipe repairs – Vandalism has destroyed downpipes to the side of the village hall. An estimate for £280.34 from M H & Sons Carpentry and Joinery to replace broken downpipes and guttering and protect downpipes with gravel boards was unanimously approved. It is hoped that work will start on 25th January 2021.

d. Village Hall – Consumer Electricity Meter – This unit needs to be upgraded and an estimate will be forwarded on from the electrician. The Parish Council agreed that this work needs to be carried out as soon as possible.

e. Village Hall – Bookings – Unfortunately the Covid – 19 lockdown restrictions have halted bookings.

f. Village Hall – Toilet for Footballers – Youth football at the sports ground is banned at present due to current restrictions. However, an agreement between the Parish Council and key holders to clean the toilet and empty waste bins at the unmanned building after each visit from the team, has not been carried out. The Parish Council is obliged to comply with Government guidelines on the use of a public toilet and despite complaints from the Parish Clerk to Staverton Rangers regarding non-compliance, the bins are still not being emptied. The Parish Council is reluctant to withhold this facility from Staverton Rangers but is obliged to comply with Government rules on maintenance of public toilets. **Action:** [A letter to be](#)

sent to Staverton Rangers stating that the team will be billed the monthly cost of £37.50 for a deep clean if they don't comply.

73. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin

The Local Plan Review on housing in Wiltshire is now open until March 9th. The Link for this is www.wiltshire.gov.uk/planning-policy-localplan-review. Serious objections have been raised regarding the proposed building of 500 homes next to the Staverton Club off the B3105 at New Terrace Staverton. The proposed land is a flood plain bordering on the River Avon and the Kennet and Avon Canal. Regular flooding occurs between Staverton and Holt closing down the filter road to Holt and sometimes the causeway. Despite plans over the past few years to build a bypass, all these have been shelved by Wiltshire Council leaving the area overdeveloped with housing and a creaking road system. The bridges at either end of Staverton are very old and restricted to single land traffic. The extra 500 houses and proposed 2,000 houses in Hilperton will put a huge strain on road infrastructure and facilities such as schools and community buildings. Councillor Carbin stressed that these objections should be raised as soon as possible.

Action: Cllr Carbin to notify Council when the next online meeting will be held to lodge objections.

School Lane: The Parish Council and Cllr Carbin have received complaints from a resident regarding the poor state of the road surface and footpath at School Lane. He has reported this complaint to Highways and they will inspect the lane and footpath.

Thestfield Drive Dog Bin: He has received a request to move the dog bin to the opposite side of the road for convenience. No objections were raised.

Slipway: The dead trees which have been over-strimmed are to be replaced by the contractor. A resident has offered to pay for two extra silver birch trees and Wiltshire Council have agreed if they are kept away from properties. No objections were raised.

Wiltshire Council Budgets: The budget papers were due to be published today but have not appeared yet. The financial position has improved due to Government grants to cover Covid 19 costs. The Government is allowing for a 5% Council Tax.

Speedwatch: It is hoped to borrow a device for this very soon.

74. PARISH STREET MAINTENANCE

It was reported that one of the footbridges linking Lotmead/Cottles Barton to the footpath between School Lane and Marina Drive has a wooden bannister which is rotten and dangerous. Action: Cllr Woodall to ask the Parish Steward to replace this.

75. FINANCE AND AUDIT

| BANK ACCOUNTS AND PETTY CASH HELD | | | | |
|-----------------------------------|----------|--|------------------|----------|
| | Date of | | | Date of |
| £ | Balance | ACCOUNT BALANCES | £ | Balance |
| 22,088.12 | 20.10.20 | NAT WEST PRECEPT ACCOUNT | 17,959.04 | 31.12.20 |
| 5,861.78 | 20.10.20 | NAT WEST - CLERKS GRATUITY ACCOUNT | 5,861.78 | 31.12.20 |
| 186.74 | 30.9.20 | PETTY CASH | 267.53 | 31.12.20 |
| 9,699.26 | 20.10.20 | NAT WEST GROUND MAINTENANCE FUND | 8,189.39 | 31.12.20 |
| 50,000 | 20.10.20 | JULIAN HODGE BANK (Investment Bond 2 YR) | 50,000 | 31.12.20 |
| 15,000 | 20.10.20 | JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT) | 15,000 | 31.12.20 |
| 102,835.90 | | | 97,277.74 | |

| NATIONAL WESTMINSTER PRECEPT ACCOUNT | | | | |
|--------------------------------------|-----|-------------|----------|--------|
| Date | Chq | Description | Net Cost | Income |
| | | | £ | £ |
| PAYMENTS SINCE LAST MEETING | | | | |

| | | | |
|----------|------|---|---------|
| 18.11.20 | 1129 | Telephone and Laptop Insurance | 29.92 |
| 24.11.20 | 1130 | PC ONSITE - Hosted Outlook Exchange | 600.05 |
| 23.11.20 | 1132 | Cleaning Contract - village hall Inv 64 Nov 20 | 37.50 |
| 23.11.20 | 1133 | White Horse Property Services - Grounds Maintenance | 291.66 |
| 8.12.20 | 1134 | Curry's PC -World - Laptop | 440.83 |
| 8.12.20 | 1135 | PC ONSITE - Website Hosting and Domain renewal | 261.25 |
| 21.12.20 | 1136 | Staff costs adjustment | 225.75 |
| 21.12.20 | 1137 | David Owen PAYE fees | 70.00 |
| 21.12.20 | 1138 | Telephone/printer repayment and Laptop Insurance | 50.17 |
| 28.12.20 | 1139 | Cleaning Contract - village hall Inv 65 Dec20 | 37.50 |
| 1.12.20 | so | Staff costs Nov20 | 912.68 |
| 1.12.20 | so | Staff costs Dec20 | 912.68 |
| 16.12.20 | dd | Hills Waste Nov 20 | 19.84 |
| | | | 3889.83 |

PIS

INCOME SINCE LAST MEETING

| | | | |
|----------|------|---|--------|
| 19.11.20 | bacs | Staverton Rangers - field hire | 250.00 |
| 2.12.20 | bacs | Village Hall Hire Inv 30.11.20 | 24.00 |
| 30.12.20 | bacs | Superior - Superior Community Fund donation | 250.00 |
| | | | 524.00 |

TRANSFER

23.11.20 1131 Petty Cash transfer

250

250

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

| Cheque No | PAYMENTS SINCE LAST MEETING |
|-------------|---|
| 23.11.20 48 | White Horse Property Services - Grounds Maintenance |

1,375

1,375.00

PIS

INCOME SINCE LAST MEETING

| | | | |
|----------|------|----------------------------|--------|
| 16.11.20 | bacs | Julian Hodge Bank Interest | 16.43 |
| 23.11.20 | bacs | Julian Hodge Bank Interest | 54.78 |
| 18.12.20 | bacs | Julian Hodge Bank Interest | 15.90 |
| 21.12.20 | bacs | Julian Hodge Bank Interest | 53.02 |
| | | | 140.13 |

Nos

PETTY CASH PAYMENTS SINCE LAST MEETING

Net Cost

£

Income

31.10.20 Nos 18-19 Stationary, cleaning products and toilet rolls

45.27

0

- Finance Report unanimously approved.
- PRECEPT 2021-2022. This has been sent to Wiltshire Council.
- AUDIT 2020-21 – Internal Audit Programme - Chair Simon Richardson voted to adopt this, Cllr Mark Frati seconded this. It was unanimously approved.

- d. **AUDIT 2020-21 – Model Standing Orders for Local Councils Part II** - Chair Simon Richardson voted to adopt this and Cllr Ray Symonds seconded the motion. It was unanimously approved.
- e. **AUDIT 2020-21 – Code of Conduct** – Cllr Mark Frati voted to adopt this and Chair Simon Richardson seconded the motion. It was unanimously approved.
- f. **AUDIT 2020-21 – Complaints Procedure** - Chair Simon Richardson voted to adopt this and Cllr Kevin Lamb seconded the motion. It was unanimously approved.
- g. **AUDIT 2020-21 - Financial Risk Assessment** - Chair Simon Richardson voted to adopt this and Cllr Ray Symonds seconded the motion. It was unanimously approved.
- h. **AUDIT 2020-21 – Financial Regulations** - Cllr Mark Frati voted to adopt this and Chair Simon Richardson seconded the motion. It was unanimously approved.

76. **CORRESPONDENCE – Briefing Notes**

- a. 20-33 Public Space Protection Orders
- b. 20-34 Return to streamlined Overview and Scrutiny Arrangements
- c. 20-37 Housing Land Supply Update
- d. How to use MYWILTS website
- e. The Wiltshire Local Plan and Gypsy and Travellers' Plan consultations– Concerns were raised that not only Traveller's rights, but illegal squatting and local community rights should also be acted upon fairly in this consultation.

77. **DATES OF THE NEXT PARISH COUNCIL MEETINGS: 2020-2021** and the meeting closed at 8.00pm. The next meeting will be held on Monday 15th March 2021.

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|--|----|--------------|----|-----------------------|----|----------------|----|--------------|
| Meeting Dates for 2021/22 | 18 | JANUARY 2021 | 17 | MAY 2021 AGM & APM | 13 | SEPTEMBER 2021 | 17 | JANUARY 2022 |
| On Mondays starting at 7.00 pm AT THE VILLAGE HALL | 15 | MARCH 2021 | 12 | JULY 2021 | 15 | NOVEMBER 2021 | | |