

Minutes of the remote meeting of Staverton Parish Council held on Monday  
15 March 2021 at 7.00 pm.

**This meeting was held via Microsoft Teams**

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The meeting commenced at 7.00 pm.

- 78. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Jeff Gibson, Cllr Nick Woodall, 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 Andy Borresen tried to attend the meeting but was unable to get through.

- 79. APOLOGIES:** Cllr Lindsay Shaw

**80. MINUTES OF THE LAST Meeting** held on 18 January 2020 was held to be a true record.

**81. PLANNING APPLICATION 21/01038/FUL**

Proposal from Cereal Partners to build new sprinkler taps, pump house and associated foundation base. Cllr Mark Frati proposed and Cllr Jeff Gibson seconded that there was no objection to this application. The motion was carried unanimously.

**82. RESIDENT/COUNCILLOR MATTERS**

**a. Request to channel complaints through the website:** A recent anonymous complaint was emailed to the Parish Clerk. Although it related to a planning issue and would need to be fully investigated, it was also noted that this was personally directed and mischievous in its wording. It was considered unnecessary to provide an official complaint form on the Parish Council website, but in future any complaint must be from an identifiable source for DATA Protection reasons. **Action:** [In future, Clerk to ask for identification from complainants.](#)

**a. Health and Safety Report for Play Area School Lane:** The recent report from N Adams, pointed out that that the basket swing no longer complied with British Standards. The cost of upgrading the swing was nearly £1,300 and this was considered prohibitive with very little income received from hires due to the current pandemic. A decision was made to remove the swing until Parish Council finances improved. **Action:** [Parish Clerk to discuss this with Cllr Trevor Carbin to see if an Area Board Grant can be obtained to help with the cost.](#) Cllr Jeff Gibson to contact British Gas to see if they can repair the cabinet situated in the play area. Cllr Mark Frati said he would try to obtain free topsoil for the uneven areas of the site.

**83. SPORTS GROUND AND VILLAGE HALL**

**a. Toilet for Football Teams:** With Government restrictions being lifted for football activity on the sports ground on 29<sup>th</sup> March 2021 concerns were raised that hirers were not emptying waste bins in the toilet as required by the Covid 19 rules. The rules will be impressed again on users and it will be monitored. **Action:** [Clerk to contact the contract cleaner to deep clean this area as soon as it is back in use.](#) Cllr Jeff Gibson will check the bins have been emptied after the first hire.

**84. WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**

**Plan Review.** Consultation has now closed. Hilperton and Trowbridge have also put in strong objections. Wiltshire Council will now produce a 'second draft' for further consultation later in the year.

**B3106 Holt Lane.** S106 contributions from development in the Hilperton Gap include possible funding for making the B3106 one-way northbound except for buses and cyclists. It may be some time before there is enough funding, but officers have asked for an initial steer. Councillors felt that allowing buses and cyclists to travel both ways and other traffic one way could cause confusion.

**Bath Clean Air Zone** started today Monday. Traffic counts on New Terrace during speedwatch are not happening at the moment, so Cllr Carbin will carry out some separately to see if there's any noticeable difference in the traffic volume.

**Speedwatch.** We are allowed to restart on March 29<sup>th</sup>, but as we were the last to have the device before lockdown we're now behind Trowbridge and Hilperton on the rota, so will be in action in June. Cllr Carbin has arranged to borrow a Speed Indicator Device from Trowbridge Town Council – that will probably be available in July for the month.

**Litterpick** is this Sunday 21<sup>st</sup>, 1030 at the Village Hall. All are welcome. Covid restrictions will apply. The daffodils we planted on the day of the autumn litter pick seem to be growing!

**School Lane.** As mentioned previously it's been inspected and is on the repair list, though not seen as a priority by Highways so could be some time. Parish Steward to be asked to repair the over-run.

**Trees.** Three new silver birches planted on The Slipway and by the canal are funded by a resident. Also the previous trees which died have now been replaced at the contractor's expense. Cllr Carbin will be putting guards on the birches to prevent strim damage.

**Thestfield Drive.** Work on replacing the fence around the Thestfield Drive reed bed is underway. The bin is to remain where it is. Cllr Carbin will be putting some paving slabs down by the bin when the fencing work is finished following complaints about the mud.

**Grass.** Cllr Carbin has had a complaint about the standard of the recent grass cutting, which has been passed on to the contractor.

**Warren Rd** – There have been complaints regarding cleared land near the balance pond. However Wiltshire Council are satisfied that it does not interfere with the workings of the balance pond.

### 85. PARISH STREET MAINTENANCE

The Steward has been clearing drains at Thestfield Bridge and Cllr Nick Woodhall has asked that the rotten wood on the bridge near Lotmead footpath be repaired. He was asked if the Parish Steward could repair the over run at the side of the footpath between Cygnet Way, preferably with hard core. There is also a disturbed kerbstone needing repositioning at Warren Road near Herbleaze. **Action:** Cllr Woodhall to contact the Parish Steward.

### 86. FINANCE AND AUDIT

**a. Clerk' Financial Report:** This was unanimously agreed.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£	
17,959.04	31.12.20	NAT WEST PRECEPT ACCOUNT	11,773.65	10.03.21
5,861.78	31.12.20	NAT WEST - CLERKS GRATUITY ACCOUNT	5,861.78	10.03.21
267.53	31.12.20	PETTY CASH	86.66	10.03.21
8,189.39	31.12.20	NAT WEST GROUND MAINTENANCE FUND	6,681.81	10.03.21
50,000	31.12.20	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	10.30.21
15,000	31.12.20	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	10.30.21
<b>97,277.74</b>			<b>89,403.90</b>	

NATIONAL WESTMINSTER PRECEPT ACCOUNT				
Date	Chq	Description	Net Cost £	Income £
<b>PAYMENTS SINCE LAST MEETING</b>				
6.1.21	1140	Superior Printing Newsletter	250.00	
8.1.21	1141	PC Onsite - Remote Support and Outlook Hosting	431.34	
8.1.21	1142	ABU Gas & Plumbing - New Radiators	845.00	
26.1.21	1144	MH Carpentry - Repair Guttering	280.34	
2.1.21	1145	Telephone and Laptop Insurance Jan21	38.40	
2.2.21	1146	MRP Electrical Services Ltd	170.00	
29.1.21	BACS	SSE Electric Bill for village hall to Dec 20	56.80	

4.2.21	1148	Avast Security System online	59.99	
1.2.21	SO	Staff Costs	912.68	
18.1.21	dd	Hills Waste - Dec 20	29.76	
12.1.21	1143	Staff Costs HMRC	923.96	
12.2.21	1149	PC Onsite - Remote Support and Outlook Hosting	110.45	
18.2.21	1150	N W Adams - Play Area Health and Safety Report 2021	94.30	
20.2.21	1151	White Horse Property Services - Ground Maintenance	291.66	
22.2.21	1152	Telephone and Laptop Insurance Feb21	38.40	
1.3.21	so	Staff Costs	853.58	
15.2.21	dd	Hills Waste - Jan 21	19.84	
1.3.21	so	Staff Costs	853.58	
15.2.21	dd	Hills Waste - Feb 21	19.84	
			6279.92	
<b>PIS</b>		<b>INCOME SINCE LAST MEETING</b>		
12.1.21	dd	HMRC VAT return Qtr 3		580.52
				<b>580.52</b>

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT				
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Cheque No		PAYMENTS SINCE LAST MEETING		
20.2.21	49	White Horse Properties - Maintenance & grass cutting	1,375	
			1,375.00	
<b>PIS</b>		<b>INCOME SINCE LAST MEETING</b>		
18.1.21	bacs	J Hodge Bank Interest		16.43
21.1.21	bacs	J Hodge Bank Interest		54.78
18.2.21	bacs	J Hodge Bank Interest		16.43
22.2.21	bacs	J Hodge Bank Interest		54.78
				<b>142.42</b>

Nos	PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost £	Income
1.1.21 to 8.3.21	20 - 32	Stationary, Postage, Keys for Village Hall, door lock, Fire Assembly signs,	159.87	
			159.87	

- b. **AUDIT 2020-21 – Assets Register** - Cllr Richardson proposed and Cllr Symonds seconded that this be approved. Motion carried unanimously.
- c. **AUDIT 2020-21 – Corporate Governance Questionnaire** - Cllr Richardson proposed and Cllr Frati seconded that this be approved. Motion carried unanimously.
- d. **AUDIT 2020-21 – Review of the System of Internal Audit** - Cllr Richardson proposed and Cllr Frati seconded that this be approved. Motion carried unanimously.
- e. **AUDIT 2020-21 - General Risk Assessment Sports Ground Village Hall and other Amenities** - - Cllr Richardson proposed and Cllr Symonds seconded that this be approved. Motion carried unanimously.
- f. **AUDIT 2020-21 – Risk Assessment for Play Area** - - Cllr Frati proposed and Cllr Symonds seconded that this be approved. Motion carried unanimously.

- g. **AUDIT 2020-21 – Fire Risk Assessment-** Cllr Gibson proposed and Cllr Symonds seconded that this be approved. Motion carried unanimously.
- h. **AUDIT 2020-21 – Retention of Records for DATA Protection --** Cllr Richardson proposed and Cllr Lamb seconded that this be approved. Motion carried unanimously.

87. **ELECTIONS 2021**

Elections information has been circulated by Wiltshire Council to all Councillors and residents will be notified of local election dates very soon.

88. **CORRESPONDENCE – Briefing Notes**

Councillors have received the following:

- a. 21-01 Future Chippenham Programme Public consultation
- b. 21-03 Targeted COVID-19 Community Testing for asymptomatic people

89. **DATE OF THE NEXT PARISH COUNCIL MEETING on Monday 17<sup>th</sup> May 2021 for the Annual Parish Meeting and the Annual General Meeting. The meeting closed at 8 pm.**

Councillors discussed with Mrs Pam Hyde the Local Review Plan and the proposal to build houses in Staverton and Hilperton.

<a href="#">Meeting Dates for 2021/22</a>	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		