

Minutes of the meeting of Staverton Parish Council held on Monday 14 July 2021 at 7.00 pm.

The meeting commenced at 7.02 pm.

Chair Simon Richardson read out the FIRE DRILL for the village hall.

- 90. PRESENT:** Chair Simon Richardson, Cllr Kevin Lamb, Cllr Jeff Gibson, Cllr Nick Woodall, Cllr Ray Symonds and June Jones, Parish Clerk
- Attending: Mrs Claire Braham, Resident, Mrs Miriam Wiltshire (Head Teacher at Emmaus School), Mrs Sarah Cox, (Teaching Assistant, Emmaus School) and Mr Andy Borresen, Resident.

- 91. APOLOGIES:** Cllr Mark Frati, Wiltshire Cllr Trevor Carbin and Resident Mrs Alison Godfrey

92. HIRE OF STAVERTON VILLAGE HALL BY EMMAUS SCHOOL

Headteacher Mrs Miriam Wiltshire asked the Parish Council if Emmaus School could book the hall for the next school year during school hours to accommodate seven pupils including a pupil with disabilities. A preliminary check on the facilities available was favourable but she would need to get Local Authority permission to acquire suitable portable equipment and to ask them to carry out an inspection of the premises. The Parish Council unanimously agreed to hire the hall subject to Local Authority approval. **Action:** [Mrs Wiltshire to report back to the Parish Council as soon as approval has been granted.](#)

Mrs Wiltshire and Mrs Cox left at 7.25 pm.

- 93. MINUTES OF THE LAST MEETING HELD ON 15TH MARCH 2021:** This meeting was held to be a true record.

94. PARISH COUNCIL VACANCIES

- a. Mrs Claire Braham was interviewed by the Parish Council. Chair Simon Richardson proposed, Cllr Ray Symonds seconded and it was unanimously agreed that the Parish Council should co-opt Mrs Claire Braham onto Staverton Parish Council.
- b. The Declaration of Acceptance of Office was signed in the presence of the Parish Clerk.
- c. Cllr Braham was advised to register her interests with Wiltshire Council online within 28 days.

95. EXECUTIVE COMMITTEE FOR THE PLAYING FIELD

Minutes of the meeting were circulated and Chair Simon Richardson said that he looked forward to working with Staverton Primary School Headteacher Mr Edward Powe. Mr Powe has shown interest in building a MUGA court on the playing field and will try to fundraise for this facility. Councillors were happy to explore this request further.

96. COUNCILLOR AND RESIDENT MATTERS

- a. **Thefts:** Cllr Braham said that there has been repeated thefts of Red Diesel Fuel from Staverton farm near The Old Bear Pub. The matter is now in the hands of the police.
- b. **Damaged Water Main on B3105:** With the additional heavy goods vehicles redirected from Bath and Bradford on Avon through Staverton, this has contributed to the broken old water mains. Wessex Water are doing their best to remedy the situation but due to the disruption it would cause to the flow of heavy traffic through the

village Wiltshire Council are refusing to close down the road completely to carry out repairs. This is having a disruptive effect on residents living along this stretch of road.

c. Complaint of Anti Social Behaviour on the Tennis Court: A resident who lives nearby has complained of noise at the tennis court. Unfortunately as the tennis court is not manned and it is freely used by everyone this is almost impossible to resolve. All residents need to report anti-social behaviour immediately to the police. However, it was suggested planting Leylandii Trees just in front of the property in question. [Action: Chair Simon Richardson proposed, and Cllr Ray Symonds seconded that 4 trees be purchased and planted at this location. The motion was carried unanimously.](#)

d. Fly tipping at the Slipway and Shop Equipment outside Convenience Store: There have been repeated instances of dumping kitchen equipment and green waste in the car park off The Slipway next to the boatyard. Residents at the retail area were concerned that shop equipment was being left on the pavement outside the Convenience Store causing a health and safety risk and an eyesore. However the equipment has now been removed.

e. British Gas Metal Cabinet at the Play Area off School Lane: Following repeated unsuccessful attempts to contact British Gas to fit a replacement hatch to this cabinet, the Parish Council has covered the hatch opening with a piece of wood to prevent children injuring themselves.

f. Balance Pond off Warren Road: Repeated requests for Wiltshire Council Environment Officers to visit this area have gone unanswered so far. [Action Parish Clerk to ask Wiltshire Councillor Trevor Carbin to chase this up.](#)

97. PARISH STEWARD – Cllr Nick Woodall

Cllr Kevin Lamb asked once more for the kerbstone at Herbleaze to be repositioned properly.

98. WILTSHIRE COUNCILLORS – Trevor Carbin

The application for an Area Board Grant to repair the basket swing at School Lane Play Area – to be approved this evening.

Complaint regarding the School Lane Footpath leading to Cygnet Way - awaiting a quote for the cost of repair. Wiltshire Plan Review – Interim report on the consultation went to cabinet last week. Draft proposals to be produced later this year.

Household Recycling Centres – booking no longer necessary as of July 19th.

Speed Indicator Device in action on New Terrace until August 10. It'll be switched to face the other way after a couple of weeks.

99. SPORTS GROUND, VILLAGE HALL AND GENERAL

a. Cricket Club request to use Staverton Playing field – ongoing

b. Treatment of Football Pitches by WFA – ongoing

c. Village Hall Hires – Bookings Secretary, Cllr Simon Richardson – Three organisations have booked evening hires.

d. Purchase of a Henry vacuum cleaner for the village hall: This was requested by the cleaner and necessary for the upkeep of the hall. [Action: A cleaner was purchased by the Clerk.](#)

1. FINANCE

a. Clerk's Financial Report was approved.

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>			<u>Net £</u>
17.5.21	1161	WALC/NALC Annual Membership Fee	572.67
17.5.21	1160	Community First Insurance 2021-22	1293.59
25.5.21	1162	Microsoft 365 rental for 2021-22	94.80

25.5.21	1163	White Horse Property Services - Grounds Maintenance	290.83
25.5.21	1164	Nestles Plaque - Commemoration for 100 years	25.00
25.5.21	1165	Auditing Solutions Ltd - Internal audit 2020-21	275.00
8.4.21	so	Staff Costs	883.13
4.5.21	so	Staff Costs	883.13
30.4.21	dd	SSE Electricity bill to 13 April 21	38.17
1.6.21	dd	Water Rates to 23.04.21	53.90
16.4.21	dd	Hills Waste March 21	19.84
1.6.21	1166	Telephone, laptop insurance, printer	39.90
1.6.21	1167	Cleaning village hall	37.50
20.5.21	dd	Hills Waste April 21	19.84
4.6.21	dd	SWALEC gas bill to Mar 21	39.79
10.6.21	1171	Defibrillator pads	75.94
10.6.21	1172	Henry Vacuum Cleaner and accessories	123.11
16.6.21	1173	Refund Emmaus School - Paid to Parish Council in error	118.00
16.6.21	dd	Hills Waste May 21	20.84
1.6.21	so	Staff Costs	883.13
26.6.21	1174	Telephone, laptop insurance, printer	39.99
29.6.21	1175	Superior printing - newsletter	250.00
29.6.21	1176	Cleaning village hall	100.00
30.6.21	1177	David Owen Accountants - PAYE Fees	75.00
6.7.21	1178	Wood Preserver	60.96
6.7.21	1179	HMRC - PAYE	883.92
1.7.21	SO	Staff Costs	883.13
			<hr/>
			8081.11

Maintenance Fund Account

25.5.21	50	White Horse Property Services - Grounds Maintenance	1,375
1.6.21	51	White Horse Property Services - Grounds Maintenance	210
			<hr/>
			1585.00

Petty Cash

TO May			
21	1 TO 8	Stationary, cleaning materials for village hall, printing inks	<hr/>
			95.48

- b. **Gratuity/Retirement Payment to Clerk:** A gratuity fund had been set up for the Parish Clerk in 2010 to compensate for many hours of unpaid overtime worked to administer the building of the pavilion/village hall and legal challenges following the build. After the audit this year, the Internal Auditor suggested that the Parish Council would need to get approval from the Ministry of Housing before the payment could be made and advised that the Parish Council follow this up. The Parish Council took legal advice from the National Association of Local Councils and it responded that no approval was necessary from the Ministry of Housing and the employment contract which was originally set up originally with the advice from NALC was perfectly legal.
- c. **Voting Decisions Since the Last Meeting:** Councillors: Simon Richardson, Mark Frati, Ray Symonds and Jeff Gibson voted to purchase a replacement waste bin to be installed next to the Convenience Store at

Meadow Court. This order has now been placed with IDVERDE to purchase and install a replacement bin for £390.59 plus VAT. [Action: Clerk to contact Aster Homes for permission for the Parish Council to erect a sign by the bin asking residents not to deposit household waste in this bin.](#)

d. **Area Board Grant for Repairs to Play Area Swing:** The Board are meeting to discuss it this evening.

2. CORRESPONDENCE AND BRIEFING NOTES SINCE LAST MEETING

- a. No. 21-07 Update on Places Leisure Centres transferring to Wiltshire Council
- b. No. 21-08 How to improve or enhance bus services in Wiltshire
- c. No. 21-09 Temporary Pavement Licenses
- d. No. 21-10 Democratic meetings during the pandemic
- e. No. 21-11 Wiltshire Council mowing policy

3. DATE OF THE NEXT PARISH COUNCIL MEETING is Wednesday 15th September 2021 at 7 pm.
The meeting closed at 8.35 pm.

Meeting Dates for 2021/22	18	JANUARY 2021	17	MAY 2021 AGM & APM	15	SEPTEMBER 2021	19	JANUARY 2022
On Wednesdays starting at 7.00 pm AT THE VILLAGE HALL	15	MARCH 2021	14	JULY 2021	17	NOVEMBER 2021		