

Minutes of the meeting of Staverton Parish Council held on Wednesday 15 September 2021 at 7.00 pm.

The meeting commenced at 7.00 pm.

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

- 4. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Jeff Gibson, Cllr Nick Woodall, Cllr Claire Braham and June Jones, Parish Clerk
- Attending: Head Teacher of Staverton Primary School Mr E Powe, Mrs C Beckett and Mr R Allan of Hilperton and Staverton Working Group, Mrs Alison Godfrey, and Mr Andy Borresen, Resident.
- 5. APOLOGIES:** Cllr Ray Symonds, PCSO Laura Wallace and Wiltshire Cllr Trevor Carbin will be arriving at 7.30 pm

6. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY 14TH JULY 2021

The minutes were held to be a true record.

7. STAVERTON C OF E PRIMARY SCHOOL – Head Teacher Mr Edward Powe

Councillors welcomed Mr Powe to the Parish Council meeting for the first time. Mr Powe introduced himself said he saw the Primary School as a community school with a lot to offer Staverton with more open communication. He asked the Parish Council to consider a joint project to build a multi-use games area on the playing field as there is limited green space within the boundary of the school. This could benefit not only the school but everyone in the community throughout the year. He said that there were several avenues to apply for funding such as the Sports Premium Funding, Lottery Funding and the Area Board. The Parish Council was very keen to get involved in this project and Mr Powe was asked to bring more information to the next meeting of the Parish Council on 17th November 2021. Councillors thanked Mr Powe for coming to the meeting. Mr Powe left the meeting at this time.

[Action: Mr Powe to be invited to attend the meeting on 17th November.](#)

8. HILPERTON AND STAVERTON WORKING CONSERVATION GROUP – Mrs Celia Beckett & Mr Roger Allan

Mrs Beckett said that the group was set up following plans to build 2,500 homes in Hilperton and Staverton. Residents have been very concerned about the impact on the environment, services, road traffic and road infrastructure such as the very old bridges throughout Staverton and Hilperton on the B3105. She said she had recently met with landowners and is arranging a meeting between Lance Allen of Trowbridge Town Council and Staverton, Hilperton and Semington Parish Councillors. There would be vacancies for two members of Staverton Parish Council to attend. Councillors were keen to become involved with this Group and fight plans for this unwelcome development. Mrs Beckett and Mr Allan left at 7.42 pm.

[Action: Parish Clerk to get a quote for leaflets and Mrs Beckett to email more information and details of the next meeting.](#)

Wiltshire Councillor Trevor Carbin arrived at 7.44 pm.

9. PARISH COUNCIL VACANCIES

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

10. WILTSHIRE COUNCILLOR TREVOR CARBIN

a. Road Issues – B3105 – A resident had contacted him regarding speeding, signage, road maintenance, excessive HGV use with resulting vibration and damage to the bridges and infrastructure. He has written a report to CATG to get some of these issues dealt with.

b. Parking at the entrance to School Lane: A local resident contacted the Parish Clerk recently regarding vehicles parking on the slipway turn off to School Lane and blocking the view of vehicles exiting School Lane. Following a traffic survey by Highways it was decided that the “slip road” would be assigned for parking as parking is restricted in School Lane and on the B3105. A large truck is often parked here causing more of a problem for drivers. The Parish Council contacted the driver of this vehicle asking for it to be parked elsewhere with no response unfortunately. As this slip road keeps vehicles off the main road Highways are unlikely to install double yellow lines here.

c. Grant for Play Area: A grant for £574.98 has been agreed with Bradford on Avon Area Board towards the cost of replacing the disabled swing, which did not conform to British Standards. The replacement parts have now been ordered.

d. Apply for a grant for a larger waste bin at the entrance to the playing field off Marina Drive. [Action: Cllr Carbin to get a cost as Wiltshire Council will not pay to upgrade this.](#)

e. Balance Pond at Warren Road: Ongoing concerns have been raised that homeowners living next to the pond are overdeveloping the site and putting the Pond at risk. [Action: Parish Clerk to write to Cllr Carbin asking for a response in writing from the Environment Agency regarding the request for a visit to this property to establish compliance.](#)

The next litterpick will be held on Sunday 17th October 2021 at 10.30 am at the village hall.

Cllr Carbin is hoping to carry out some more bulb-planting on Thestfield Drive.

The next Area Board meeting is scheduled for 13th October at 7 pm.

11. PLANNING APPLICATIONS

- a. 4 COTTLES BARTON, STAVERTON, TROWBRIDGE, BA14 6FB - PL/2021/07185 - Proposed Porch, Side & Rear Extensions No objections from the Parish Council were raised by the Parish Council
- b. 59 NEW TERRACE, STAVERTON, TROWBRIDGE, BA14 6NY -PL/2021/07879 - Proposed extension to front as entrance lobby. No objections were raised by the Parish Council.

12. COUNCILLOR AND RESIDENT MATTERS

a. Appoint Cllr Kevin Lamb as the Parish Council DATA Protection Officer: As Parish Councils can appoint their own officers, it was agreed that Cllr Lamb be appointed for Staverton. Chair Simon Richardson proposed that Cllr Lamb be appointed DATA Protection Officer and Vice Chair Mark Frati seconded the proposal. The vote was carried unanimously. [Action: Parish Clerk to notify ICO.](#)

b. Fraud Protection Officer PC Rachel Davies – PC Davies is new to the area and the Parish Council would like to meet her at the next meeting of the Parish Council in November. [Action: Parish Clerk to invite PC Davies to next meeting.](#)

c. Nestles Commemorative Plaque – 100 years. It was decided to erect the plaque in the main room of the village hall in recognition of the many years that Nestles has played a beneficial role working with the community in Staverton.

d. Car Accident near Railway Bridge in Staverton: A recent accident between two cars has highlighted once again the main issues with the B3105. The road is in very poor condition with potholes and surface erosion. Some houses near Cereal Partners have had repairs for subsidence to their homes due to vibrations from heavy traffic shaking the buildings. With the increased HGV traffic there are regular instances of broken water mains between the Old Bear Pub and Cereal Partners. The sheer volume of traffic through the village is now making it difficult to carry out repairs. Cllr Carbin has sent a report to Highways regarding the state of the road and offered to try and position a speed watch at Elm Close in December.

12. PARISH STEWARD – Cllr Nick Woodall

Cllr Woodall asked for any issues to be emailed to him.

13. SPORTS GROUND, VILLAGE HALL AND GENERAL

a. Bookings Secretary for the Village Hall; Cllr Jeff Gibson said he would be happy to liaise with Cllr Richardson regarding sharing duties for bookings.

b. Cricket Club request to hire the playing field: There has been no further communication regarding this.

c. Village Hall Hires: There has been two recent bookings for an AGM and a party but one regular hirer has now moved elsewhere. Having to share the toilet with field users has been a problem for potential hirers.

d. Graffiti on metal bench on playing field: Cllr Mark Frati to respray this.

e. Illegal fly tipping by car park next to Boatyard at The Slipway: This is becoming a regular problem and it was felt that only CCTV will provide a solution.

f. ROSPA Play Safety: Chair Simon Richardson proposed, and Vice Chair Mark Frati seconded that ROSPA Play Safety be contracted to provide an annual safety check on the playground at School Lane and the sports ground at a cost of £137 plus £3.50 per piece of equipment for each area. This vote was unanimous. The first inspection will take place Sept/Oct 2021.

13. FINANCE & PARISH CLERK

a. The Clerk’s Financial Report since the last meeting was approved.

BANK ACCOUNTS AND PETTY CASH HELD			£
1.9.21	NAT WEST PRECEPT ACCOUNT		8,705.73
1.9.21	NAT WEST - CLERKS GRATUITY ACCOUNT		6,378.81
1.9.21	PETTY CASH		170.8
1.9.21	NAT WEST GROUND MAINTENANCE FUND		7,778.26
1.9.21	JULIAN HODGE BANK		65,000
			88,033.60

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>				<u>Net £</u>
6.7.21	1179	Staff Costs		813.92
26.7.21	1181	Abu Gas & Plumbing - Annual Gas Boiler Service		80.00
26.7.21	1182	Telephone and Laptop Insurance July 21		39.90
1.8.21	1183	Cleaning Contractor - Village Hall July 21		125.00
1.7.21	so	Staff Costs		883.13
15.7.21	bacs	Hills Waste June 21		31.26
1.8.21	so	Staff Costs		883.13

1.7.21	bacs	Southern Electric Bill to July 21	64.57
2.8.21	1184	Avon Extinguishers - Annual Service Check	224.30
12.8.21	1185	PC ONSITE - Hosting Exchange, labour, Deco mesh, Keyboard/mouse	825.80
20.8.21	1186	White Horse Property Services - Grass Maintenance	290.83
9.8.21	dd	ICO Annual Membership 2021-22	35.00
16.8.21	dd	Hills Waste July 21	20.84
1.9.21	1187	Cleaning Contractor - Village Hall Aug 21	75.00
25.8.21	1188	Telephone and Laptop Insurance Aug 21	40.11
16.8.21	dd	Hills Waste Aug 21	20.84
1.9.21	so	Staff Costs	883.13
1.9.21	1189	External Audit 2020-21 Professional Fees PKF Littlejohn	200.00
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			5536.76
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Maintenance Fund Account

20.8.21	54	White Horse Property Services - Grounds Maintenance	1,375
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			1375.00
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Petty Cash

To Aug 21	9 TO 11	Stationary and Postage	28
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TRANSFERS

28.5.21	1189	Top Up Contribution from SPC to MF Ground Maintenance	3,489.88
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INCOME

Precept Account

6.7.21	bacs	Village Hall Hire Invoice 299	32
30.7.21	bacs	Village Hall Hire Invoice 301	16
30.7.21	bacs	VAT Refund from HMRC Qtr 1	541.18
30.7.21	bacs	Field Hire Invoice 303 Staverton Rangers	72
20.8.21	bacs	Donation for advert in newsletter	10.00
16.8.21	bacs	Donation for advert in newsletter	10
5.7.21	bacs	Field Hire Invoice 300 Staverton Rangers	250
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			931.18
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Maintenance Fund Account

19.7.21		Julian Hodge Interest	15.9
21.7.21		Julian Hodge Interest	53.01
18.8.21		Julian Hodge Interest	16.43
23.8.21		Julian Hodge Interest	54.78
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			140.12
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b.External Audit Certificate 2020/21: “ On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 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.” However it was noted that on the notice for the period for the exercise of public rights there should have been allowance for a 24 hour period between the announcement date and the commencement date of the period. The announcement and the commencement stated the same date. This will be noted for 2021/22.

c. Clerk’s Appraisal 2020/21: This was carried out between the Parish Clerk June Jones and the Chair Simon Richardson. The report was circulated and unanimously approved.

14. CORRESPONDENCE AND BRIEFING NOTES SINCE LAST MEETING

- a. No. 21 - 11 Wiltshire Council mowing policy
- b. No. 21 – 13 Management of Council Business & Publicity during pre-election period
- c. No. 21 – 14 Bus Back Better update – informal bus survey
- d. No. 21 – 15 Climate Strategy & Natural Environmental Plan – Consultation

There were no queries regarding this correspondence.

15. DATE OF THE NEXT PARISH COUNCIL MEETING is Wednesday 17th November 2021 at 7 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		