

Minutes of the meeting of Staverton Parish Council held on Monday 17 January 2022 at 7.00 pm.

The meeting commenced at 7.02 pm.

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

Chair Simon Richardson asked the Parish Council to approve a late Agenda Item to include Mrs Celia Beckett with an update regarding the Conservation Working Group. This was unanimously agreed.

13. PRESENT: Chair Simon Richardson, Cllr Kevin Lamb, Cllr Jeff Gibson, Cllr Nick Woodall, Cllr Claire Braham, Cllr Alison Godfrey, Cllr Ray Symonds and June Jones, Parish Clerk
Attending: Wiltshire Councillor Trevor Carbin, Mrs Celia Beckett for Conservation Working Group, Cllr Sheila Sawyer and Mr Andy Borresen, Resident.

14. APOLOGIES: Vice Chair Mark Frati – Due to an unavoidable commitment at home.

15. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY 17th November 2021

The minutes were held to be a true record.

16. CONSERVATION WORKING GROUP – Mrs Celia Beckett

Mrs Beckett said that the Bats Mitigation Strategy covering Staverton, that she recently circulated to Staverton Parish Council, had not been originally included in the exclusion zone for the area, because it was thought at the time, that the land would not be developed. This meant that the area was not included in the Ecological Plan. She felt that this was an omission which could support the opposition to building development in Staverton. She was also concerned about flooding on or near the proposed site from the River Avon and asked for notification if flooding affected the area over the next few months. The Parish Council thanked Mrs Beckett for the new information which will be used to oppose the development. Cllr Kevin Lamb proposed, and Chair Simon Richardson seconded that the Parish Council give permission for Mrs Beckett to quote Staverton Parish Council in correspondence relating to this issue. This motion was carried unanimously. It was agreed that until further notice the Conservation Working Group will be included in future Agendas for Staverton Parish Council.

Cllr Nick Woodall arrived at 7.08 pm.

17. WILTSHIRE COUNCILLOR – Trevor Carbin

Refuse Collection: There will be changes to collection rounds in March, with most people having a new collection day for the grey bin. More details will be released in February. There is no change to the recycling collections.

Budget: Wiltshire Council Tax will increase by 3%. There will be a series of cuts to Area Board grants and staffing levels. The cost for the green bin collection will increase by 20% to £60 per annum.

Spring Litterpick: is scheduled for Sunday March 13th.

18. COUNCILLORS & RESIDENTS MATTERS

a. **Purchase of Waste Bin off Marina Drive.** This has now arrived and Chair Simon Richardson and Cllr Jeff Gibson will install it as soon as possible.

b. The disabled toilet and entrance to the village hall was left muddy after use by the football teams. They complained that there were insufficient cleaning materials to clear up after them. A mop, dustpan and brush and long handled brush has been provided as a permanent fixture for this area.

19. PARISH STEWARD – Cllr Nick Woodall

Councillors asked if the steward could remove brambles left after the last Wiltshire Council maintenance team left the Cottles Barton play area.

20. FINANCE AND PARISH CLERK

a. Clerk’s Finance Report of activity since the last meeting. This was unanimously approved.

BANK ACCOUNTS AND PETTY CASH HELD		
		£
1.11.21	NAT WEST PRECEPT ACCOUNT	17,183.59
1.11.21	NAT WEST - CLERKS GRATUITY ACCOUNT	6,378.81
	PETTY CASH	
1.11.21		128.09
	NAT WEST GROUND MAINTENANCE	
1.11.21	FUND	12,322.89
1.11.21	JULIAN HODGE BANK	65,000
		101,013.38

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>			<u>Net £</u>
16.8.21	DD	Hills Waste July 21	20.84
1.9.21	so	Staff Costs - Aug 21	883.13
6.9.21	DD	SSE SWALEC Gas Bill to Aug 21	58.35
24.9.21	dd	SSE SWALEC Gas Bill to Aug 22 - Balance	55.80
15.9.21	dd	Hills Waste Aug 21	20.84
26.9.21	1191	IDVERDE - Replacement Waste Bin at Meadow Court	390.59
1.10.21	1192	Cleaning of Village Hall Sept 21	125.00
27.9.21	1193	Staff Costs - HMRC	814.32
27.9.21	1194	DAVID OWEN - paye costs to Sept 21	75.00
30.9.21	1195	Superior - Newsletter Printing Autumn Edition	250.00
30.9.21	1196	Proludic - Repairs to Basket Swing at Play Area	1264.96
14.10.21	1197	Amazon - Replacement Lamps for Kitchen at Village Hall	23.28
14.10.21	1198	Telephone & Laptop Insurance Sept/Oct 21	39.90
14.10.21	1199	Telephone & Laptop Insurance Oct/Nov 21	41.11
1.10.21	so	Staff Costs - Sept 21	883.13
16.10.21	dd	Hills Waste Sept 21	20.84
18.10.21	1200	Community First Subscription 2021/22	40.00
18.10.21	1201	WALC - Councillor Training	30.00
20.10.21	1202	WALC - Councillor Training	30.00
20.10.21	1203	ROSPA - Play Safety - Annual Inspection of Play Area & Playing Field	137.00
25.10.21	DD	Southern Electric to 11 Oct 21	71.65
25.10.21	so	Staff Costs October 21	883.13
27.10.21	1207	Malwarebytes annual subscription 2021-22	29.16
27.10.21	1206	Cleaning of Village Hall Oct 21	100.00

27.10.21	1205	PC ONSITE - Hosted x 8 Accounts Aug 21 & Remote support	92.60
27.10.21	1204	PC ONSITE - Hosted Exchange Outlook x 11 accounts Sept 21	53.55
21.10.21	dd	Water2Business Water Rates to 20.10.21	48.90
31.10.21	dd	Hills Waste - October 21	22.71
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			6505.79

Maintenance Fund Account

4.11.21	55	Refund to School for paying invoice SG-08-21 twice	2,196
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			2196.00

Petty Cash

To Nov 21	Dec-16	Stationary and Postage & catering for litter pickers	34.25
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INCOME

Precept Account

13.9.21	BACS	Staverton Rangers - Field Hire Invoice 307	250
13.9.21	BACS	Village Hall Hire Invoice 309	33
10.9.21	BACS	Village Hall Hire Invoice 305	33
13.9.21	BACS	Village Hall Hire Invoice 306	22
13.9.21	BACS	Village Hall Hire Invoice 308	216.00
30.9.21	BACS	Wiltshire Council - Precept Sept 21 - Mar 22	12,822.50
28.9.21	BACS	Village Hall Hire Invoice 311	55.00
28.9.21	BACS	Village Hall Hire Invoice 312	66.00
16.10.21	BACS	VAT refund from HMRC	424.72
11.10.21	BACS	Staverton Rangers - Field Hire Invoice 315	250.00
5.10.21	BACS	Village Hall Hire Invoice 311a	22.00
1.11.21	BACS	Grayson Florence Newsletter Advert Donation	75.00
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			14269.22

Maintenance Fund Account

22.10.21	bacs	Primary School Maint Fund Top Up Contribution - (Overpaid £2,196)	4,392
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- b. AUDIT – Model Financial Regulations 2019** – Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the updated version be adopted. This motion was carried unanimously.
- c. AUDIT – Standing Orders Model II** - Chair Simon Richardson proposed and Cllr Jeff Gibson seconded that the updated version be adopted. This motion was carried unanimously.
- d. AUDIT – Complaints Procedure** - Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the updated version be adopted. This motion was carried unanimously.
- e. AUDIT – Financial Risk Assessment** - Chair Simon Richardson proposed and Cllr Claire Braham seconded that the updated version be adopted. This motion was carried unanimously.
- f. Website and Email Change of Provider** - At the previous meeting of the Parish Council it was decided that the Council change over to LCN for hosting of domains. The Website is now up and running with no problems. Unfortunately, although the Councillors have been able to change over with no obvious problems, there have been some synchronization issues with the Parish Clerk being unable to active her old emails or enter new ones. This is still being dealt with by an IT Contractor in discussions with LCN. Another unfortunate side effect of the changeover has been that the Outlook back up failed and only the final 1 year of folders could be saved. It was

agreed that any future changeover of software should be carried out by a professional contractor who will check the back ups annually so that they are kept in full working order. This change of procedure has now been entered in the latest Financial Regulations for the Parish Council.

21. CORRESPONDENCE AND BRIEFING NOTES SINCE LAST MEETING

- a. 21- 01 Future Chippenham Programme Public Consultation
 - b. 21- 03 Update on Covid 19 Testing for asymptomatic people
- Councillors had not comments to add to these notes.

22. DATE OF THE NEXT PARISH COUNCIL MEETING is to be held on Monday 14th March 2022. The meeting closed at 7.45 p.m.

Meeting Dates for 2022/23	17	JANUARY 2022	16	MAY 2022 AGM & APM	12	SEPTEMBER 2022	17	JANUARY 2023
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	14	MARCH 2022	18	JULY 2022	14	NOVEMBER 2022		