

**Minutes of the meeting of Staverton Parish Council held on Monday
14 March 2022 at 7.00 pm.**

The meeting commenced at 7.00 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 a request from Mr George Braham on behalf of the Equinox Explorer Scout Group. Chair Simon Richardson proposed and Cllr Alison Godfrey seconded that Mr Braham should be allowed to speak. This was unanimously agreed.

23. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Kevin Lamb, Cllr Nick Woodall, Cllr Claire Braham, Cllr Alison Godfrey, Cllr Ray Symonds and June Jones, Parish Clerk
Attending: PC Rachael Davies, PCSO Laura Wallace, Wiltshire Councillor Trevor Carbin, Mrs Celia Beckett for Conservation Working Group, Mr Michael Goodenough, Mr George Braham and Mr Andy Borresen, Resident.

24. APOLOGIES: Cllr Jeff Gibson was on leave. Headteacher Edward Powe.

25. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY 17th January 2022.

The minutes were held to be a true record.

26. POLICE MATTERS – Fraud Protection Officer PC Rachel Davies

PC Rachel Davies said that a third of all crime involved fraud and it cost the UK £190 billion annually. One in three people have been targeted. A year ago a new banking protocol was introduced to protect individuals and also the banking system. Passwords should never be shared with anyone else, not even the bank. If you are asked for this information you are speaking to a criminal. Courier Fraud is a huge problem when it may involve handing over sums of money. Banks or police would never ask you to do this. If you are contacted by a cold caller always treat the caller with suspicion and if you ring the bank to verify information make sure that the telephone line has closed by calling a friend first. Download a Credit Agency App to keep an eye on your credit rating in case of activity you know nothing about. To report a fraud contact www.actionfraud.police.uk or telephone 0300 123 2040.

27. CONSERVATION WORKING GROUP – Mrs Celia Beckett

Concerns have been raised with the technical report on flooding as the borehole water level was very high causing it to flow straight into the river. She said there was a need to form a group to provide measurements on overflowing drains and monitor all flooding levels. There is a requirement for a Flood Warden and a Deputy Flood Warden. If anyone would be interested in joining this group please contact Mrs Beckett at <http://hilpertonag.uk/>.

28. EQUINOX EXPLORER SCOUT UNIT – George Braham, Deputy Scout Leader for 1st Hilperton Scout Group and District Section Leader for Equinox Explorer Scout Unit.

This group has been set up to facilitate Stand Up Inflatable paddle boarding for 13- to 18-year-olds on the River Avon between Melksham and Bradford on Avon. This activity promotes a positive health balance and has a psychologically positive effect on stress. He has been in contact with several organisations to raise funding for 10 paddle boards costing £700 each with an additional £80 each for a buoyancy aid. The Parish Council explained

that they would discuss this further and get back to him with an answer. They thanked him for attending the meeting.

29. PLANNING

- a. **PLO/2022/01285 Staverton Farm – Change of Use from Agricultural Building to storage use.** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council object to this application as there is inadequate traffic infrastructure at the entrance to the site. The motion was carried unanimously.
- b. **PL/2021/07211 38 Tweedle Cottage – Proposed vehicle access.** Cllr Alison Godfrey proposed and Cllr Claire Braham seconded that the access is on a dangerous bend and it could cause traffic problems at peak times. Two Councillors abstained and the motion was carried by a majority of 5 to 2 Councillors.

30. WILTSHIRE COUNCILLOR – Trevor Carbin

Another successful litter pick was carried out on Sunday 13th March. The next litter pick will be held on 16th October and everyone is welcome to come along.

There will be some tree cutting at Cottles Barton car park on Friday 18th March.

Recycling will be back to normal after 21st March.

Wessex Water are looking at replacing the water mains near Nestles/Cereal Partners.

Action: Cllr Carbin was asked to investigate a suggestion that funds are available to install new bus shelters.

31. COUNCILLORS AND RESIDENTS MATTERS

- a. The new larger waste bin purchased by Staverton Parish Council has now been installed by the Marina Drive entrance to the playing field.
- b. There have been complaints regarding the overspill of general and dog waste at the play area bin at Oatfields. Unfortunately Wiltshire Council will not provide new waste bins and empty them. As the existing waste bin in the play area is not suitable for moving to a more convenient spot, the Parish Council is unable to help with this at present.

32. SPORTS GROUND AND VILLAGE HALL – Chair Simon Richardson

- a. Two fencing panels in the perimeter fence were damaged in the recent storms. Two quotations have been received, one from 1st Aid from Fencing for £668.75 including VAT and one from GM Home Improvements for £420 including VAT. There was a unanimous show of hands to give the job to GM Home Improvements for £420 including VAT. **Action:** Chair Simon Richardson to contact GM Home Improvements.
- b. The toilet cistern in the village hall was leaking and this has now been repaired by ABU Gas and Plumbing at a cost of £75.
- c. The floor covering in the main hall is showing signs of wear and tear and needs replacing. **Action:** Parish Clerk to get quotations for replacing the flooring with a similar product.
- d. COVID 19: Although the Government has removed legislation for test and trace, the Parish Council will still expect visitors to the village hall to observe the rules on individuals showing signs of COVID 19 infection. No one should enter the hall if they show signs of infection and should act responsibly when in contact with other hall users.

33. PARISH STEWARD – Cllr Nick Woodall

There has been some progress with outstanding jobs but the brambles left by Council workers have still not been removed. **Action:** Cllr Woodall to speak to the Parish Steward.

34. FINANCE AND PARISH CLERK

- a. The Clerk's Financial Report was unanimously accepted.

BANK ACCOUNTS AND PETTY CASH HELD
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		£
1.3.22	NAT WEST PRECEPT ACCOUNT	12,817.98
1.3.22	NAT WEST - CLERKS GRATUITY ACCOUNT	6,378.81
1.3.22	PETTY CASH	289.51
1.3.22	NAT WEST GROUND MAINTENANCE FUND	7,109.45
1.3.22	JULIAN HODGE BANK	65,000
		91,595.75

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>		<u>Net £</u>
18.1.22 1228	Cleaning Materials for Village Hall	21.04
31.1.22 1229	Cleaning Village Hall January 22	100.00
31.1.22 1230	Telephone and Laptop Insurance Jan 22	41.70
6.2.22 1231	Avast IT Security Software 2022/23	49.99
8.2.22 1232	Avon Extinguishers - Fire alarm service	82.00
1.2.22 so	Staff Costs - January	883.13
15.2.22 dd	Hills Waste - playing field waste - Jan 22	20.84
18.2.22 1234	Telephone and Laptop Insurance Feb 22	41.65
17.2.22 1233	Rob Beale Ltd - Septic Tank emptying	185.00
21.2.22 1235	White Horse Property Services	291.66
1.3.22 so	Staff Costs - February	883.13
		2600.14

Maintenance Fund Account

24.2.22 55	Staverton Primary School - reimbursed re top up contribution error	1830
21.2.22 57	White Horse Property Services - grass maintenance	1,375
		3205.00

Petty Cash

Dec-Mar 22-25	Stationary and Cleaning supplies	36.01
		36.01

INCOME

Precept Account

8.11.21 bacs	Staverton Rangers Field Hire Oct 21	250
17.1.22 bacs	Staverton Rangers Field Hire Dec 21	250
27.1.22 bacs	Village Hall Hire Invoice 325	33
7.2.22 bacs	Village Hall Hire Invoice 326	66.00
10.2.22 bacs	Staverton Rangers Field Hire Jan 22 Invoice 327	250.00
2.3.22 bacs	Village Hall Hire Invoice 324	33.00
8.2.22 bacs	Village Hall Hire - Emmaus School Invoice 328 Jan/Feb to half term 22	400.00
		1282

Maintenance Fund Account

18.1.22	bacs	Julian Hodge Bank Interest	16.44
21.1.22	bacs	Julian Hodge Bank Interest	54.78
22.10.21	bacs	Top Up Contribution - Primary School (paid double in error £1830 x 2)	1,830
18.2.22	bacs	Julian Hodge Bank Interest	16.43
21.2.22	bacs	Julian Hodge Bank Interest	55
			<hr/>
			1972.43

b. TENDERS FOR GRASS CUTTING CONTRACTS – Play Area and Sports Ground

Four companies were asked to tender for these 3 yearly contracts and the following two companies sent in their tenders. Both tenders were opened by the Parish Clerk in the presence of the Parish Council. Chair Simon Richardson excused himself from the decision making due to a conflict of interests and temporarily left the building.

IDVERDE quoted £1,880 + VAT for the Play Area contract.

WHITE HORSE PROPERTY SERVICES quoted £1,200 + VAT for the Play Area Contract.

IDVERDE quoted £4,042 +vat for the Sports Ground contract

WHITE HORSE PROPERTY SERVICES quoted £5,800 + vat for the Sports Ground Contract

The final decision was taken with regard to “value for money” and knowledge of each company.

Cllr Ray Symonds proposed and Cllr Alison Godfrey seconded that the contract be awarded to White Horse Property Services. The motion was carried unanimously.

c.AUDIT – ASSETS REGISTER – Chair Simon Richardson proposed and Cllr Ray Symonds seconded that this be adopted. The motion was carried unanimously.

d.AUDIT – REVIEW OF THE SYSTEM OF INTERNAL AUDIT – Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that this be adopted. The motion was carried unanimously.

e.AUDIT – INTERNAL AUDIT PROGRAMME – Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that this be adopted. The motion was carried unanimously.

f.AUDIT - RISK ASSESSMENT FOR PLAY AREA - Chair Simon Richardson proposed and Cllr Ray Symonds seconded that this be adopted. The motion was carried unanimously.

g.AUDIT - RISK ASSESSMENT FOR SPORTS GROUND - Chair Simon Richardson proposed and Cllr Claire Braham seconded that this be adopted. The motion was carried unanimously.

h.AUDIT- FIRE RISK ASSESSMENT FOR VILLAGE HALL – Cllr Kevin Lamb proposed and Chair Simon Richardson seconded that this be adopted. The motion was carried unanimously.

i.AUDIT - FIRE EMERGENCY EVACUATION REPORT – VILLAGE HALL – Vice Chair Mark Frati proposed and Cllr Kevin Lamb seconded that this be adopted. The motion was carried unanimously.

j.AUDIT – FIRE RISK ASSESSMENT REVIEW CHECKLIST – VILLAGE HALL - Chair Simon Richardson proposed and Cllr Alison Godfrey seconded that this be adopted. The motion was carried unanimously.

k.AUDIT - FIRST AID RISK ASSESSMENT – Cllr Kevin Lamb proposed and Cllr Nick Woodall seconded that this be adopted. The motion was carried unanimously.

l.AUDIT – DATA PROTECTION ACT & FREEDOM OF INFORMATION ACT – Cllr Kevin Lamb proposed and Vice Chair Mark Frati seconded that this be adopted. The motion was carried unanimously.

35. CORRESPONDENCE AND BRIEFING NOTES SINCE LAST MEETING

The following briefing notes have been circulated to all Councillors and they have no further comments.

Briefing Note 22-01 New Residual Waste Collections February and March

Briefing Note 22-02 Update on Possible Disruption to waste collections 7 March.

36. DATE OF THE NEXT PARISH COUNCIL MEETING is Monday 16th May when the Annual Parish Meeting and the AGM will be held. The meeting closed at 9.30 pm.

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		