

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

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The meeting commenced at 7.00 pm.

**37. PRESENT:** Chair Simon Richardson, Cllr Claire Braham, Cllr Jeff Gibson, Cllr Kevin Lamb, Cllr Ray Symonds Cllr Nick Woodall and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Mrs Celia Beckett and Mr James Latch for Conservation Working Group

**38. APOLOGIES:** Vice Chair Mark Frati and Cllr Kevin Perrett were on holiday. Headteacher of Staverton Primary School, Mr Edward Powe had a previous engagement but hoped to attend if time allowed.

**39. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY 14<sup>th</sup> March 2022.**

The minutes were held to be a true record.

**40. MUGA PROJECT**

As Mr Powe Headteacher of Staverton Primary School, was unable to attend, this will be postponed to the next meeting of the Parish Council in September.

**41. WILTSHIRE COUNCILLORS – Trevor Carbin**

Residents at the top end of Thestfield Drive have asked if Wiltshire Council would fund a rewilding programme with wildflowers to be planted to the rear of the small play area where toadstool play equipment has been installed. Councillors unanimously agreed to this proposal.

He added that the investigation into the under-performance of Wiltshire Police Constabulary is ongoing.

**42. HILPERTON AND STAVERTON CONSERVATION WORKING GROUP – Dr Celia Bennett and Mr James Latch**

Dr Bennett said that there was a need in Staverton for a Community Emergency Volunteer to handle Flood warnings and extreme weather events. Also a place of safety should be designated for those at risk in the area and queried the availability of St Mary's Church Hilperton. A request for a volunteer will go in the next Staverton Newsletter.

Dr Bennett has now had a meeting with Holt Parish Council regarding transport issues with heavy transport being redirected from Bath and Bradford on Avon through Holt and Staverton. Woolley Grange regularly suffers from HGV lorry congestion finding it difficult to pass one another through the village.

She said that the 1<sup>st</sup> Stage of the new development, at the Paxcroft Mead end is now going through planning. A resident has asked for pollution to be measured before planning starts.

She said it was necessary for a Traffic Survey to be carried out by the autumn.

**43. COUNCILLORS AND RESIDENTS MATTERS**

a. A resident has contacted the Parish Council with a request for allotments in Staverton. It was explained that although allotments are a very good idea, the Parish Council does not own any land in Staverton and it would have to purchase land at a prohibitive cost. It was suggested that we approach Wiltshire Council for land.

However, in the past Wiltshire Council have wanted the Parish Council to take on the maintenance of other land with no benefit to the community in return for the land required. It was decided that this would be an unnecessary and unwanted burden on the residents through the local Precept Tax.

b. **The safety barrier outside the gate to the Play Area in School Lane** was knocked down recently by a lorry driver turning in School Lane. Wiltshire Council were immediately notified, and it was removed. Unfortunately, Wiltshire Council dispute installing the barrier and Staverton Parish Council have no record of previously asking for this barrier to be installed. Wiltshire Councillor Trevor Carbin was asked to mediate in this standoff. **Action: Cllr Carbin to contact Highways and ask them to pursue the lorry driver's company for the replacement barrier.**

#### 44. PLANNING APPLICATIONS

- a. **PL/2022/04513 – 57 Marina Drive, Staverton** – Proposed Single Storey Rear Extension – No Objections were raised for this application.
- b. **PL/2022/04425 – 24 Elm Close, Staverton** – Proposed Single Storey side extension and dormer window to side. No objections were raised for this application.

#### 45. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL

- a. **Grass cutting and maintenance contracts for Sports Ground, Play Area and village:** With regret, White Horse Properties (Maintenance and Inventory) Ltd asked to be released from the contract. This was unanimously agreed. IDVERDE who also tendered for both contracts were invited to take over the contract at the same price as their recent tender. This was put forward and agreed by the majority of Councillors but opposed by Vice Chair Mark Frati. IDVERDE have been contracted for 3 years as from 1<sup>st</sup> July 2022. The Sports Ground Contract is for £4,042 plus VAT per annum and the Play Area Contract is for ££1,880 plus VAT per annum.
- b. **Field Hires – Football:** Chair Simon Richardson, Booking Secretary for field and village hall hires, said that the new fees had been agreed and discussions were taking place over the new contractor IDVERDE. The first cut of the field had now taken place.
- c. **Jubilee Fete:** It was with considerable regret that the planned Jubilee Fete due to be held on Sunday 19<sup>th</sup> July was cancelled. There had been a poor attendance response by stall holders and vendors for various reasons. In addition, to legally oversee health and safety and for compliance with insurance not enough Parish Councillors were available on the day. As a result of this cancellation and to avoid any future disappointment an Event Guide has been produced to help and advise any future organizers requesting the field for similar events.
- d. **Storm Damage to field fence:** Cllr Kevin Lamb said that he is waiting for the Contractor to provide a date for the repair.
- e. **Village Hall Hires:** A temporary agreement has been reached with Emmaus School to hire the hall as a classroom for the next school year.
- f. **Play Area Twin Swings:** The replacement swings have arrived but were unable to be fitted as several bolts were missing.
- g. **Replacement Flooring for Village Hall:** 1<sup>st</sup> Choice Carpets & Flooring quoted £3,076.46 including VAT: JMS Carpets and Flooring quoted £3,801 including VAT and LEEKES quoted £4,108 including VAT. The quotes were for contract quality Vinyl, removal of existing floor covering and screeding to level the floor. Chair Simon Richardson proposed and Cllr Nick Woodall seconded that 1<sup>st</sup> Choice Carpets and Flooring should be offered the contract. The proposal was unanimously agreed to replace the floor covering but Cllr Ray Symonds declared an interest regarding the use of 1<sup>st</sup> Choice Carpets and abstained. The result was a majority decision.
- h. **Roller Shutter for Village Hall kitchen window:** HAG Ltd have quoted the cost of repairing the roller blind shutter motor as £646.30 plus VAT. Councillors voted by a majority to have the blind repaired but the keys to

open it will be held by Cllr Jeff Gibson to prevent future misuse. Cllr Ray Symonds preferred that it not be repaired due to the high cost. The repair will now go ahead.

#### 46. PARISH STEWARD – Update by Cllr Nick Woodall

Cllr Woodall said that he has asked the Parish Steward to remove unauthorized cut branches dumped near the footpath leading to the lagoon off Marina Drive. The Steward said he would pass this job on to IDVERDE. He also asked for permission to use strong weedkillers around Staverton pavement gutters as they were clogged with weeds. However, Councillors were reluctant to encourage the use of strong chemicals when we are encouraged to be mindful of the ecology. Unfortunately road sweepers are unable to do this job due to parked cars.

#### 47. FINANCE

a. **Clerk's Financial Report:** This was unanimously accepted.

<b>BANK ACCOUNTS AND PETTY CASH HELD</b>		
		£
30.6.22	<b>NAT WEST PRECEPT ACCOUNT</b>	12,588.79
30.6.22	<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	6,884.21
30.6.22	<b>PETTY CASH</b>	75.14
30.6.22	<b>NAT WEST GROUND MAINTENANCE FUND</b>	10,213.60
30.6.22	<b>CAMBRIDGE AND COUNTIES BANK</b>	50,000.00
30.6.22	<b>JULIAN HODGE BANK</b>	15,000
		<b>94,761.74</b>

#### **PAYMENTS SINCE LAST MEETING**

<b>Precept Account</b>			<b>Net £</b>
14.5.22	1254	WALC/NALC Annual subscription	574.79
16.5.22	1255	Telephone/Laptop Insurance April and May 22	80.3
16.5.22	1256	Scribe - Accounts Software annual subscription	350
20.5.22	1258	White Horse Property Service - Grass maintenance	300
20.5.22	1257	Community First Insurance 2022-23	1,329.91
1.6.22	so	Staff Costs May 22	883.13
24.5.22	1260	Cleaning Contractor for Village Hall May 22	100
23.5.22	1259	Microsoft 365 Software annual subscription 2022-23	94.8
30.5.22	dd	SSE Electricity bill to 12 May	39.91
1.6.22	dd	Water 2 Business - Water rates to 9.5.22	80.44
20.5.22	dd	Hills Waste Removal Apr 22	20.84
11.5.22	dd	VAT Payment to HMRC	40.38
15.6.22	bacs	Deposit Refund for hall booking	41.70
15.6.22	bacs	HAG - Repair to Electric Window Shutter	245.00
31.5.22	bacs	Hills Waste Removal May 22	23.34
14.6.22	bacs	SSE Electricity bill to 14 June	54.26
31.5.22	bacs	SWALEC Gas bill to 31.5.22	311.50
24.6.22	1268	Superior Printing Summer 2022 edition Newsletter	250.00
26.6.22	1269	David Owen PAYE services to June 22	80.00
1.7.22	1267	Contract Cleaner for village hall - June 22	100.00

1.7.22	so	Staff Costs June 22	898.53
7.7.22	dd	Hills Waste removal June 22	36.53
5.7.22	1270	Telephone and Laptop insurance - June 22	40.15
5.7.22	1271	Telephone and Laptop insurance - July 22	30.15
			<b>6005.66</b>

**Maintenance Fund Account**

20.5.22	182	White Horse Property Service - Grass maintenance	1450
17.6.22	186	Investment with Cambridge & Counties Bank 3 yr fixed rate bond	50,000
			<b>51450.00</b>

**Petty Cash**

1.4.22 to			
30.6.22	Oct-22	Stationary, Postage, Catering and Cleaning supplies	131.62

**TRANSFERS**

15.6.22		Precept to Gratuity Account - Staff costs	505.4
15.6.22		Precept to Maintenance Fund - Top up contribution	3838.87
15.6.22		Precept to Maintenance Fund - VAT refund 2021-22	1,142
<b>15.6.22</b>		Maintenance Fund to Precept - reimburse Hills Waste removal	207.2
<b>15.6.22</b>		Maintenance Fund to Precept - reimburse Insurance for playing field	150

**INCOME**

**Precept Account**

23.5.22	bacs	Village Hall Hire Invoice 340	39.6
30.5.22	bacs	Village Hall Hire Invoice 345	400
30.5.22	bacs	Field Hire Invoice 347	250
3.5.22	bacs	Field Hire Invoice 342	250.00
4.5.22	bacs	Village Hall Hire Invoice 343	33.00
10.5.22	bacs	Village Hall Hire Invoice 344	33.00
25.5.22	bacs	Village Hall Hire Invoice 338	33.00
7.6.22	bacs	Donation to Newsletter for Advert Grayson Florence	70.00
13.6.22	bacs	Village Hall Hire Invoice 346	37.50
14.6.22	bacs	Village Hall Hire Invoice 337	27.50
15.6.22	bacs	Village Hall Hire Invoice 348	37.50
			<b>1211.1</b>

**Maintenance Fund Account**

18.5.22	bacs	Julian Hodge Bank Interest	15.9
20.5.22	bacs	Julian Hodge Bank Interest	51.25
30.5.22	bacs	Julian Hodge Bank Refund of Investment	50,001.37
20.6.22	bacs	Julian Hodge Bank Interest	16.43
			<b>50084.95</b>

**b. Cambridge & Counties Bank Ltd:**

£50,000 has now been invested in Cambridge & Counties Bank Ltd on a 2 Year Fixed Rate Bond at 2.5%. This money is ring fenced as a long-term investment to cover any future expenditure on the Sports Ground such as ground maintenance and fence repairs.

**48. CORRESPONDENCE – Briefing Notes from Wiltshire Council**

Councillors confirmed that they have read these and they have no further comments.

- a. 22-13 Area Board Arrangements
- b. 22-14 Community Governance Review – Consultation
- c. 22-15 Delivery of the Trowbridge Bat Mitigation Strategy

49. **DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 12 September 2022 at 7 pm at Staverton village hall. The meeting closed at 8 pm.

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