

Minutes of the meeting of Staverton Parish Council held on Monday  
26<sup>th</sup> September 2022 at 7.00 pm.

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The meeting commenced at 7.05 pm.

**In response to the recent death of Her Majesty Queen Elizabeth II the Chair called for 1 minute of silence in her memory.**

**50. PRESENT:** Chair Mark Frati (Vice Chair), Cllr Claire Braham, Cllr Jeff Gibson, Cllr Kevin Lamb, Cllr Kevin Perrett, Cllr Nick Woodall and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Mrs Celia Beckett for Conservation Working Group, Natasha Webster, Editor of Staverton Newsletter and Resident Mr Andy Borresen.

**51. APOLOGIES:** Chair Simon Richardson is on leave and Cllr Ray Symonds is isolating due to a family member contracting Covid 19.

**52. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY 18<sup>th</sup> July 2022.**

The minutes were held to be a true record.

**53. HILPERTON AND STAVERTON CONSERVATION WORKING GROUP – Dr Celia Beckett**

Dr Bennett has been highlighting Staverton's concerns regarding flooding. If the proposed development goes ahead it will have a detrimental impact on areas which rely on drainage from the proposed building site. It is estimated that it could cause flooding to Cottles Barton and Smallbrook Gardens unless improved drainage is put in place. Residents from Staverton have contacted Wiltshire Council with their concerns and Dr Beckett is appealing to them to come forward through her article in the Autumn Newsletter. She also raised concerns about the flooding of the Causeway as the flooded fields affect land and buildings in Staverton. Environmental officers have also expressed concerns with the affect this would have on drainage.

Dr Bennett proposed writing once more to Michelle Donelan MP asking for another intervention as Wiltshire Council has not responded to her recent letter.

The other main issue is the amount of heavy HGV and commuter vehicles already travelling through Staverton. Councillors proposed carrying out a traffic count and submitting this to Wiltshire Council.

**54. 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 November.

**55. NEWSLETTER –** For more than 10 years Superior Printing (which was bought out by the Delta Group in 2020) have provided a top-quality glossy magazine style newsletter at a vastly discounted price. With the rise in costs across all aspects of industry the Delta Group has asked for payment now in full. The cost will rise from £250 per quarterly issue to £500 per issue. Unfortunately the Parish Council has not budgeted for this sudden rise in cost mid financial year and therefore has asked Delta for alternative ways to reduce costs such as printing less pages and copies. This newsletter is delivered free to every property in Staverton and the Parish Council is committed to continue producing this newsletter but in a format which is affordable. Editor Natasha Webster said she was happy to work with the Parish Council and Delta to reach an amicable solution. The Parish Council acknowledges the very generous contribution that Superior and more recently, Delta, have made over the years providing Staverton with a Newsletter of the finest quality. It also recognizes that we all face challenging times regarding

rising costs and understand the need by Delta to discontinue this generous scheme. The Parish Council acknowledges and thanks Natasha for her excellent editorship of the Newsletter.

## 56. WILTSHIRE COUNCILLORS – Trevor Carbin

Wiltshire Councillor Trevor Carbin stated that the traffic count during the speedwatch session on Monday afternoon 14.30 to 15.30 pm was 946 vehicles including 25 lorries.

People in Bradford on Avon and the surrounding area are being asked for their views on an electric car hire scheme that could start up in the town. All views can be submitted online at:

[Wiltshire Council and Bradford on Avon Town Council launch electric car hire survey - Wiltshire Council](#)

The damaged wooden railings on the footbridge between Lotmead and the School Lane footpath are on the work schedule for repair.

The graffiti on the play equipment in the Cottles Barton play area should have been removed by now.

Bus passes can now be used at any time of day as the 09.30 am limit is now removed. However the limit is due to be re-imposed in March 2023.

A question was raised about the impact of fuel/energy price rises on residents in Staverton: It was felt that the Parish Council was not in a suitable financial or advisory position to provide this type of help and suggested residents contact Wiltshire Council directly for advice. Wiltshire Council are going to continue the 'Hub' which operated during Covid, so best to refer any residents with concerns for themselves or others to that in the first place. 0300 003 4576 or email [wellbeinghub@wiltshire.gov.uk](mailto:wellbeinghub@wiltshire.gov.uk).

## 57. COUNCILLORS AND RESIDENTS MATTERS

a. Cllr Simon Richardson has indicated that he will be resigning as Chair of the Parish Council at the meeting to be held on Monday 14<sup>th</sup> November 2022. Cllr Richardson has now moved to Hilperton and felt that he should pass over the Chairmanship to a Staverton Councillor. Vice Chair Mark Frati said that he will be happy to step forward and take over the Chair from Cllr Richardson.

b. Councillors Duties: The Parish Clerk listed all the duties which the Councillors carried out but added that there were still some outstanding duties which needed volunteers to take on.

**Finance**: Cllr Nick Woodall & Cllr Claire Braham expressed a wish to take on financial responsibilities and join the Finance Committee.

**Bookings Secretary**: Cllr Jeff Gibson to assist Bookings Secretary Cllr Simon Richardson to close up after hall bookings.

**Fire Equipment Safety Checks**: Cllr Mark Frati to take over these checks.

**Meeting Contractors at the hall**: Cllr Mark Frati to join the rota for meeting contractors.

**Litter Picking the Sports Field**: Cllr Claire Braham and Cllr Kevin Perrett to help Cllr Jeff Gibson with this.

**Putting out the field Refuse Bin**: Cllr Kevin Perrett to assist Cllr Gibson with this.

**Liaising with Football Hirers**: Cllr Nick Woodall to assist Cllr Richardson and Cllr Gibson with this.

**Health and Safety Checks on Play Area at School Lane**: Cllr Kevin Perrett and Cllr Mark Frati to assist Cllr Gibson with this.

**Data Protection Officer**: Cllr Kevin Lamb

**Parish Steward liaison**: Cllr Nick Woodall

**Emergency Planning Officer**: Cllr Claire Braham to update arrangements (with the support of Cllrs Mark Frati and Kevin Perrett)

**Village Litter Picking**: Wiltshire Councillor Trevor Carbin leads with this and supported by Cllr Ray Symonds. The next litter pick is scheduled for Sunday 16<sup>th</sup> October at 10.30 am.

c. Parish Council Vacancy: Councillors were reminded that there was still one vacancy available on the Parish Council. There was a recent enquiry but unfortunately the applicant expected to be moving away and withdrew the request.

d. **Damage to Bollard at end of School Lane:** Wiltshire Council have removed the damaged bollard and a replacement has been ordered. Also a footpath sign has been ordered for the Cygnet Way end of the footpath.

#### 57. PLANNING APPLICATIONS

PL/2022/05242 – 68 Marina Drive – Planning Permission to replace front porch – No objections were raised by the Parish Council.

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

- a. **IDVERDE Maintenance contract** is now underway for Play Area, School Lane and Sports Ground. There is a delay getting markings laid out for the football.
- b. **Field Hires – Football** – Key holders have been leaving the toilet and entrance hall dirty and the lights on. The teams have been notified and the situation will be monitored.
- c. **Storm Damage to field fence** - Still awaiting contractor to carry out repairs. Cllr Kevin Lamb to chase this.
- d. **Village Hall Hires** – Chair Simon Richardson to update at next meeting.
- e. **Play Area Twin Swings** – Repairs were delayed as the wrong fixings were sent but Cllr Richardson has now repaired them.
- f. **Replacement Floor Covering in Main Room of village hall** - This has now been laid.

#### 59. PARISH STEWARD – Cllr Nick Woodall

It was noted that cuttings to hedgerow by the lagoon have still not been removed. Cllr Woodall to chase this.

#### 60. FINANCE

- a. **Clerk’s Financial Report:** Income and expenditure since the last meeting was approved.

<b>BANK ACCOUNTS AND PETTY CASH HELD</b>		
		<b>£</b>
1.9.22	<b>NAT WEST PRECEPT ACCOUNT</b>	7,511.60
1.9.22	<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	6,884.21
1.9.22	<b>PETTY CASH</b>	-27.77
1.9.22	<b>NAT WEST GROUND MAINTENANCE FUND</b>	11,843.10
1.9.22	<b>CAMBRIDGE AND COUNTIES BANK</b>	50,000.00
1.9.22	<b>JULIAN HODGE BANK</b>	15,000
		<b><u>91,211.14</u></b>

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

<b>Precept Account</b>			<b>Net £</b>
15.7.22	1272	HAG - Repair to metal roller blind at V Hall	646.3
18.7.22	1273	HMRC PAYE & NI PAYMENTS	838.65
22.7.22	1275	Proludic - Replacement Seat and fixings for Play Area	323.88
22.7.22	1276	ABU GAS & PLUMBING - Boiler service & replace crystals	130
28.7.22	1277	Cleaning Contractor for village hall - July 22	125.00
2.8.22	1278	Rob Beale Ltd - Removal of waste from septic tank	210
20.7.22	1274	1st Choice Carpets - 50% payment for flooring for V Hall	1,243.34
29.7.22	DD	Southern Electric - Bill for V Hall to 12 July 22	65.05
1.8.22	SO	Staff Costs	898.53
9.8.22	dd	ICO Certificate - Annual Fee - DATA Protection	35.00
6.8.22	SO	IDVERDE - Grounds Maintenance Village/Play Area	156.68

6.8.22	SO	IDVERDE - Grounds Maintenance Sports Ground	336.83
16.8.22	DD	Hills Waste - Removal of Waste from Sports Ground July 22	22.34
30.8.22	DD	Southern Electric - Bill for V Hall to 10 August 22	35.42
5.8.22	1279	PKF Littlejohn - Fee for 21/22 External Audit	200.00
31.8.22	1282	1st Choice Carpets - Final payment	1295.13
1.9.22	so	Staff Costs - August 22	898.53
			<b>7460.68</b>

#### **Maintenance Fund Account**

22.8.22	SO	IDVERDE Ground Maintenance - July 22	336.87
17.8.22	SO	IDVERDE Ground Maintenance - August 23	336.83
			<b>673.70</b>

#### **Petty Cash**

July - Aug 22	Oct-22	Stationary, Postage, Catering, KEYS and Cleaning supplies	89.93
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#### **INCOME**

##### **Precept Account**

12.7.22	dd	HMRC VAT REFUND QTR 1	568.3
14.7.22	BACS	Village Hall Hire Invoice 351	62.5
20.7.22	bacs	Village Hall Hire Invoice 352	100
25.7.22	bacs	Village Hall Hire Invoice 350	400.00
5.8.22	bacs	Village Hall Hire Invoice 353	37.50
18.8.22	bacs	Village Hall Hire Invoice 354	37.50
22.8.22	bacs	Village Hall Hire Invoice 355	56.25
23.8.22	bacs	Village Hall Hire Invoice 357	250.00
28.8.22	bacs	Village Hall Hire Invoice 340	44.00
			<b>1556.05</b>

##### **Maintenance Fund Account**

7.7.22	bacs	Staverton Primary School - Top Up Contribution for Maintenance of Field	2004.67
18.7.22	bacs	Julian Hodge Bank Investment Interest	15.91
18.8.22	bacs	Julian Hodge Bank Investment Interest	16.43
			<b>2037.01</b>

- b. **External Audit Report 2021/22** – The report stated “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.” Cllr Kevin Perrett proposed and Cllr Kevin Lamb seconded that this report be approved. This was carried unanimously. The Parish Council was invited to look for alternative external auditors for 2022/23: Cllr Kevin Lamb proposed and Cllr Kevin Perrett seconded that the Parish Council remain with PKF Littlejohn Ltd. This was carried unanimously. The Chair thanked Parish Clerk June Jones for a very satisfactory audit.
- c. **Public Notice of Conclusion of Audit posted 5 August 2022:** Cllr Jeff Gibson proposed and Cllr Claire Braham seconded that Councillors had been notified of this posting. This was unanimously agreed.

- d. **Gas/Electricity Contracts with Utility Aid:** Although the Electricity contract was now locked in, unfortunately there was a problem with the gas contract and the Parish Council is still waiting for this to be locked in.
- e. **Clerk's Appraisal 2021/22:** A report was circulated by Chair Simon Richardson and Clerk June Jones. Acting Chair Mark Frati said the Parish Council approved the report and thanked Mrs Jones for her contribution.

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

- a. 22-16 Wiltshire Council's Streetscene Contract
- b. 22-18 Community Governance Review
- c. 22-19 Community Governance Review - Consultation

**62. DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 14 November 2022 at 7 pm at Staverton village hall.  
The meeting closed at 8.50 pm.

<a href="#">Meeting Dates for 2022/23</a>	17	JANUARY 2022	16	MAY 2022 AGM & APM	26	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		