

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

The meeting commenced at 7.05 pm.

Chair Simon Richardson read out the Emergency Fire Safety Drill for the village hall.

63. PRESENT: Chair Simon Richardson, Mark Frati (Vice Chair), Cllr Claire Braham, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Nick Woodall and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Mrs Celia Beckett for Conservation Working Group, and Residents: Val Chambers, Vikki Erickson and Dawn Morgan.

64. APOLOGIES: Cllr Jeff Gibson and Cllr Kevin Perrett.

65. MINUTES OF THE LAST MEETING HELD ON 26 September 2022.

The minutes were held to be a true record.

66. HILPERTON AND STAVERTON CONSERVATION WORKING GROUP – Dr Celia Beckett

Dr Bennett said that she received a sympathetic welcome when she visited the Government Cabinet Committee recently and she felt that there may some room for negotiating the number of houses to be finally built. She also felt that it would be advisable to engage a professional Traffic Advisor to put forward an up to date report to the Cabinet. A Staverton representative will be needed for consultation. Michelle Donelan MP has written to Wiltshire Council's Nick Botterill asking for an update and for him to meet with representatives from Hilperston and Staverton. Staverton Parish Council needs to complete an online traffic survey to provide evidence of heavy traffic through the village. She is concerned that developers are already pushing forward when nothing has been agreed as yet. She is expected to attend the flooding group next week but recent rainfall has not yet reached normal levels due to the very dry and hot summer.

There was a recent protest by a resident regarding broken water mains on the B3105 and the lack of road repairs to the stretch of road near Cereal Partner. HGV traffic redirected from Bath and Bradford on Avon has increased causing further damage and noise to residents living along this road. It is understood that Wessex Water will not address these repairs until 2024 due to Wiltshire Council imposing a penalty clause on road works on the B3105. However the Parish Council agreed that persistent water main damage along this stretch is sufficient reason to overcome the penalty.

Action: [Parish Council to apply online for Traffic Survey.](#)

67. RESIGNATION OF CLLR SIMON RICHARDSON AS CHAIR OF THE PARISH COUNCIL

After nine years of excellent service as Chair of the Parish Council, Cllr Richardson felt it was time to stand down and hand over to another member. It was with deep regret that the Parish Council loses such a dedicated and wise Chair. He has guided the Council through troubling times when the building contractor walked away from an unfinished football pavilion and supported its final conversion to a village hall. He took over the bookings for the village hall after Covid closed it down and steered us through the restrictions place on the Parish Council due to the Covid 19 pandemic. He has devoted many hours of volunteer help with the field and the village hall and provided excellent support and guidance to the Parish Clerk, for this the Parish Council are very grateful. However, the Parish Council looks forward to continuing to work with Cllr Richardson for the foreseeable future.

68. ELECTION OF NEW CHAIR AND VICE CHAIR OF THE PARISH COUNCIL

Cllr Simon Richardson proposed, and Cllr Kevin Lamb seconded that Cllr Mark Frati be elected Chair of the Parish Council. The motion was carried unanimously. Chair Mark Frati proposed, and Cllr Simon Richardson seconded that Cllr Nick Woodall be elected as Vice Chair of the Parish Council. The motion was carried unanimously. The Parish Clerk signed the Declaration of Acceptance of office for both Cllr Mark Frati as Chair and Cllr Nick Woodall as Vice Chair in the presence of the Parish Council.

69. 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 January.

70. NEWSLETTER – Following a rise in printing costs from £1,000 per annum to £2,000 it was decided to keep the cost down by reducing the Newsletter by half the pages. The glossy-coloured Newsletter will stay but there will be 8 pages instead of 16. The Parish Council felt it was very important to keep this popular newsletter as close to its original format as possible, to inform residents and to be circulated freely to every home in Staverton.

Unfortunately, after 11 years the Superior Community Fund will cease. The Parish Council have received a donation of £1,000 annually from Superior Printing and it has enabled the village to buy a football kit, help to refurbish the village hall, enable bulb/shrub planting and install play equipment at the Play Area in School Lane. This has been very gratefully received support to the community, but finances for everyone are tightening up and the Parish Council recognizes that. As a final gesture of goodwill £500 will be donated to the Fund for this financial year. The Parish Council offers its sincere gratitude and thanks to Superior for its many very generous years' of contribution to the village.

71. WILTSHIRE COUNCILLORS – Trevor Carbin

Councillor Carbin stated that the recent litter pick had been very successful, but more volunteers are needed. The next litter pick will be 12th March 2023.

He said that there had not been any progress regarding the leaking water mains and road surfacing of the B3105. It was suggested writing to Wiltshire Council to put pressure on Highways to get this done asap. [Action: Parish Clerk to write to Kirsty Rose at Highways, Wiltshire Council to raise this issue.](#)

The boundary changes will take place next summer when the population numbers dictate the new boundaries. It is expected to lose Hilperton and Staverton will be partnered with Melksham and Bradford on Avon.

72. COUNCILLORS AND RESIDENTS MATTERS

a. Councillors Duties:

Emergency Planning Officer: Cllr Claire Braham was thanked for taking on this role and she asked for volunteers as contacts in case of Emergency.

b. Play Area Health and Safety Report: Fortunately there were no emergency repairs required. To be discussed at the next Parish Council meeting when Cllr Jeff Gibson will be available.

c. Gate installed at 8 Marina Drive: The Parish Council has received several complaints regarding the 6ft high gate installed at this property as there is an open plan covenant on the estate. Wiltshire Council have asked the resident to apply for planning permission.

73. PLANNING APPLICATIONS

- a. **PL/2021/10237** : The Old Vicarage & Staverton House, 51A New Terrace, Staverton, BA14 6NX – Objection has been lodged.
- b. **PL/2022/08367**: 20 Thestfield Drive, Staverton BA14 8AD Erection of rear dormer. No objections raised.

74. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL

- a. **Village Hall Hires:** Due to high energy costs all new hires for the village hall have been cancelled until the spring. The light fittings in the kitchen and second toilet need replacing. **Action:** Chair Mark Frati to engage an electrician to replace these with urgency.
- b. **Field Hires:** It has been noted that lights have been left on in the village hall and the internal door left open. **Action:** Parish Clerk to contact the football team managers to resolve this problem.
- c. **Storm Damage to Fence:** Still waiting for contractor to carry out repairs.
- d. **Untaxed Car dumped in Cottles Barton Car Park:** This has been reported to police several times. **Action:** Parish Clerk to report this to Wiltshire Council as the landowner.
- e. **House opposite Cereal Partners entrance on B3105:** Complaints have been raised concerning the number of vehicles and equipment dumped outside this residence as it is starting to look like a scrap yard and a business. **Action:** Wiltshire Councillor Trevor Carbin was asked to investigate this to see if planning consent is necessary.

75. PARISH STEWARD – Cllr Nick Woodall

It was noted that cuttings to hedgerow by the lagoon have still not been removed. **Action:** Parish Clerk to report this to Wiltshire Council.

76. FINANCE

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

BANK ACCOUNTS AND PETTY CASH HELD		
		£
1.11.22	NAT WEST PRECEPT ACCOUNT	15,297.86
1.11.22	NAT WEST - CLERKS GRATUITY ACCOUNT	6,884.21
1.11.22	PETTY CASH	185.51
1.11.22	NAT WEST GROUND MAINTENANCE FUND	11,066.96
1.11.22	CAMBRIDGE AND COUNTIES BANK	50,000.00
1.11.22	JULIAN HODGE BANK	15,000
		<u>98,434.54</u>

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>			<u>Net £</u>
24.8.22	1280	Telephone and Laptop Insurance August 22	30.15
24.8.22	1281	Cleaning Village Hall August 22	100
15.9.22	dd	Hills Waste Aug 22	23.34
8.9.22	dd	SWALEC Gas village hall to Aug 22	27.93
20.9.22	so	IDVERDE grass cutting Sept 22	156.66
1.10.22	1284	Cleaning Village Hall Sept 22	100
5.10.22	1285	David Owen PAYE services qtr to Sept 22	80.00
5.10.22	1286	PAYE HMRC qtr to Sept 22	838.65
5.10.22	1287	Booker Ltd - Cleaning Supplies	67.02
3.10.22	so	Staff Costs Sept 22	898.53
11.10.22	1288	ROSPA Play Area/Playing Field Health and Safety Report 2022	170.00
11.10.22	1289	Telephone and Laptop Insurance Oct 22	30.15
1.11.22	dd	Water2business to 10.10.22	51.84
25.10.22	1290	Malwarebytes software renewal 2022-23	34.99

31.10.22	DD	SSE electricity to Oct 22	44.66
25.10.22	1291	Superior Newsletter Printing Autumn issue	250.00
25.10.22	1292	Cleaning Contractor -Village Hall Oct 22	100.00
20.10.22	so	IDVERDE grass cutting Oct 22	156.66
17.10.22	dd	Hills Waste Sept 22	23.34

3183.92

Maintenance Fund Account

17.8.22	SO	IDVERDE Grounds Maintenance Aug 22	336.83
22.8.22	SO	IDVERDE Grounds Maintenance July 22	336.87
16.9.22	so	IDVERDE Grounds Maintenance Sept 22	336.87
20.10.22	so	IDVERDE Grounds Maintenance Oct 22	336.87

1347.44

Petty Cash

13 - 27 Sept	Cash 21- 22	Stationary, Postage, Catering, Kitchen tools and Cleaning supplies	34.81
-----------------	----------------	--------------------------------------------------------------------	-------

TRANSFERS

12.9.22	Chq 1283	Petty Cash transfer from Precept account	250
---------	----------	------------------------------------------	-----

INCOME

Precept Account

23.9.22	bacs	6 Months Precept from Wiltshire Council	13,194.14
20.9.22	bacs	SRFC Field Hire Aug 22 Inv 358	250
3.10.22	bacs	SRFC Field Hire Sept 22 Inv 360	250
11.10.22	bacs	SRFC Field Hire Sept 22 Inv 361	50.00
13.10.22	bacs	Donation for Adverts in Staverton News	155.00
11.10.22	bacs	HMRC VAT refund Qtr 2	411.74
31.10.22	bacs	Donation for Adverts in Staverton News	10.00

14320.88

Maintenance Fund Account

22.8.22	bacs	Julian Hodge Bank Interest	16.43
20.9.22	bacs	Julian Hodge Bank Interest	16.43
18.10.22	bacs	Julian Hodge Bank Interest	15.91

48.77

b.BUDGETS/PRECEPT 2023/24- Finance Committee Meeting: This meeting was held on 10th November to discuss the budget setting for 2023/24. It was recognized that 2022/23 had been a difficult financial one for the Parish Council as it had authorized a new floor covering for the village hall at a cost of £2,590, repairs to the village hall kitchen window motorized blind at £819, repairs to the twin swings at School Lane play area £324 and faced increased costs for the newsletter printing. Also the energy crisis will have a crippling effect on cost of gas and electricity usage at the village hall. It was suggested that the contribution that the Parish Council pays towards the maintenance of the sports ground and its boundary fence and gates should be frozen at the 2022/23 cost of

£3,850. There is expected to be a shortfall on the running costs of the village hall of £426. The Parish Council recognized that residents face huge financial challenges for the foreseeable future but agreed that there was no option but to increase the Parish Council Tax by 2% for 2023/24. The Parish Tax will increase from £38.84 to £39.62 per annum for every council tax paying household in Staverton. (An increase of 78 pence over the year per household). The latest number of Band D Properties paying Council Tax in Staverton is 682.88. This is to be multiplied by the Parish Council Tax of £39.62 to bring in a Precept income of **£27,055.70** resulting in a small increase from this year's Precept (£26,523.1) of **£532.60**.

Cllr Simon Richardson proposed and Chair Mark Frati seconded that Cllr Claire Braham and Cllr Nick Woodall be accepted as future members of the Finance Committee for 2023/24.

c. PRECEPT TAX FOR 2023/24

Chair Mark Frati proposed and Cllr Simon Richardson seconded that the Council Tax be **increased by 2% to £39.62 per annum giving a Precept of £27,055.70**. The motion was unanimously carried.

77. CORRESPONDENCE – Briefing Notes from Wiltshire Council

- a. 22- 20 The Substantive Highways Scheme Fund Bid Process for 2023/24
- b. 22- 21 Community Governance Review
- c. 22-22 Avian influenza update Nov 22

78. DATES OF PARISH COUNCIL MEETINGS FOR 2023 TO 2024

The dates were unanimously agreed and are listed below.

79. DATE OF THE NEXT PARISH COUNCIL MEETING is Monday 16 JANUARY 2023 and time and close of meeting was 8.39 pm.

Meeting Dates for 2023/24	16	JANUARY 2023	15	MAY 2023 AGM & APM	11	SEPTEMBER 2023	15	JANUARY 2024
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	13	MARCH 2023	17	JULY 2023	20	NOVEMBER 2023		