

**DRAFT Minutes of the meeting of Staverton Parish Council held on Monday
13th March 2023 at 7.00 pm.**

The meeting commenced at 7.00 pm.

Acting Chair Nick Woodall read out the Emergency Fire Safety Drill for the village hall.

2. PRESENT: Chair Nick Woodall, Cllr Claire Braham, Cllr Jeff Gibson, Cllr Kevin Lamb, Cllr Kevin Perret, Cllr Ray Symonds and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Mr Ed Powe, Head Teacher of Staverton Primary School, Mrs M Wiltshire Head Teacher of Emmaus School, Mrs Celia Beckett for Hilperton & Staverton Conservation Working Group, and Residents: Val Chambers, Brad Cole, George Braham and Andy Borresen.

3. APOLOGIES:Cllr Mark Frati and Cllr Richard Blueitt

4. MINUTES OF THE LAST MEETING HELD ON 16 January 2023.

The minutes were held to be a true record.

5. ADOPT NEW CHAIR AND VICE CHAIR OF THE PARISH COUNCIL

Cllr Jeff Gibson proposed and Cllr Kevin Lamb seconded that Cllr Nick Woodall be adopted as Chair of the Parish Council. The proposal was adopted unanimously. Chair Nick Woodall proposed and Cllr Claire Braham seconded that Cllr Jeff Gibson be adopted as Vice Chair of the Parish Council. The proposal was adopted unanimously.

6. EMMAUS SCHOOL HIRE OF VILLAGE HALL – Mrs M Wiltshire, Head Teacher

Mrs Wiltshire said that the existing hire of the main school hall will cease at the end of the school year. However they would like to hire the hall at the end of March 2024 for a period of 8 to 10 weeks. **Action: It was agreed that the Parish Council would look at the hire fees and report back as soon as possible.**

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

Dr Beckett said that Hilperton Parish Council has engaged a Consultant for the Protection of Rural England to support the argument to fight the proposed housing developments in Hilperton and Staverton. Already the consultant has disputed many of the facts put forward by Wiltshire Council in its report. The consultant says that there has been no proper traffic evaluation. There have been good photos submitted of the flood plain and of a flooded field intended for housing development. She said that they are also enhancing the website.

Dr Beckett added that the Consultant was costing on average just over £300 per day but his contribution has been very worthwhile. Chair of Hilperton Parish Council, Ernie Clarke has asked Staverton Parish Council for financial support towards the cost of hiring the Consultant. Chair Nick Woodall explained that Staverton Parish Council has spent over £6,000 this financial year upgrading the village hall. The Parish Council has to finance its own Village Hall as it not run by Trustees and this has severely depleted its reserves over the last few years. It was suggested that the only way to raise this money was by some fund-raising schemes. This will need to be discussed in more detail by Staverton Parish Council.

8. EQUINOX EXPLORER UNIT – George Braham

Mr Braham said that the unit has secured a site at Nestles (Cereal Partners) adjacent to the mill. They have been given a new shipping container to store their equipment. Several local organisations have donated funds towards

new equipment. The project aims to raise £23,000. The unit has worked with Youth Action for Wiltshire and are offering 2 sessions this summer holiday. They are also working with Wiltshire Wildlife Trust. He explained that the Unit needs £284.99 to cover the cost of 6 waterproof two way radios. Chair Nick Woodall explained that the Parish Council reserves are very low following upgrades to the Village Hall but the Councillors would discuss it further and get back to him after reserves are finalized at the end of the financial year to 1st April 2023.

9. WILTSHIRE COUNCILLOR – Trevor Carbin

Cllr Carbin stated that the litter pick arranged for Sunday 12th March was successful.

The Speedwatch Scheme will be acting in Staverton during March.

There was a suggestion from a resident for an additional waste bin on Thestfield Drive. Unfortunately Wiltshire Council will not fund additional bins and there is no additional funding available to move the existing bin outside of the play area.

Councillors were alarmed that a developer had advertised on their website that a draft agreement had been made with Wiltshire Council to build a further 200 houses in Staverton in addition to the planned 500. The reply from Wiltshire Council Strategic Planning was, *'Unfortunately we can't control what developers might put on their website. I am not sure where this has come from. Through their representations on the Local Plan Review in 2021 they did promote a higher number than suggested in the preferred sites contained in the consultation.'*

Action: Cllr Carbin was asked to contact the Highways Department regarding the stone wall bordering the land where the derelict farm building is situated next to Elm Close. This wall is leaning over the pavement causing pedestrians to step in the roadway and need to be rebuilt.

10. COUNCILLORS AND RESIDENTS MATTERS

a. Request from resident for information on Purpose, Roles and Duties of Staverton Parish Council and its Councillors. The resident was given a map, a summary of the role of the Parish Council and a draft of responsibilities of Staverton's Councillors. A document entitled About Your Parish Council is posted on the website at www.stavertonparishcouncil.org.uk.

b. **Unauthorised caravan parked next to Boatyard.** This has been reported to Wiltshire Council.

c. **Councillors Duties:** These will be discussed at a meeting following on after the Parish Council meeting.

d. **Emergency Services Planning.** Cllr Claire Braham presented the final document to Councillors.

e. **Cllr Braham reported a new porcelain kitchen sink was stolen** from the front of her house whilst it was being unloaded on the B3105 near the church. It was immediately reported to the police for action.

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

a. **Date to Restart Hall Hires:** It was agreed to start hires after Emmaus School and Staverton Rangers finished in July 2023.

b. **Criminal Damage to Lights at village hall:** £65 was received through Wiltshire Police, from the youth who damaged the lights.

c. **Summer maintenance of the playing field:** No quotation has been received yet from IDVERDE.

d. **Coronation of King Charles II:** A flag and bunting has been purchased for the village hall.

e. **Village Hall and Field Hires:** Hire costs will be discussed at the AGM in May.

f. **Village Hall Front Doors:** Trowbridge Windows have now installed the new front doors at a NET cost of £2262.30.

g. **Village Hall Loft Insulation:** It has been advised that more insulation should be installed in the village hall roof. However a great deal of investment has been spent on the village hall this financial year and it will be factored in to future repairs and renewals.

h. **Village Hall Car Park:** A small hole has appeared in the car park which is filling with water. **Action:** Councillors to purchase gravel and fill it themselves.

i. **Storm damage to field fence:** This has now been repaired by T Deacon, contractor.

j. Signs saying NO DOGS ALLOWED on the Playing field: These have been donated by Cllr Richard Blueitt.

12. Planning Application PL/2022/09520 – Retrospective erection of Driveway Gates 8 Marina Drive BA14 8UR
Councillors were concerned that access to the flats next door was closed off which prevented access for repairs to the building. [Action: These concerns to be passed on to Wiltshire Council.](#)

13. PARISH STEWARD: Cllr Kevin Perrett to take over from Chair Nick Woodall as Parish Council lead.

14. FINANCE

a. Clerk's Financial Report was unanimously approved.

BANK ACCOUNTS AND PETTY CASH HELD			£
21.2.23	NAT WEST PRECEPT ACCOUNT		10,789.00
1.3.23	NAT WEST - CLERKS GRATUITY ACCOUNT		6,884.21
7.3.23	PETTY CASH		153.15
21.2.23	NAT WEST GROUND MAINTENANCE FUND		23,890.66
1.3.23	CAMBRIDGE AND COUNTIES BANK		50,000.00
1.3.23	JULIAN HODGE BANK (refunded to MF Account Nat West)		0
			91,717.02

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>			<u>Net £</u>
16.1.23	1305	Top up Cost of Watch for presentation to ex Chair Simon Richardson	49.99
18.1.23	1306	Trowbridge Windows - 50% pro form for Village Hall Doors	1131.15
7.2.23	1307	Cleaning Contractor for village hall	100
6.2.23	1308	Magic Sparks - installation of light fittings for village hall	210
6.2.23	1309	Avast Software Security Annual Premium	59.99
13.2.23	1310	Void	0
13.2.23	1311	Telephone, Laptop Insurance Feb 23	30.25
13.2.23	1312	Flagmakers - Flag & bunting for Coronation of King Charles II	44.95
15.2.23	1313	Avon Extinguishers 6 monthly check	217.93
20.1.23	dd	Corona Energy electricity bill Dec 22	84.98
13.2.23	dd	SSE gas bill Nov 22 - Jan 23	89.07
18.2.23	dd	Corona Energy electricity bill Jan 23	84.71
20.1.23	so	IDVERDE Grass Cutting play area Jan 23	156.66
1.3.23	so	Staff Costs	962.53
15.2.23	dd	Hills Waste removal from Sports Ground Jan 23	23.34
1.3.23	1314	Cleaning Contractor for village hall	100.00
28.2.23	1315	Keys for replacement front door to village hall	121.15
2.3.23	1316	Trowbridge Windows - Final 50% for Village Hall Doors	1131.15
20.2.23	so	IDVERDE Grass Cutting play area Feb 23	156.66
6.3.23	1317	Outstanding Staff Costs 2022-23	30.80
6.3.23	1318	Telephone, Laptop Insurance Mar 23	31.80

4817.11

Maintenance Fund Account

20.1.23	SO	IDVERDE Grounds Maintenance Jan 23	336.87
13.2.23	187	T Deacon Ltd - Repair to Fence Invoice no. 17266	520.00
20.2.23	so	IDVERDE Grounds Maintenance Feb 23	336.87
			1193.74

Petty Cash

Jan - Mar 23	Cash 42- 48	Stationary, Postage, Catering litter pick, Guttering/downpipes, keys and Cleaning supplies	67.68
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INCOME

Precept Account

27.1.23	BACS	Hire of Village Hall Invoice no. 352a	12.50
13.1.23	DD	HMRC REFUND OF VAT QTR 3	106.47
1.2.23	BACS	Hire of Village Hall Invoices 367 & 370 Emmaus	1,166
2.3.23	CASH	Criminal Damage Reimbursement for Lights at Village Hall	65.00
20.2.23	BACS	Field Hire - SRFC 368 Feb 23	300.00
			1649.97

Maintenance Fund Account

18.1.23	BACS	Julian Hodge Bank Interest	16.43
17.2.23	BACS	Julian Hodge Bank Interest	15.90
17.2.23	BACS	Julian Hodge Bank Refund of original investment	15,000.00
			15032.33

- b. Chair Nick Woodall to be approved as a signatory on the cheque books.** Cllr Kevin Lamb proposed and Cllr Ray Symonds seconded that Chair Nick Woodall be approved as a signatory. This was unanimously agreed.
- c. Investment with Cambridge & Counties Bank for £15,000:** Vice Chair Jeff Gibson proposed and Chair Nick Woodall seconded that the Parish Council invest £15,000 in Cambridge and Counties Bank with a 2 year fixed rate bond of 3.8%. This was unanimously agreed. [Action: Clerk to contact Cambridge & Counties.](#)
- d. AUDIT – ASSETS REGISTER 2022-23** Cllr Kevin Lamb proposed and Cllr Ray Symonds seconded that this is adopted. This was unanimously agreed.
- e. AUDIT – CORPORATE GOVERNANCE QUESTIONNAIRE 2022-23** Unable to complete yet.
- f. AUDIT – REVIEW OF THE SYSTEM OF INTERNAL AUDIT 2022-23** – Chair Nick Woodall proposed, and Cllr Kevin Perrett seconded that this is adopted. This was unanimously agreed.
- g. AUDIT – INTERNAL AUDIT PROGRAMME 2022-23** - Cllr Kevin Perrett proposed and Chair Nick Woodall seconded that this is adopted. This was unanimously agreed.
- h. AUDIT – GENERAL RISK ASSESSMENT 2022-23** – Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that this is adopted. This was unanimously agreed.
- i. AUDIT – GENERAL RISK ASSESSMENT PLAY AREA 2022-23** - Chair Nick Woodall proposed and Cllr Claire Braham seconded that this is adopted. This was unanimously agreed.
- j. AUDIT – FIRE RISK ASSESSMENT 2022-23** - Chair Nick Woodall proposed and Cllr Jeff Gibson seconded that this is adopted. This was unanimously agreed.
- k. AUDIT – FINANCIAL RISK ASSESSMENT 2022-23** – Cllr Jeff Gibson proposed and Chair Nick Woodall seconded that this is adopted. This was unanimously agreed.

15. CORRESPONDENCE – BRIEFING NOTES

- a. 23-01 Use of Council-owned land for environmental mitigation.
- b. 23-03 End of COVID 19 booster vaccine campaign
- c. 23-04 Community Governance Review – Consultation
- d. 23-06 Wiltshire School Places Strategy 2023-2027

No further discussions necessary.

16. DATE OF THE NEXT PARISH COUNCIL MEETING

The next meeting of the ANNUAL PARISH MEETING is to be held on MONDAY 15TH MAY 2023 at 6.30 PM followed by the ANNUAL GENERAL MEETING OF THE PARISH COUNCIL to be held at 7 PM at Staverton Village Hall.

The meeting closed at 9 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		