

## Minutes of the meeting of Staverton Parish Council held on Monday 20<sup>th</sup> November 2023 at 7.00 pm.

---

The meeting commenced at 7.00 pm.

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

Chair Nick Woodall said that there had been a request from a resident to discuss inappropriate parking by the humpback canal bridge. It was unanimously agreed that this would be discussed as item 9b.

**43. PRESENT:** Chair Nick Woodall, Cllr Richard Blueitt, Cllr Claire Braham, Cllr Mark Frati, Cllr Kim MOUNTY, Cllr Ray Symonds and June Jones, Parish Clerk

Attending: Editor of Staverton News, Simon Withers, Wiltshire Councillor Trevor Carbin, Dr Celia Beckett for Hilperton & Staverton Conservation Working Group, Dr Hope Brett, Emmaus School, Deb Coney Emmaus School, Andy Borresen, Vacancy Applicant, Amy Meigh, Vacancy Applicant and Resident: Val Chambers.

**44. APOLOGIES:** Cllr Kevin Lamb, Cllr Jeff Gibson and Mr Brad Cole, Resident

### **45. MINUTES OF THE LAST MEETING HELD ON 11<sup>th</sup> September 2023.**

The minutes were held to be a true record.

### **46. VACANCY FOR PARISH COUNCILLOR**

Two applicants applied for this vacancy, Mrs Amy Meigh and Mr Andy Borresen. Mr Borresen offered to withdraw his application to allow diversity of gender on the Parish Council. He asked to be considered for the next available vacancy.

Chair Nick Woodall proposed and Cllr Kim MOUNTY seconded that Mrs Amy Meigh be co-opted onto the Parish Council. Mrs Meigh signed the Declaration of Acceptance in the presence of the Parish Clerk who also signed the declaration.

Cllr Meigh was told to visit the online Wiltshire Council Register of Interests within 28 days to confirm her interests.

### **47. NEWSLETTER AND WEBSITE – Editor Simon Withers**

The deadline for articles for the next newsletter is 25<sup>th</sup> November 2023. Mr Withers was asked to highlight fly tipping in Staverton. There have been instances of garden waste thrown into the hedgerows of the footpath between Cygnet Way and School Lane and also fly tipping blocking the culvert in New Terrace. Parish Clerk to forward on details.

### **48. PLANNING APPLICATIONS**

- a. Planning Appeal - PL/2021/10237 - 51A Staverton House, Staverton , Trowbridge – APP/Y3940/W/23/3321615 - Objections have already been lodged with Wiltshire Council.
- b. Planning Application - 93, Staverton, Trowbridge, BA14 6PB : Consultation - PL/2023/08387 – No objections were raised for this application.

#### **49. HILPERTON AND STAVERTON CONSERVATION WORKING GROUP -Dr Celia Beckett**

Dr Beckett said that she was concerned about Policy 3 on the Wiltshire Local Plan as it stated that “All areas (including Staverton) were reserved for growth” even though Staverton was not included in the latest document for new developments. It is not viable to build in Staverton because of flooding, its road infrastructure and it has a culvert which can become blocked which is not recommended for new developments. She advised councillors to object strongly before 22<sup>nd</sup> of November deadline.

#### **50. EMMAUS SCHOOL**

Dr Hope Brett said that the school will need the use of a shower facility near the playing field to comply with statutory regulations. The village hall has a decommissioned shower cubicle in the second toilet which can be replumbed back into use. Emmaus School are willing to pay for the replumbing and would need availability on a Tuesday and Friday at 3 pm both days. The parish council was happy to get 2 quotes for the work to be done and will contact Emmaus School when this has been carried out.

#### **51. WILTSHIRE COUNCILLOR – TREVOR CARBIN**

- a. **Illegally parked Caravan:** Councillor Carbin said there was a reluctance to remove this caravan even though there have been complaints from residents nearby of anti-social behaviour and it has been reported to the police. He advised contacting Wiltshire Council directly and will forward on the details to the parish clerk.
- b. **Complaints from a resident about the lack of highway safety measure in School Lane:** Councillors have raised these concerns regularly over the last few years with Highways and no action has been taken. It has advised residents to take this up with the headteacher of the school and see if this brings some action.
- c. **Speedwatch B3105** - It is hoped to get a team together for the New Year but more volunteers are required.
- d. **Litter-pick** – This is scheduled for 17<sup>th</sup> March 2024.

#### **52. COUNCILLORS AND RESIDENTS FORUM**

- a. **Petition from residents for introduction of 30 mph road signs.** It was suggested putting a flyer in the newsletter. Cllr Carbin was happy to supply 30 mph stickers for the area.
- b. **Illegal Parking next to Canal Bridge by The Kings Arms Public House:** Two car drivers have been seen regularly parked next to the narrow hump backed bridge partially blocking the road for cars and lorries leaving the bridge. It was advised that residents should contact the police immediately the cars are spotted there, before an accident happens.

#### **53. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL**

- a. **Football Hirers Contract 2023/24:** A meeting was arranged with the SRFC recently and matters arose needing some clarification. It was agreed that the contract should be updated to clarify the hiring period before the 2024 season begins in September.
- b. **IDVERDE GRASS CUTTING CONTRACT:** Cllr Mark Frati and Cllr Jeff Gibson to meet with IDVERDE Contracts Manager to discuss outstanding work on the playing field.
- c. **Performing Rights License:** Cllr Frati confirmed that it is quite complicated to comply with these regulations and it was agreed that the Terms and Conditions of Hire of the Village Hall should contain a clause compelling hirers to apply for a license if they wish to play music at the hall.

#### 54. PARISH STEWARD

Chair Nick Woodall said that he has been unable to meet up with the Steward as he has not been available. Cllr Richard Blueitt will take over contact duties with the steward.

#### 55. FINANCE AND AUDIT

a. **Clerk's Finance Report:** This was approved unanimously

<b>BANK ACCOUNTS AND PETTY CASH HELD</b>			<b>£</b>
1.11.23		<b>NAT WEST PRECEPT ACCOUNT</b>	16,828.28
1.11.23		<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	7,425.62
1.11.23		<b>PETTY CASH</b>	40.37
1.11.23		<b>NAT WEST GROUND MAINTENANCE FUND</b>	12,346.85
1.11.23		<b>CAMBRIDGE AND COUNTIES BANK</b>	65,000.00
			<b><u>101,641.12</u></b>
<b>PAYMENTS SINCE LAST MEETING</b>			
<b><u>Precept Account</u></b>			<b><u>Net £</u></b>
21.8.23	SO	IDVERDE PLAY AREA GRASS CUTTING AUG 23	156.66
15.8.23	DD	HILLS WASTE JUL 23	25.68
1.9.23	SO	STAFF COSTS AUG 23	962.53
1.9.23	1363	CLEANING VILLAGE HALL AUG 23	125
17.9.23	DD	CORONA ENERGY ELECTRICITY BILL AUG 23	76.32
15.9.23	DD	HILLS WASTE AUG 23	25.68
26.9.23	1364	TELEPHONE, LAPTOP INSURANCE AUG & SEPT 23	75.80
26.9.23	1365	MAGNETIC WHITEBOARD FOR VILLAGE HALL	74.96
26.9.23	1366	PAPER SHREDDER	20.82
7.8.23	1361	WICKES MATERIALS TO REPAIR HARD COURT FENCING	15.66
1.10.23	1367	CLEANING VILLAGE HALL SEPT 23	100.00
9.10.23	1368	SUPERIOR - NEWSLETTER COSTS FOR AUTUMN 23	355.00
12.10.23	1369	OCTOPUS PLUMBING AND HEATING - BOILER REPAIR	65.00
27.9.23	1371	DAVID OWEN - PAYE TO SEPT 23	85.00
6.10.23	1372	PAYE STAFF COSTS HMRC TO OCT 23	906.09
2.10.23	SO	STAFF COSTS SEPT 23	962.53
16.10.23	BACS	HILLS WASTE SEPT 23	25.68
17.10.23	DD	CORONA ENERGY ELECTRICITY BILL SEPT 23	76.05
20.10.23	SO	IDVERDE PLAY AREA GRASS CUTTING SEPT 23	156.66
			<b><u>4291.12</u></b>
<b><u>Maintenance Fund Account</u></b>			
21.9.23	SO	IDVERDE GRASS CUTTING AUG 23	336.83
20.10.23	SO	IDVERDE GRASS CUTTING SEPT 23	336.83
			<b><u>673.66</u></b>
<b><u>Petty Cash</u></b>			

Apr to Jun 23	16 -26	Stationary, Postage, Cleaning Supplies, and keys for village hall	<u>115.83</u>
------------------	--------	---	---------------

#### TRANSFERS

25.9.23		MFUND REPAIRS TO FENCING SPORTS GROUND REIMBURSE SPC	420
11.10.23		MFUND HILLS WASTE REMOVAL SPORTS GRND REIMBURSE SPC	299.94

#### INCOME

##### Precept Account

11.8.23	BACS	393 FAKANYA HALL HIRE AUG 23	62.5
13.7.23	BACS	385 DAYKIN HALL HIRE AUG 23	30
10.7.23	BACS	383 FICHTNEROVA HALL HIRE JULY 23	25
4.9.23	BACS	396 HOWE HALL HIRE OCT 23	25
13.9.23	BACS	397 ROMAINE HALL HIRE SEPT 23	37.5
25.9.23	BACS	398 TREDEA HALL HIRE OCT 23	36
20.9.23	BACS	394 SRFC FIELD HIRE SEPT 23	380.00
26.9.23	BACS	WILTSHIRE COUNCIL - 6 MONTHS PRECEPT 2023/204	13,527.85
12.10.23	BACS	400 EMMUAS TOILET HIRE OCT 23	15.00
17.10.23	BACS	399 SRFC FIELD HIRE OCTOBER 23	<u>380.00</u>
			<u>14518.85</u>

b. **BUDGETS & PRECEPT 2023-24:** Budget sheets were distributed to all Councillors showing estimated expenditure and income for 2023-24 and anticipated expenditure and income for 2024-25. The Finance Committee met on the 13<sup>th</sup> November to discuss year end reserves and anticipated requirements through the Precept for 2024-25. In spite of a £1,739 shortfall in the overheads for the village hall the movement in estimated income and expenditure for year end was £161. However Wiltshire Council warned the Parish Council that they would no longer pay for election costs in 2025 and advised councils to allocate additional reserves for this. It is estimated that it could cost the Parish Council £2,000 but it was hoped that it would not be necessary to go to a full parish council election. Wiltshire Council provided a draft figure for Band D properties in Staverton which is used to calculate the necessary tax levy for the Precept. Unfortunately the Government is not expected to confirm this figure until the 13<sup>th</sup> December. Therefore the tax levy for the Precept cannot be voted upon until the next meeting to be held on 15<sup>th</sup> January 2024 just before the Wiltshire Council deadline of 18<sup>th</sup> January 2024.

c. **PRECEPT 2024/25:** To be voted upon at meeting to be held on 15<sup>th</sup> January 2024.

d. **New Fire Safety Regulations 2023 and Persons Responsible:** This is to be postponed until next meeting on 15<sup>th</sup> January 2024 as two Lead Safety officers were unable to attend this meeting.

e. **Play Area/Sports Ground Health and Safety Report 2023/24:** Councillors noted the report and said that they would get quotes for cleaning the surface of the Hard Court.

#### 56. CORRESPONDENCE – BRIEFING NOTES

- a. 23 – 17 Launch of the Second Solar Together Scheme
- b. 23-20 Air Quality Action Plan - & Supplementary Planning Document

c. 23-21 Plan for Refurbishment of Town Hall

d. 23-23 Waste Sorting at Recycling Centres

Councillors have received the above and there are no further comments.

57. **DATES OF PARISH COUNCIL MEETINGS 2024/25:** The dates below were unanimously agreed.

58. **CLOSE OF MEETING.** The next meeting is to be held on Monday 15<sup>th</sup> January 2024.

<a href="#">Meeting Dates for 2024/25</a>	15	JANUARY 2024	13	MAY – APM/AGM 2024	9	SEPTEMBER 2024	15	JANUARY 2025
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	18	MARCH 2024	15	JULY 2024	18	NOVEMBER 2024		