

Minutes of the meeting of Staverton Parish Council held on Monday  
15<sup>th</sup> January 2024 at 7.00 pm.

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The meeting commenced at 7.00 pm.

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

**59. PRESENT:** Chair Nick Woodall, Vice Chair Cllr Jeff Gibson, Cllr Richard Blueitt, Cllr Claire Braham, Cllr Mark Frati, Cllr Kevin Lamb, Cllr Amy Meigh, Cllr Kim Mouny and June Jones, Parish Clerk

Attending: Wiltshire Councillor Trevor Carbin, Editor of Staverton News, Simon Withers, Dr Celia Beckett for Hilperton & Staverton Conservation Working Group, Dr Hope Brett, Emmaus School, Residents: Deb Coney, Andy Borresen, Val Chambers, Brad Cole, John Dick, Caroline Dick, Barbara Wooliscroft, Kerry Shearman, Vikki Ericsson.

**60. APOLOGIES:** Cllr Ray Symonds, Cllr Mark Frati will arrive later.

**61. MINUTES OF THE LAST MEETING HELD ON 20 November 2023**

The minutes were held to be a true record.

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

Dr Beckett said that the HAAG meeting was held on 9<sup>th</sup> January which was attended by Chair Nick Woodall. The meeting discussed the outline application to build 180 houses at Maxcroft Farm Hilperton. The following objections were raised: The land is outside the Hilperton village settlement and the council has already met its requirement and should not go ahead: There is serious flooding from the land to a culvert that runs behind Marsh Road. This has not been addressed: The amount of traffic on the B3105 has not been mentioned and is at breaking point and is subject to closure due to flooding: There is no provision for a school or nursery and the local school at Staverton is oversubscribed: The plan fails to meet the requirements of the TBMS which requires 100% mitigation for the protection of the internationally rare bats.

Dr Beckett urged everyone to object individually on the Wiltshire Council Planning Website.

**63. NEWSLETTER AND WEBSITE – Editor Simon Withers**

Mr Withers said that the deadline for articles for the spring edition is March 25<sup>th</sup> and he was encouraged by the interest shown in the Newsletter and requests for space for advertising. He is keen to expand work on the Website and asked if he could have more permissions. The Parish Council was happy with this.

**64. PLANNING APPLICATIONS**

**a. PL/2023/11016 -Consent under Tree Preservation Orders - 1 SMALLBROOK HOUSE, SMALLBROOK GARDENS, STAVERTON, TROWBRIDGE, BA14 6NW –** There were no objections to this.

**b. PL/2023/10641 – Full Planning Permission to demolish the existing classroom and rear extension and erect two-storey building on existing playground and erect single storey rear extension with landscaping and highways works. Emmaus School, School Lane, Staverton BA14 6NZ**

The Parish Council raised no objections but were concerned that all residences nearby and the nursery next door affected should have any concerns they may have fully discussed. Dr Hope Brett for Emmaus School said that Nestlings Nursery next to the school had been notified by them in writing of developments but had not received any objections to date. She said the school is open to anyone who wishes to discuss the build and were happy to answer any queries. The expansion of space is within the footprint of the existing buildings only and won't affect the ground used by Nestlings.

Councillor Mark Frati arrived at 7.25 pm.

#### 65. WILTSHIRE COUNCILLOR – TREVOR CARBIN

- a. **Illegally parked Caravan:** Councillor Carbin said that Enforcement have served the paperwork and hope to have the caravan removed by January 19<sup>th</sup>. It was felt that this illegal use of the car park was completely unacceptable with no site provision for water and removal of human waste. Cllr Carbin was asked to find out if the Parish Council could take over the car park from Wiltshire Council to prevent this happening in the future.
- b. **Complaints from a resident about the lack of highway safety measure in School Lane:** The police were contacted regarding this and are looking into it.
- c. **Petition from Residents for more 30 mph road signs on B3105.** Highways consider the existing signs are adequate but residents are welcome to put 30 mph stickers on their refuse bins. These can be obtained from Cllr Carbin.
- d. **Speedwatch B3105** - It is hoped to be carried out in February.
- e. **Litter-pick** – This is scheduled for 17<sup>th</sup> March 2024.
- f. **Previous request from a wheelchair user to use the dropped kerbs at the entrance to Thestfield bridge:** Unfortunately the works would cost £5,000 and therefore it was denied.

#### 66. COUNCILLORS AND RESIDENTS FORUM

- a. **When will the final resurfacing of the B3105 through Staverton take place?** There is no date yet.
- b. **Illegal Parking next to Canal Bridge by The Kings Arms Public House:** There have been no further sightings.
- c. **Two motorcyclists causing a nuisance in the village:** Residents are urged to report it immediately to the police.

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

- a. **IDVERDE GRASS CUTTING CONTRACT:** Cllr Mark Frati and Cllr Jeff Gibson met with the IDVERDE Contracts Manager to discuss outstanding work on the playing field and most of the work has now taken place.
- b. **Performing Rights License:** The Terms and Conditions of Hire of the Village Hall contain a clause compelling hirers to apply for a license if they wish to play music at the hall.
- c. **Emmaus School – Use of Shower at Village Hall:** The shower has now been installed and will be ready for use very soon. It was agreed to make a small charge to retain the use of the shower on Wednesdays and Fridays between 1 pm and 3 pm. Vice Chair Jeff Gibson proposed and Cllr Kim Mouny seconded that Emmaus School be asked to pay £50 per term as a retainer for the use of the shower – to be reviewed. Chair Nick Woodall abstained due to a conflict of interest. The motion was carried by a majority.
- d. **New Fire Safety Regulations – Update from Lead Councillor Kevin Lamb:** He discussed the new guidelines and suggested several ways to improve maintenance and safety checks. These were discussed in detail and Cllr Lamb will update the existing guidelines for approval.
- e. **Hard Court cleaning to be discussed at a later date:**

68. FINANCE AND AUDIT

a. Clerk’s Finance Report: This was approved unanimously

BANK ACCOUNTS AND PETTY CASH HELD		
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		£
20.12.23	NAT WEST PRECEPT ACCOUNT	11,238.43
20.12.23	NAT WEST - CLERKS GRATUITY ACCOUNT	7,425.82
31.12.23	PETTY CASH	94.47
20.12.23	NAT WEST GROUND MAINTENANCE FUND	11,238.43
31.12.23	CAMBRIDGE AND COUNTIES BANK	65,000.00
		<b>94,997.15</b>

**PAYMENTS SINCE LAST MEETING**

<u>Precept Account</u>			<u>Net £</u>
1.11.23	1370	CLEANING VILLAGE HALL OCT 23	100
6.11.23	1373	AVON EXTINGUISHERS FIRE ALARM CALL OUT	60.00
6.11.23	1374	ROSPA ANNUAL INSPECTION OF PLAY AREA AND SPORTS GROUND	150
20.11.23	1375	WHITE HORSE PROPERTY SERVICES HOSTING WEBSITE/OTHER	352.33
20.11.23	1377	TELEPHONE AND LAPTOP INSURANCE OCT 23	33.40
20.11.23	1377	TELEPHONE AND LAPTOP INSURANCE NOV 23	35.26
17.11.23	DD	CORONA ENERGY - ELECTRICITY BILL OCT 23	79.30
1.11.23	DD	WATER 2 BUSINESS TO NOV 23	108.59
30.11.23	SO	IDVERDE - GRASS CUTTING PLAY AREA	156.66
16.11.23	DD	HILLS WASTE - PLAYING FIELD OCT 23	25.68
1.11.23	SO	STAFF COSTS OCT 23	962.53
28.11.23	1378	CLEANING VILLAGE HALL NOV 23	125.00
1.12.23	SO	STAFF COSTS NOV 23	962.53
20.12.23	SO	IDVERDE - GRASS CUTTING PLAY AREA DEC 23	156.66
18.12.23	DD	CORONA ENERGY - ELECTRICITY BILL NOV 23	83.22
6.12.23	DD	SSE - GAS BILL NOV	94.57
15.12.23	DD	HILLS WASTE - PLAYING FIELD NOV 23	38.52
9.11.23	DD	VAT PAYABLE TO HMRC TO OCT 23	144.18
20.11.23	SO	IDVERDE - GRASS CUTTING PLAY AREA NOV 23	156.66
			<b>3825.09</b>
<u>Maintenance Fund Account</u>			
20.10.23	SO	IDVERDE - GRASS CUTTING SPORTS GROUND SEPT 23	336.83
19.11.23	SO	IDVERDE - GRASS CUTTING SPORTS GROUND OCT 23	336.83
20.12.23	SO	IDVERDE - GRASS CUTTING SPORTS GROUND NOV 23	336.83
			<b>1010.49</b>
<u>Petty Cash</u>			
JUL - DEC 23	27 - 41	Stationary, Postage, Cleaning Supplies, keys for village hall, Malwarebytes software 2024, catering supplies	171.27

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**TRANSFERS**

20.11.23	1376	PRECEPT TRANSFER TO PETTY CASH	250
11.10.23	191	MAINTENANCE FUND TO PRECEPT TRANSFER HILLS WASTE	299.94

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**INCOME****Precept Account**

22.11.23	BACS	404 SRFC FIELD HIRE NOV 23	380
24.11.23	BACS	406 DEMENTIA AT HOME NOV 23 HALL HIRE	25
1.12.23	BACS	405 WITHERSLACK GROUP DEC 23 HALL HIRE	312.5
5.12.23	BACS	410 TURLINGTON JAN 24 HALL HIRE	120
14.12.23	BACS	407 REVIVAL WILTS RASAC HALL HIRE	225
18.12.23	BACS	407 SRFC FIELD HIRE DEC 23	380
5.12.23	BACS	409 TURLINGTON RETURNABLE DEPOSIT	50.00
14.12.23	BACS	408 REVIVAL WILTS RASAC RETURNABLE DEPOSIT	50.00
22.11.23	BACS	403 HENLEY RETURNABLE DEPOSIT	50.00
			<hr/> 1592.5 <hr/>

- c. **Defibrillator Battery Replacement:** Chair Nick Woodall proposed and Cllr Mark Frati seconded that the Parish Council reimburse Staverton Rangers Football Clerk the sum of £246 to cover the cost of the battery.
- d. **PRECEPT 2024-25:** It had been provisionally agreed at the Parish Council meeting on 20<sup>th</sup> November 2023 that the Precept should be increased by 7% as the Parish Council could face a £2,000 bill to hold full elections now that Wiltshire Council announced that it would no longer foot the bill for this. To achieve an additional £2,026.51 in Precept the calculation would need a tax levy of £42.39 multiplied by 686.07 Band D properties (Figure supplied by Wiltshire Council) which would bring in a **Precept of £29,082.51**. The Precept requirement for 2023-24 was £27,056. The increase in tax levy to residents will be £2.77 per annum. It was regrettable but necessary for this increase with the Elections taking place very soon. Chair Nick Woodall proposed and Vice Chair Jeff Gibson seconded that the Parish Council apply for a Precept of £29,082.51. The motion was carried unanimously.
- e. **Interim Internal Audit 2023-24:** Due to pressures of workload a request was made of the Parish Council to bring forward some of the Audit work to the beginning of January 2024. The final audit will take place in April 2024. Auditing Solutions Ltd reported *"We are again pleased to conclude that, at this stage of our review, the Clerk and Council have continued to maintain satisfactory and effective internal control arrangements with only one or two minor observations noted at this stage. We again thank the Clerk for providing all the records at this stage of the year and for the continued high standard of documentation provided and request that this report is presented to the Council with responses provided to the few recommendations in advance of or at the time of our final review for the year"*. There were some minor procedural suggestions to maximise the use of SCRIBE software, signing off reconciliations quarterly instead of annually, VAT reg. no. accidentally left off invoices and a couple of data entry errors were raised and discussed by the Parish Councillors. The data entry errors have been journalled on SCRIBE and the VAT reg. no. reinstated on the invoice templates. Councillors have noted that when signing cheques the invoice should be initialled as well. The bank reconciliations will now be countersigned by a Councillor quarterly instead of annually.

- f. **Model Standing Orders 2023-24:** Chair Nick Woodall proposed and Cllr Claire Braham seconded that the Model Standing Orders for 2023-24 be adopted. The motion was carried unanimously.
- g. **Financial Regulations 2023-24:** Chair Nick Woodall proposed and Cllr Kim Mouny seconded that the Financial Regulations for 2023-24 be adopted. The motion was carried unanimously.
- h. **Financial Risk Assessment 2023-24:** Chair Nick Woodall proposed and Vice Chair Jeff Gibson seconded that the Financial Risk Assessment for 2023-24 be adopted. The motion was carried unanimously

**69. CORRESPONDENCE – BRIEFING NOTES**

- a. 23 – 27 Democratic Services
- b. 23 – 28 Legal and Governance, Wilts Police and Crime Panel
- c. 23 – 29 North Meadows Mitigation Strategy
- d. 23 – 30 Consultation on potential changes to WC Tax Reduction Scheme for working age people
- e. 23 – 32 Response to recent Council Climate Action Scorecards
- f. 23 – 34 Substantive Highways Scheme Fund
- g. 23 – 35 Christmas Fuel Programme Update
- h. 23 – 36 Coronation Living Heritage Fund – Coronation Orchards
- i. 23 – 37 Simpler Recycling for household and business recycling in England
- j. 23 – 38 Vibrant Wiltshire vacant unit grants

**Councillors have received the above and there is no further comment.**

70. **DATES OF PARISH COUNCIL MEETINGS 2024/25:** It was unanimously agreed to change the previous Parish Council meeting date of 15 July 2024 to 8<sup>th</sup> July 2024.

The next meeting is to be held on Monday 18<sup>th</sup> MARCH 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	8	JULY 2024	18	NOVEMBER 2024		