

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

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The meeting commenced at 7.04 pm.

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

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

Attending: Wiltshire Councillor Trevor Carbin, Dr Celia Beckett, Jon Moss and Shaun Morris from Atkins-Realis, Ray McKenzie, Wiltshire Council, Andy Borresen, Val Chambers, Brad Cole, Tim Lynch and George Braham

**72. APOLOGIES:** Cllr Mark Frati cannot attend for personal reasons which was accepted by the parish council and Editor Simon Withers .

**73. MINUTES OF THE LAST MEETING HELD ON 15<sup>th</sup> January 2023**

The minutes were held to be a true record.

**74. COUNCILLORS AND RESIDENTS FORUM**

a. **Road Surfacing – B3105:** Jon Moss from Atkins-Realis explained that the resurfacing would be carried out in 3 phases.

**Phase 1** covers the roundabout by the Kings Arms Pub to the roundabout entrance to Cottles Barton Tuesday 7<sup>th</sup> May to Friday 10<sup>th</sup> May 7 pm to midnight.

**Phase 2** covers Cereal Partners to roundabout leading to Cottles Barton Monday 13<sup>th</sup> May to Thursday 16<sup>th</sup> May 7 pm to midnight.

**Phase 3** covers the causeway to Cereal Partners Friday 17<sup>th</sup> May to Friday 24<sup>th</sup> May 7pm to 6 am.

He was asked to find out if Wiltshire Council will be repairing water pipes not repaired by the Water Company prior to resurfacing and why there is a large open area of groundworks outside Staverton Club. This will be investigated. All drains will be investigated for problems prior to works proceeding.

The representatives from Atkins-Realis and Wiltshire Council were thanked for attending.

**75. HILPERTON CONSERVATION WORKING GROUP – Dr Celia Beckett**

Dr Beckett stated that there has been a positive shift in planning and a change of rules resulting in many applications being turned down. It is not too late for objections to be lodged against the Maxcroft Mead development on the Wiltshire Council website. She added that the Highways Department had submitted a lengthy comment against the development on the website. Also the River and Canals Trust objected because the canal footpaths were not adequate and would need to be widened.

**76. NEWSLETTER** - Mr Simon Withers was unable to attend.

**77. PLANNING – Model Standing Orders** – Time limits on planning issues to be discussed at the AGM 13<sup>th</sup> May.

**78. WILTSHIRE COUNCILLOR – Trevor Carbin**

**Flooding and Floodgates:** Its 5 years since the gates to slip road to Holt have been installed and he has asked for a report to go to the next area Board meeting in June. This should give a chance to look what has gone wrong recently with late warning of flooding in the area and to see how the system can be improved.

**Pollution:** Monthly results from the monitors January to December 2023:

Old Bear: 22/20/15/17/14/15/11/7/8/10/15/11. Average 14.

New Terrace: 28/26/19/23/16/13/16/8/12/11/16/21. Average 17.

Figures are in microgrammes of NO2 per cubic metre. So they're below the UK Air Quality Annual Mean Objective of 40ug/m3

The monitors will be left in place to get a full set of readings for 2024.

**Speedwatch.**

The team is back up to three now with one more in training. We'll be doing a couple of sessions later this month.

**Litterpick.**

Sunday litterpick 17<sup>th</sup> March went well. The autumn one is set for October 6<sup>th</sup>.

**Old Vicarage.**

The appeal was dismissed in December. Fidelia have been invited to redesign their latest application to allow for the Inspector's reasons for rejecting the appeal.

**79. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL**

- a. **WIFI And CCTV in Village Hall:** Further discussions to take place and to be carried over until the AGM in May.
- b. **Waterlogged pitch and damage by football teams to the turf:** Discussions were held with Staverton Rangers Football Club and it was agreed to properly monitor the ground conditions prior to matches being played whilst the flooding continued.
- c. **IDVERDE:** submitted a quotation for £198 plus VAT to cut back 6 Elm Tree saplings in the hedgerow off the School Lane path to Cygnet Way to enable the hedge to be cut back. Cllr Jeff Gibson proposed, Cllr Kim Mouny seconded that this be carried out. The proposal was unanimously agreed.
- d. **New Fire Safety Regulations:** Fire Safety Lead Cllr Kevin Lamb said that he had drawn up new guidelines for the maintenance and checking of fire equipment in the village hall. He had a few questions regarding the fire doors and will be updating the instructions.

**80. FINANCE AND AUDIT**

a. **Clerk's Financial Report :** Accepted as a true record.

BANK ACCOUNTS AND PETTY CASH HELD		
		£
7.3.24	NAT WEST PRECEPT ACCOUNT	9,222.40
7.3.24	NAT WEST - CLERKS GRATUITY ACCOUNT	7,425.82
7.3.24	PETTY CASH	
7.3.24	NAT WEST GROUND MAINTENANCE FUND	10,834.19
	CAMBRIDGE AND COUNTIES BANK	65,000.00
		<u>92,482.41</u>

**PAYMENTS SINCE LAST MEETING**

<b><u>Precept Account</u></b>			<b><u>Net £</u></b>
15.12.24	1380	ROSPA Health and Safety checklist for routing inspections	60
15.12.24	1379	Cleaning Contractor for Village Hall - Dec 23	100.00
18.12.24	1382	David Owen PAYE Accountants Qtr to 31st Dec 23	85
1.1.24	so	Staff Costs Dec 23	962.53
15.1.24	dd	Hills Waste Dec 23	25.68
1.1.24	1385	Telephone and laptop insurance Dec 23	33.4
31.12.23	1383	Staff Costs Nov/Dec 23	575.80
31.12.23	1384	Superior Printing Costs for Winter Edition of Newsletter	355
6.1.24	1381	HMRC PAYE Qtr to Dec 23	1149.65
10.1.24	1386	Interim Audit - Auditing Solutions Ltd	240.00
13.1.24	so	IDVERDE Grass cutting Play Area Dec 23	156.66
18.1.24	1387	Defib Store - Replacement Battery	205.00
22.1.24	1388	Cleaning Contractor for Village Hall - Jan 24	75.00
22.1.24	1390	Telephone and laptop insurance Jan 24	33.40
27.1.24	1391	Stationary/shower curtain and pole for village hall	69.37
15.2.24	dd	Hills Waste Jan 24	25.68
17.1.24	dd	Corona Energy - Electricity to Jan 24	82.95
1.2.24	so	Staff Costs Jan 24	1026.53
12.2.24	1392	Keys, shower accessories and hall clock	57.91
13.2.24	1393	Avast Software Security 2024-25	59.99
1.3.24	so	Staff Costs Feb 24	1026.53
23.2.24	DD	Corona Energy - Jan 24 - Adjusted payment	40.21
15.2.24	DD	Hills Waste	25.68
1.3.24	1394	Contract Cleaner - Village Hall Feb 24	100.00
7.3.25	dd	SSE - Gas services - Jul 23 to Feb 24	563.68
20.2.24	so	IDVERDE Grass cutting Play Area Jan 24	156.66
			<b>7292.31</b>
<b><u>Maintenance Fund Account</u></b>			
22.1.24	so	IDVERDE - SPORTS GROUND MAINTENANCE JAN 24	336.83
20.2.24	SO	IDVERDE - SPORTS GROUND MAINTENANCE FEB 24	336.83
			<b>673.66</b>
<b><u>Petty Cash</u></b>			
JAN - MAR			
24	42 -	Stationary, Postage, Cleaning Supplies	28

**TRANSFERS****INCOME**

### **Precept Account**

1.11.25	BACS	401 & 402 Henley Hall hire Nov & Dec 23	156
18.1.24	BACS	411 SRFC Field Hire Jan 24	380
9.1.24	BACS	VAT Rebate HMRC Oct to Dec 23	272.32
5.2.24	BACS	412 Henley Hall hire Feb 24	100
5.2.24	BACS	413 Henley Hall hire Mar 24	150
2.2.24	BACS	417 Turlington Hall hire Mar 24	100
2.2.24	BACS	418 Wynne Hall hire Feb 24	31.25
22.2.24	BACS	415 SRFC Field Hire Feb 24	380.00
4.3.24	BACS	420 Revival Wilts RASAC	95.00
22.2.24	BACS	421 SRFC Field hire Feb 24	380.00
29.2.24	BACS	422 Turlington Hall hire Mar 24	60.00
29.2.24	BACS	423 Turlington Hall hire Apr 24	60.00
	BACS		<hr/>
			2164.57

### **Maintenance Fund Account**

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**b. Replacement Printer:** A new Epson Eco ET2851 printer has been purchased for £240 inclusive of VAT. This purchase was agreed unanimously.

**c. AUDIT – Assets Register 2023/24** – Chair Nick Woodall proposed and Cllr Kevin Lamb seconded that these be adopted. The motion was carried unanimously.

**d. AUDIT – Internal audit review 2023/24** – Chair Nick Woodall proposed and Vice Chair Jeff Gibson seconded that these be adopted – the motion was carried unanimously.

**e. Audit – Internal audit programme 2023/24** – Chair Nick Woodall proposed and Cllr Claire Braham seconded that these be adopted – the motion was carried unanimously.

**f. AUDIT – Risk Assessments – Fire Safety/Fire Equipment Testing and Actions:** Cllr Kevin Lamb proposed and Chair Nick Woodall seconded that these be adopted – the motion was carried unanimously.

### **81. CORRESPONDENCE – Briefing Notes – No issues were raised.**

- a. 24-1 Revised Planning Policy Framework
- b. Guidance for parish and town councils on receiving and the use of CIL Funds 24
- c. 24-02 Septic Tank Upgrade
- d. 24-03 Community Governance Review
- e. 24-04 Development of Cultural Strategy for Wiltshire

### **82. ANY OTHER BUSINESS**

**Village Hall Car Park:** Cllr Richard Blueitt to investigate costs to resurface the car park using gravel or donated Tarmac.

**Hard Court:** Vice Chair Jeff Gibson to find a cleaning contractor to quote for the hard court surface.

**The Slipway Car Park:** Concerns were raised that the owner of the illegally parked caravan which was recently evicted would return to park there for the third time. Several alternatives were discussed and Wiltshire Councillor Trevor Carbin was asked to look into change of ownership of the car park to the parish council to deter illegal parking.

**Proposed Equinox Scout Group Fete:** Scout Leader George Braham announced that the proposed fete in Staverton in June had been cancelled and it was now being held in Hilperton. However it was hoped to hold a fete in Staverton in 2025.

**The Old Vicarage Planning Application:** Proposed Question and Answer extraordinary meeting to be held in April.

**83. TIME AND CLOSE OF MEETING 8.20 PM.** The next meeting will be the Annual Parish meeting and the AGM on the 13<sup>th</sup> May 2024 at Staverton village hall at 7 pm..

<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		

