

# GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

## Minutes of the Parish Council Meeting 7 June 2023 Community Room @ 7.30 pm

<b>Present</b>	Cllr T Barker Cllr M Griffiths (Chair) Cllr J Harper	Cllr A Lennox Cllr H Lennox (Vice Chair) Cllr F Miles	Cllr T Sturgis Cllr D Todd Cllr I Vout
<b>In attend'ce</b>	H Wallace (Clerk)	Wilts Cllr E Threlfall	1 member of public
<b>PQT</b>	<b>Public Questions</b>		

A member of the public had reported potholes and issues with gullies in the village on the MyWilts APP and to date those issues have not been resolved. It was discussed that the Parish Steward has been diverted to filling in potholes across Wiltshire as a main task but cannot deal with the gully mentioned, that has been twisted. It was further discussed that sewage surcharging is nothing to do with water table or blocked drains, but developers historically connecting to the system, so when there is heavy rain it overloads the pumping stations. Wessex Water are aware and have put increased pumps in the village. The manhole in Frog Lane has been sealed, but it only moves the surcharge back. The gullies in West Street are on the agenda for a camera survey. Wiltshire Council cut roots before but may not have gone far enough. The Parish Council will write to Wiltshire Council and request that gully clearance goes on the maintenance schedule and ask when it will be on the diary. **Action:** Cllr T Sturgis

WCR

### Reports from Unitary Councillor and Council Representatives

New recycling collections include small electrical items and batteries, an addition to recycling to help avoid fire risk.

The Malmesbury Area Board meeting was held on 6 June and it was raised that there are issues with a white van going round with intent to steal from neighbourhoods – the new police inspector is aware.

Little Somerford had police speed checks, which was, as had been thought, in response to them having a Neighbourhood speed action group. Cllr A Lennox reported that 99.8 miles per hour has clocked going through the 30mph zone in Startley. There is a plotted graph via the Speed Indication Devices showing when during the day the most speeding occurs, so this will be sent to the PCSO to target those times to combat speeding. There has been good feedback in the Parish on the messages on the SID.

Neighbourhood Planning was discussed, particularly the issue of the Wiltshire 5-year land supply and inspectors not paying regard to the Neighbourhood Plans.

It was noted that the footpath that runs parallel to Dauntsey Road on the edge of the Glebe Field requires maintenance. **Action:** Cllr A Lennox to book maintenance work.

### Apologies for Absence & Declarations of Interest

None

Intro

### Minutes and Matters Arising

The Minutes of the Parish Council Meeting held 3 May 2023 were **approved** and **signed** by the Chair as a true record. **Proposed: Cllr A Lennox; seconded Cllr Todd.**



### 3. Finance **Finance & Audit**

#### a) **Monthly Finance Report**

The Finance report was **received**. The Parish Council **ratified & approved** transactions processed since the last meeting (£13,308.22 payments, which included the new slide at Winkins Lane playground). Both the Treasurer and Deposit account were reconciled and signed by Cllr Barker, a non-signatory of the bank accounts. Balances were as follows:

Treasurer Account: £11, 286.87

Deposit Account: £30,179.52

Fixed Term Deposit Account: £55,000

**Proposed: Cllr Griffiths; seconded: Cllr Vout.**

b) Cllr Harper confirmed that the fixed term deposit account has been set up with the same signatories as the Treasurer Account and with fixed funds for six months.

#### c) **Internal Audit Report by Sarah Binstead for 2022/23**

Cllrs received the internal audit report, with adequate ratings across the internal controls. Cllrs discussed that action has already been taken on the recommendations to include the Deposit account in reconciliation (quarterly) and to set up a fixed term account. The report was **noted** and **approved**. **Proposed Cllr Griffiths, Seconded: Cllr Vout**

#### d) **Annual Internal Audit Report 2022/23 prepared by Sarah Binstead**

This was **received**. It will be displayed on parish notice boards, published on the website and sent to the external auditors.

The chair read out all of the statements. It was noted that further reserves will be spent this year and the councillors will consider ways to do that this year appropriately, which would involve spending £2,000-3,000 in non-budgeted expenditure.

#### e) **Annual Governance and Accountability decision tree guidance for 2022/23**

This was **received**.

#### f) **Annual Governance and Accountability return for 2021/22 section 1, Annual Governance Statement**

The Councillors carefully considered each internal control statement on the document and, in the light of the Internal Audit Report felt able to give a positive response to each statement. The statement was completed by the Chair and the Parish Council **authorised** the Chair and Clerk to sign same. Proposed Cllr F Miles; seconded Cllr H Lennox. It will be displayed on village notice boards, published on the website and sent to the external auditors.

#### g) **Annual Governance and Accountability return for 2021/22, section 2, Accounting Statements**

This document had been certified & signed by the Responsible Financial Officer (Clerk) & reviewed by Internal Audit. The Parish Council, having seen the year-end figures at its April meeting, **approved** section 2 and **authorised** the Chair to sign same. **Proposed: Cllr Harper; seconded: Cllr Todd.**

The report will be displayed on village notice boards, published on the website and sent to the external auditors.

#### h) **Supporting statements required as part of the external audit process**

Having considered each in its turn the Parish Council **approved** and **authorised** the Chair



to sign the bank reconciliation and explanation of variances.

The balances carried forward have increased from £66,473 to £102,970 primarily due to CIL money received but not spent in year.

**Proposed: Cllr H Lennox; seconded: Cllr Vout**

Both reports will be published on the website and sent to the external auditors.

- i) **Supporting statements for website publication under the Transparency Code** The Parish Council **authorised** the Chair to sign the list of individual expenditure items over £250 and the Fixed Asset Schedule. Small Parish Councils with income or expenditure equalling less than £25,000 per year must publish expenditure over £100; with income or expenditure over that level the Transparency Code says that items over £500 must be listed and that £250 is best practice. This year the PC opted to list items over £250, given this advice. **Proposed Cllr Sturgis; seconded Cllr A Lennox.** Both reports will be published on the website.
- j) **CIL report to Wiltshire Council**  
The Parish Council **authorised** the Chair to sign the report. It shows the £38,747 received in year from housing developments in the village and the £5,298 spent on speed indication devices, dog-waste bins, defibrillator and heater for the community room. **Proposed Cllr H Lennox; seconded Cllr Harper.** The Clerk confirmed it would be sent to Wiltshire Council and published on the website.
- k) **Publication period for the exercise of electors' rights**  
It was **agreed** that the 30 consecutive day period run from Monday 12 June to Friday 14 July inclusive. (This was later updated to 21 July). The Chair was **authorised** to sign the confirmation document which will be sent to the external auditor. The dates will be displayed on the website and on noticeboards. **Proposed Cllr A Lennox; seconded Cllr Barker.** Any member of the public wishing to inspect the Parish Council's books should contact the Chair in the first instance (tel: 01249 720309 or email merielgriffiths.gspc@gmail.com) to make an appointment.

#### 4. Policies

##### **Policies**

All councillors had reviewed and suggested amendments to core policies as follows:

Code of conduct – re-approved **Proposed Cllr Vout; seconded Cllr Sturgis**

Equal Opportunities – Cllr A Lennox had amended it, referencing the Equalities Act 2010 and making the document more comprehensive. **Proposed Cllr Harper; seconded Cllr H Lennox.**

Freedom of Information – Cllr A Lennox had amended the document in order to refer to roles, rather than named individuals. **Proposed Cllr Vout; Seconded Cllr H Lennox.**

PIE Policy – no changes and re-approved. **Proposed Cllr A Lennox, seconded Cllr Todd**

Reserves Policy- This was read out and it was agreed that reserves would be reduced during the 2023-24 financial year and that ear-marked reserves would be looked at. **Proposed Cllr A Lennox; seconded Cllr Harper** An initial action is to look at the new Upper Seagry commemorative Coronation signpost to see if it could be replicated for Great Somerford.

**Action:** Cllr A Lennox

Risk Register – It was noted that the Parish Council would need to conduct a table top scenario regarding emergency planning, agreed that Cllr Barker would provide a footpath report in July, that wording for the cemetery would be changed and that training for Cllrs would be confirmed. **Action:** Cllr Griffiths

Insurance status to be checked and renewal agreed. **Action:** Clerk

Training for Clerk (ILCA) to be commenced at the earliest convenience. **Action:** Clerk

**Proposed Cllr Griffiths; seconded Cllr A Lennox**

Standing orders Signed and dated with no changes **Proposed Cllr A Lennox; seconded Cllr Vout.**

Privacy notice – preference given to roles rather than named individuals. **Proposed Cllr A**

**Lennox; seconded Cllr H Lennox.**

5. Planning **Planning**

Cllr H Lennox gave a brief update on current planning applications. Cllrs noted that there would be no objection to **PL/2023/03725** - Proposed Works to Trees in a Conservation Area

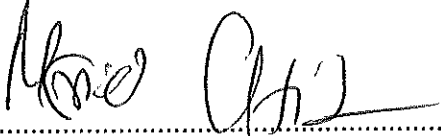
WILLOW HOUSE, GREAT SOMERFORD, CHIPPENHAM, SN15 5JQ

T1 Yew Tree is to be reduced by up to 1.5 metres all over and thinned by 10%. Although it is nesting season. It has been confirmed that there are no nests in these trees. Recommend

**No Objection**

Notice **Dates for Future Meetings @ 7.30 pm – 5 July in the Community Room.**

The meeting closed at 8.45 p.m.

Approved  ..... Chair Date 5/7/23 .....