
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Parish Council Meeting 5th June 2024 Community Room@ 7.30 pm

Present Cllr T Barker Cllr T Harrison
Cllr M Griffiths (Chair) Cllr T Sturgis
Cllr J Harper Cllr D Todd

In attend'ce Clerk: H Wallace 3 members of the public

PQT A member of the public asked if parents taking pupils to school have been contacted about parking on the verge near the school. Cllr Evans has contacted the school about this matter but communications are more challenging at the moment since DBAT has relinquished control and a new Trust is being sought. Cllr Evans had arranged a meeting with the school and an update will be sought next month.
Cllr Sturgis is fixing the bolt on the gate into the Glebe Field from Dauntsey Road and repairing the fence since it has been difficult to reach the land agent for the Diocese of Bristol to discuss their responsibilities as a landowner.
It was discussed that the sign for the site of 20 new houses under construction at Broadfield Farm says "Turn right to Great Somerford" which is misleading. They are house-building signs but normally would have the name of the development. **Action:**Cllr Todd to talk to the developers about the sign.
A member of the public thanked Cllr Barker and Cllr Gravell who have been working on clearing overgrown public footpaths and identifying access issues.

WCR **Reports from Unitary Councillor and Council Representatives**

Cllr Threlfall was absent. It was noted that funding to repair the Lyneham Banks has been approved.

Apologies for Absence

Cllr H Evans
Cllr H Gravell

Declarations of Interest

None

Minutes and Matters Arising

The Minutes of the Parish Council Meeting held 3 April were **approved** and **signed** by the Chair as a true record. **Proposed:** Cllr Todd, **Seconded:** Cllr Harrison

Actions:



It was considered that there were no urgent actions.

3. CIL Projects

Work on the new Walter Powell Pre-School garden has been completed and the Pre-school are really happy with it. Cllrs approved via email an additional £250 to be spent. **Action:** Cllr Harrison to attend the formal opening.

Cllrs are looking to progress the installation of two more speed indication devices (SID). This includes a second SID in Startley, near to the junction with Gt Somerford, and one near the Showground Field in Gt Somerford. **Action:** Cllrs Griffiths and Harrison to check locations, speak with landowners and purchase SIDs. Solar panels have been attached to the existing SIDs to recharge the batteries.

IT and Admin equipment has been replaced including a new laptop, compatible with Windows 11, and a total of around £600 spent, using CIL money.

4. Planning Applications received since the last meeting.

PL/2024/02770

47 Dauntsey Road, Great Somerford. Proposal: Side and rear two storey extension

Decision: No objection

PL/2024/04146

Coppins, Hollow Street, Great Somerford. Proposal: 3 semi-mature Leyland cypress trees approx. 8-10m in height. These have been suppressed by their more dominant broadleaf neighbours and are to be removed. A Hawthorn tree that is due to be removed at it is growing beneath a power line and is located in an old ditch that needs reinstating.

Decision: No objection

4b) Housing Developments – There is an area of green space on the Broadfield Farm development which would potentially be big enough for a kick-about area. Cllr Sturgis has spoken to the developer (Mr Durrant) and looked at the 106 agreement and it's not clear what can be done on the land. **Action:** Cllr Sturgis to check if Mr Durrant is in favour of an application to be made to Wiltshire Council regarding use of the land.

4c) Neighbourhood Plan- The first meeting has taken place with the planning consultant, and steps 1 and 2 have been completed. At the next meeting in September, efforts will be made to strengthen the plan in some areas. Following that, a public consultation questionnaire will go around the village. The PC received a grant from Groundworks which has paid for the consultant. **Action:** Cllr Sturgis to contact the Clerk about making a rebate and reapplying for a portion of the grant within the new financial year.

5. Finance

a) Monthly Finance Report

The Finance report was received. The Parish Council ratified & approved The accounts were reconciled to 29 May. This was confirmed and signed by Cllr Barker, a non-signatory of the bank accounts. **Proposed:** Cllr Griffiths, **Seconded:** Cllr Harper.

The bank balances on 29 May were:

Current Account 86,476.39 / Deposit Account 30,545.96 / Combined total 117,022.35

Cllr Harper discussed moving £70,000 into a fixed term savings account with Lloyds. It

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was noted that the total amount held with Lloyds Bank is in excess of the threshold protected by the Bank of England. Cllrs agreed with the proposal, and to make efforts to reduce the balance by means of CIL expenditure. **Proposed:** Cllr Harper, **Seconded:** Cllr Harrison.

Cllrs fulfilled the following steps to complete the financial year 2023-24

- c) To receive and approve Sarah Binstead's Internal Audit Report 2023-24
- d) To receive and note the Annual Internal Audit Report 2023-24 for website publication.
- e) To receive the Annual Governance and Accountability return for 2023/24 section 1, Annual Governance Statement and to determine the Council's responses to the internal control statements; to complete & approve section 1 and to authorise the Chair and Clerk to sign same.
- f) To receive the Annual Governance and Accountability return for 2023/24, section 2, Accounting Statements 2021/22, as certified & signed by the Responsible Financial Officer; to approve section 2 & authorise the Chair to sign same.

Cllrs had received the following documents and authorised for the Clerk and Chair to complete the signing out of meeting (completed immediately post meeting).

- g) To approve and sign the supporting statements for the external auditors (Bank Reconciliation; Explanation of Variances).
- h) To approve and sign the supporting statements for website publication under the Transparency Code (Expenditure >£250; Fixed Asset Schedule).
- i) To approve and sign the CIL report to Wiltshire Council and note the requirement for publication on the Parish Council website.
- j) To agree, and authorise the Chair to sign, the publication period for the exercise of electors' rights (30 consecutive days including the first ten working days of July).

6. Policies

The Code of Conduct was reviewed and ratified by all Cllrs. **Proposed:**Cllr Griffiths, **Seconded:** Cllr Todd.

The following policies will be distributed to Cllrs for review and for ratification at the July meeting.

Equal Opportunities – Cllr Todd
Reserves – Cllr Harper
Freedom of Information – Cllr Harrison
PIE – Cllr Griffiths
Risk Register – Cllr Sturgis
Standing Orders – Cllr Barker
Privacy – Cllr Gravell

7. Managed Facilities It was reported that Cllr Evans is looking into sourcing a replacement toddler climbing frame for Winkins Lane Playground. This will be eligible for CIL funding.

Cllr Todd reported that the Community Room is being booked for 4 July polling station. DBAT have been in contact with regards to the planned transfer of the School building and Community Room to a new Trust. GSPC has provided copies of the agreements relating to the use of the Community Room. **Action:** Cllr Evans to mention the surplus (and heavy) table that is frequently being left in the Community Room.

7. Environment Cllrs Barker and Gravell were thanked for work on the footpaths. A report has been received by Cllrs and there is still work to be done, such as further signage and clearance. A bridge repair is needed, which may be possible under CIL funding. **Action:**

Cllr Barker to speak with Mr Leonard (CATF) for advice. Cllrs will write to locals to inform of signage on land and in relation to unacceptable signs warning of landowners' dogs on public footpaths. **Action:** Clerk to provide letterhead to Cllr Barker.

8. Standing Items To discuss any updates regarding:
Startley Cemetery; Communications; Gt Somerford and Startley Defibrillators; Book Exchange; Emergency Plan; School's Liaison; War Memorial; Website.

Startley Cemetery has been weeded and grass cut. It was noted that the fees are significantly lower than other local cemeteries and that the prices have not been reviewed since 2017, so the PC will consider the fees.

Emergency Plan – drainage to be added **Action:** Cllr Sturgis

War Memorial planters have been dug in by Cllr Todd and Mr Griffiths (a volunteer) which is considerable work. Local resident Mr Blount is liaising with a garden centre for the plants.

It was noted that a website review may be needed to ensure that information is kept up to date.

Notice

Dates for Future Meetings @ 7.30 pm Wed 3 July Parish Council Meeting

The meeting closed at 8.36 pm

Approved

M. O'Connell

Chair

Date

3/7/24