
L I T T L E S O M E R F O R D P A R I S H C O U N C I L

Minutes of the meeting 4 February 2020 in the Village Hall

Present Cllr P Cameron (Chair) Cllr J Frayling Cllr G Webb
 Cllr D Orchard

In Attendance 2 members of the public Wiltshire Cllr Sturgis R Nuttall (Clerk)

Public Question Time

Village Hall - The Chair of The Village Hall Managing Committee updated the Councillors on the actions of the Committee concerning the parking issues at the Village Hall.

Speedwatch - There is difficulty with training new volunteers due to availability of trainers. Poor weather has prevented use of the camera. The Parish Council were advised that they were unlikely to succeed in a bid to trial a camera from the Malmesbury Area Board, due to lack of evidence.

Reports from Unitary Councillor and Council Representatives

Wiltshire Cllr Sturgis gave notice of declaration of interest – the Council would be receiving an agriculture planning notice for a barn at the end of Potato Lane.

The Parish Council was informed that it should know where the village drains run, and a question was raised on the Vale Leaze drainage.

20/02/1 **Apologies for Absence** - Cllr. S Orchard

20/02/2 **Declaration(s) of Interest** – None.

20/02/3 **Minutes & Matters Arising**

i **Minutes**

The minutes of the Parish Council Meeting held on 3 December 2019 were **approved** and **signed** by the Chair as a true record. Proposed: Cllr D Orchard seconded: Cllr Webb.

ii **Matters Arising/Action Register Review**

It was **agreed** that those items shaded green had been completed. It was noted that all items other than those with no specific timeline (WCAG or Cemetery headstones) or those not yet due had been completed apart from the Councillor review of the Cemetery map.

20/02/4 **Planning Matters**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>.

i **Planning Applications between meetings – ratification of the Parish Council view**

None.

ii **Planning Applications for consideration**

19/11870/FUL Breaches Gate - Erection of replacement oil tank to front
No objection

20/00241/FUL The Old Orchard Removal of old oil tank, install below ground LPG
Support

20/00596/LBC Church Farm – Conversion of Curtilage Listed Barn into Single Dwelling
Support

20/00132/FUL Church Farm – Conversion of Curtilage Listed Barn into Single Dwelling
Support

iii **Applications Determined by Wiltshire Council since the last meeting.**

19/09859/CLE the Bungalow, Russell House - Certificate of Lawfulness for the Existing Use of Premises as Self-Contained Class C3 Dwelling House.
Approved.

19/11533/TCA Somerford House Barn – Fell 2 cedar trees. **No Objection**

iv **Planning determinations by Wiltshire Council notified after issue of the agenda**
None

v **Planning Applications for consideration received on day of meeting**
None

20/02/5 **Finance**

i **Finance report**

The Finance report was **received**, and the Parish Council **ratified** and **approved** payments of £1510, The bank balances stand at £15159 after these transactions.

The Parish Council further approved payments of £480 to the Clerk, HMRC and Westlea, to be made at the end of February as there is no Council meeting next month.

A cheque was raised for £12 for Cllr Cameron for refreshments for ditch clearance volunteers.

Proposed: Cllr Webb; seconded Cllr D Orchard.

ii **Receipts & Payments to 30 January 2020 & Bank Reconciliation**

The report was **noted**. The year to date surplus is £2,906. The forecast outturn has been updated and the explanation for budget variances year to date was noted.

The bank reconciliation appended to the report was checked and signed by the Chair.

iii **Quote for clearance works in the Allotments**

The quote from Westlea had been discussed at the previous meeting. £3420 + VAT

The quote received from Greenscape had been circulated prior to the meeting
Area1 £592 + VAT, Area2 £1037.80 + VAT, TOTAL £1630 + VAT

The Councillors felt that the quote from Greenscape was more acceptable but there were still questions on the work involved i.e. definition of area1 and area2 and questioned whether the area needed to be rotavated. It was decided to contact Greenscape for a new quote excluding rotavating.

Action: Cllr Cameron

The Councillors requested a letter be sent to Mr S Weeks, reminding him to remove his allotment debris from near the gate.

Action: Clerk

iv **Quotes for Grass Cutting and award contract**

The Parish Council had before it 3 quotes for the Grass Cutting Contract which is for 2 years from April 2020. The quotes were circulated prior to the meeting.

Greenscape - £3885 + VAT

JD Estate Management £2975

Westlea £3072 + VAT – current supplier, price held.

The Parish Council decided to award the contract to Westlea, as they were very happy with the current service level and the cost difference was minimal, less than £100.

Proposed: Cllr Cameron Seconded: Cllr Frayling

Action: Clerk

The Councillors discussed the Paddock, which is currently empty. The lease is due for renewal in September, the Councillors would not like to see the paddock empty after September 2020. It was requested that the clerk contact the current lease holder prior to the next meeting

Action: Clerk

v **Final budget for 2020/21**

The Parish Council had before it the draft budget for 2020/21. The budgeted expenditure for 2020/21 is £13715 and included normal recurrent spend plus clearance work on the allotments.

The rolling three-year forecast to March 2023, which included only £300 additional capital investment in the Cemetery in 2022/23, was noted.

The Parish Council **approved** the final budget and financial forecast budget for 2020/21. Approving this budget does mean that the Council is approving a budget deficit for 2020/21.

Proposed: Cllr Webb; seconded: Cllr Frayling.

vi It was **agreed** that the new cheque signatories would be Cllr Webb

It was **agreed** to remove Ms Z Carruthers as a bank signatory

It was **agreed** that to remove Mrs T Chapman from having read only access to the bank account.

It was **agreed** to give Mrs R Nuttall (Clerk) read only access to the bank.

It was **agreed** to change the correspondence address for Lloyds bank to the home address of the Clerk.

It was **agreed** to complete a bank mandate form to effect the above changes.

Proposed: Cllr Cameron Seconded: Cllr D Orchard

Action: Clerk

The Parish Council considered the use of online banking.

It was **agreed** to allow the clerk to be a signatory with the express authority of the Parish Council to set up bank payments. For bank payments to be processed two Councillors will need to authorise the payment.

It was **agreed** to complete a bank mandate to proceed with on-line banking.
Proposed: Cllr Cameron Seconded: Cllr D Orchard

Action: Clerk

20/02/6 **Governance**

- i The resignation of Zoe Carruthers was **noted**.

An interim Vice Chair was **determined** – Cllr D Orchard

It was **determined** that Cllr D Orchard would be responsible for the Parish Council website.

It was **determined** that in the Emergency Plan, Zoe Carruthers would be replaced as follows

Contact for Website Cllr D Orchard,

Actions when a flood warning has been issued Put warnings on Website: Cllr D Orchard

Actions to be taken for Snow Event or Cold Weather Alert Put warnings on Website: Cllr D Orchard

All Councillors to update Facebook

Action: Cllr D Orchard

- ii Wiltshire Council has been notified of the Casual Vacancy following the resignation of Zoe Carruthers. Wiltshire Council will notify Little Somerford Parish Council after February 6th if an election is required. Otherwise the Parish Council must co-opt a Councillor as soon as is practically possible.

The Parish Council decided to advertise the vacancy on Facebook, on the Website on the village notice boards and in the Signpost Magazine.

Action: Cllr D Orchard, Clerk

- iii It was decided to investigate the change of clerk email address as advised.

Action: Clerk

- iv Insurance Cover for 22020/21

Councillors reviewed the level of cover they had in place and compared it to the estimated replacement cost of assets such as playground equipment. It felt the cover was adequate. A 3-year long term agreement with Came & Co commenced in June 2019.

Action: Clerk

- v The Risk Register was **reviewed** and **updated** accordingly.

- vi The Parish Councillors had each reviewed their Register of Interests on the Wiltshire Council website and confirmed that all details were correct.

20/02/7 **Highway Matters**

The Parish Steward is currently assigned to potholes. It was requested that the clerk look for the list of works spreadsheet to help prioritise the Parish Steward tasks in the village.

Action: Clerk

It was requested that the clerk write to Mr & Mrs Bastable at Kingsby to ask for vegetation to be cut back from the pavement.

Action: Clerk

The request for Salt Bin lids has been passed to Wiltshire Council

20/02/8

Items brought forward by Councillors

i VE Day Celebrations 8th May 2020

There will be a 'Bring Your Own' BBQ and Picnic on Saturday 9th May from 1pm on the Millennium Green. To be advertised in the Signpost.

Action: Clerk

ii APM & APCM

Arrangements for the 2020 APM and APCM on 5 May

After discussion it was decided not to have the Community Display of the past 2 years. Defibrillator training will be available at the APM. A draft agenda will be provided to the April meeting. Date to be advertised in Signpost.

Action: Clerk

- iii Meadow Lane ditch has been cleared, it was requested that a note of thanks be sent to Mr Paul Tilley, Mr Steve Cameron and Mr Robert Simmons. It was noted that this was a mid to short term solution and that the drainage pipe under the paddock entrance needs to be replaced. Quotes will be sought.

Action: Cllr Cameron

- iv Defibrillator Wi-Fi still needs to be resolved.

Action : Cllr D Orchard Cllr Cameron

- v The date for the **Spring Litter Pick** was set to Sunday 29th March 10am

It was decided to advertise this

Signpost Magazine – Clerk, Facebook – Cllr Frayling, On the Village Green – Cllr Cameron

20/02/9

Clerk's Report/ Correspondence Received

- i The letter of resignation from Zoe Carruthers had been circulated to all. It was requested that a letter of thanks be sent.

Action: Clerk

- ii Dr M Jones had requested information from the Minutes of 1991 to 2003.

- iii Wiltshire Council had requested information regarding the ownership of the play park. The deeds of the adjoining property have a covenant stating the land was given to the village by Colonel Brassey for the sum of £1 to be used as a play park. The land is to be returned to the Brassey family, if it ceases to be used as a play park for the village residents.

Update from Councillors on Standing items

- i **Allotments and paddock** – sign to be updated.

Action: Clerk

ii Cemetery

A map of the cemetery is available for upload to the website and sending to local Funeral Directors subject to sign off by Cllr Sharp or Cllr Webb. Once done it can be submitted alongside the map of the Garden of Remembrance. However, it was noted although the map correlated to the Burial Registers as to plot numbers, the location of some of the plots which was based on the 1983 hand drawn map, was not 100% accurate and needed revision. Cllr Webb will liaise with a local grave digger to come up with a physically more accurate representation.

Action: Cllr Webb

- iii **Emergency Planning** – ref minute 20/02/6.1

To be updated, reprinted and copies placed in pub, church and village hall.

Action: Cllr D Orchard

- iv **Defibrillator** – Notice to be displayed in the pub

Action: Cllr Cameron

- v **Website**

WCAG legislation: there are a few items to be fixed before September 2020

Action: Cllr D Orchard

- vi **Footpaths & Rights of Way** – stile where 4 and 3 cross needs repair. Once confirmed, clerk will send letter to landowner.

Action: Clerk

- vii **Malmesbury Area Board** – the Board's minutes had been circulated to all. Next meeting date is 3rd March.

- viii **Play Park** – bark laid, matting to be tidied, sign to be updated.

Action: Cllr Cameron, Clerk

- ix **Speed Watch** – none

- x **Telephone Book Exchange.** - none

20/02/11 **Councillors' Observations and Items for Next Meeting Agenda**

A letter of thanks had been received from the Salvation Army with a receipt for the money raised £159.

Drainage issues under the railway bridge.

20/02/12 **Dates for Future Meetings**

The next meetings of the Parish Council will be held at 7.15 p.m. on Tuesday 4 Feb, 7 April, 5 May Annual Parish Meeting & APCM,

2 June, 4 August, 6 October and 1 December.

Approved

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Chair

Date

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