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# LITTLE SOMERFORD PARISH COUNCIL

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## Parish Council Meeting Tuesday 7 April 2020

*Due to Emergency Legislation March 2020 this meeting took place on-line*

### Minutes

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

**In Attendance** R Nuttall (Clerk)

**Public Question Time** No questions received from the public

**Reports from Unitary Councillor and Council Representatives** There was no report received

20/04/1 **Apologies for Absence** None  
**Declaration(s) of Interest** None

20/04/2 **Coronavirus Pandemic**

20/04/2.1a Meeting of Parish Council - 2<sup>nd</sup> June, 4<sup>th</sup> August  
Under the Coronavirus Act 2020, meetings can be held 'virtually' ideally by video conferencing. Zoom was thought to be the easiest application.

**Action: Cllr D Orchard**

20/04/2.1b Annual Parish Meeting and Annual Parish Council Meeting 5<sup>th</sup> May, ACM is cancelled, it was agreed that the APCM will go ahead via Zoom, under the Coronavirus Act 2020, Councillors will continue in office for a further 12 months without re-election.

**Action: Cllr D Orchard**

20/04/2.1c Proposed that regular payments be made by Standing Order  
Westlea monthly to be paid on 3<sup>rd</sup> day of month  
R Nuttall clerk to be paid monthly on 3<sup>rd</sup> day of month  
Proposed : Cllr Cameron Seconded: Cllr S Orchard

It was proposed to add an appendix to the Financial Regulations to cover payments being made by BACs during the Coronavirus pandemic. This appendix is time limited to 7<sup>th</sup> May 2021.

Proposed : Cllr Cameron Seconded: Cllr D Orchard

**Action : Clerk**

20/04/2.1d Planning matters will continue to be circulated by email **Action: Clerk**

20/04/2.1e Playground – cutting of grass continuing even though playground is locked.

20/04/2.1f Allotments - kept open with a notice at the gate to remind people of Government Guidelines. Available allotments to be advertised on Facebook.

**Action: Cllr D Orchard**

20/04/2.1g Cemetery – The Clerk is required to report grave availability twice weekly to WCC. There is no policy for graves to be kept for villagers, however it was thought some plots should be retained for villagers.

**Action : Clerk**

20/04/2.2 To determine/review Little Somerford PC Community Response  
LS Parish Council LS Parish Council Community Support Group is in place. Thanks expressed to Zoe Carruthers, Dave Orchard and Rachel Nuttall for this.

### 20/04/3 **Minutes of Last Meeting and Action Register**

20/04/3.1 The minutes of the Meeting held Tuesday 4 February 2020 were approved and signed by the Chair as a true record. Proposed: Cllr Webb Seconded : Cllr Frayling

20/04/3.2 It was agreed that all items shaded green had been completed, the items shaded blue had been cancelled due to Coronavirus.

### 20/04/4 **Planning Matters**

#### 20/04/4.1 **Planning Applications between meetings – ratification of the Parish Council view**

<b>20/01295/FUL No Objection</b>	Somerford Barn SN15 5JW	New Double Garage (first revision of original application 19/00165/FUL)
<b>20/01826/TCA No objection</b>	The Somerford Arms SN15 5JP	Application for Work to Trees in a Cons Area

#### 20/04/4.2 **Planning Applications for consideration - None**

#### 20/04/4.3 **Applications Determined by Wiltshire Council since the last meeting.**

<b>19/11870/ful Approved with conditions</b>	Breaches Gate, The Street, SN15 5JT	Erection of replacement oil tank to front of property
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#### 20/04/4.4 **To note any applications determined by Wiltshire Council between the issue of this agenda and the date of the meeting.**

<b>20/02933/PNCOU</b>	Russell House SN15 5JH	Notification for Prior Approval Under Class Q for a Proposed Change of Use and Conversion of Chicken Shed to Provide 1 No. Dwelling (Use Class C3)
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**Objection :** the Councillors do not support this application based on overdevelopment of property affecting the rural aspect of the location and an increase in traffic. In addition there is no local evidence of a business being run from this chicken shed.

**20/04/5 Finance & Audit**

20/04/5.1 The Payments & Receipts report was noted.

20/04/5.2 The Finance report was received and the Parish Council ratified and approved payments of £1094.57 and noted receipts of £190.69 . The bank balances stand at £15318.43 after these transactions.

20/04/5.3 At the time of the meeting, the clerk was still waiting to hear how the audits will be managed due to Coronavirus. The Clerk will prepare the year end documents to the previously agreed timescales.

**20/04/6 Governance**

20/04/6.1 The Parish Council Code of Conduct was re-adopted without change.

20/04/6.2 The Parish Council Standing Orders were amended to include an appendix to cover meetings during the Coronavirus Pandemic. This appendix is time limited to 7<sup>th</sup> May 2021. Otherwise the Standing Orders were re-adopted without change.

20/04/6.3 To note that the clerk has requested an increase in insurance cover in line with the fixed asset register.

20/04/6.4 Caroline Minshell was co-opted to the Parish Council.

**Action : Clerk**

**20/04/7 Highway Matters**

**20/04/8 Items brought forward by Councillors**

**20/04/9 Clerk's Report/ Correspondence Received**

Price increase from Hills Waste effective 1 April 2020

Rural Facilities Survey to be completed, Parish Steward Work Priority spreadsheet to be updated

**Action: Clerk**

**20/04/10 Update on Standing items**

To **receive** any updates from Councillors on areas of special interest not covered elsewhere.

20/04/10.1 Allotments and paddock(GW)

20/04/10.2 Defibrillator (PC)

Training to be arranged, wifi to be sorted

**Action: Cllr Cameron**

- 20/04/10.3 Cemetery (DS) (GW)
- 20/04/10.4 Emergency Planning (DO/SO)
- 20/04/10.5 Footpaths (DO/SO)  
Route 7 obstruction to be reported to landowner **Action : Cllr D Orchard**
- 20/04/10.6 Play Park (PC)
- 20/04/10.7 Website (DO)  
Post feature has been added to make it easier to make announcements
- 20/04/10.8 Telephone Book Exch (DS)
- 20/04/11 **Councillors' Observations and Items for Next Agenda**  
VE Day Celebrations have been cancelled. Litter Pick cancelled but good to see villagers litter picking when out for daily walk. Thanks to everyone helping to keep the village tidy.
- 20/04/12 **Dates for Future Meetings**  
**5<sup>th</sup> May, 2<sup>nd</sup> June, 4<sup>th</sup> August**

Approved ..... *P. Anon* ..... Chair ..... 06/05/2020 ..... Date