

# LITTLE SOMERFORD PARISH COUNCIL

## Parish Council Meeting Tuesday 5<sup>th</sup> January 2021

*In accordance with Coronavirus Act 2020 and SO Appendix C19, this meeting took place via Zoom*

### Minutes

<b>Present</b>	Cllr P Cameron (Chair) Cllr D Orchard	Cllr J Frayling Cllr S Orchard	Cllr C Minshell
<b>In Attendance</b>	R Nuttall (Clerk)	Cllr T Sturgis	

### Public Question Time

#### Reports from Unitary Councillor and Council Representatives

Cllr Sturgis reported that the current lockdown will have an impact on some Council Services as staff are diverted to other tasks.

No reply has yet been received from the Planning Officer for Hitherfields.

Cllr Sturgis will investigate the drainage issues in Little Somerford and advise the Parish Council on what action needs to be taken. It was noted that the Parish Council is responsible for making sure that landowners keep ditches clear on their land to ensure correct water flow and drainage.

21/01/1 **Apologies for Absence** – Cllr Webb

21/01/2 **Declarations of Interest** - None

21/01/3.1 **Minutes and Matters Arising**

The Minutes of the meeting of 1<sup>st</sup> December 2020 were approved and signed as a true record of the meeting.

Proposed: Cllr Minshell; Seconded: Cllr Frayling

21/01/3.2 **Action Register**

It was agreed that all items shaded green on the Action Register were completed. It was noted that some items were in hand and other items were on hold due to Covid-19 restrictions.

#### **Planning Matters**

21/01/4.1 **Planning Applications for consideration** None Received

21/01/4.2 **Applications Determined by Wiltshire Council since the last meeting** None

Approved ..... *R. Cameron* ..... Chair ..... 02/03/2021 ..... Date

21/01/5 **Finance**

21/01/5.1 **To approve Finance Report**

The Finance report was received, and the Parish Council ratified and approved payments of £149.56 and noted pre-authorised payments of £971.39. The income received was 0.07.

Proposed: Cllr Minshell; seconded Cllr D Orchard

21/01/5.2 **Receipts & Payments to 29 December 2020 & Bank Reconciliation**

The report was noted. The year-to-date surplus is £3228. The bank balances stand at £18547.

The bank reconciliation for December was signed by the Chair.

21/01/5.3 **To approve the budget for 2021/22 including Capital Project items.**

The Parish Council had before it the budget for 2021/22. The budgeted expenditure for 2021/22 is £12741 and includes normal recurrent spend plus a Wildlife Friendly Village Capital project.

The Parish Council **approved** the final budget and financial forecast budget for 2021/22. Approving this budget does mean that the Council is approving a budget deficit for 2021/22.

Proposed: Cllr Cameron; seconded: Cllr S Orchard

21/01/6 **Governance**

21/01/6.1 **To review the adequacy of Insurance Cover for 2021/22**

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.

21/01/6.2 **To review the Parish Council's Risk Assessments and Risk Register**

The Risk register was reviewed and agreed to be up to date.

Following Brexit, GDPR rules to be checked with regards to website.

**Action: Cllr D Orchard**

21/01/6.3 **To review the Register of Interests for Parish Councillors**

<https://services.wiltshire.gov.uk/TownAndParish/ROI/Council/742>

All Councillors agreed to check their own register and inform the clerk of any changes.

**Action: all**

21/01/7.1 **Highway Matters**

The following have been reported to Wiltshire Council using the My Wilts app, Wiltshire Council's preferred method of reporting.

Mill Lane potholes; Meadow Lane potholes; Manor Farm drain; drain opposite Church Farm; Drain at end of Somerfield's drive; Manhole outside 2 St Anne's Cottage; drain under railway bridge near Village Hall; manhole at end of Woodhayes drive; all drainage grips along road from Little Somerford to Great Somerford; all drainage grips on The Hill; blocked drainage ditch outside Maunditts Cottages.

There is a pothole at the top of Clay Street to be reported, and it was requested that the clerk contact Wessex Water regarding the manhole outside 2 St Anne's Cottage.

**Action: Clerk**

It was suggested that the Parish Council request a highways authority survey of the drainage in the village for integrity and understanding of water flow.

21/01/8.1 **Items brought by Councillors.**

**Wildlife Friendly Village**

This project is on-going, there has been no further action since the last meeting.

21/01/8.2 **Application for Malmesbury Area Board Grant for raised walkway to Great Somerford.**

Cllrs Minshell & Cameron are progressing this.

**Action: Cllrs Minshell & Cameron**

**Clerk's Report / Correspondence received**

21/01/9.1 **Covid 19 Community Support**

Residents have been reminded of this group via Facebook, PC Website and the clerk will put a reminder in the next edition of Signpost.

**Action: clerk**

21/01/9.2 **2021 Census**

The clerk has received correspondence from the Census Engagement Manager for Wiltshire. The Parish Councillors offered to assist in any way required including publicity and delivery of leaflets.

**Action: clerk**

21/01/9.3 **Additional correspondence received by the clerk.**

**Local Plan Consultation**

Cllrs Cameron & Minshell will be attending this online event. The clerk was asked to review the Gypsy & Traveller Local Plan.

**Action: Cllrs Cameron & Minshell**

**Action: clerk**

The clerk will be attending a Census & Elections briefing held by the Wiltshire Association of Local Councils.

21/01/10 **Update on Standing items**

Updates were received from Councillors on items not covered elsewhere.

21/01/10.1 **Allotments & Paddock** no further updates.

21/01/10.2 **Cemetery**

A request has been received for the interring of ashes.

**Action: Clerk**

- 21/01/10.3 **Emergency Plan** updates are on-going.
- 21/01/10.4 **Website** instructions for use currently being updated.
- 21/01/10.5 **Footpaths & Rights of Way** no actions at present
- 21/01/10.6 **Defibrillator**  
There is currently an issue with access to the defibrillator. The property owners have been consulted regarding moving the defibrillator to a more accessible and visible area.  
**Action: Cllr Cameron**
- 21/01/10.7 **Play Park**  
Sovereign will be fixing the Trim Trail bolts, as required to preserve the warranty, in January.
- 21/01/10.8 **Telephone Book Exchange**  
This is currently being checked very regularly. Residents are thanked for this helping to keep it tidy.
- 21/01/11 **Dates for Future Meetings**  
**2021 –2<sup>nd</sup> March, 4<sup>th</sup> May (APM, APCM)**

Approved ..... *R. Cameron* ..... Chair ..... 02/03/21 ..... Date