

# LITTLE SOMERFORD PARISH COUNCIL

## Parish Council Meeting Tuesday 1<sup>st</sup> March 2022 Little Somerford Village Hall

### Minutes

#### Present

Cllr P Cameron (Chair)  
Cllr D Orchard

Cllr C Minshell  
Cllr S Orchard

#### In Attendance

R Nuttall (Clerk)  
One member of the public

Wiltshire Cllr Threllfall

#### Public Question Time

Mrs Free gave a report on behalf of the Speedwatch Team. From January 2020 to December 2021 the team recorded the following : 4533 vehicles, 233 of which were driving above the speed limit. 141 drivers received a police letter regarding their speed, 10 drivers received a second letter and two drivers were contacted regarding excessive speed.

Little Somerford shares the detection device with Dauntsey and Lyneham so has the equipment for 2 weeks in every six. In Wiltshire there are 97 Speedwatch teams.

The Parish Council would like to thank the Little Somerford team for all their work.

A question was raised regarding the allotments – it was confirmed that all allotments are currently let, the Parish Council would like to remind all allotment holders of their obligations in maintaining their plots.

#### Reports from Unitary Councillor and Council Representatives

Cllr Threllfall reported there is a large deficit in the Wiltshire Council budget; as a balanced budget must be presented the Council is looking to raise revenue. Car parking fees will rise and include the introduction of fees for blue badge holders. This money is used to subsidise bus services. It was noted that £55 in every £100 is spent on adult social care and child safeguarding.

Cllr Threllfall reported that the Wiltshire Council Planning Enforcement officer currently has 3 Little Somerford properties on his list; two require planning permission to be applied for and one is to ensure planning permission conditions are being adhered to.

The drainage problems at the Village Hall railway bridge seem to be clear, the Parish Council was asked to report any issues to the new Highways Manager.

- 22/03/1 **Apologies for Absence** – Cllr Fairbairn
- 22/03/2 **Declarations of Interest** There were no new declarations of interest.
- 22/03/3.1 **Minutes and Matters Arising** the Minutes of the Parish Council meeting of 11<sup>th</sup> January were approved and signed as a true record of the meeting.  
Proposed: Cllr D Orchard; Seconded: Cllr Cameron
- 22/03/3.2 It was agreed that all items shaded green on the Action Register were completed.  
**21/11/10.6** Collection tin not at Somerford Arms  
**21/11/10.9** Wheelbarrow has been painted, will be located in Community Orchard  
**22/01/10.4** Defib training video is on LSPC website
- 22/03/4.1 **Planning Matters**  
Four planning applications had been received since the issue of the agenda and the meeting
- PL/2022/01031** The Homestead, SN15 5BJ – single storey extension (disabled use)  
NO OBJECTION, it was noted this is a large extension in relation to the property.
- PL/2022/01318** Ropers Field, SN15 5JX – implement & feed store  
NO OBJECTION, the Parish Council would be disappointed to subsequently, at some point in the future, receive an application to change of use to residential.
- PL/2022/01278** The Elms, SN15 5JH – extension & double garage  
NO OBJECTION.
- PL/2022/01424** Church Farm, SN15 5JW – tree works  
NO OBJECTION, the Parish Council would like to see native trees planted in place of those felled.
- 22/03/4.2 No applications determined by Wiltshire Council.
- 22/03/5 **Finance & Audit**
- 22/03/5.1 **To approve Payments & Receipts**  
The Finance report was received, and the Parish Council ratified and approved payments of £1300.33 and £95; and noted receipts.  
It was noted that the rooted Christmas tree had been purchased, as discussed at the January meeting.  
Proposed: Cllr D Orchard; seconded Cllr Minshell
- 22/03/5.2 The Receipts and Payments to the 18<sup>th</sup> of February were noted and the bank reconciliation for January and February signed by the Chair.
- The Council had allocated £3000 for a capital project of Wildlife Friendly Village for the current year. Work is ongoing on this and work on gates may be started in March but completed and invoiced in the next financial year. The Council agreed to carry over the remaining balance of approximately £2000 to the next financial year 2022/23 in order to progress and complete this.

Proposed: Cllr Cameron; seconded: Cllr D Orchard.

- 22/03/5.3 **To consider S137 donations**  
The Parish Council agreed to make two donations  
£100 to Signpost Magazine  
£100 to Malmesbury Foodbank  
Proposed: Cllr Minshell; seconded: Cllr S Orchard  
**Action : Clerk**
- 22/03/5.4 **Arrangements for the Annual Audit.**  
This will be conducted in the early part of April.
- 22/03/5.5 **Approval** was given to remove the two resigned Councillors as bank signatories  
Proposed: Cllr D Orchard Seconded: Cllr Cameron  
**Action: Clerk**
- 22/03/5.6 **Approval** was given to set up a monthly standing order to Greenscape Ltd, for the grounds maintenance contract which will begin in April 2022. Standing order from May 2022 for 24 months.  
Proposed: Cllr D Orchard; seconded: Cllr Minshell  
**Action: Clerk**
- 22/03/5.7 It was **agreed** to purchase a new laptop for the clerk, as the old one had multiple issues and the repair costs were prohibitive. A budget of £250 was set for this. The office equipment budget had already been exceeded so this will be financed from the training budget – **agreed**  
Proposed: Cllr D Orchard; seconded: Cllr Cameron  
**Action : Cllr D Orchard**
- 22/03/6 **Governance**
- 22/03/6.1 The Code of Conduct was reviewed and **agreed**  
Proposed: Cllr Cameron; Seconded: Cllr Minshell
- 22/03/6.2 The Standing Orders were reviewed and **agreed**  
Proposed: Cllr Minshell; seconded: Cllr S Orchard
- 22/03/6.3 Website compliance is up to date
- 22/03/6.4 10<sup>th</sup> May was set as the date of the APCM and APM. It was agreed to invite community groups to showcase their group activities. **Action: Clerk / All Cllrs**
- 22/03/6.5 The Risk Register was reviewed. It was agreed to add the Community Orchard, which is considered to be minimal risk.  
Proposed: Cllr Cameron; seconded: Cllr S Orchard  
**Action: Clerk**
- 22/03/6.6 The Council noted it can co-opt for the two vacancies.  
**Action: All**
- 22/03/6.7 The insurance cover was reviewed, it was agreed to increase the cover on gates to £5k. The clerk was tasked to obtain three quotes for cover from June 2022, 3-year LTA.  
**Action: Clerk**



- 22/03/7 **Highways Matters** Items for the Parish Steward include missing 30mph sign in Mill Lane, grill on Clay Street drainage ditch and pothole near Somerfield. **Action: Clerk**
- 22/03/8.1 **WI Jubilee Tree Planting** – no update received from WI
- 22/03/8.2 **Self-Closing gates on Public Footpaths** – no further update, work is on-going.
- 22/03/8.3 The Council considered and agreed to a request from Somerford Garden Club to hold a plant sale on the Millennium Green on Saturday 28<sup>th</sup> May **Action: Clerk**
- 22/03/8.4 Cllr Threllfall informed the Council that a grant of £75 is available from Malmesbury Area Board towards Jubilee celebrations.  
The Street Party is going ahead, for Little & Great Somerford & Startley, to be held in Great Somerford.  
There appears to be some confusion regarding the Beacon. This is not a Little Somerford Parish Council event. The Council registered an interest in order to obtain the official guidance. The Council has not budgeted for this event as it was understood that a small sub-group of the Somerford Show would be organising the event. The clerk was tasked with contacting the group in order to clarify the situation, and to confirm that any involvement by Cllrs is on an individual/personal basis and not as Little Somerford Parish Council. **Action: Clerk**
- 22/03/8.5 A resident is carrying out maintenance to the Millennium Green benches, costs will be minimal (varnish/paint)
- 22/03/9.1 The Parish Council had received an email from Malmesbury Platinum Railway Path Group, who are seeking to re-open the railway line from Little Somerford to Malmesbury as a footpath and cycleway.  
The Council noted that this is mostly on private land with a number of bridges needing to be rebuilt. The Council encourages the project but is not able to support financially. They would like to be kept informed of progress. **Action: Clerk**
- Update on Standing items.**
- 22/03/10.1 **Allotment and Paddock, Cemetery, Emergency Plan, Footpaths & Rights of Way, Defibrillator**
- 22/03/10.6 no further updates
- 22/03/10.7 **Play Park** – to confirm that the bark is 200mm deep, guidance is 300mm but the park is minimal risk as equipment is low level. Agility Trail is now out of warranty.
- 22/03/10.8 **Telephone Box** currently very tidy
- 22/03/10.9 **Wildlife Friendly Village** – grant received from Malmesbury Area Board towards gates for allotments/Community Orchard, also applying to Landfill Communities Fund for a grant. Gates to be fitted March/April.
- 22/03/11 **Dates for Future Meetings - 2022**  
10<sup>th</sup> May – APM & APCM, 7<sup>th</sup> June, 5<sup>th</sup> July, 5<sup>th</sup> September, 7<sup>th</sup> November