BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

May Cottage

24b Chittoe Heath

Bromham

Chippenham

Wiltshire

SN15 2EH

Tel: 07990040675

1st April 2019

To: Councillor J E Jordan - Chairman

 Councillor S G Hartley

 Councillor M A Holland

 Councillor B Joyce

 Councillor R Pearce

 Councillor C J Rendell

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the Ordinary Meeting of the Parish Council. The meeting will be held **in the Village Hall** on **Monday 8th April 2019** commencing at **6.30pm.** (LGA 1972 sch.12 para 10(2)(a)**.** A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Emna Diamant

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting – Monday 8th April 2019**

**A G E N D A**

**Public Participation**

**1. APOLOGIES**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

In accordance with the Parish Council’s Code of Conduct, all Members are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council’s Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registerable interests.

**3. MINUTES**

To confirm as a true record the minutes of the Parish Council Meeting held on Monday 11th March 2019.

**4. FINANCE**

**4.1 CASH BOOK AND END OF YEAR BANK RECONCILIATION – 31st March 2019**

Circulated with agenda for noting.

**4.2 BANK BALANCES**

Current Account £51.40

Business Bank Instant £6,769.05

Community Fund £9,180.08

Cashbook Total of accounts £16,000.53

**4.3 BANK ACCOUNTS**

Following a request for the Parish Clerk to investigate; members are requested to discuss whether the ‘Business Bank Instant’ account is to be closed. The appropriate request form is available and requires two signatories.

**4.4 EXPENSES OVER £100 2018-19**

Circulated with agenda for noting. For publication on the Broad Town website.

**4.5 CLERKS SALARY AND EXPENSES**

Members are requested to approve the salary and expenses to the 1st April 2019. Timesheet and remittance advice circulated with agenda.

|  |  |
| --- | --- |
| **Salary** | **£441.45** |
| **Less Tax** | **£88.20** |
| **Net Salary** | **£353.25** |
| **½ Year working from home allowance** |  |
| **Mileage** | **£37.80**  |
| **Stamps** | **£2.01**  |
| **Total Due** | **£393.06** |

**4.5 EXPENSE CLAIM – PADLOCK AND KEYS**

Members are asked to approve by resolution reimbursement to Councillor Joyce for the purchase of a new padlock and keys for the playing field.

**5. PLANNING**

**5.1 PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| 18/09642/FUL | Manor Farm Broad Town Wilts SN4 7RN | Change of Use from agricultural land to equestrian. Erection of two all-weather paddocks. | Approved with conditions.Decision date 07.03.19**Drainage statement and ownership of culvert queried. Supporting documents from planning circulated with agenda.** |

**6. RISK MANAGEMENT - FINANCIAL AND GENERAL RISK MANAGEMENT ASSESSMENT.**

Members are requested to discuss and agree updates to the Financial and General Risk Management Assessment. Amendments for discussion are in bold. Circulated with agenda.

**7. STANDING ORDERS 2019-20**

For adoption and approval by resolution of the Council.

**8. FINANCIAL REGULATIONS 2019-20**

For adoption and approval by resolution of the Council.

**9. COMMUNITY ENERGY FUND APPLICATIONS**

**9.1 COMMUNITY ENERGY FUND APPLICATION BY BROAD TOWN COMMUNITY SPEEDWATCH**

Application and supporting documents circulated with agenda of 11th March 2019. The group are seeking a grant of £4290 towards the cost of installation of illuminated speed limit reminder devices.

Steve Hind of Wilshire council has advised that Further to the CATG meeting last month, the request to use a SID type showing ’30’ rather than actual speed limit has been approved.

To discuss following the further information received from Wiltshire Council.

**10. RETAIL RATE RELIEF – BRIEFING NOTE 19-007**

To note the correspondence from Wiltshire Council – circulated with agenda.

**11. COMMUNITY LED HOUSING PROJECT - BRIEFING NOTE 19-008**

To note the correspondence from Wiltshire Council – circulated with agenda.

**12. FOOTBALL GOALPOSTS PROJECT**

Goalposts have been delivered. Members are requested to agree by resolution the installation costs and position of the goalposts.

**13. REDHILLS DEVELOPMENT – SCOTTISH AND SOUTHERN ELECTRICITY ACCESS**

Councillor Pearce to report on his meeting with SSE. To discuss the outcome and agree next steps.

**14. GIGACLEAR – NORTH WILTSHIRE ONLINE ROLLOUT**

Councillor Joyce to report on his meeting with Stephen Harris of Gigaclear. To discuss the outcome and agree next steps.

**15. WHITE HORSES PROJECT PROPOSAL**

E-mail from North Wessex Downs AONB circulated with agenda. To discuss and agree next steps.

**16. EXCHANGE OF INFORMATION**

**Please note no decisions can be made on these items anything raised which requires a decision of the council will be included as an agenda item at the next Parish Council meeting.**

**Next Meeting Monday 13th May 2019**

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 11th March 2019**

**Present:** Councillor J E Jordan – Chairman

 Councillor S G Hartley

 Councillor M A Holland

 Councillor B Joyce

 Councillor R Pearce

**Officers:** Mrs E Diamant – Parish Clerk

**Public Participation**

11 members of the public.

A member of the Village Hall Committee asked if a representative from the Parish Council would attend their meetings; the Parish Council are trustees of the hall. They advised that it does not need to be the same person each time and the meetings occur every six weeks. The next meeting is on the 9th April at 5:30pm. The councillors agreed to come forward with a representative.

**1. APOLOGIES**

Apologies were received from Councillor Rendell.

**2. DECLARATIONS OF INTEREST**

Councillor Joyce declared an interest in item 4.6, expense claim for the Appleford Public Inquiry on the 27th and 28th February. Councillor Joyce remained in the meeting but did not take part in the discussion or vote.

Councillor Pearce declared an interest in both the Community Speedwatch and Village Hall community grant applications. Councillor Pearce remained in the meeting but did not take part in the discussion or vote.

**3. MINUTES**

The minutes of the Parish Council Meeting held on Monday 11th February 2019, having been previously circulated, were signed by the chairman, Councillor Jordan as correct.

**4. FINANCE**

**4.1 CASH BOOK – 28th February 2019**

The cash book was noted. The clerk now has access to the accounts and is awaiting a card and a card reader. It was confirmed that the 6th February payment of £794.97 from Wiltshire council is funding towards the goalposts.

**4.2 BANK BALANCES**

Current Account £292.14

Business Bank Instant £8,050.86

Community Fund £4,308.31 (new balance with 2019 grant payment £9780.08)

Cashbook Total of accounts £12651.31

Councillor Joyce noted that no invoice for grass cutting has been received. The Parish Clerk will follow up with the contractor. The Parish Clerk will also establish whether indemnity insurance for the grass cutting contract is in place and obtain quotes if necessary.

**4.3 CLERK’S EXPENSES – HOME INSURANCE AND SLCC MEMBERSHIP**

It was proposed by the Chairman, seconded by Councillor Hartley and

 **UNANIMOUSLY RESOLVED** to approve the payment of £81 to the Parish Clerk, Emna Diamant in reimbursement for membership to the SLCC.

It was proposed by Councillor Joyce, seconded by Councillor Pearce and

 **UNANIMOUSLY RESOLVED** to approve the payment of £10.53 to the Parish Clerk, Emna Diamant in reimbursement for home insurance excess to cover working from home with visitors.

**4.4 CLERKS TRAINING**

It was proposed by Councillor Joyce, seconded by Councillor Hartley and

 **UNANIMOUSLY RESOLVED** to approve funding for the Parish Clerk attend Society of Local Council Clerks level three training course in Melksham 2019. Cost of course: £340 plus VAT.

**4.5 CLERK’S SALARY AND EXPENSES – LINDA ROBERTS**

It was proposed by the Chairman, seconded by Councillor Joyce and

 **UNANIMOUSLY RESOLVED** to approve for payment the previous Parish Clerk’s salary and associated expenses as detailed in the timesheet and reflected in the table below.

|  |  |
| --- | --- |
| **Salary** | **243.24** |
| **Less Tax** |  **48.60** |
| **Net Salary** | **194.64** |
| **Mileage** |  **25.20** |
| **Printing** |  |
| **Special Delivery charges for return of cheque books to Councillor B Joyce** |  **14.00** |
| **Total Due** | **233.84** |

**4.6 EXPENSE CLAIM**

Members are asked to approve by resolution the mileage and expenses claim for Councillor Joyce’s attendance at the Appleford Inquiry held on the 27th and 28th February at Monkton Park, Chippenham.

It was proposed by Councillor Pearce, seconded by the Chairman and

 **UNANIMOUSLY RESOLVED** to approve the payment of £36.50 to Councillor Joyce in reimbursement for expenses and travel to and from Monkton House on the 27th and 28th of February to attend the Appleton Public Inquiry.

**4.7 INTERNAL AUDIT**

Auditing Solutions Ltd have made contact regarding whether we need their services for the 2018-19 internal audit review. They have advised that the fee for 2018-19 will be £125 plus VAT.

It was proposed by Councillor Holland, seconded by the Councillor Joyce and

 **UNANIMOUSLY RESOLVED** to contract the services of Auditing Solutions Ltd for the internal audit review 2018-19

**5. COMMUNITY ENERGY FUND – GOOD ENERGY**

The Parish Clerk contacted Good Energy regarding the community energy fund payment for this year.

This year’s grant payment of £5471.77 has now been received.

Good Energy has advised that they are transferring the administration of the grant to an external organisation. Matt Young of Grantscape is the new contact. Nicholas Wakeford of Good Energy asset management team is seeking to organise a meeting between BTPC and the new grant administrator. Councillor Jordan will forward potential meeting dates to the Parish Clerk.

Councillor Jordan noted that there have been changes to the financial and organisational structure of Good Energy; it would be advisable to be aware of the potential impact on the community energy grant if there are further changes in the future.

**6. COMMUNITY ENERGY FUND GRANT APPLICATIONS**

**6.1. COMMUNITY FUND APPLICATION BY BROAD TOWN SOCIAL CLUB**

Members discussed the application from Broad Town Social Club. The group are seeking a grant of £600.00 towards a professional glass washing machine. One of the applicants was present and discussed that when there is a larger function, drying up cannot be completed quickly enough and health and hygiene issues arise from using tea towels. There is also a time issue of washing up at the end of events.

Councillor Joyce noted that the applicants had raised funds from other sources and the funding was well matched. Councillor Jordan noted that there would be the opportunity for equipment to be used for other events.

It was proposed by the Chairman, seconded by Councillor Holland

 **UNANIMOUSLY RESOLVED** to award a grant of £600 to Broad Town Social Club for the purchase of a professional glass washer.

**6.2. COMMUNITY ENERGY FUND APPLICATION BY BROAD TOWN COMMUNITY SPEEDWATCH**

Members discussed the application by Broad Town Community Speedwatch. The group are seeking a grant of £4290, payment in principle at the moment, towards the cost of installation of illuminated speed limit reminder devices.

Councillor Pearce identified the potential for approval in principle following positive discussion at the CATG meeting but in advance of final confirmation of a funding contribution from Wiltshire Council at the next Area Board.

Councillor Pearce reported on the CATG meeting of the 27th February; Steve Hind of Wiltshire Council discussed categorisation of the intended unit as a speed limit reminder device rather than a speed indicator device. He is not sure that Wiltshire Council has a policy for reminder signs. This will be investigated and checked with the approval board. It was noted that the cost may vary slightly if Wiltshire Council desire a speed indicator rather than a reminder device.

Councillor Jordan discussed the large size of the grant request. It was noted that it has been established that this does not represent a statutory responsibility of the Parish Council. Councillor Jordan referred to the terms of the community energy fund and identified that it would be eligible as it is an application from a community group. It was also noted that it meets the aim of reducing carbon emissions; it would be useful to feed this back to Good Energy.

Councillor Jordan noted the need to support needs identified by the village. Councillor Jordan reminded those present that of all the options considered this represents the best solution and indicates that we are concerned about speeding traffic as a village. Councillor Hartley indicated that the option presented is the only one we can feasibly do at present.

There is an area board meeting on 20th March. Councillor Jordan identified concern about going to the area board and applying for installation funds which are then not used if the remaining funding for the project has not been identified; this highlights the importance of coming to a decision in principle prior to this.

The application was approved pending sign off and installation funding by the area board. Councillor Pearce to debrief after the area board meeting.

**7. DIGITAL ACCESS TO COUNCIL TAX RECORDS - BREIFING NOTE 19-005**

The correspondence from Wiltshire Council was noted.

The information is to be posted on the website and put in Broad Town News; to be advised as an additional service from Wiltshire Council.

**8. FOOTBALL GOALPOSTS PROJECT**

Councillor Joyce reported on his visit to view the portable goalposts carried out with Councillor Rendell. The goalposts were in much better condition than the original photographs indicated. However, additional information from the Football Association and Rospa websites on goalpost safety indicates that fixed posts may be the better option from the perspective of safety and liability.

Councillor Hartley noted that the guidelines state that portable posts need to be put away when not in use, secured when in use and would need four people to move when mowing.

Councillor Jordan advised that the Parish Council duly note that we are grateful for the offer from the Rugby Club; both in making them available to view and in the time and effort put into supporting our decision making process. Having completed due diligence and looked into safety guidelines the Council concluded that socketed posts are the safest option and of the right standard. Councillor Jordan noted that funding for socketed posts has been reserved.

The Parish Council will personally thank Brian Smith for his efforts and contact him to pass on our thanks to the Rugby Club. Councillor Joyce and Councillor Rendell to follow up via e-mail or telephone.

It was proposed by Councillor Hartley, seconded by the Chairman and

 **UNANIMOUSLY RESOLVED** to order the socketed goalposts via NetWorld Sports.

Summary of costs: £1160.99 inc vat

Minus grant: £794.97

£366.02

Installation: £775 no vat

Total for BTPC: £1141.02 (in budget for 2019/20)

Parish Clerk to order and arrange delivery to Councillor Hartley.

**9. REDHILLS DEVELOPMENT – SCOTTISH AND SOUTHERN ELECTRICITY ACCESS (SSE)**

SSE Have requested access to a construction site via the playing field which is Parish Council property. SSE sent Councillor Joyce a risk assessment and a method statement. SSE has stated that they will minimise the number of vehicles and will use a 4x4 and a JCB. They will visit the site with representatives prior to take photos and will make good afterwards. A map was sent of where they want to drive; this indicates a route around the edge of the field. Councillor Joyce noted that across is more convenient so they may not stick to this.

SSE has advised that following our agreement they hope to start the works within six weeks. They will need access for one day.

Councillor Joyce has looked into wayleave agreements; these are generally for installation on one’s property. None of the equipment will be installed on Parish Council property so this may not be appropriate.

Councillor Jordan noted that the timing would clash with the Easter Break and the time of year when children are starting to use the playing field. There is concern about the potential damage to the playing field and risk to users whilst the works are carried out. It is not clear from the information provided how we would hold them responsible if damage occurs.

Councillor Pearce raised concern that no-one has formally approached us regarding this. He has contacted Wiltshire Council regarding pre-conditions of development by the developer – they have no record of these.

It was agreed that we need to discuss these factors with SSE before we make a commitment; we would not block access and are happy to discuss but need a formal agreement regarding indemnity, damage and timing in order to assess the potential impact.

The objective is to keep the playing field accessible for children in the village when they would need to use it.

Plan: Parish Clerk to contact SSE to arrange a site visit; Councillor Pearce volunteered to meet them.

**10. COMMUNITY AREA TRANSPORT GROUP (CATG)**

Councillor Pearce reported on the meeting of the 27th February during discussion on the community speedwatch grant application.

**11. PUMP HOUSE DEVELOPMENT - 18/01108/ENF**

A resident attended the meeting and recapped on issues faced by residents as a result of construction traffic. Deliveries using 18 tonne vehicles continue to occur outside agreed times and working hours. Although the developer agreed to arrange for deliveries at different times, Travis Perkins’ continue to deliver during weekday mornings between 7 and 9 am. Difficulties have generally been increasing.

The resident obtained a construction methods statement via Wiltshire Council. The planned and dedicated unloading area cannot feasibly be used due to being sloped and too close to cables and housing. There is concern that the plan was made with no intention of following it.

Anne Murphy, Enforcement Officer, Wiltshire Council completed a site visit last week, she has not reported back to the resident or to the Parish Council as yet.

Parish Clerk to follow up with Anne Murphy by e-mail.

Councillor Joyce noted that there have been numerous complaints about the development. Councillor Jordan summarised the concerns and the inconvenience to residents.

Councillor Joyce raised whether we need to be more rigorous in raising objections to planning applications.

The Council concluded that the number and extent of the breaches made by the developer warranted a formal letter to Wiltshire Council. The Parish Clerk will look into drafting a letter regarding these issues and outlining the number of breeches during the construction process.

**12. GIGACLEAR – NORTH WILTSHIRE ONLINE ROLLOUT**

Wiltshire online rollout link circulated with agenda. Councillor Joyce discussed that people can use the link to register interest in superfast broadband; he noted that there is information on costs. The link will be put on the website.

**13. EXCHANGE OF INFORMATION**

**Please note no decisions can be made on these items anything raised which requires a decision of the council will be included as an agenda item at the next Parish Council meeting.**

Appleford Public Inquiry

-Councillor Jordan and Councillor Joyce reported on their attendance at the Appleford Public Inquiry on the 26th, 27th and 28th February.

-Councillor Jordan attended on the 26th. The day included formal set up of the evidence and technical assessments. Wiltshire Council had submitted evidence late and the appellant solicitor felt more time was needed to consider this. As a result the Inquiry will be concluded at a further hearing in July.

-Councillor Joyce attended on the 27th and 28th. On the 27th five appellant witnesses and one appellee witness were examined. On the 28th three appellee witnesses were examined. The two days established the credibility of witnesses and the accuracy of the evidence. Vehicle number, size and timing were established as were nuisance and pollution aspects. There were no conclusions at the end of day three.

-The inquiry has been adjourned until 10:00 hours on the16th 18th and 19th July. It will be public but only main parties are advised of the dates. These dates also include a site visit. 18th June is the deadline for rebuttal evidence (on evidence supplied late to the original inquiry dates). It will take three to six months for a decision following this.

-There is scope for representatives from the Parish Council to attend in July; to review nearer the time.

- A member of the public thanked the Councillors for attending and asked if it was felt that the single lane narrow track turn out from Thornhill could be considered a dangerous junction. If so does this have any bearing on the evidence for the impact of the Appleford site? Councillor Jordan stated that Wiltshire Council had included significant information on the highways impact in their evidence. Councillor Jordan also noted that the remit of the Parish Council is to support the outcome of the inquiry and identified the need to let the Inquiry run its course.

Councillor Hartley has seen a person from Wiltshire Council taking photographs in the village; it is not sure to what purpose. Parish Clerk to contact Alison Bucknell regarding this.

Keys for padlocks on the playing area were discussed. The contractor who cuts the grass has a key but it is not certain who else has keys. New padlock and keys advised to be certain of who has access in case of emergencies. Councillor Joyce to obtain quotes.

Councillor Pearce noted that planning permission has been granted for Manor Farm hard standing paddocks. The hard standing was implicated in previous flooding in the village; subsequently a blocked culvert was located. Councillor Pearce to forward information to the Clerk for follow up with Wiltshire Council around the maintenance of the culvert.

Meeting closed at 20.32

**Next Meeting Monday 8TH April 2019**