

BROAD TOWN **PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Monday 9th March 2020
In the Village Hall**

Present:

Councillor S Hartley – Vice Chairman
Councillor B Joyce
Councillor M A Holland
Councillor R Pearce

Officers:

Mrs E Diamant – Parish Clerk and RFO

In attendance:

Unitary Councillor – Mollie Groom
Grantscape Chief Executive – Matt Young

PUBLIC PARTICIPATION

6 members of the public were present.

A resident noted that the weeds and debris from the sides of the roads need clearing. There is also debris on the main road on left hand side as coming down the hill – The Parish Clerk will request that this is added to the Parish Steward worksheet.

It was noted that the village sign still needs to be repaired and the old sign is on the side of the road on the verge. The Parish Clerk will flag this up with highways again.

69/19 APOLOGIES

Apologies were received from the Chairman, Councillor Jordan and Councillor Rendell.

70/19 DECLARATIONS OF INTEREST

Councillor Pearce declared an interest in item 76/19.1 in reference to planning applications 20/01549/LBC and 20/01010/FUL. Councillor Pearce remained in the meeting but did not take part in the discussion.

Councillor Holland declared an interest in the community fund applications for Broad Town Village Show and Broad Town Footpaths Group. Councillor Holland remained in the meeting but did not take part in the vote or discussion for approval.

71/19 MINUTES

The minutes of the Parish Council Meeting held on Monday 10th February 2020 having previously been circulated were signed by the Vice Chairman, Councillor Hartley as a correct record.

72/19 FINANCE

72/19.1 BANK BALANCES and BANK RECONCILIATION at 29.02.20

Treasurers Account	£6915.57
Business Bank Instant	£ Nil
Community Fund	£ 8032.11

Treasurers Account	£6915.57
Less unrepresented cheques	Nil
Balance	£6915.57

The bank balances and cashbook were noted.

72/19.2 INTERNAL AUDIT 2019-20

Auditing Solutions Ltd have made contact regarding whether we require their services for the 2019-20 internal audit review. They have advised that their fee for 2019-20 is £130 plus VAT. It was noted that this will be the fourth year of using Auditing Solutions Ltd and that comparative quotes for the internal audit will be sought by January 2021 to ensure due diligence.

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

UNANIMOUSLY RESOLVED to appoint Auditing Solutions Ltd for the 2019-20 internal audit review.

73/19 NEW BROAD TOWN PARISH COUNCIL WEBSITE

Councillor Joyce advised that a review of potential suppliers and the requirements for the new website has been completed. Three suppliers were contacted and compared; one supplier did not respond and one supplier came in with considerably higher costs. A review of the website requirements together with a quote from Parish Council Websites meeting the requirements was forwarded with the agenda (£649.00 no VAT, plus hosting costs of

£19.00 per month). Councillor Joyce and the Parish Clerk were able to trial a demo site to review the administrative functions of the website. Councillor Joyce noted that a deposit of £194.70 is required for the developer to commence work on the site.

The Vice Chairman, Councillor Hartley noted that the example sites circulated had good functionality and would enable the Parish Council to meet website accessibility guidelines in time for the September 2020 deadline. It was noted that the content and information of the Broad Town Parish Council website will need to be reviewed as the new website is developed.

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

UNANIMOUSLY RESOLVED to appoint Parish Council Websites, trading as BWP Creative Limited to commence website development at a cost of £194.70.

74/19 GRASS CUTTING CONTRACT

Members reviewed the quote from Supreme Contract Services Ltd to complete the grass and hedge cutting for 2020/21 at a cost of £2053.00 (excluding VAT) based on 18 cuts during the growing season at a cost of £108.50 per visit (excluding VAT).

Councillor Pearce noted that the previous contractor Rod Hall had completed the works to a high standard and suggested that the number of cuts reflect the needs of the growing season rather than being limited to a number which might compromise quality. It was noted that the Chairman, Councillor Jordan suggested via email in advance of the meeting, that a contingency be found in our budget if more cuts are required this growing season.

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

UNANIMOUSLY RESOLVED to appoint Supreme Contract Services Ltd to complete the grass and hedge cutting for the 2020 season.

The Parish Clerk will contact the previous contractor to thank them for completing the job to a high standard in 2019 and obtain the gate key for Redhills.

75/19 APPLICATIONS TO THE COMMUNITY FUND

Matt Young, Chief Executive of Grantscape attended the meeting; he outlined the role of his organisation in administering and supporting the grants on behalf of Good Energy. Matt offered support in reviewing the grant administration documents and promotion of the grant. It was noted that that the grant would benefit from wider promotion and that the new website will enable this. Members of the Grant Advisory group have suggested that example applications and supporting documents be available on the new website to assist applicants.

The Community Fund Advisory Group met on 17th February 2020 and recommended that the following grants are awarded by the Parish Council. Members reviewed the following applications.

75/19.1 BROAD TOWN VILLAGE SHOW – VE DAY ANNIVERSARY CELEBRATION

A member of the grant advisory group was present and noted that during the advisory group meeting it was suggested that Broad Town Village Show need to be responsible for the insurance costs. The application has been amended to reflect this with the application funding now including the cost of hiring the village hall in place of the insurance costs. This does not change the overall total of the funding application at £1452.00, and an amended application has been provided. Matt Young of Grantscape noted that this represented positive amendment to the application. Councillor Pearce noted that the application was match funded by resources from the Broad Town Village Show.

It was proposed by Pearce, seconded by Councillor Hartley and

UNANIMOUSLY RESOLVED to award £1452.00 to Broad Town Village Show.

75/19.2 BROAD TOWN FOOTPATHS GROUP

It was noted that the final cost of the gate may be cheaper as Clyffe Pypard are buying three of the same gates thus reducing the delivery cost. It was noted that the gate is easy to operate and the use of the same gates as the Clyffe Pypard parish will benefit users of the footpath.

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

UNANIMOUSLY RESOLVED to award £618.10 for the supply and installation of a Berkswell pedestrian gate.

76/19 PLANNING

All planning documents and decisions can be viewed at:

<https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

76/19.1 PLANNING APPLICATIONS RECEIVED

Application Number	Applicant	Location of Development	Description of Development
20/00419/FUL	Mr Bayliffe	Thorncroft House 29 Broad Town Road Broad Town Wiltshire SN4 7RB	Part retrospective change of use from domestic garage (C3) to sales and tasting area (A1) and microbrewery (B2) and

			change of first floor to staff office (B1) and change of use of outbuilding to be used as microbrewery (B2). Comments now invited until 16.03.20 due planning portal delays
20/01549/LBC 20/01010/FUL	Mr R Pearce	Pantyywick 101 Broad Town Hill Broad Town Wiltshire SN4 7RU	Proposed single storey extension to kitchen. It was noted that the increase in footprint is modest and the development does not impact on the listed areas of the building. Comments invited until: 26.03.2020 No objections were raised

Application 20/00419/FUL was discussed; it was noted that the application has been amended with detail on the air con unit and parking spaces. Highways have commented that cars must be enabled to exit the site in a forward motion. The Parish Clerk will amend consultee response stating no objections to this development due to the additional information provided.

76/19.2 PLANNING APPLICATIONS DETERMINED

Application Number	Location of development	Description of development	Decision
19/11271/FUL	The Fields Broad Town Road Broad Town SN4 7RB	Change of use of existing stable to tourist accommodation.	Approve with conditions. The decision was noted.

77/19 BRIEFING NOTE 20-09 – CHANGES TO KERBSIDE RECYCLING COLLECTIONS

The correspondence from Wiltshire Council was noted.

78/19 BRIEFING NOTE 20-10 – SUGGESTIONS FOR IMPROVEMENTS TO BUS SERVICES

The correspondence from Wiltshire Council was noted. Councillors are requested to forward any comments to the Parish Clerk.

79/19 BRIEFING NOTE 20-11 – WORKING IN PARTNERSHIP WITH TOWN AND PARISH COUNCILS

The correspondence from Wiltshire Council was noted. Councillors are requested to forward any comments on the open spaces survey and review to the Parish Clerk.

80/19 EXCHANGE OF INFORMATION

Councillor Hartley was approached by resident regarding the lack of pavement on the corner of Pye Lane. The ownership of this section is yet to be established; Councillor Pearce and the Parish Clerk will follow this up.

Councillor Pearce reported that the SID has been delivered. Councillor Pearce will book on the next safe street works course that he is able to attend. Consideration to be given to a second councillor attending the course.

Councillor Pearce will be attending the next CATG meeting and will check whether an agreement has been reached regarding the street signs for the gallops.

Next meeting Monday 6th April 2020 at 6.30pm

Meeting closed at: 7.40pm

Signed: Dated:

Chairman, Councillor J Jordan