BROAD TOWN  PARISH COUNCIL

Linda Roberts BA (Hons) PGCAP FHEA FSLCC

Parish Clerk and RFO

44 Westlands Lane

Beanacre

Melksham

Wiltshire

SN12 7QE

Tel: 07794056594

6th January 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 14th January 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



Mrs L A Roberts

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting - Monday 14th January 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 1oth December 2018.

**4. FINANCE**

**4.1 CASH BOOK - 31st DECEMBER 2018**

Circulated with agenda for noting.

**4.2 BANK BALANCES**

Treasurers Account £1,011.78

Business Bank Instant £8,050.78

Community Fund £4,708.31

Bank reconciliation, circulated with agenda, for noting.

**5. APPLICATIONS RECEIVED**

|  |  |  |  |
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| **Application Number****18/11446/FUL**Plans can be viewed here: [18/11446/FUL](http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=894687&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&DAURI=PLANNING&XMLSIDE=) **18/09307/PNCOU**Plans can be viewed here:- [**18/09307/PNCOU**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=892628&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&PUBLIC=Y&XMLSIDE=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/Menus/PL.xml&DAURI=PLANNING) | **Applicant**Miss Speed | **Location of Development**The Cow ByreBroad Town RoadSN4 7RBFormer Dairy Building Tyning Farm Cotmarsh Broad Town Swindon Wiltshire SN4 7RA | **Description of Development**Erection of an Oak Framed Car Barn – with small loft space for storage**Comments by 10th January 2019 (Parish Clerk has asked for an extension to 15th January for the submission of Broad Town Parish Council’s comments)**For discussion in meeting as possible overlooked in the November meeting |

**Review of possible planning breach at Lay Marsh Farm Cotmarsh.**

**Correspondence on approved planning application for 18/01108/ENF – Pump House Horns Lane**

**6. WILTSHIRE SITE ALLOCATIONS PLAN UPDATE**

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

**7. COMMUNITY LED HOUSING**

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

**8. COMMUNITY AREA TRANSPORT GROUP**

Notes of the meeting held on 6 December 2018 for members information. Circulated with Agenda.

**9. SERVICE DEVOLUTION AND ASSET TRANSFER TO TOWNS & PARISHES**

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

**10. CONDITION REPORT – WHITE HORSE TRAIL (Councillor M Holland)**

For information and noting

**11. DRAFT BUDGET 2019/2020**

Draft Budget to be circulated by Councillor Joyce. For members discussion and agreement to set the Precept for 2019/2020.

**12.** **Correspondence on Play Area Redhills**

**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.**

**Next Meeting Monday 14th January 2019**

BROAD TOWN  PARISH COUNCIL

**MINUTES OF BROAD TOWN PARISH COUNCIL**

**Held in the Village Hall - Monday 10th December 2018**

**A G E N D A**

Present Councillor J E Jordan - Chairman

 Councillor S G Hartley

 Councillor M A Holland

 Councillor B Joyce

 Councillor R Pearce

 Councillor C J Rendell

In attendance

Notes/Minutes taken by Mrs L Billis

**Public Participation** 9 members of the public

**1. APOLOGIES**

Mrs Linda Roberts, Parish Clerk

**2. DECLARATIONS OF INTEREST**

Cllr Joyce stated that he has made comments as a neighbour in respect of Agenda Item 8 and may also comment under that agenda item, but the development does not directly affect him.

**3. MINUTES**

The minutes were agreed as a correct record but could not be signed as they were not available, Chairman Cllr Jordan will sign when they become available. The draft minutes are attached to the agenda on the website.

**4. FINANCE**

**4.1 CASH BOOK - 30st NOVEMBER 2018**

The cash book was included with the agenda for noting. Cllr Joyce commented that the cash book accounts are correct but that there may be a £5.00 discrepancy (approx) in the bank reconciliation. (known issue before the meeting, to be reconciled when the Parish Clerk is available)

**4.2 BANK BALANCES**

Cllr Joyce commented that the balances for the Business Bank Instant account and the Community Fund account are correct but that there may be a minor discrepancy in the Treasurers account. It was agreed that in summary to note Item 4.2 and that it would be good to have a cashflow that showed the balance for the year, although it was noted that there is an estimated outturn on the forward budget.

Treasurers Account £ 504.73

Business Bank Instant £ 9,074.29

Community Fund £ 4,708.31

The bank reconciliation was noted.

**4.3 PAYMENTS FOR APPROVAL**

Payments were approved but cheques could not be signed as the cheque book was with the Parish Clerk. Chairman Cllr Jordan and Cllr Hartley will arrange signatures for those amounts that are immediately due.

Members were requested to approve the payment of £151.20 inc Vat, invoice number 3019 from the Community Heartbeat Trust for year 2 of the annual support cost for the Community Heartbeat Trust defibrillator. Proposed Cllr Pearce, seconded Cllr Joyce, agreed by all.

**5. CLERK’S SALARY**

The Parish Clerk had presented a detailed breakdown of her salary and expenses for the quarter, proposed by Cllr Holland, seconded Cllr Hartley, agreed by all.

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| **Salary** | **£790.53** |
| **Less Tax** | **£158.00** |
| **Net Salary** | **£632.53** |
| **½ Year working from home allowance** | **£ 38.75** |
| **Mileage** | **£ 75.60**  |
| **Printing** | **£ 11.75**  |
| **Stamps** | **£ 1.95**  |
| **Total Due** | **£760.58** |

**6. APPLICATIONS RECEIVED**

Information relating to the proposed planning application had been circulated with the agenda. It was noted that the proposed building was within the existing footprint, that there was little noticeable alteration, that it was not separate from the existing property and that it was in keeping with planning guidance that refers to provision for existing residents.

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| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| **18/10619/FUL****Plans available to view here:**[**18/10619/FUL**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=893897&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&PUBLIC=Y&XMLSIDE=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/Menus/PL.xml&DAURI=PLANNING) | Mr and Mrs Tyson | Folly Cottage, Cotmarsh, Broad Town, SN4 7RA | Conversion of the existing garage and hobby room into a granny annexe The Parish Council response to the application must be sent by the 14th December and Cllr Joyce will respond that there is no Parish Council objection to the proposal.**Comments to be received by: 14 December 2018**  |

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**7. GOAL POSTS REDHILLS PLAY AREA**

The Parish Council has received a grant from the Area Board of 50% of the costs of replacing the goal posts and nets. Funds for the balance need to be sought. One quote for the costs has been received that related to the grant application and if alternative quotes are to be sourced it would be best that they include installation, noting that the size of goal posts required is “Junior” size. Cllr Joyce will investigate further and pass the information to Cllr Hartley who will take the lead on obtaining a quote with Cllr Joyce assistance.

The old goal posts have been disposed of.

Chairman Cllr Jordan will write an item for the Broad Town Newsletter seeking views and will also contact the school to see if they would like to be involved. Cllr Hartley will make contact with the person who has previously shown an interest. The Parish Clerk will be asked if she has been informed whether there is a time limit on the Area Board grant.

**8. DEVELOPMENT OF FORMER THAMES WATER PUMPING STATION ON HORNS LANE**

Cllr Joyce stated his belief that the landscaping of the site is not as proposed and that it takes away the character of openness and greenness of the area. It is Cllr Joyce view that the Parish Council needs to be aware of landscaping issues and integration into the environment for developments. The Parish Council may wish to reinforce that blending into the environment may need to be a higher priority when considering future applications. Cllr Joyce has written to the Planning Enforcement Officer relating to the encroachment of the boundary into Middle Lane.

A member of the public stated that an initial response from the Enforcement Officer was that there was no breach of planning regulations, but a further check revealed that the planning application showed a post and wire fence with retention of existing trees. The bigger issue is that the responsibilities of the Enforcement Officer should be that actual structures should meet the requirements upon which approval was given. A letter has now been received from the Enforcement Officer that the issue will be investigated, but the trees are now down causing a detriment to the village environment.

The Parish Council queried whether it should express concern that the development has not progressed as shown in the planning permission. It is exasperating that plans are received yet the Parish Council cannot do anything as it is difficult for the Parish Council to “police” developments and it is right for the Parish Council to be forceful with its concerns. More traction is needed where planning approval is subject to conditions but there appears to be no follow-up that the conditions have been met. A check on previous planning approvals show that, where items have been made subject to approval, no subsequent approval has been given. The Parish Council need to be aware of conditions and follow them up where appropriate. Looking forward, can future applications which are subject to conditions be noted and compliance monitored.

A letter will be drafted to Wiltshire Council Planning Department but before it is sent, the Parish Clerk will be contacted to ask if she is already in correspondence with Wiltshire Council.

Cllr Joyce will ensure that the Parish Council will contact the Enforcement Officer requesting a formal response to the above concern and request a site visit.

A member of the public commented that the previous Manor Farm approval was subject to no installation of lighting, but lights can be seen.

Chairman Cllr Jordan will request the advice of Alison Bucknell, Unitary Councillor, whether the Parish Council may review planning updates prior to Parish Council meetings.

**9. COMMUNITY FUND APPLICATION BY BROAD TOWN NEWS**

Clive Green had previously given a verbal summary of the application for £400.00 and the documents had now been received. The granting of the application will underpin the production and delivery of Broad Town News for a year. It is how the Parish Council communicates with residents and it is well-used. It is currently printed within the village using a loaned machine but there is no back-up and it may have to go to a commercial printing supplier. The potential cost will be mitigated by the granting of £400.00 now and another application could be made in the future, additionally the Parish Council printer could be used thus the risk is minimised. Cllr Pearce commented that e-mailing of the newsletter could be encouraged, however it is the Church’s responsibility to determine how the newsletter is published and additionally the delivery is a good method of communication. A member of the public commented that a paper copy is welcomed. The granting of funds was proposed by Cllr Joyce, seconded by Chairman Cllr Jordan, all in favour. A cheque for £400.00 will be forwarded to Clive Green.

**10. CATG ACTION PLAN**

Cllr Pearce attended the Community Action Transport Group (CATG) last week and also met with Martin Cook, the Highways Engineer, looking for suitable locations for Speed Indicator Devices (SIDS). The initial plan was for two static SIDS but Wiltshire Council will only fund a contribution to the installation of mobile SIDS therefore they can’t be solar powered. Martin identified 5 speed repeater signs throughout the village where the posts to which they were attached could be replaced with taller posts that it would be easier to mount SIDS onto. The view would be reasonably hidden from immediate residents and if there was an objection the SID could be moved. It would cost about £1000.00 to replace 4 posts with 4 taller posts, with one new one between Broadacres and Redhills. CATG is still happy to progress and contribute but a firm quote is needed. There appear to be two suppliers, one UK supplier and one German supplier; the German product is superior, but maintenance is easier with the UK supplier. Cllr Pearce’s recommendation is to purchase one SID, copy data for analysis, recharge the battery and erect in a different location, thus the best location can be determined. Moving the SID encourages observance by motorists and may only need to be used one week in four. The SID can’t be solar powered if it is moveable, however a battery powered SID will need recharging, perhaps with volunteers on a rota and training will be required. Cllr Pearce will prepare an Action Plan and obtain a quote to go to the Parish Council at its January meeting and then to the February CATG meeting. CATG has earmarked £2000.00 and the requirement on the Parish Council budget will be £2000 - £3000. It was queried whether an application could be made to the Community Fund even though the Parish Council will own the equipment. It is costly in resources and a decision whether to proceed will be needed in January.

Cllr Pearce also asked Martin Cook about the temporary manhole cover in Whiteways, Martin advised that he has been in conversation with Wessex Water and that the Parish Steward is aware.

**11. DRAFT BUDGET 2019/2020**

The draft budget indicates the estimated outturn for 2018-19, which shows an underspend, and the proposed budget for 2019-2020. It needs to be signed off at the January meeting. The draft budget is similar to the current budget but doesn’t allow for projects such as the SIDS, the playground fencing, the website and a computer/printer.

Cllr Joyce confirmed that an indicative budget of £500 (inc VAT) should be sufficient for a new Laptop and scanner/printer. Consideration should be given to what software and antivirus software should be used – either proprietary or freeware.

Cllr Joyce had reviewed 5 website developers for redeveloping the Parish Council website and hosting it; 1 site was expensive, 1 didn’t respond and two provided demonstration sites (one of which looked good) Indicative costs would be £500-650 to develop and maybe £180-250 p.a. to host

Cllr Joyce had been looking at costs for replacement of the fencing on the playing field as it is currently in a poor state of repair, some posts are crumbling, and some posts are now not vertical. 4 quotes have been obtained:

1. Verbal quote for replacement chain link fencing £3500.00 (no VAT)
2. Welded mesh panels fencing £6000.00 (no VAT)
3. Welded mesh fencing£7000.00 (no VAT) same supplier as 2
4. Welded mesh panels £9744.00 (inc VAT) - £8120.00 after VAT refund)

It was suggested that the Area Board might support some of these costs, but it was noted that the Area Board are expecting Parish Councils to provide for expenditure for planned maintenance. The Parish Council need to consider a longer-term budget plan that incorporates a planned maintenance programme and additionally this would be required to seek future support from the Area Board. Chairman Cllr Jordan will consult with The Parish Clerk on addressing this issue. There is a backlog of maintenance required and there is a need to build up a reserve for identified projects. Core expenses are easily identified but additional requirements should be prioritised across future years’ budgets.

Wiltshire Council are stating that precepts are not high enough, the average Wiltshire precept is £108 although this includes town councils, however a local comparison is that Broad Town precept is £32, Tockenham precept is £50 and Clyffe Pypard precept is £21.

Cllr Joyce will develop a draft budget with different options that show what the impact on the precept could be. A firm decision needs to be made at the January meeting, therefore before that meeting the priorities for 2019-20 will be reviewed via e-mail correspondence, which will be debated in public at the January meeting.

**11. CORRESPONDENCE FOR NOTING**

**11.1**

It was noted that Wiltshire Council have announced that concessionary bus passes will only be renewed if they are used within Wiltshire, also that bus passes won’t automatically be issued but need to be applied for. Information will be included in the February newsletter.

**12. VACANCY FOR CLERK**

It was noted that Mrs Linda Roberts has resigned from the post of Parish Clerk but that she will give support to the Parish Council until a new Clerk is in place. Mrs Roberts has been exploring the opportunity to fill the vacancy from within the existing Parish Clerks network but hasn’t had the opportunity to give an update. Chairman Cllr Jordan will contact Mrs Roberts for any further update.

**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.**

It was noted that:

Lot 3 comprising land at Cotmarsh is back on the market;

The playpark issue raised at the last meeting has been resolved, with thanks to Mr Chris Moore;

Wiltshire Council has dealt with the drains outside Queen Elizabeth Cottage but not others. This will be followed up by Cllr Joyce with the Parish Steward for his next visit, either to check the drains or refer it appropriately.

A member of the public thanked the Parish Council for its work and with appreciation for the projection on the screen of the agenda and other information.

The meeting closed at 8 p.m.

**Next Meeting Monday 14th January 2019**

**Signed: ………………………………………………………………………. Dated 14th January 2019**

 **Councillor J Jordan - Chairman**