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

3rd December 2018

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 10th December 2018** 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 10th December 2018**

**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 12th November 2018.

**4. FINANCE**

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

Circulated with agenda for noting.

**4.2 BANK BALANCES**

Treasurers Account £ 504.73

Business Bank Instant £ 9,074.29

Community Fund £ 4,708.31

Bank reconciliation, circulated with agenda, for noting.

**4.3 PAYMENTS FOR APPROVAL**

Invoice from Community HeartBeat Trust – Annual Support Cost Year 2 of 4 (Defibrillator)

Members are requested to approve the payment of £151.20 incl. VAT. Invoice Number 3019

**5. CLERK’S SALARY**

Members are requested to approve the salary and expenses to the 31st December 2018 of £760.58. The payment date will be 28th December and the cheque will be dated 28th December.

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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**

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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 **Comments to be received by: 14 December 2018**  |

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**7. GOAL POSTS REDHILLS PLAY AREA**

Following a successful application to the Area Board for grant funding towards the installation of new goal posts at Redhills Play Area for £794.97. Members need to decide on a plan of action to facilitate the installation.

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

To note the concerns raised by a resident. Email, already circulated, below. Councillor Joyce has been in correspondence with planning at Wiltshire Council.

*In your capacity of Clerk to the PC, I would be grateful if you could make the relevant Councillors aware of the current situation in Horns Lane.  When detailed planning was submitted and subsequently approved last year, the rear boundary chain link fence, separating the plot from the existing footpath/right of way was to be retained whilst the side boundaries would be new 1.8m high timber fences. Whilst not a condition of planning the inference was that where possible all existing trees, shrubs etc., of which there were many, would be retained where possible to minimise the overall impact of the development. Indeed, the planning consultant devoted nearly a page to ‘Landscaping’ in his submission summing up with the phrase “and would respect the local context of the street scene”*

*In reality all the existing trees and shrubs (bar 1) have been removed around the plot and the chain link fence is currently being replaced by a 1.8m high wooden one which I would also suggest has ‘migrated’ somewhat onto the old pathway, thereby reducing its width and providing the developer with extra garden land.  Many of the trees which have been removed from the rear boundary were in fact on the public footpath, probably to allow for the migration of the rear boundary as the trees were right up against chain link fence.  The result of this is that where we were once surrounded and looked out on trees (a reason for living in a village, in a lane) we now look out on 1.8 metre fences as if we live on a housing estate, our rural outlook has gone.  The planning application states that the best approach to landscaping is a thorough understanding of the site and it is necessary to ensure the new development will successfully integrate into its surrounding.  This has not happened, it is just spin in order to obtain planning.*

*My concern is less to do with planning compliance, important though it is, and I will take up relevant issues with Wilshire Council, but more to do with the long-term visual damage of a small village such as Broad Town. If all future developers show such a lack of empathy for the environment, then future newbuilds will end up like estates do – overdeveloped and under landscaped and the look and feel of the village will suffer.  I can see no good reason to completely destroy perfectly good trees when pruning would have been more appropriate both visually and for the benefit of local wildlife and people.*

*I believe that the PC has a responsibility to all Broad Town’s residents to do more than rubber stamp Wilshire Council’s planning decisions by insisting and subsequently policing residential development. It’s too late for Horns Lane but I would like to think that going forward the village will not lose trees and shrubs unnecessarily at a time when we really need them.*

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

Application and supporting documents circulated with the agenda. The group are seeking a grant of £400.00.

**10. CATG ACTION PLAN**

To note the action plan – circulated with agenda.

**11. DRAFT BUDGET 2019/2020**

Draft Budget circulated with agenda. For members discussion and agreement. The final budget will be presented at the January meeting in order to set the precept.

**11. CORRESPONDENCE FOR NOTING**

**11.1** To note the information regarding the renewal of concessionary bus passes. Circulated with agenda.

**12. VACANCY FOR CLERK**

For discussion and to agree the recruitment process.

**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 THE PARISH COUNCIL MEETING**

**Held in the Village Hall on Monday 12th November 2018**

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

 Councillor S G Hartley

 Councillor R Pearce

 Councillor C J Rendell

**Officers:** Mrs L A Roberts – Parish Clerk

**In Attendance:**

**Public Participation –** 7 members of the pubic were present.

**198/18 APOLOGIES**

Apologies were received from Councillors Joyce and Holland.

**199/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**200/18 MINUTES**

The minutes of the Parish Council Meeting held on Monday 15th October 2018, having previously been circulated were signed as a correct record.

**201/18 FINANCE**

**201/18.1 CASH BOOK**

To be updated for the next meeting.

**201/18.2 BANK BALANCES**

Treasurers Account £ 349.53

Business Bank Instant £ 9,574.37

Community Fund £ 4,708.31

The bank balances were noted.

The bank reconciliation was noted.

**201/18.4 PAYMENTS FOR APPROVAL**

It was proposed by Councillor Hartley seconded by Councillor Pearce and

**UNANIMOUSLY RESOLVED** to approve the final Invoice of £360.00 from A W Services for grass cutting services at Redhill Recreation Area.

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

 **UNANIMOUSLY RESOLVED** to approve the invoice of £92.40 payable to Playsafety for the recent Redhills play area Inspection.

**202/18 APPLICATIONS RECEIVED**

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| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| **18/09642/FUL** | Miss Jane Allison | Manor Farm Broad Town Wilts SN4 7RN | Change of Use from agricultural land to equestrian. Erection of two all- weather paddocksIt was noted that this was a retrospective planning application having started the work in April 2018 and completed it in August 2018.Application is at <http://wiltscouncil.maps.arcgis.com/apps/webappviewer/index.html?id=74a353612a934bd48fee1f2bc564cdd8>Location of Paddocks in on top of the historic Mill Pond<https://maps.nls.uk/geo/explore/#zoom=18&lat=51.5005&lon=-1.8714&layers=168&b=1>The mill is a historic pre-16th Century building which later became the Broad Town Brewery. As such it should be protected as a site of historic interest to Broad Town.The historic map (and the current map) indicates that there is a watercourse which flows across this land and was used to power the water wheel for the mill.The planning statement does not mention this watercourse, nor that any action has been taken to ensure it is unaffected by this development, and that it remains effective in transporting the spring water in a safe and controlled manner.The planning Statement states that the surface is permeable, yet underneath is a membrane which by its very nature will serve to divert any surface water to the sides of the tarmac area.The construction work was completed by the time of the heavy precipitation of 31 May 2018 which had the resulting impact of diverting water off the surface of the paddocks to the side where no drainage is provided. This impacted on neighbouring property and could have a detrimental impact on the historic buildings in adjoining land.A proportion of the materials used to surface the paddocks were also washed off into the adjoining watercourse resulting in unwanted pollution further downstream. This material uses recycled carpet and plastic and should be prevented from polluting the environment at all costs.Sadly, because the paddocks were constructed without planning approval no advance inspection of the land was possible and this needs to be thoroughly and urgently performed.  |

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**203/18**  **PLANNING APPLICATIONS DETERMINED**

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| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| **18/07517/FUL** | Land rear of 36 Broad Town Road Broad Town Wilts SN4 7RB | Variation of previously approved house (under reference number 17/08417/FUL),with alterations to the roof of the rear sun room and kitchen: dormers to rear roof. | **Approve with conditions.****The decision and conditions were noted.** |

**204/18 DRAFT COUNCIL TAX BASE 2019/2020**

The letter from Wiltshire Council was noted.

**205/18 COUNCIL TAX SINGLE PERSON DISCOUNT REVIEW**

 The letter from Wiltshire Council was noted. It was agreed to publicise the review on the website to ensure residents were aware of it.

**206/18 LETTER OF THANKS FROM BROAD TOWN C of E SCHOOL**

The thank you letter was read out by the Chairman; Councillor Jordan and the school were thanked for their kind follow up on receipt of the grant of £580.00 from the Community Fund.

**207/18 PLAYSAFETY – ROSPA REPORT 2018 FOR REDHILLS PLAY AREA**

The Council were pleased to note that the annual independent inspection of our play equipment found all of the equipment to meet the requirements of the relevant standards. No areas of high risk were reported, and the remedial actions required can be completed as part of general maintenance. A kind volunteer from the village agreed to cut off and file down the bolts on the basket swing, address the loose bolts on the frame near the top bar of the basket swing and tighten the screws on the rocker see-saw spring.

It was noted that there are some on-going maintenance issues which will be addressed with some simple DIY. It was agreed to ear mark some budget in next year to replace the ropes on the swing as recommended in the report.

**208/18 SPEED INDICATOR DEVICES (SIDS)– REVIEW OF MANAGEMENT PLAN**

The Community Area Transport Group do not provide funding towards the purchase of SIDs, but they are willing to contribute towards the cost of installation if a management plan is produced. The bid from Broad Town referred to using solar power to power the SIDs unfortunately this means the SIDS would have to be fixed in one location. This is contra to best practice as recommended by Wiltshire Council.

Councillor Pearce has produced a draft Management Plan which was discussed by members. The SID will capture the data of speeders through the village. It is recommended that the SID should indicate the speed limit to drivers.

Community Speed watch, when it was active discovered speeds from 36mph up to 72 mph. It was pointed out that the installation of a SID will not solve the speeding issue, but it should help to reduce the incidence and make drivers more conscious of their speed in a built-up area. The Parish Council will need to ensure that the SIDS are regularly maintained and working.

A meeting with Highways will be arranged to decide the best locations for the SIDs. Wiltshire Council need to agree the SID specification before they will grant funding towards their installation. The Parish Council will need to agree a maintenance schedule and list of volunteers. Mandatory training will have to be undertaken by any volunteers.

It would be important to put in place a reporting mechanism to make sure if the SIDs are not working that someone is informed so the fault can be rectified. The batteries need to be recharged at least weekly.

By analysing the data, the Parish Council can then assess which are the best locations for the SIDs and target areas with the worst speeding problems. The SIDS will log all vehicles and the speeds of all vehicles.

Councillor Pearce will draw up a new specification for the SIDs which meets Wiltshire Council’s requirements and Councillor Pearce will also meet with Highways to decide on locations before submitting to the CATG for sign off of the funding towards the installation costs.

**209/18 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.**

There was a burglary in Broad Acres two weeks ago. Councillor Hartley also reported that someone knocked on her door to enquire whether they wanted to sell one of their cars.

The Parish Steward – timetable would be circulated. The scheme will be publicised on the website along with a reminder of the work the Parish Steward will undertake.

It was reported that there was still a temporary road cover on the road to Thornhill following the replacement water main. Councillor Pearce would take this up with the Highways Engineer when he meets with him.

Meeting closed at 7.50pm.

**Next Meeting Monday 10th December 2018**

**Signed: ………………………………………………………………… Dated: 10th December 2018**

 **Chairman, Councillor J Jordan**