BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

May Cottage

24b Chittoe Heath

Bromham

Chippenham

SN15 2EH

Tel: 07990040675

2nd December 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 9th December 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 E Diamant

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting – Monday 9th December 2019**

**PUBLIC PARTICIPATION**

**A G E N D A**

**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 November 2019.

**4. FINANCE**

**4.1 BANK BALANCES AND BANK RECONCILIATION at 30.11.2019**

Treasurers Account £10076.32

Business Bank Instant £ Nil

Community Fund £8748.08

**4.2 DRAFT BUDGET 2020/2021**

Draft Budget circulated with agenda; for discussion and agreement by members. The final budget will be presented at the January meeting in order to set the precept for 2020/21.

**4.3. PAYMENTS FOR APPROVAL**

**COMMUNITY HEARTBEAT TRUST**

Members are requested to approve the payment of £151.20 (inc VAT) to the Community Heartbeat trust for the annual support costs of the community defibrillator.

**COMMUNITY FUND – BROAD TOWN FOOTPATHS GROUP**

Members are requested to approve the reimbursement payment of £715.97 as part balance of the Community Fund of £969.03 awarded to Broad Town Footpaths Group at the Parish Council meeting on 14.10.19.

**5 CHRISTMAS TREE FOR CHRIST CHURCH, BROAD TOWN**

The Parish Council has been approached for support with the costs and set up of the Christmas Tree at Christ Church, Broad Town. Members are requested to discuss support for 2019 and on an annual basis.

**6 PLANNING**

**6.1 PLANNING APPLICATIONS DETERMINED**

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| --- | --- | --- | --- |
| **Application Number** | **Location of development** | **Description of development** | **Decision** |
| 19/09153/FUL | Tyning Farm  Cotmarsh  Broad Town  SN4 7RA | Proposed extension to the general purpose agricultural buildings. | Withdrawn |
| 19/06201/LBC | Bicknoll House  Chaddington Lane  Royal Wootton Bassett  SN4 8QR | Creation of a bathroom and three replacement windows to the attic. | Approve with conditions |

**All planning documents and decisions can be viewed at:**

[**https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx)

**7. BRIEFING NOTE 19-037 SEND STRATEGY**

To note the correspondence from Wiltshire Council; this briefing was circulated on the 28th November 2019 and the consultation ends on the 8th December 2019.

**8. 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.**

BROAD TOWN  PARISH COUNCIL

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

**In the Village Hall**

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

Councillor S Hartley

Councillor M A Holland

Councillor R Pearce Councillor C Rendell

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

**PUBLIC PARTICIPATION**

12 members of the public were present.

A resident noted that the empty filing cabinet in the village hall needs disposing of. Councillor Holland and Councillor Pearce will arrange for this to be completed.

A resident noted that the village sign is in a poor state of repair and needs fixing or replacing. There is also a loose sign for Pye Lane that needs securing. The Parish Clerk will contact highways and the Parish Steward to arrange repair. The missing reflective signs on the right hand side of road up the hill out of Broad Town were also noted. The Parish Clerk will report this to highways.

The work of the footpaths group on the bridge at route 7 was noted by a resident and is much appreciated.

Residents raised the flowing concerns regarding flooding events at Manor Farm:

* Grates and blockages on the site have not been cleared and maintained causing flooding at neighbouring properties and land.
* There had been no issues with flooding at the site prior to the development.
* Property and storage areas have been damaged.
* Refuse and debris from the site has ended up in the stream and has been cleared by residents.
* Residents have repeatedly contacted the landowner and received an extremely slow and ineffective response causing further damage to land and property. Residents have used pumps to remove water from their own land.
* The manhole cover on the site needs to be removed with a digger – any blockage cannot be dealt with easily and needs full co-operation from the landowner.
* Residents have contacted Wiltshire Council and environmental services regarding the flooding but have not received any support.

Residents raised the following concerns regarding planning application 19/09945/FUL:

* Given the ongoing issues with flooding residents feel there should be no more development permitted on this site.
* Further building on the site is likely to increase the risk of serious flooding affecting nearby residents

**32/19 APOLOGIES**

Apologies were received from Councillor Joyce

**33/19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**34/19 MINUTES**

The minutes of the Parish Council Meeting held on Monday 14th October 2019 having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

**35/19 FINANCE**

**35/19.1 BANK BALANCES and BANK RECONCILIATION at 31.10.2019**

Treasurers Account £10444.25

Business Bank Instant £ Nil

Community Fund £8748.08

The bank balances and cashbook were noted.

**36/19 PAYMENT TO SLCC FOR LEVEL THREE CiLCA COURSE**

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

**UNANIMOUSLY RESOLVED** to approve the payment of £350 to SLCC for the Parish Clerk to complete the level three CiLCA course.

**37/19 FLOODING INCIDENT ON MANOR FARM AFFECTING ADJACENT PROPERTIES**

The Parish Council noted the recent flooding event and the poor outcome reported by residents.

The Chairman, Councillor Jordan noted that concerns about drainage were raised with Wiltshire Council Planning regarding the previous applications on the site and following the flooding event in 2018. It is noted that the prerequisite for planning should have included a drainage report. The Parish Council will take the following actions:

* Contact Councillors Mollie Groom and Allison Bucknell stating the seriousness of the flooding, noting the impact on residents and requesting that they clarify who we need to approach for support regarding the ongoing issues.
* Write to the landowner to note the seriousness of the flooding and to remind them of their responsibility to maintain the drainage systems at the site.
* Contact planning enforcement at Wiltshire Council to enquire whether conditions can be applied retrospectively requiring the landowner to maintain and clear the grates and drainage.

**38/19 PLANNING**

**38/19.1 PLANNING APPLICATIONS RECEIVED**

**All planning documents and decisions can be viewed at:**

[**https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx)

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| --- | --- | --- | --- |
| **Application Number** | **Name of Applicant** | **Location of development** | **Description of development** |
|  |  |  |  |
| 19/09189/FUL | Mr James Robson | Land to the rear of 36 Broad Town Road  Broad Town  Swindon  SN4 7RB | New garage to front of plot.  Deadline for comments: 11.11.19  No objections were raised; it was noted that the site has parking and access already in place. It was noted that the original building was larger than was felt appropriate for the space and that the plan will further increase the building development on the plot. |
| 19/09945/FUL | Jane Allison | Manor Farm  Broad Town  Swindon  SN4 7RN | Agricultural Storage Building  Deadline for comments: 19.11.19 |

Planning application 19/09945/FUL was discussed; the following concerns were raised.

* The application for a new building will increase the risk of flooding in an area where flooding is a current and serious issue.
* The application states that a previous application (19/08517/APD) for this site was rejected in September 2019. There is no further information on this prior application and why it was rejected.
* The conditions of previous application18/09642/FUL state that the site is not to be used for parking of plant or machinery. It was noted that the site already has plant and machinery on it and is in breach of these conditions.
* There is no drainage statement for the building on the application. The surface of the proposed site currently has some permeability assisting drainage. The application does not state where the run off water for the building will go to. A full drainage statement with attention to maintenance issues is essential for applications at this site.

In summary, given the current and ongoing serious issues with drainage maintenance and flooding on this site, the Parish Council objects to this proposal.

**38/19.2.2 PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of development** | **Description of development** | **Decision** |
| 19/07971/FUL | Lay Marsh Farm  Cotmarsh Lane  Broad Town  Swindon  SN4 7RA | Part retrospective application for erection and extension of agricultural buildings | Approve with conditions.  The decision was noted. |
| 19/05551/LBC | Broad Town Farmhouse  Broad Town  SN4 7RG | Refurbish some windows and replace other wooden casement windows and doors around the property | Approve with conditions.  The decision was noted. |

**38/19.3 19/07306/FUL – NORTHERN AREA PLANNING COMMITTEE**

It was noted that the above application was discussed at committee on Wednesday 6th November; the application was passed with prerequisites and conditions which are available on the planning portal. It is noted that the stipulations around timing (Monday to Friday 9 am to 4pm and Saturday mornings) still leave children travelling home from school at risk. Residents have noted that there is no information specifying the warning signs that will be in place on the highway; the Parish Clerk will request further information about this from planning.

Councillor Rendell attended the session and reported back. The chamber where the meeting was held is a large space; this does not make it easy for residents to speak up. Councillor Rendell noted that limited attention was given to road safety during the meeting and that there was no feedback regarding the points raised by residents – they were merely noted by the committee. Including Councillor Rendell there were three residents of Broad Town present; it was felt more residents from Broad Town were needed at the meeting to ensure that more time was spent on the concerns of residents.

The Parish Clerk will send a letter to the planning officer and applicant recognising the stipulations and noting that we expect the conditions to be observed.

**39/19 INSURANCE UPDATE AND QUOTE FOR COVERING ADDITIONAL ITEMS**

Members reviewed the quote for covering power tools and SIDs under category C of the existing policy at an additional cost of £37.73. The Parish Clerk will arrange for the payment of the premium increase once the tools and SIDs have been purchased.

The insurer has confirmed that the above items need to be securely stored; the location does not need to be specified. It was noted that long term storage of items owned by the Parish Council needs to be resolved; consideration for storage options can be put into the budget for 2020/2021.

The insurer has confirmed that the activities of the footpath volunteers are covered under the public liability section of the policy. Volunteers using power tools need to state that they have the appropriate training or state that they are able to use the items in accordance with the manufacturer’s instructions. The Parish Clerk will check the volunteer documentation and ensure that this is included.

**40/19 BRIEFING NOTE 19-030 – TARGETING FLY TIPPING**

The correspondence from Wiltshire Council was noted.

**41/19** **BRIEFING NOTE 19-033 – PAYPHONE CONSULTATION**

The correspondence from Wiltshire Council was noted.

**42/19 EXCHANGE OF INFORMATION**

The Chairman, Councillor Jordan advised that the next area board meeting on the 27th November is being held in Wootton Bassett as part of an eco-festival and the meeting will focus on environmental issues and opportunities.

The Parish Clerk has been notified by a resident that the bench opposite Elizabeth Cottage and the noticeboard at Redhills may be in need of repair or replacement. The condition of these will be monitored.

Councillor Hartley noted that there have been some health and safety issues regarding the works by Gigaclear. These have been reported to Gigaclear and residents are requested to continue to monitor and report any problems.

The replacement padlock and keys for the gate at Redhills are in place. The names and telephone numbers of the keyholders will be forwarded to the Parish Clerk for a new sign to be made for the noticeboard at Redhills.

Notice has been given of amendments to planning application 19/03874/OUT (land south of the school), and further comments are invited until Monday 25th November. The amended plans are now available on the Wiltshire Planning Portal. Members are requested to forward any comments on these to the Parish Clerk. The Parish Clerk will contact the planning officer to confirm the date that this application will be discussed at committee. The Chairman, Councillor Jordan noted that Lee Burnham of Wiltshire Planning confirmed in writing on the 25th October 2019 that this application is subject to call in. Councillor Jordan noted the importance of having as much notice as possible of the committee date to ensure that Broad Town residents are able to attend.

Councillor Holland gave an update on the footpaths group. Two successful group working days have been held. The stile off the five ways gate has been repaired and the bridge on route 7 was repaired on Saturday 9th November. Peter Gantlett of Clyffe Pypard, local landowner and farmer has approached the footpaths group to state that he is happy with works competed and has stated that he would like to get involved with the works on the White Horse trails. The footpaths group will be out again on Saturday 23rd November; further clearance on paths near five ways gate is planned. The footpaths group will shortly be planning works for next year, and it was noted that a second group has been set up covering the lower part of the village including Cotmarsh. The Council expressed their thanks to Councillor Holland and to everyone involved in supporting this activity.

**Next meeting Monday 9th December 2019 at 6.30pm**

**Meeting closed at 08.05pm**

**Signed: ………………………………………………… Dated: 9th December 2019**