

BROAD TOWN PARISH COUNCIL

Linda Roberts BA (Hons) PGCAP FHEA FILCM
Interim Parish Clerk and RFO

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6 June 2017

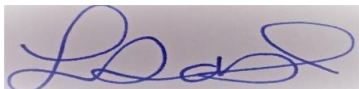
To:

Councillor J E Jordan - Chairman
Councillor S J Billis
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 12th June May 2017** 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
Interim Parish Clerk and RFO

BROAD TOWN PARISH COUNCIL

Council Meeting Monday 12 June 2017

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 approve, by resolution, the minutes of the Extra Ordinary Meeting held on Tuesday 30 May 2017.

4. Report of the Internal Auditor

5. Approval of the Annual Return and the Annual Governance Statement

Two resolutions of the Council are necessary.

The Internal Auditor has advised that his report should be completed by Tuesday 6 June 2017. Provided the Interim Parish Clerk is in possession of all accounting information to complete the Annual Return and Year End the documents should be all ready for circulation by Friday 9 June 2017.

If for any reason this is not the case an Extra Ordinary meeting of the council will be required to approve the annual return and governance statement, which must be done before 30 June 2017.

5. Information Leaflet – Broad Town Village

The current leaflet (19th edition – October 2013) is circulated with the agenda and as previously suggested, needs updating. Members may want to appoint someone to take responsibility for this task. It is noted that sponsorship was sought by Broad Town Cars Ltd

towards the cost of producing the leaflet and Members may wish to make an approach for further sponsorship from them.

6. Neighbourhood Area Modification Consent

To discuss the advice received regarding Broad Town's position in the Neighbourhood Planning process and regarding the designation of the New-V area.

7. Councillor Training

To discuss training requirements for Councillors and arrange a day for the councillors and newly appointed clerk to attend. It is suggested that a Saturday would be best, if the village hall is available.

8. Visioning Day

To consider holding a Visioning Day where the councillors meet informally with the clerk and discuss issues in the village. It would also be an opportunity to consider the questions raised at the APM. A Parish Council Action Plan can be completed which can be shared with the community and regularly updated for publication.

(NB: this could be on the same day as the Training Day. Training in the morning and Vision Event in the afternoon).

9. Draft Budget

Members will need to approve the attached draft budget prepared by the Interim Clerk.

10. Parish Steward Scheme

As agreed at the Extra Ordinary Meeting; Members will need to consider proposals and collate ideas to put forward to the Parish Steward. Members may also want to appoint a link councillor who could take responsibility for collating issues of maintenance in the village and liaising with the Parish Steward.

11. Area Board – Community Area Transport Group (CATG)

11.1 Councillor Pearce will provide an update on the recent meeting, the issue of speeding through the village which were discussed at a recent CATG meeting.

12. Communication

To discuss the next communication for distribution to all residents. Following the positive and successful Annual Parish Meeting it would be a good opportunity to follow up with a leaflet giving a flavour of what was discussed at the Annual Parish Meeting and to reinforce the message that the new council is progressive and wants to work with residents to

enhance village life. Members will need to set aside a small budget to cover the printing and distribution costs.

Future points to address

Any recommendations from the Internal Audit Report

Review of Standing Orders, Financial Regulations and Code of Conduct

Contract for new Clerk

AGENDA ITEM 2

Broad Town Parish Council

Minutes of the Extra Ordinary Meeting held in the Village Hall on Tuesday 30 May 2017

PRESENT: Councillor Mrs J E Jordan - Chairman
Councillor S J Billis
Councillor Mrs S G Hartley – Vice Chairman
Councillor M A Holland
Councillor B Joyce
Councillor A R Pearce
Councillor C J Rendell

OFFICERS: Mrs L A Roberts – Interim Parish Clerk

47/17 APOLOGIES

There were no apologies for absence.

48/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

49/17 MINUTES

The minutes of the Annual Meeting held on Monday 15 May 2017 having previously been circulated were signed as a correct record by the Chairman, Councillor Mrs Jordan.

50/17 FINANCIAL STATEMENT

The statement prepared by the Interim Parish Clerk was noted by members who commented, that until up-to-date bank statements were available the statement did demonstrate the council's current financial position with the outstanding obligations taken into account.

50/17.1 OUTSTANDING INVOICES

It was proposed by Councillor Mrs S Hartley, seconded by Councillor Holland and

UNANIMOUSLY RESOLVED that the following payments should be agreed and paid once the bank account had been transferred,

- | | |
|-------------------------|---------|
| • WALC membership fee - | £231.67 |
| • ROSPA | £88.20 |

That the interim Parish Clerk investigate the exact amount owing to A W Services for grass cutting at Redhills Recreation Ground,

and arrange for payment of the outstanding invoices which amount to approximately £660.00 and obtain a copy of the contract.

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

RESOLVED that the Interim Parish Clerk investigate the amount owing to HMRC. The recent communication suggests an amount of £204.00, and for the Interim Parish Clerk to arrange payment of any outstanding amount.

50/17.2 INSURANCE RENEWAL

It was agreed that Councillor Billis would check the insurance position for Community groups who may be able to use the Parish Councils indemnity insurance.

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

RESOLVED that payment of the Insurance renewal fee of £243.50 as soon as practicable be arranged by the Interim Parish Clerk.

51/17 Calendar of Meetings

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

UNANIMOUSLY RESOLVED that the Calendar of Meetings be approved and adopted.

Monday 12 June 2017	Approval of year end accounts, Annual Return and Governance Statement
Monday 10 July 2017	
Monday 14th August 2017	
Monday 11th September 2017	Approval of Completed Audit Report Consider Grant Applications for Community Fund
Monday 9th October 2017	
Monday 13th November 2017	
Monday 11th December 2017	Consider draft Budget proposals
Monday 8th January 2018	Budget Setting and Precept to be agreed
Monday 12th February 2018	
Monday 12th March 2018	Consider and award applications for Community Fund
Monday 26th March 2018	Annual Parish Meeting. Meeting of the Electors of the Parish
Monday 9th April 2018	
Monday 14th May 2018	Annual Meeting

52/17 INTERNAL AUDIT

Two quotes were received from Lightatouch and Auditing Solutions Ltd to provide internal auditing governance.

The quotes were reviewed and there being no apparent difference in overall services/experience a decision on provider was based on value for money for the Parish.

The Interim Parish Clerk advised Council that one of the directors of Auditing Solutions Ltd was a neighbour of hers. However, the Clerk advised that the relationship was professional not personal.

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

RESOLVED that Auditing Solutions Ltd be appointed as the Parish Council's Internal Auditor.

The Chairman signed the terms of the appointment of the Internal Auditor.

53/17 NEIGHBOURHOOD AREA MODIFICATION CONSENT

The Email correspondence and letter from Wiltshire Council requesting consent from the Parish to the modification of the designated Neighbourhood Plan area was noted by Members.

The Interim Parish Clerk offered some advice from her knowledge of the Neighbourhood Planning Process and what she had discovered about the process so far for Broad Town.

The Parish Council had **RESOLVED** at the meeting held on 13 February 2017 *in accordance with LGA 1972s 101(1), to delegate authority the Parish Clerk to release Tockenham and Clyffe Pypard from the NEW-V area in line with the authority already given for the release of the parishes of Purton, Lyneham & Bradenstoke, Lydiard Millicent and Lydiard Tregoz.*

This Resolution was never actioned by the previous Parish Clerk nor the rationale for it documented.

Broad Town Parish Council will need a good reason to rescind this decision. If the release is not signed it will in effect block the other parishes, Tockenham and Clyffe Pypard from moving on with their plans.

The background to The Neighbourhood plan was briefly reviewed but is complicated and long.

If Broad Town sign the release it leaves them free to create their own NP without any further legal processes in terms of the designated area. If they do not release the other two parishes then Broad Town would need to apply for their own new neighbourhood area designation which could take a few months and the other two parishes would have to sign a similar release form to make it happen. Alternatively, Broad Town could try to reinstate cooperative working based on the existing neighbourhood area incorporating Broad Town, Clyffe Pypard and Tockenham.

Broad Town is classed a small village in the Core Strategy and therefore only suitable for limited development so there is no need for a Neighbourhood plan, unless there is a will to encourage more homes either through a policy that permits sites greater than infill to come forward (more akin to a large village policy) or to incorporate a specific larger housing development where the neighbourhood plan would dictate the site and size of development and what it should bring with it as suggested above.

There is no provision in the Neighbourhood Planning Act to withdraw a Neighbourhood Area which is why the consent needs to be signed. It was not clear to the Council what remaining liability there would be on Broad Town if only Broad Town remained as the designated Neighbourhood Area.

In principle, the Parish Council do not have an issue with releasing Tockenham and/or Clyffe Pypard however it was felt that the implications for Broad Town should be known before signing the consent and that expert advice on ramifications and confirmation of any impact would need to be explained before the consent form is signed

It was agreed that an approach is made to Unitary Councillor Alison Bucknell and an independent expert on the subject matter for advice.

It was stressed that the Parish Council did not want to hold up the release but that more advice was needed before a decision can be made.

It was agreed this should be discussed at the meeting at the scheduled June meeting of the Parish Council (12.6.17).

54/17 PLANNING APPLICATIONS RECEIVED

Application Number	Applicant	Location of Development	Description
17/04177/CLE This application is available to view on-line, Wiltshire Council's website	Ms C Wiederkehr	Grid ref: 407807 179840	Certificate of Lawfulness for the use of Kiwi Cottage as a self-contained dwelling

Members supported this proposal.

55/17 PLANNING DECISIONS RECEIVED

Appeal decision by the Planning Inspectorate.

Town and Country Planning Act 1990. Appeal by Mr Dennis Cottee Site Address: 13 Broad Town Road, Broad Town, SWINDON, SN4 7RB. Appeal dismissed, correspondence attached.

The Appeal decision was noted.

56/17 PROPOSED DIVERSION OF PARTS OF FOOTPATHS OF CLUFFE PYPARD 17 and 22 – HIGHWAYS ACT 1980 s.119

Members supported the proposal.

57/17 AREA BOARD – WILTSHIRE COUNCIL

Councillor Pearce reported that his first experience of an Area Board Meeting had been interesting and felt that the Parish Council should maintain a presence at these meetings which should be shared amongst the members. He reported that he was awaiting details of a presentation which explained the role of the Area Board. Councillor Pearce agreed that he would attend the CATG meeting scheduled for Thursday this week.

58/17 RECRUITMENT OF A PARISH CLERK

It was agreed that an appointments panel should be set up consisting of the Chairman, Councillor Mrs Jordan, the vice Chairman Councillor Mrs Hartley, Councillor Joyce and the Interim Parish Clerk.

The Interim Clerk would provide an advertisement, person specification, including skill sets and required qualifications. There was a discussion about the benefits of an experienced qualified clerk but it was agreed that the Parish Council would welcome applicants willing to undertake the Certificate in Local Council Administration (CiLCA) qualification, within 12 months of appointment, which the Parish Council would fund.

The job advertisement would appear in the next Broad Town Newsletter.

59/17 ELECTRONIC AGENDAS

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

RESOLVED that Members agreed to receive agendas electronically and that they are signed by the Clerk using an electronic signature.

60/17 PARISH STEWARD SCHEME

It was agreed that Members would consider proposals and collate ideas at the next meeting scheduled for Monday 12 June 2017.

61/17 APPLICATION FORM TRANSPARENCY FUNDING

Members noted the information attached.

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

UNANIMOUSLY RESOLVED that, in principle, an application is made by the Parish Council for the Transparency Funding.

The meeting closed at 9.50pm

Future Agenda items:

Parish Leaflet – update and redistribute

Visioning Day

Councillor Training