

Minutes of the Parish Council Meeting

held in the Village Hall on

Monday 14 August 2017

PRESENT: Councillor J E Jordan - Chairman
Councillor S Billis
Councillor S G Hartley
Councillor M A Holland
Councillor R Pearce

OFFICERS: Mrs L A Roberts – Interim Parish Clerk

IN ATTENDANCE: Councillor Mollie Groom – Wiltshire Council

4 Members of the public were present

Public Participation – No questions raised by the public in attendance.

94/17 APOLOGIES

Apologies for absence were received from Councillor Joyce and Councillor Rendell.

It was reported that Councillor Pearce would be late due to being held up on the M4.

95/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

96/17 MINUTES

The minutes of the Parish Council Meeting held on Monday 10 July 2017 having previously been circulated, were signed by the Chairman, Councillor Mrs Jordan as a correct record.

97/17 APPLICATION FOR BROAD TOWN NEIGHBOURHOOD AREA

The designation approval was noted.

98/17 DRAFT WILTSHIRE HOUSING SITES ALLOCATIONS PLAN – FORMAL PRE-SUB MISSION CONSULTATION ON THE DRAFT PLAN

Members noted the timeline of the consultation and that there was another opportunity to discuss and ratify the council's response to the consultation at the September meeting. It was agreed that the Chairman, Councillor Mrs Jordan, in conjunction with the Interim Parish Clerk, Linda Roberts would gather all information regarding Broad Town's current

classification as a small village in the Core Strategy, including the invaluable information already assembled by Councillor Pearce's wife. The response to the consultation should justify Broad Town's desire for Broad Town to be re-designated as a rural settlement. Once the response was completed it would be circulated to all members prior to the September meeting for comment.

Councillor Pearce arrived at 6.45pm

99/17 RECOMMENDATION FROM INTERNAL AUDITOR – CONTINUITY OF SERVICE TO COVER THE CLERKS' UNPLANNED ABSENCE

Risk register

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

UNANIMOUSLY RESOLVED to use Mrs Linda Roberts as back-up clerk to keep continuity of service in the absence of the permanent clerk. Alternatively, either Mrs Roberts or the Chairman would seek clerk services through the Society of Local Council Clerk's locum service.

The Risk Register would be updated with this resolution.

100/17 PARISH STEWARD

Councillor Joyce and Councillor Mrs Hartley had met with Martin Cook, Wiltshire Council Highways who had set out what could and could not be done through the Parish Steward scheme. Adding that for scheduled visits the Parish Steward needs at least one weeks notice of the work to be carried out. Broad Town will have 10 visits per year.

At the meeting, the illegally painted 30mph signs were discussed and Mr Cook confirmed that they should be removed in July. It was reported that whilst they were wearing away they had still not been removed. The Interim Parish Clerk agreed to contact Mr Cook to chase up the matter.

Mr Cook advised that a 20mph zone around school is not possible. The criteria from the metro count had not produced a result to support the move. The average speed recorded outside the school must be less than 24mph. A temporary 20mph speed limit could be trialled but this would have to go through the Community Area Transport Group first.

In response to a question about who should be the co-ordinator, it was confirmed that Councillor Joyce was the point of contact and would be liaising with the Parish Steward. Note splendid work to hedges and drains. Advise Martin Cook.

Members expressed their grateful thanks for the work which had been carried out trimming hedges and clearing out the gullies. It was requested that the dates of future visits by the Parish Steward be circulated to members.

The desire to introduce a 40mph buffer zone was put forward to Mr Cook who agreed one could be implemented but would have to go through the CATG.

It was suggested that a fully costed Parish Council strategy plan is drawn up of all road traffic management issues and this should be presented to the CATG.

The importance of attendance at CATG meetings was agreed and that regular presence from Broad Town would be very important. The next CATG meeting is scheduled for 7 September 2017.

101/17 FOOTPATH IMPROVEMENT AND MAINTENANCE WORKING GROUP

It was reported that there had been some discussion at the recent Area Board meeting about the benefits of having a dedicated Footpath Improvement and Maintenance Working Group, like the successful group in Purton. This is an initiative which would be overseen by the Parish Council with membership from the local community. It was hoped that funding for any agreed schemes could come from the Community Fund. It was agreed that the Parish Council would set up a working group with a view to surveying the villages footpaths, establish areas which need attention create an action plan with planned financial implications.

Materials required to conduct the surveys would be supplied by Wiltshire Council so long as the Parish provides the labour.

In answer to a question regarding the insurance implications Councillor Billis confirmed that if the working group is run through and overseen by the Parish Council the members of the group would be covered by the parish council's insurance.

It was agreed that the new working group should be advertised in the newsletter in the hope that members of the community would come forward to join. A training day with Wiltshire Council's Rights of Way Officer would be organised for the new group.

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

UNANIMOUSLY RESOLVED to set up a Footpath Improvement and Maintenance Working Group and that Councillors Billis and Holland be appointed onto the group. The Working Group will report back to the Parish Council under Terms of Reference yet to be agreed.

102/17 ACCOUNTS FOR PAYMENT

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

UNANIMOUSLY RESOLVED to approve the payment of £35.00 to the Information Commissioner (registration fee). It was further **RESOLVED** that all future payments to the Information Commissioner will be made by Direct Debit.

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

UNANIMOUSLY RESOLVED to agree the payment of £1560.00 payable to AW Services Grass Cutting, representing the unpaid balance from the previous financial year 2016/2017 and for 8 cuts during 2017/2018.

103/17 BUDGET EXPENDITURE TO DATE

Members noted the updated budget balances taking account of the outstanding 2016/17 expenditure and the expenditure to-date in this financial year 2017/2018.

Members noted the current financial position but agreed they would prefer to see the Community Fund separated from the financial spread sheet.

104/17 PARISH CLERK VACANCY – CONTRACT OF EMPLOYMENT

Members discussed the vacancy and reported that despite the recent recruitment campaign for the post of Parish Clerk they had been unable to fill the position. The council agreed that it would need to review its options moving forward. The Parish Council would like to thank everyone who applied or showed an interest in the vacancy.

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

UNANIMOUSLY RESOLVED to set the homeworking allowance at 5% of the annual salary and to amend the contract of employment, pending the appointment of a permanent clerk.

105/17 PLANNING APPLICATIONS RECEIVED

105/17.1 17/06596/FUL – Garden Cottage, Horns Lane, Broad Town.
Replace existing 1st floor rear windows and patio doors leading out onto a proposed balcony and adding a front porch. Create extra parking to the front of the property.

Members supported the proposal.

105/17.2 17/07163/FUL - Proposed agricultural workers dwelling

Members could not support the application as it is not in sympathy with the surrounding area. It was felt that the application was very vague and unclear particularly regarding the fact that it states there is no change in the footprint yet it is proposed as a new build. The accompanying documentation is also not clear, it does not accurately represent the development required and there is no detail on the scale of development proposed.

106/17 ITEMS FOR INFORMATION

106/17.1 POLICE

The appointed new community co-ordinator for Royal Wootton Bassett, Cricklade and Malmesbury was noted.

106/17.1 INVITATION TO MEET AND CHAT WITH SENIOR LEADERS FROM WILTSHIRE POLICE

The invitation was noted.

106/17.3 INVITATION FROM WILTSHIRE COUNCIL TO ATTEND AN EVENT TO DISCUSS, HELPING WILTSHIRE COUNCIL MEET THE CHALLENGES AHEAD

The invitation was noted and the Chairman Councillor Mrs Jordan and Councillor Mrs Hartley, indicated their willingness to attend the event in Chippenham on 14 September, at the Monkton Park Offices.

The meeting closed at 8.00pm

Note: The date of the next meeting will be Monday 11 September at 6.30pm in the Village Hall.