

BROAD TOWN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 12th March 2018 in the Village Hall

Present: 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

Public Participation

A member of the public referred to a problem she had with water. Although ringing Thames Water her problem could not be solved, a plumber was needed. It was suggested that maybe a list of emergency numbers could be devised which could deal with problems in an emergency. It was suggested that the community could reach out through the Newsletter for people to join the register of contact numbers. Or maybe the village could set up a scheme similar to the VETS scheme which will be set up to make best use of the defibrillator.

It was suggested that the council tax demand notice should be sent out earlier to allow people time to amend standing orders/direct debits to amend their payments.

The Queen's Birthday Celebration group would be organising a 'Sparkle for Markle' event on the day of the Royal Wedding. It would be a village celebration of the royal wedding and include a family picnic and an evening disco. They have requested use of Redhill's play area to host the event. It was stated that the portaloos hired for the event may not be removed from the recreation ground on 19th May so may need to be accommodated one or two days after the event on 19th May.

The Village Hall Committee reported that they had applied to the Community Fund for grant funding for improvements to the toilets and kitchen. They added that unless they can keep the hall in good order they might lose bookings which will affect their ability to generate income to maintain the Village Hall.

178/17.1 APOLOGIES

There were no apologies.

179/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

180/17 MINUTES

The Minutes of the Parish Council Meeting held on Monday 12th February 2018 having previously been circulated were signed by the Chairman, Councillor Mrs Jordan as a correct record.

181/17 DISPENSATIONS – COMMUNITY FUND APPLICATION BY THE PARISH COUNCIL FOR REPLACEMENT GOAL POSTS, REDHILLS RECREATION GROUND

Since the application was made the Parish Council have discovered that they are not eligible to apply for funding, therefore the application was withdrawn.

182/17 FINANCE

182/17.1 BANK BALANCES

Treasurers Account	£1818.74
Business Bank Instant	£ 6797.27
Community Fund	£12,588.24 (This includes a recent receipt of £5336.43)

The bank balances were noted.

The revised income and expenditure spreadsheet circulated by the Parish Clerk was noted.

182/17.2 RESERVES

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

UNANIMOUSLY RESOLVED to approve the general reserve and ear marked reserves as follows:

- Play Equipment Replacement £ 250.00
- Community Projects £1000.00
- General Reserve £3750.00

182/17.3 INVOICE FOR GRASS CUTTING – AW SERVICES

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

UNANIMOUSLY RESOLVED to approve the final payment for the financial year 2017/18 of £520.00 payable to AW Services for 2017/18.

184/17 REDHILLS PLAY AREA SIGNAGE

It was proposed by Councillor Joyce seconded by Councillor Holland and

UNANIMOUSLY RESOLVED to approve the purchase of signs for the playground at a cost of £96.00 plus VAT.

185/17 PROGRESS REPORT SPEED INDICATOR DEVICES

Councillor Billis explained the basis of his report. The purpose of the SIDs would be to try and reduce the speed of traffic through the village.

It was reported that speed limit reminder signs seem more successful they serve as a timely reminder that the 30mph limit needs to be observed.

Another suggestion made by Dave Thomas at the meeting was to mark out parking bays Along Broad Town Road. As a C road parking is permitted and it would have the effect of reducing the speed of traffic.

Councillor Billis reported that he had spoken at the last CATG about the proposal and the next stage is to look at the costs, prepare a report for presentation at the next CATG meeting in June to establish what financial support could be found from CATG.

Members discussed the merits of marking parking bays on the road. The benefit was not obvious and it may spoil the aesthetics of the area. Further research into the benefits of this suggestion was necessary in order to decide the best option to reduce the speed of traffic through the village.

It was agreed that a detailed report with costings on a scheme using Speed Indicator Devices should be prepared and that more information was required to support the suggestion of having marking out parking bays on Broad Town Road.

186/17 PLANNING

186/17.1 BRASENOSE COLLEGE LAND

The Chairman, Councillor Mrs Jordan reported that the Parish Council had met with Bidwell's who are representing Brasenose. They are looking to dispose of their land holding in Broad Town. The purpose of the meeting was to establish whether the Parish Council had any views on what the land could be used for. The land is not of very good quality, so its value as agricultural land was limited.

Bidwell's have left it with the Parish Council to discuss and consider what could be proposed.

It was reported that Brasenose will be looking in the next few months to start disposal of the land.

186/17.2 PLANNING APPLICATIONS RECEIVED

Application Ref: 18/0715/FUL, Application for full planning.

Proposal: Single Storey rear extension and double garage

At: Artists Studio, Broad Town Road, Broad Town. SN4 7RG

Comments to be received by 26 March 2018.

Members had no objections to the application.

187/17 BROAD TOWN COMMUNITY EVENT– SPARKLE FOR MARKLE (ROYAL WEDDING CELEBRATION GROUP)

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

UNANIMOUSLY RESOLVED to grant permission to the Royal Wedding Celebration Group to use Redhill's Playing Field to hold the family picnic, with the aim of bringing a focus on the new play equipment and to hold an "Opening Ceremony" of the new play equipment.

188/17 COMMUNITY FUND – GRANT APPLICATIONS RECEIVED

188/17.1 ROYAL WEDDING CELEBRATION GROUP

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

UNANIMOUSLY RESOLVED to grant the Royal Wedding Celebration Group a grant of £678.00 for their community event.

188/17.2 BROAD TOWN VILLAGE HALL – REFURBISHMENT OF KITCHEN AND TOILETS

The Village Hall Committee reported that they would be making an application to Community First for a grant of £10,000 towards the refurbishment works.

It was proposed by Councillor Joyce seconded by Billis and

UNANIMOUSLY RESOLVED to approve the award of £5000 subject to confirmation that the application to Community First had been successful.

189/17 FOOTPATH WORKING GROUP

Councillor Holland reported that the report identified the footpaths which needed work and that they would need to get in touch with the landowners about the proposed repairs.

The Footpaths Officer from Wiltshire Council would be meeting with Councillors Billis and Holland to discuss funding and materials available to support the initiative to make repairs.

The Parish Council noted the excellent progress that has been made by Councillors Billis and Holland.

190/17 CORPORATE GOVERNANCE

190/17.1 APPOINTMENT OF INTERNAL AUDITOR

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

UNANIMOUSLY RESOLVED to appoint Auditing Solutions as the Parish Council's Internal Auditor for 2017/2018.

190/17.2 GOVERNANCE STATEMENT

It was proposed by Councillor Joyce seconded by Councillor Holland and

UNANIMOUSLY RESOLVED to approve the Governance Statement.

The Governance Statement was signed by the Chairman Councillor Mrs Jordan.

190/17.3. RISK MANAGEMENT – FINANCIAL AND GENERAL RISK MANAGEMENT ASSESSMENT

It was agreed that this should be agreed at the meeting scheduled for 11th April 2018 to give Councillor Joyce to make amendments to the document for approval at the meeting.

190/17.4 TRANSPARENCY

The Parish Clerk advised council in order to comply with the Transparency regulations that the Parish Council must publish on the website the following documents:

- details of all payments over £100.00
- Internal and External Audit Reports
- Asset Register
- Year End Accounts (Annual Return) 2016-17

Members are requested to formally adopt the Transparency Code for smaller authorities – attached.

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

UNANIMOUSLY RESOLVED to adopt the principles of the Transparency Code.

190/17.5 PUBLICATION SCHEME

It was proposed by Councillor Joyce, seconded by the Chairman, Councillor Mrs Jordan to approve and adopt the model publication scheme and that the information required to be available through the website is uploaded onto the website as soon as possible.

190/17.6 STANDING ORDERS

Members requested that the draft Standing Orders are presented to the next Parish Council meeting, on 11 April 2018, to enable members to make further comment prior to adoption.

190/17.7 FINANCIAL REGULATIONS

The Parish Clerk advised that following a discussion with the Internal Auditor the Contract Sum for a Parish Council the size of Broad Town should be £10,000.00.

Members requested that the draft Financial Regulations are presented to the next Parish Council meeting, on 11 April 2018, to enable members to make further comment prior to their adoption.

It was suggested that the Parish Council agree that the General Reserve should be kept at £3000.00 (approximately 6 months of costs) and this should be reflected in the Financial Regulations.

190/17.8 FIXED ASSET REGISTER

Some additions and amendments to the presented Fixed Asset Register were required. The playing field at Redhill's was an asset transfer from Wiltshire Council at a cost of £20.00. The value of this land will need to be established and included in the Asset Register.

It was also noted that the relationship between the Parish Council and the Village Hall regarding the terms contained within the declaration of trust should be established to ensure that insurance requirements were met by the appropriate body, either the Parish Council or the Village Hall Committee.

191/17 PARKING ON BROAD TOWN ROAD

It was agreed that a polite reminder to motorists to park in the correct manner on Broad Town Road, i.e. not on the pavement and in the direction of traffic, should be included in the next Newsletter.

192/17 EXCHANGE OF INFORMATION

It was agreed that the request for grant funding from the Community Fund from Brighter Futures should be considered at the September meeting, the agreed cycle for consideration of applications to the Community Fund.

The pot hole issue raised by Councillor Rendell would be reported to the Parish Steward.

The Parish Clerk would send a gentle reminder to Martin Cook about sacks of rubbish resulting from the cleaning of the unlawful 30mph signs had still not been removed by Wiltshire Council.

It was proposed that an Emergency Planning phone cascade system should be looked at, this is something that could be included on the Information Leaflet.

Councillor Holland reminded members of a desire to have a Visioning Exercise to assess and debate the broader issues of village this would lead to the completion of a strategy for the Parish Council. It was agreed that a Saturday morning would be an appropriate time to hold this event. Members would co-ordinate a date and time via email.

Oxford Law

It was agreed that the next Newsletter would include details of Oxford Law's proposals to submit a planning application in the near future. The proposed development will take place on land south of Broad Town Primary School, commonly known as Church Farm Fields. At present, they are conducting surveys and studying the site, and will make further contact with the Parish Council when these are completed with detailed information.

193/17 The date of the Annual Parish Meeting was set for 30 April 2018.

Next Meeting Monday 9 April 2018, 6.30pm in the Village Hall

The meeting closed at 8.35pm