BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

May Cottage

24b Chittoe Heath

Bromham

Chippenham

Wilthire

SN15 2EH

Tel: 07990040675

4th February 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 11th February 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

Emna Diamant

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting – Monday 11th February 2019**

**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 14th January 2018.

**4. FINANCE**

**4.1 CASH BOOK – 31st January 2019**

Circulated with agenda for noting.

**4.2 BANK BALANCES**

Current Account £100.00

Business Bank Instant £8,050.50

Community Fund £4,308.31

Cashbook Total of accounts £12,458.81

**4.3 EXPENSES FOR FOOTPATH MATERIALS**

Receipts for gate and footpath materials circulated with agenda – to agree reimbursement of £45.24 to M Holland.

**4.4 NEW LAPTOP AND PRINTER**

Purchase order raised for new laptop and printer for new PC/RFO. To agree reimbursement to B Joyce once amount confirmed.

**5. PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| 18/10619/FUL | Folly Cottage Cotmarsh Broad Town SN4 7RA | Conversion of the existing garage and hobby room into a granny annexe. | Approved with conditions. |

**6. PUBLIC INQUIRY – APPLEFORD**

J Jordan to recap on discussion with Allan Brown, Planning Enforcement Officer, Wiltshire Council.

To discuss and agree broad cover for public inquiry proceedings from 26th to 28th February.

**7. POLLING DISTRICT AND POLLING PLACE REVIEW**

To note the correspondence from Wiltshire Council – circulated with agenda.

**8. CHILDREN’S CENTRE RATIONALISATION – BRIEFING NOTE**

To note the correspondence from Wiltshire Council – circulated with agenda.

**9. FOOTBALL GOALPOSTS PROJECT**

To discuss plans so far and agree next steps.

**10. NEW PARISH COUNCIL WEBSITE**

To discuss and agree based on criteria outlined last year – circulated with agenda.

**11. COMMUNITY AREA TRANSPORT GROUP (CATG)**

Speed Limit Reminder Device Management Plan – circulated with agenda.

To discuss prior to presentation by R Pearce at next CATG meeting on 27th February

**12. 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 11th March 2018**

BROAD TOWN  PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING**

**Held in the Village Hall on Monday 14th January 2019**

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

Councillor S G Hartley

Councillor R Pearce

Councillor B Joyce

Councillor M Holland

Councillor C J Rendell

**Officers: -**

**In Attendance:** Notes/Minutes taken by Mrs L Billis

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

**Public Participation**

A member of the public asked if there was to be Parish Council representation at the Public Enquiry to take place on 26th to 28th February 2019 relating to planning appeal “Appleford APP/Y3940/C/18/3193744 and APP/Y3940/C/18/3193745” and to republish the dates. Clr Jordan replied that the Parish Council had responded at the earlier stages and that the PC had no formal role at the Inquiry but that attendance would be considered.

Lorraine Billis as governor representative of Broad Town Primary School confirmed that the School had held its first Community Tea following the granting of funds from the Community Grant and thanked the PC. Mrs Billis also explained that the School was in the process of reviewing its mission statement and that the pupil involvement in the process had demonstrated the value that the children placed on the White Horse carving that the Community Grant had previously supported.

1. **APOLOGIES**

There were no apologies.

Clr J Jordan advised that Mrs Billis would be taking notes in the absence of a Parish Clerk.

1. **DECLARATIONS OF INTEREST**

Clr Joyce said that he had been involved in correspondence relating to the Pump House development in Horns Lane as a neighbour but that he held no other interest in the matter.

**3. MINUTES**

The minutes of the Parish Council Meeting held on Monday 10th December 2018 were unanimously agreed as a true record and signed by Clr Jordan. Clr Jordan signed the minutes of the Parish Council Meeting of Monday 12th November 2018 that had not been available previously.

**4. FINANCE**

The current bank balances and reconciliations were noted.

A Community Fund Grant cheque for 400.00 was presented to Ray Manley representing the Parochial Church Council for the costs of producing Broad Town News.

**4.1 CASH BOOK - 31st DECEMBER 2018**

The cash book balances circulated with the Agenda were noted.

**4.2 BANK BALANCES**

Treasurers Account £1,011.78

Business Bank Instant £8,050.78

Community Fund £4,708.31

Bank reconciliation, circulated with agenda, for noting.

**5. APPLICATIONS RECEIVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number**  **18/11446/FUL**  Plans can be viewed here: [18/11446/FUL](http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=894687&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&DAURI=PLANNING&XMLSIDE=)  **18/09307/PNCOU**  Plans can be viewed here:-  [**18/09307/PNCOU**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=892628&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) | **Applicant**  Miss Speed | **Location of Development**  The Cow Byre  Broad Town Road  SN4 7RB  Former Dairy Building Tyning Farm Cotmarsh Broad Town Swindon Wiltshire SN4 7RA | **Description of Development**  Erection of an Oak Framed Car Barn – with small loft space for storage  The Applicant was in attendance to answer questions and advised that the height of the new building will be the same as the existing building. The application for loft space is because the loft in the existing building is inhabited by bats.  The Parish Council confirmed that there was no objection to the application.  **Comments by 10th January 2019 (Parish Clerk has asked for an extension to 15th January for the submission of Broad Town Parish Council’s comments)**  The Application was for noting as it received approval with conditions on 14th January 2019 and had been made prior to the October 2018 meeting of the Parish Council. A plan of the approved building was displayed for clarification and the Application was duly noted. |

**Review of possible planning breach at Lay Marsh Farm Cotmarsh.**

S Hartley had received a call last week from a resident in respect of a possible planning breach. Clr S Hartley visited the site and suggested to the complainant that they should attend this Parish Council Meeting or send a photo of the possible breach. Clr S Hartley was unsure what the issue was but took photos of the site and compared them to those of a year ago although she could not see any changes between the two sets of photos. Clr S Hartley will continue to monitor the site.

**Correspondence on approved planning application for 18/01108/ENF – Pump House Horns Lane**

The correspondence from a resident, regarding potential breaches to the construction method statement including access to the site, was noted. The correspondence has been sent to Wiltshire Council Planning Enforcement Officer who will be in touch with the Builder and who will report back.

Clr B Joyce reported that in his opinion the Builder has pushed the boundary back and has used close board fencing instead of chain link fencing and that he is awaiting a response from the Enforcement Officer. There is a form that can be completed in instances where there is a potential breach, Clr R Pearce has done this previously and will forward a copy to B Joyce. If the Parish Council believes that a breach has occurred it will submit a form and maintain a watching brief.

**6. WILTSHIRE SITE ALLOCATIONS PLAN UPDATE**

Clr J Jordan stated that she had read the correspondence sent by Wiltshire Council and there appeared to be no implications for the Royal Wootton Bassett area, as it looks like the RWB area is delivering more housing than has been assessed as being required. The information is of note but there is no change to the plan for the Broad Town area. B Joyce said that levels of target housing in North and West Wiltshire were referred to in the correspondence. The communication from Wiltshire Council will continue and the Parish Council will continue to monitor, noting any information that it should react to.

**7. COMMUNITY LED HOUSING**

Information in the Newsletter showed that there is a limited programme of community led housing at this time and the community led housing that was being progressed within the County was noted.

**8. COMMUNITY AREA TRANSPORT GROUP**

Clr R Pearce reported that the next CATG Meeting is at the beginning of February and gave an update on the progress of the plan to purchase a Speed Indication Device (SID). He explained that the costs for a SID had been provided by a Norfolk company that had advised that a SID displays the speed limit to all passing traffic although an alternative sign will display speed and a “slow down” message for traffic over the speed limit. The estimated cost for the SID is £2875.00 plus VAT per unit and the SID must be installed by an accredited street works contractor.

Clr R Pearce advised of the recommendations of the CATG for funding to be provided, being that a battery operated mobile device should be purchased, and to note that the battery will require replacement and data collected, which will allow effectiveness to be gauged. The CATG may contribute £1000.00 towards installation costs. The current proposal by the Parish Council is to purchase one unit and determine the direction of traffic that it will face.

**9. SERVICE DEVOLUTION AND ASSET TRANSFER TO TOWNS & PARISHES**

The communication from Wiltshire Council concerning the devolution of responsibilities was noted. The communication contained a list of assets that would be transferred to other authorities but none of them were applicable to Broad Town, apart from street name plate maintenance. It was noted that the freehold of the playground had already been transferred to the Parish Council.

**10. CONDITION REPORT – WHITE HORSE TRAIL (Councillor M Holland)**

Clr M Holland presented a Condition Report on the White Horse Trail and showed a plan of the area. M Holland reported that he has already completed some footpath clearance but that the central section shown on the plan was not maintained. A problem encountered is that a gate at the top of the escarpment is padlocked shut, this has been referred to Stephen Leppard, Wiltshire Council Footpaths Officer. New Interpretation Boards are planned and J Jordan understood that an app might be available. Clr M Holland would like to continue with light maintenance on the footpath through a Parish Council Working Group although tools and first aid items would be required for the Group to use as well as sundries for repairs. The query was raised whether the Parish Council is responsible for footpath maintenance and how the items that Clr M Holland referred to could be funded as the Area Board would only consider providing funds for larger expenditure items. B Joyce agreed that he would raise the query with Mrs Roberts

**11. DRAFT BUDGET 2019/2020**

The projected Cashflow to the end of the current financial year was presented that captured all outstanding expenditure and showed an outturn of £6,000.00. This would be sufficient to retain a reserve of £4,500.00 being six months revenue expenditure. It was discussed whether the balance of the costs of goalposts for the playground should be found from the balance of £1,500.00. The Area Board has already provided a grant of half of the costs and it was noted that a quote showed the cost of goalposts to be £775.00 plus VAT although there would be additional installation costs. It was agreed to find out what the conditions of the Area Board grant were and Mrs Roberts will be asked to check.

Other expenditure items to be considered were: footpaths and a contingency for community projects.

The draft Budget 2019-20 was presented showing known income and expenditure items and a proposed Precept. There was discussion regarding additional items that should be included and the impact they would have on the Precept. These were:

* Use £1,000.00 to build a fund for maintenance projects as the Area Board has made it clear that Parish Councils are expected to budget for their own maintenance responsibilities;
* Purchase a PC and a printer to meet responsibilities under the Transparency Code that could be used by the new Parish Clerk. Owning the equipment would allow the Parish Council to manage its own data;
* Purchase a website development and hosting service to allow the Parish Council to have its own website to meet Transparency Code requirements, B Joyce estimated that development costs would be £500.00 and hosting costs £200.00;
* Purchase goalposts at £800.00 and related works;
* Purchase SIDs and related works;
* Purchase fencing for the playground.

It was discussed that:

There would be a cost impact on the Precept if the goalposts were funded from the new Budget;

It will be investigated whether the Parish Council might apply to the Community Fund for a grant for the SIDs as their provision was not a Parish council responsibility but it would benefit the community;

Quotes had been received of between £3,500.00 and £8,500.00 for 122 metres of fencing but it was noted that the cost could be spread over two years and a grant applied for from the Area Board.

**Clr J Jordan summarised the discussions:**

The Parish Council will investigate further the possible uses of the Community Fund to improve understanding;

A way of applying for external funding for future capital expenditure items should be sought;

The costs of the goalposts and associated costs will be met from the current year’s Budget;

Six months running costs will be retained as a reserve from the balances of the current year’s Budget;

The costs of the PC, printer and website will be met from the 2019-20 Budget;

A maintenance fund of £1,000.00 will be included in the 2019-20 Budget;

An application to the Community Fund will be made for the SIDs (following confirmation of the Fund’s conditions);

A solution to fund replacement fencing will be planned during the next financial year, with the Green Areas fund to be considered;

The Parish Precept should be set at £36.47 being an increase of 14% that will provide a Budget amount of £9,868.00.

The Parish Precept amount was proposed Clr B Joyce, seconded Clr R Pearce, all in favour.

Clr J Jordan will explain the Budget proposals in an item in the Newsletter and Clr B Joyce was thanked for his work on the Budget.

**12.** **Correspondence on Play Area Redhills**

A concern had been raised with the Parish Council that the waste bin in the playground was being used for dog waste and that some dog waste was on the ground by the bin. It was agreed that J Jordan would put a note in the Newsletter that the waste bin should be used for its proper purpose. It was also noted that the position of the waste bin may encourage its misuse but it was believed that it was in its current position on top of a manhole to allow for grass cutting

**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.**

There was further discussion about the costs and installation of new goalposts in the playground. S Hartley had obtained costs for goalposts of dimensions 21 x 7, with a 6% reduction from the suppliers www.networldsports.co.uk that would be held pending the Parish Council decision. A member of the public, Mr Chris Moore, advised on the different methods of installing the goalposts and it was noted that the siting of the goalposts should be in exactly the same place as the old goalposts, with any old concrete to be disposed of. It was noted that The Football Foundation provides grants for the installation of replacement goalposts but evidence of the old goalposts is required. J Jordan will review the regulations for potential grant funding.

J Jordan advised that interviews of two candidates for the post of Parish Clerk were to be held on Thursday 17th January 2018.

The list for jobs for the Parish Steward should include drain clearance.

M Holland will contact Mrs Roberts to ask for the whereabouts of the Parish Council insurance documents in order to retain a copy with the paperwork for the Footpaths Group.

There was further discussion as to whether there should be Parish Council attendance at the Public Enquiry to be held on 26th to 28th February 2019. It was noted that members of the Parish Council would not be allowed to participate, J Jordan will check what the Parish Council’s role would be if members attended.

R Pearce advised that the badger hole in the road at Whiteways was now tarmacked over and the plate removed.

**Next Meeting Monday 11th February 2019**

**Signed: ………………………………………………………………… Dated: 14th January 2019**

**Chairman, Councillor J Jordan**