BROAD TOWN  PARISH COUNCIL

Linda Roberts BA (Hons) PGCAP FHEA FSLCC

Parish Clerk and RFO

44 Westlands Lane

Beanacre

Melksham

Wiltshire

SN12 7QE

Tel: 07794056594

5th November 2018

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 12th November 2018** 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

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting - Monday 12th November 2018**

**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 15th October 2018.

**4. FINANCE**

**4.1 CASH BOOK - 31st OCTOBER 2018**  to follow.

For noting.

**4.2 BANK BALANCES**

Treasurers Account £ 349.53

Business Bank Instant £ 9,574.37

Community Fund £ 4,708.31

Bank reconciliation, circulated with agenda, for noting.

**4.3 PAYMENTS FOR APPROVAL**

**4.3.1 INVOICE FROM A W SERVICES**

Final Invoice from A W Services for grass cutting services.

Members are requested to approve the final payment of £360.00. Invoice Number 0000312.

**4.3.2 INVOICE FROM PLAYSAFETY**

Invoice received from Playsafety for carrying out the yearly safety inspection at Redhills Play Area. Members are requested to approve the payment of £77.00 plus £15.40 VAT total £92.40.

**5. APPLICATIONS RECEIVED**

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| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| **18/09642/FUL** | Miss Jane Allison | Manor Farm Broad Town Wilts SN4 7RN | Change of Use from agricultural land to equestrian. Erection of two all weatherPaddocks**Comments by 13th November 2018** |

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**6.** **PLANNING APPLICATIONS DETERMINED**

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| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| **18/07517/FUL** | Land rear of 36 Broad Town Road Broad Town Wilts SN4 7RB | Variation of previously approved house (under reference number 17/08417/FUL),with alterations to the roof of the rear sun room and kitchen: dormers to rear roof. | **Approve with conditions.****Decision letter with conditions circulated with agenda.** |

**7. DRAFT COUNCIL TAX BASE 2019/2020**

To note the letter and information from Wiltshire Council. Circulated with the agenda.

**8. COUNCIL TAX SINGLE PERSON DISCOUNT REVIEW**

 To note the letter from Wiltshire Council circulated with the agenda.

**9. LETTER OF THANKS FROM BROAD TOWN C of E SCHOOL**

To note the letter (to be circulated at the meeting) thanking the Parish Council for the donation of £580.00 made by the Parish Council from the Community Fund.

**10. PLAYSAFETY – ROSPA REPORT 2018**

Members are requested to consider the report and agree an action plan for remedy of any recommendations for action contained in the report.

**11. SPEED INDICATOR DEVICES – REVIEW OF MANAGEMENT PLAN**

To review and update the management plan for submission to the CATG December meeting.

**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 10th December 2018**

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 15th October 2018**

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

 Councillor S G Hartley

 Councillor M A Holland

 Councillor B Joyce

 Councillor R Pearce

 Councillor C J Rendell

**Officers:** Mrs L A Roberts – Parish Clerk

**Public Participation**

Lorraine Billis explained the basis on which the application by the School had been made for a grant from the Community Fund and confirmed that the grant was to encourage community use of school facilities. It was also a scheme to support those who felt isolated or lonely.

**185/18 APOLOGIES**

To receive apologies for absence.

**186/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**187/18 MINUTES**

The Minutes of the Parish Council meeting held on Monday 10th September 2018, having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

**188/18 FINANCE**

**188/18.1 CASH BOOK - 30st SEPTEMBER 2018**

The cash book was noted. Councillor Joyce and the Parish Clerk agreed that they would review the way the cash book was presented to make it easier to understand.

**188/18.2 BANK BALANCES**

Treasurers Account £ 596.17

Business Bank Instant £11,073.93

Community Fund £10,720.31

Less un-presented chq 432.00 (Village Hall Cttee – Community Coffee Mornings)

Ear marked amount for

refurb of village hall, toilets

and kitchen 5,000.00

**Funds available for grants £5,288.31**

The bank balances and bank reconciliation were noted.

**188/18.3 CLERK’S SALARY AND EXPENSES – JULY, AUGUST AND SEPTEMBER 2018**

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

**UNANIMOUSLY RESOLVED** to approve for payment the Clerk’s salary and associated expenses as detailed in the timesheet and reflected in the table below.

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| --- | --- |
| **Salary** | **£1033.77** |
| **Less Tax** | **£ 393.20** |
| **Net Salary** | **£ 640.57** |
| **½ Year working from home allowance** | **£ 79.05** |
| **Mileage** | **£ 75 .60**  |
| **Printing** | **£ 12.50**  |
| **Stamps** | **£ 1.95**  |
| **Total Due** | **£ 809.67** |

**189/18 PLANNING - APPLICATIONS RECEIVED**

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| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| Plans can be viewed here: [18/08735/FUL](http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=892081&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&DAURI=PLANNING&XMLSIDE=) | Messrs Maslin and Collen | Tyning Farm, Cotmarsh, Broad Town, Swindon, SN4 7RA | **Change of use of field gateway to form primary access to farm buildings, including provision of hard surfaced access track****Comments from the Parish Council:**The use of the proposed track is not clear, nor is the requirement for a re-engineering of the access clear. The Parish Council reported their concerns about the future use of the track which may increase if it is up graded. This is despite the assurance in the design and access statement that use would not increase. Tyning Farm is currently for sale with options to split the site into two lots – lot 1 and lot 2. This application covers lot 1. Current access to lot 1 appears to be over lot 2 and the current field track. Lot 2 has an outstanding planning request for change of use (18/09307/PNCOU). If lot 2 is sold separately this removes access to lot 1’s farm buildings thus splitting the site and generating more traffic. It is not clear that the rationale demonstrated in the planning application that the new hard surfaced track is to facilitate the movement of farm vehicles to support a rural business will still be valid if the site is split into two as this may be a precursor to further change of usage request(s). This is a concern to the Parish Council due to the poor visibility on the main road in the village and the lack of clarity as to the likely usage of the resurfaced access track.This application appears to facilitate the potential split of the farm rather than enhance or support ongoing use of the current facilitiesIt is felt that the only guarantee of no increase in traffic movements is if the access remains the same and the current site remains as one plot. |

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**190/18 APPLICATIONS FOR TO THE COMMUNITY FUND**

**190/18.1 BROAD TOWN SCHOOL**

Members discussed the application from the school and agreed that any scheme which strengthens the links between the school and the community is to be welcomed. It was stated that the scheme has also been designed to support those in isolation and loneliness.

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

 **UNANIMOUSLY RESOLVED** to award a grant of £580.00 from the Community Fund for the School’s Community Outreach Project.

**190/18.2 BROAD TOWN VILLAGE HALL**

The Parish Council were pleased to note that the Village Hall Committee had been successful in their application to the Area Board for £3000.00 towards the refurbishment of the kitchen and toilets. The Village Hall Committee had therefore fulfilled their obligation to the Parish Council in receiving funding from another source. The Parish Council could now release the agreed £5,000 committed to the Village Hall Committee from the Community Fund.

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

**UNANIMOUSLY RESOLVED** to make the award of £5,000 from the Community Fund to the Village Hall Committee for the refurbishment of the Village Hall kitchen and toilets.

**191/18 COMMUNITY AREA TRANSPORT ACTION GROUP (CATG)**

Councillor Pearce attended the meeting. It was reported that speeding through the village was discussed as was an acknowledgement of the Speed Indicator Advice (SID) proposal made by the late Councillor Simon Billis to the CATG. The proposal was for two SID’s for the village. It was confirmed by CATG that Wiltshire Council could not contribute to the purchase of the SID’s, however they could make a 50% contribution towards the cost of their installation. To qualify for this funding the Parish Council would be required to draw up a management plan which fulfilled their criteria, that being that the SID’s should be moved around the village, i.e. not have permanently fixed locations. This requirement would prevent having SID’s powered by solar panels. The Parish Council in conjunction with a Highways Engineer must identify the locations and ensure that the batteries are charged on a weekly basis and that the data collected is downloaded and analysed. If all these criteria are met Wiltshire Council would be willing to contribute 50% of the cost of installation of the SID’s.

The Chairman, Councillor Jordan suggested that it is vitally important that the Parish Council publicise widely the forthcoming installation of the SID’s and raise awareness of the project coming to fruition. As the SID’s will be located in several locations around the village on a rota basis the Parish Council should consult with residents on those locations.

It was also agreed that the Parish Clerk should check whether the Parish Council would be eligible to apply to the Community Fund for funding towards the purchase of the SID’s.

**192/18 PARISH AND TOWN COUNCIL’S TRAINING AND NETWORKING DAY – 15TH JUNE 2018, CIVIC CENTRE, TROWBRIDGE**

Councillor Joyce reported that it was an interesting day that created awareness across several areas that councillors may be interested in. The law quiz was particularly interesting and confirmed the need to have a qualified clerk with a good knowledge of Local Government Law. Other topics included, budgeting and use of reserves, waste and highways. There was also a session explaining the difficulties encountered by Wiltshire Council last winter due to the adverse weather.

**193/18 ELECTORAL REVIEW OF WILTSHIRE COUNCIL – UPDATE CONSULTATION ON NEW DIVISION BOUNDARIES**

It was noted that Broad Town would be grouped with Lyneham & Bradenstoke, Tockenham and Clyffe Pypardd. The new division boundaries had no physical impact on Broad Town and Broad Town would remain part of the Cricklade and Royal Wootton Bassett Community Area. The most significant difference would be a change in Unitary Councillor.

The Parish Council would respond to the consultation stating that the Parish Council are content that the proposals represent the best interests of Broad Town.

**194/18 FOOTPATH WORKING GROUP**

The change in suppliers from Crosswire to Secure-a-Field for the supply of a metal gate was noted and approved. Councillor Holland reported that the gate had now been delivered and that the change in supplier represented a saving of £40.00.

The payment to Secure-a-Field for the sum of £252.40 was approved for payment.

**195/18 GRASS CUTTING – REDHILLS RECREATION FIELD**

It was agreed that the Parish Council would meet the cost of Public Liability Insurance required by the current grass cutting contractor. The Parish Clerk would make enquires with insurers to seek a quote. The Parish Clerk would also establish what had prompted the contractor to trim the hedges around the playing field and ensure the terms of the agreement were clear to the contractor.

**196/187 COUNCIL TAX SETTING TIMETABLE**

The information from Wiltshire Council was noted.

**197/18 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.**

**197/18.1 Area Board Meeting 26th September 2018**

The Chairman, Councillor Jordan reported on the Band D charges set by neighbouring parish councils. Councillor Jordan went on to state that at the Area Board meeting Wiltshire Council had made it clear that their grant budgets were reducing and urged parish councils should seriously review their precept to meet the cost of services wanted by their communities.

Other information shared at the Area Board meeting included:

* Highways priority will be the resurfacing of high-speed roads to improve skid resistance. Highways were currently dealing with a back log of maintenance issues and were being challenged with reactive work rather than planned work. The criteria for repairing pot holes was outlined and it was confirmed that areas considered higher risk i.e. outside a school would be given priority.
* Parish Councils could utilise the Parish Steward for litter collection and weed control.
* Parish Councils could collect materials for weather emergencies.
* Fly tipping was costing Wiltshire Council £100,000 per year.
* The Parish Council received approval for its grant award towards replacement goal posts. The Village Hall Committee had also received grant funding for the Village Hall improvements.
* Parish Councils were reminded to put in their monthly requests for work which the Parish Steward could carry out.
* The Area Board recommended that the Village Hall Committee establish the freehold of the Village Hall with a view to purchasing it.

**197/18.2 PARISH COUNCIL VACANCY**

It was agreed that as no applications had been received there would be a break in advertising the vacancy. If the Parish Council required support in any projects then a call-out to the community would be made.

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**Next Meeting Monday 12th November 2018.**

**Points for future meetings:**

* Plan of Action for installation of Goal Posts.
* Next years budget playing field fencing replacement. Get three estimates.

**Meeting Closed at 8.20pm.**