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

7th September 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 15th October 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 15th October 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 10th September 2018.

**4. FINANCE**

**4.1 CASH BOOK - 30st SEPTEMBER 2018**

For noting.

**4.2 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**

Bank reconciliation, circulated with agenda, for noting.

**4.3 CLERK’S SALARY AND EXPENSES – JULY, AUGUST AND SEPTEMBER 2018**

Members are requested to approve the Clerk’s salary payment as detailed. Timesheet and details of expenses circulated with agenda.

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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** |

**5. PLANNING**

**5.1 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 by 23 October 2018** |

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**6. APPLICATIONS FOR TO THE COMMUNITY FUND**

**6.1 BROAD TOWN SCHOOL**

The school are seeking £530.00 towards a community outreach project. Application circulated with agenda.

**6.2 BROAD TOWN VILLAGE HALL**

The Village Hall Committee have confirmed they have been successful in their application to the Area Board for £3000.00 for refurbishment of the kitchen and toilets. Confirmation circulated with agenda.

At the Parish Council meeting held on 12th March 2018 it was stated that the Village Hall Committee had made an application to Community First for a grant of £10,000 towards the refurbishment works.

It was then

***Proposed by Councillor Joyce seconded by Billis and***

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

The committee have not indicated that they have been successful with their Community First application but are now seeking release of the Community Fund award of £5000.00 due to the commitment from the Area Board.

Members are requested to decide whether to release the funding as requested.

**7. COMMUNITY AREA TRANSPORT ACTION GROUP**

Notes and actions from 12th September meeting for noting.

**8. PARISH AND TOWN COUNCIL’S TRAINING AND NETWORKING DAY – 15TH JUNE 2018, CIVIC CENTRE, TROWBRIDGE**

To receive report of Councillor B Joyce following his attendance at the Training Day. Details circulated with previous agenda.

**9. ELECTORAL REVIEW OF WILTSHIRE COUNCIL – UPDATE CONSULTATION ON NEW DIVISION BOUNDARIES**

Proposal drawn up by Lance Allen, Town Clerk, Trowbridge Town Council for discussion. Details circulated with agenda.

**10. FOOTPATH WORKING GROUP**

At the Parish Council Meeting on 13th August 2018 it was agreed to purchase a metal gate for Little Town Cattle Grid at a cost of£161.00 plus VAT and £85.00 for delivery from a supplier recommended by Wiltshire Council. A purchase order was raised and sent. Councillor Holland has been in negotiation with the supplier over delivery. There have been some difficulties. At the August meeting the following resolution was made

It was proposed by Councillor Rendell, seconded by Councillor Jordan and

 **UNANIMOUSLY RESOLVED** to purchase a metal gate as quoted, £161.00 plus VAT and £85.00 for delivery. The cost would be met from the £250.00 budget set aside to cover footpath improvements.

Members are requested to approve the appointment of a new supplier, Secure-a-field price £177.00 plus vat and £40.00 shipping. Councillor Holland the cancelled the current order with Centrewire, which has been confirmed by the Parish Clerk. Councillor Holland will update the Parish Council at the meeting.

**11. GRASS CUTTING – REDHILLS RECREATION FIELD**

To discuss the current agreement. Members will also need to decide how to tackle the Public Liability Insurance requirement with the current contractor and agree next steps.

**12. COUNCIL TAX SETTING TIMETABLE**

To note the correspondence received from Wiltshire Council, circulated with agenda.

**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.**

**13.1 Parish Council Vacancy**

No applications have been received to date, so we should continue to advertise and promote the vacancy.

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

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 10th September 2018**

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

 Councillor S G Hartley

 Councillor M A Holland

 Councillor R Pearce

 Councillor C J Rendell

**Officers:** Mrs L A Roberts

**Public Participation**

Seven members of the public were present.

**172/18 APOLOGIES**

Apologies for absence were received from Councillor Joyce.

**173/18 DECLARATIONS OF INTEREST**

Councillor Hartley declared an interest in agenda item 7.3, grant application to the Community Fund for the Community Coffee Morning as she was a Committee Member. Councillor Hartley remained in the meeting but did not take part in the discussion or vote.

**174/18 MINUTES**

The Minutes of the Parish Council meeting held on Monday 13th August 2018, having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

**175/18 FINANCE**

**175/18.1 CASH BOOK - 31st AUGUST 2018**

The cashbook was noted. The Parish Clerk reported that Councillor Joyce had carried out a check of the finances and he had confirmed that everything was in order.

**175/18.2 BANK BALANCES**

Treasurers Account £ 611.37

Business Bank Instant £11,173.44

Community Fund £10,647.24

+ Refund from Sparkle for

Markle Event 73.07

- ear marked amount for

refurb of village hall toilets

and kitchen 5,000.00

**Funds available for grants £5,720.31**

The bank balances and bank reconciliation were noted.

**175/18.3 PAYMENT DUE TO INFORMATION COMMISSIONER**

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

**UNANIMOUSLY RESOLVED** to approve the payment of £40.00 to the Information Commissioner and that payment is made by direct debit.

**175/18.4 PAYMENTS TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (MEMBERSHIP FEE) (CHEQUE NO: 654) AND COMMUNITY FIRST TRADING (INSURANCE RENEWAL) (CHEQUE NO: 657)**

The original cheques had been lost in the post and had been stopped by the Parish Clerk.

Replacement cheques were required as detailed below, were signed by Councillor Jordan and Councillor Hartley.

Wiltshire Association of Local Councils £241.87

Community First Trading (Zurich Insurance) £243.50

**176/18 PLANNING MATTERS**

**176/18.1 NATIONAL PLANNING POLICY FRAMEWORK (NPPF)**

The Chairman, Councillor Jordan highlighted the revisions to the NPPF, as detailed in the bulletin from Wiltshire Council. Both documents are available on the village website.

**176/18.2 APPLICATIONS RECEIVED**

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| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| Plans can be viewed here:[18/07517/FUL](http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=890904&XSLT=/Northgate/PlanningExplorer/SiteFiles/Skins/Wiltshire/xslt/PL/PLDetails.xslt&FT=Planning%20Application%20Details&DAURI=PLANNING&XMLSIDE=)Original application can be viewed here:[**17/08417/FUL**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Generic/StdDetails.aspx?PT=Planning%20Applications%20On-Line&TYPE=PL/PlanningPK.xml&PARAM0=879535&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) | Mr James Robson | 36 Broad Town RoadBroad TownWiltshireSN4 7RB | **Three storeys with Velux to the front and dormer to the rear with a sun room.** **The proposals would make the footprint of this dwelling too large for the plot it is proposed to be a three-storey building which is out of character with the area.****The Parish Council could not support the application and referred to the previous comments made on the original application which expressed concern over the size and proportion of the proposed extension.** |

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**176/18.3** **PLANNING APPLICATIONS DETERMINED**

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| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| **18/03892/FUL** | Hambrook Farm, Thornhill, Royal Wootton BassettSN4 7RZ | Extension of annexe to ground floor of existing building | **Approve with conditions.****Decision letter and conditions circulated with agenda.** |
| **18/05288/FUL** | Marston Farmhouse Broad Town RoadBroad TownSwindonSN4 7RB | Erection of General-Purpose Agricultural Storage Building | **Approve with conditions.** |

The planning decisions were noted. It was also suggested that it would be useful if Wiltshire Council could advise the Parish Council when conditions in planning applications had been met. The Parish Clerk would take this point up with Development Control.

**177/18 GRANT APPLICATIONS TO THE COMMUNITY FUND**

**177/18.1 BRIGHTER FUTURES RADIOTHERAPHY APPEAL**

The Parish Council agreed that this was a very good cause. However, it did not strictly fit with the criteria of the Community Fund, that to provide funds for community initiatives which would provide a direct benefit to the community. After much deliberation it was proposed by Councillor Pearce, seconded by the Chairman, Councillor Jordan and

 **RESOLVED** not to award a grant.

It was noted that the community of Broad Town had independently raised funds for the cause.

**177/18.2 BROAD TOWN HISTORY GROUP**

The application was withdrawn.

**177/18.3 BROAD TOWN COMMUNITY COFFEE MORNINGS** – **APPLICATION BY THE VILLAGE HALL**

It was proposed by Councillor Pearce seconded by Councillor Holland and

**RESOLVED** to approve the grant to the Village Hall in support of the Community Coffee Mornings.

**178/18 ROYAL WOOTTON BASSETT AREA BOARD**

**178/18.1 RWB – Community Identified Priorities – Newsletter**

**178/18.2 RWB Area Board – Grants Newsletter**

The information was noted. The next Area Board Meeting is scheduled for 26th September 2018, the Chairman, Councillor Jordan would attend to provide commentary to the Area Board in respect of the grant application for replacement goal posts for Redhills Play Area.

**179/18 COMMUNITY AREA TRANSPORT ACTION GROUP (CATG)**

The information was noted.Councillor Pearce would be attending the next meeting.

**180/18 SOCIAL HOUSING GREEN PAPER**

The correspondence from Wiltshire Council was noted.

**181/18 PARISH AND TOWN COUNCIL’S TRAINING AND NETWORKING DAY – 15TH JUNE 2018, CIVIC CENTRE, TROWBRIDGE**

Councillor Joyce’s report was noted. It was agreed to give Councillor Joyce the opportunity to make a verbal report at the next meeting.

**182/18 PARISH COUNCIL MEETING SCHEDULED FOR MONDAY 8TH OCTOBER 2018**

It was agreed to appoint someone to take the minutes at the meeting on 8th October 2018.

**183/18 ELECTORAL REVIEW OF WILTSHIRE COUNCIL – UPDATE CONSULTATION ON NEW DIVISION BOUNDARIES**

The correspondence from Wiltshire Council was noted. The proposals did not represent any changes to Broad Town. Details of the consultation were on the village website.

**184/18 EXCHANGE OF INFORMATION**

**184/18.1 ACTION LOG**

The Action Log was updated.

**184/18.2 PARISH COUNCIL VACANCY**

The vacancy would be advertised on the village website and notice boards and would advise electors that the Parish Council would be seeking a co-option to fill the vacancy.

**Next Meeting Monday 8th October 2018.**

**The meeting closed at 8.00pm**