BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

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Bromham

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Tel: 07990040675

3rd June 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 10th June 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

Mrs E Diamant

Parish Clerk and RFO

**BROAD TOWN PARISH COUNCIL**

**Parish Council Meeting - Monday 10th June 2019**

**PUBLIC PARTICIPATION**

**A G E N D A**

**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 Annual Parish Council Meeting held on Monday 13th May 2019.

**4. INTERNAL AND EXTERNAL AUDIT 2018/2019**

**4.1 CERTIFICATE OF EXEMPTION**

The gross income and gross expenditure of the Parish Council does not exceed £25,000 in the account year ended 31 March 2019. The Parish Council can therefore exempt itself from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Members are requested to resolve to exempt the Parish Council from a limited assurance review and complete page 3 of the Annual Return, accordingly.

**4.2 APPROVAL OF THE ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT**

Members are requested to approve the Annual Governance statement 2018/19 as detailed in Section 1 of the Annual Return by a formal resolution.

Members are requested to approve and sign the Annual Return and Year End Accounts for 2018/19, by formal resolution.

**4.3 YEAR END CASH BOOK 2018/19 – AUDIT VERSION**

For noting.

**4.4 INTERNAL AUDIT REPORT**

For members to consider.

**4.5 INTERNAL AUDIT FEES**

Members are requested to approve the payment of £150 to Auditing Solutions for Internal Audit Services.

**5. FINANCE**

**5.1 BANK BALANCES AND BANK RECONCILIATION AT 31.05.2019**

Treasurers Account £ 13559.02

Business Bank Instant £ Nil

Community Fund £9180.08

Treasurers Account £ 13559.02

Less unpresented cheques Nil

Total £13559.02

**5.2 VAT RETURN**

The VAT return for 2018/19 has been completed.

|  |  |
| --- | --- |
|  |  |

**6. PAYMENT FOR INSTALLATION OF GOAL POSTS**

Members are requested to approve the payment of £660 to Chris Moore for the installation of the goal posts.

**7. RISK ASSESSMENT**

Members are requested to review the attached sections of the risk management assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Play Area  Open Recreational spaces | Risk of damage  Injury to users  Access for emergency vehicles. | M  H | The play area is subjected to a ROSPA inspection each year. Any defects are assessed and repairs/remedial work carried out by an authorised play equipment installer. Visual checks are carried out periodically by members.  **The gate is locked and a record of the key holders is kept by the Parish Council; residents and emergency services need to be advised of key holders.** | Ensure the ROSPA report is an agenda item and any defects reported and repaired correctly. ROSPA guidelines advise that yearly official check of equipment is adequate. \*  **Ensure that residents and emergency services can gain access to the site in case of emergency;** |

\*Rospa guidelines state that any additional checks during the year require appropriate training in order to be carried out effectively.

**8. ACCESS TO REDHILLS**

To discuss access to resident’s garage across the playing field.

**9. QUOTE FOR REPAIR OF SWING – REDHILLS**

Members are requested to agree to the repairs to the swing.

**10. COMMUNITY FUND MEETING - GRANTSCAPE**

The Chairman and the Parish Clerk will report on their meeting with Matt Young of Grantscape.

**11. 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.**

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**Next Meeting Monday 8th July 2019.**

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 13th May 2019 in the Village Hall**

**Public Participation** - there were 15 members of the public present

Peter Gantlett, the Chairman of Clyffe Pypard Parish Council attended the meeting. He stated his interest in finding out more about the speed limit reminder indicator devices project. The Parish Clerk has sent information about this to Clyffe Pypard Parish Council; they are potentially interested in sharing the cost and use of the devices; however it was noted that the speed limit for Clyffe Pypard is 40mph not the 30mph in Broad Town.

Peter Gantlett noted issues with the hedges on Pye Lane and difficulties in getting this sorted with Wiltshire Council; he advised that he will complete the hedge cutting. In reference to footpath issues; he advised that he farms land in the Broad Town area and asked that we contact him if there are any issues with paths on his land.

A resident wished to thank the Parish Council for the improvements to one of the footpath gates; they are using it regularly and it is easy to use.

Several residents commented on planning application number 19/03874/OUT. The following points were raised by residents:

* The application does not address the security of the car park or the potential for anti- social behaviour such as fly tipping and additional noise.
* The view of the white horse and the church are not mentioned in the report; the site represents one of the remaining unspoilt views of the white horse.
* Flash flooding has occurred recently in this part of Broad Town; the report may express information that is out of date and does not reflect the reality of the level of flooding experienced in the village.
* The application specifies entry level housing; it was noted that there is no employment in the village.
* There is currently a large amount of new housing available on the market in Wootton Bassett; this makes the value of development in Broad Town questionable in terms of local need.
* It was noted that the governors of Broad Town School will be making a response to the application.

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

Councillor S G Hartley

Councillor B Joyce

Councillor R Pearce

Councillor C J Rendell

**Officers:** Mrs E Diamant - Parish Clerk

**1. ELECTION OF CHAIRMAN**

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

**UNANIMOUSLY RESOLVED** to elect Councillor Jordan to the office of Chairman of the Parish Council for the ensuing year.

The Chairman, Councillor Jordan signed the Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIRMAN**

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

**UNANIMOUSLY RESOLVED** to elect Councillor Hartley to the office of Vice Chairman of the Parish Council for the ensuing year.

**3. APOLOGIES**

Councillor Holland sent his apologies.

**4. DECLARATIONS OF INTEREST**

Councillor Rendell declared an interest in item 8, planning application 19/03874/OUT.

**5. MINUTES**

The minutes of the Parish Council Meeting held on Monday 8th April 2019, having been previously circulated, were signed by the chairman, Councillor Jordan as correct.

**6. ATTENDANCE REGISTER**

The attendance register for the municipal year 2018-19 was noted.

**7. FINANCE**

**7.1 BANK BALANCES AT 31.3.2019:**

Treasurers Account £ 51.50

Business Bank Instant £ 6769.05

Community Fund £ 9180.08

The year- end bank balances were noted.

**7.2 BANK BALANCES AND BANK RECONCILIATION AT 30.04.19**

Treasurers Account £ 14139.72 (precept payment: £9868.00)

Business Bank Instant Nil

Community Fund £ 9180.08

The bank balances and reconciliation were noted.

The year-end accounts have been submitted to the Internal Auditor in electronic format. The Auditor has advised that the onsite review will commence on the week of the 10th June. The Parish Clerk notes that this may mean that the internal audit cannot be reviewed at the next Parish Council meeting and made public in time for the deadline of the 2nd July. The Parish Clerk will negotiate bringing this forward; if this is not possible an Extra Ordinary meeting may need to be called at the end of June to review and sign the internal audit papers.

**7.2 PAYMENT TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS**

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

**UNANIMOUSLY RESOLVED** to approve the payment of £244.38 including VAT to WALC.

**7.3 INSURANCE PREMIUM – COMMUNITY FIRST TRADING**

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

**UNANIMOUSLY RESOLVED** to approve the payment of £247.93 to Community First Trading.

**8.** **PLANNING**

**8.1 PLANNING APPLICATIONS RECEIVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| 19/03874/OUT | Greystoke Land Ltd/co agent:  Pegasus Group | Land South of Broad Town Primary School Broad Town Road Broad Town SN4 7RE | Residential development of up to 10 entry-level affordable dwellings, with associated access roads and car parking, a community car park, a publicly accessible village green, landscaping, drainage and other associated infrastructure.  **Comments invited until: Thursday 6 June, 2019** |

Plans are available to view at: <http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Councillor Jordan stated the timings of this application; the Parish Council were made aware of it on the 1st May via e-mail and responses need to be submitted by the 6th June. Councillor Jordan identified the current Parish Council meeting as the only opportunity available to discuss the Parish Council response in a public forum prior to the submission deadline.

Councillor Jordan noted the substantial number of documents relating to the application. The Parish Council is looking at the specifics and details of these and will continue to do this over the next few weeks; the discussion today would help to formulate the Council’s high level response.

Councillor Jordan noted that outline planning permission is being sought and the precise details are reserved at this stage. As a Parish Council we have been clear that we look at planning applications from the perspective of our local needs. The application makes clear that it is not based on defined local needs. The main rationale of the application rests on paragraph 71 of the NPPF version 2 – it is asking to be considered as an exception site providing entry level affordable housing for the local authority area. The main concerns with the application are that it:

* Overstates the suitability of Broad Town for affordable housing – particularly with regard to infrastructure and sustainable transport.
* Deprioritises the sensible approach to development in small villages detailed in the Wiltshire Core Strategy.
* Misinterprets some of the information collected in past housing surveys about the views and needs of the village.

Councillor Hartley commented on issues of sustainable transport in relation to the application and noted that:

* The application mentions that the nearest bus-stop is at the Barbury Inn in Broad Hinton; it does not mention how to access the bus stop.
* Aside from the School Bus the three bus services available in Broad Town must be pre booked. The cost for these services is variable; users eligible for free travel via a bus pass are unlikely to need the entry level housing proposed.
* The pre bookable bus services operate Monday to Friday on limited schedules. The most flexible of these must be booked two days ahead and is staffed by volunteers. Dial a Ride is eligible only to those with mobility impairments and disabilities.

Councillor Hartley summarised that the flexible community transport described in the statement is neither flexible nor designed for young families most likely to need entry level housing. It was noted that Core Policy 60 identifies the need for suitable transport in order to support applications.

Councillor Pearce noted that the application bypasses the use of the national planning framework by being classified as an exceptions site for affordable housing; the four bedroom houses proposed may not be affordable.

Councillor Pearce noted that there are 21 affordable houses in the village. A freedom of information request in 2018 confirmed that there is no current demand for affordable housing in Broad Town; those persons previously identified as seeking social housing had a need for one and two bedroom units. There are currently no persons in Broad Town on the waiting list for social housing.

Councillor Joyce identified that the lack of services in the village goes against the application for entry level housing. The reports available also fail to address the ecological issues of increased car journeys.

In relation to the stated aim to build entry level housing, Councillor Joyce noted that house prices in Broad Town are 30 percent higher than surrounding areas. This indicates that as a high cost housing area, Broad Town is not a logical place for economic affordable housing.

Councillor Joyce noted that the statistics provided in the application report did not equate to significant numbers. For example, in the Parish Plan survey only 17 percent of respondents identified any support for more housing. Similarly only 19 percent of respondents wanted to have a village green. Councillor Joyce questioned who would have responsibility for maintaining the proposed village green and car park and what impact this would have on the precept.

Councillor Pearce made further comments about the proposed car park:

* Only 16 percent of respondents to the Parish Plan survey felt that a car park by the school and church was needed.
* Broad Town Speedwatch have identified that cars parked on the road during events serves to slow traffic town; having a car park may be detrimental to traffic calming. Events at the Church and School are sporadic and few in number.
* School visitors generally park on the road; they may not take the trouble to use the car park.
* The plan is identified as visitor/ community parking and not specified for school and church use.

Councillor Jordan gave thanks to the Parish Councillors for taking the time to go through the documentation in detail and confirmed that the Parish Council will be objecting to the development. The Parish Council will work to finalise their response by the 6th June; the response will detail that the core strategy needs to be considered more strongly, strongly question the appropriateness of the proposal as an exception site and address the inaccuracies on the application report.

Councillor Jordan encouraged residents to make their views on this development known to Wiltshire Council.

**9. PURCHASE OF INSURANCE FOR GRASS CUTTING CONTRACTOR**

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

**UNANIMOUSLY RESOLVED** to approve the purchase of public indemnity insurance on behalf of the grass cutting contractor. Final payment amount to be advised; payment by bank transfer advised.

**10. RIGHTS OF WAY**

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

**UNANIMOUSLY RESOLVED** for the Parish Clerk to send out the rights of way letter to the owners of Manor Farm.

Councillor Jordan gave thanks to Councillor Holland for his work on drafting the letter.

**11. FREIGHT STRATEGY AND FREIGHT MANAGEMENT UPDATE – BRIEFING 19-010**

The correspondence from Wiltshire Council was noted. Councillor Jordan noted that the briefing indicates that the current approach is being reviewed; Wiltshire Council will advise of changes in due course.

**12. REDHILLS PLAYING FIELD – KEYS FOR GATE**

Councillor Jordan advised of the need to have agreed key holders for the new keys to ensure the site is both accessible and secure. Once the key holders have been agreed this can be added to the emergency access plan and the community can be advised of how to contact key holders. It was agreed that the grass cutting contractor and a representative of the Parish Council need to hold keys.

Councillor Joyce noted that there is a resident who has had historical access via the site to his garage using his car. Concerns were raised about whether allowing continued access could create a precedent for historical access rights. Concerns were also raised by a resident about the health and safety implications when children are using the field.

Councillor Jordan noted that there have been no complaints from residents about this issue thus far and Councillor Pearce noted that it does not appear to be causing any damage to the field. Nonetheless it would be advisable to discuss with the resident to gain more information on current use and the route used. The Parish Council can then review this with health and safety and precedent for access issues in mind. Councillor Joyce agreed to discuss this with the resident.

The Parish Council will review the access plan once this is resolved.

**13. GOAL POSTS**

Councillor Hartley advised that the goal posts are due to be installed on the 23rd May; it was noted that the installation quote is now reduced to £660 as a digger is not needed.

**14. SPEED LIMIT REMINDER DEVICES**

Councillor Jordan and the Parish Clerk are meeting with the new community fund grant administrators ‘Grant Scape’ on the 16th May. At the meeting they will discuss support for the speed limit reminder indicators from the community fund.

Councillor Pearce advised that there is approval from area board to use speed limit reminder units and that highways have advised that they can raise the posts. Councillor Pearce will be attending the next CATG meeting on the 5th June; it is hoped that we will have some feedback about use of the community fund for this project in time for the meeting.

**15. 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.**

Councillor Jordan attended the Area Board meeting. Presentations were given by Community First and Gigaclear.

Community First advised that in June 2017 they began a 24 month project regarding forward planning for community transport; they will update on the forward strategy as the project progresses. Councillor Jordan noted that this underpins that there is currently limited community transport in the area.

Community First advised that they can provide grants and have funded play equipment. They can offer creative and legal services; Councillor Jordan noted that this may be of assistance with the website.

Gigaclear advised that there is no clear date for the commencement of works in Broad Town at present. During the presentation they were clear that the works are invasive and disruptive. Gigalcear advised that they are not having a Parish Council consultation but will work with Parish Councils to minimise disruption. Councillor Jordan noted the need to know when works will start in Broad Town to minimise disruption to residents.

The area board advised of the grants available in the new financial year. They have grants of 48k available for capital projects, 11k for youth activities and 6k for health, well -being and older people.

The Parish Clerk received correspondence from a resident concerned about speeding in the Chapel Lane/Horns Lane area and referred to regular near misses. The use of traffic calming measures in this area was suggested by the resident. Councillor Joyce noted the issues around this junction and proposed drafting and delivering a leaflet to the limited number of residents in the area. Councillor Pearce will bring up the issues at the next CATG to discuss the potential for traffic calming measures.

Councillor Pearce advised that the works by SSE to accessing the playing fields were completed with no issues and with consideration by the contractors.

Councillor Pearce noted that recent correspondence from Wiltshire Council Planning fails to give the exact location of the culvert implicated in recent flooding in the village. Councillor Pearce will supply the name of the drainage engineer involved in locating and unblocking the culvert so that the Parish Clerk can approach planning about this again.

The Parish Steward is scheduled to visit Broad Town in mid -June (17th and 18th). Jobs need to be e-mailed to Parish Clerk by the 1st of June.

**Next Meeting Monday 11th June 2019, 6.30pm in the Village Hall**

**Annual Parish Meeting 20th May 2019, 6.30 pm in the Village Hall**

**Meeting closed at: 7:50pm.**

**Signed: ………………………………………………………………………. Dated: 10th June 2019**

**Chairman, Councillor J Jordan**