

BROAD TOWN PARISH COUNCIL

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Interim Parish Clerk and RFO

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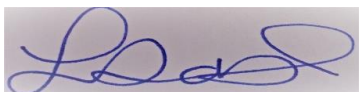
2nd July 2018

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 9th July 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 9th July 2018

A G E N D A

1. Tributes to Councillor Simon Billis

It is with deep regret and sadness that the Parish Council report the death of Councillor Billis.

Members may wish to take this opportunity to share tributes for recording in the minutes in memory of Councillor Billis.

2. Close of Meeting to allow Public Participation

Members will need to resolve to close the meeting to allow participation from members of the public.

Public Participation

Once public participation is complete the Chairman, Councillor Jordan can open the meeting.

3. Apologies

To receive apologies for absence.

4. 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.

5. Minutes

To confirm as a true record the minutes of the Parish Council Meeting held on Monday 11th June 2018.

6. Finance

6.1 Cash Book 2018/19 – to follow

For Noting.

6.2 Bank Balances

Treasurers Account	£ 144.89
Business Bank Instant	£12,948.77
Community Fund	£10,647.24

7. Accounts for Approval and Payment

7.1 Internal Audit Fees – Invoice including VAT for approval.

Members are requested to approve the total payment including VAT (omitted previously) of £144.00 to Auditing Solutions for Internal Audit Services.

7.2 Wiltshire Association of Local Councils

Annual Subscription fee £241.87 (incl. VAT)

7.3 Broad Town Village Hall

Payment for use of the Village Hall for Parish Council Meetings - £450.00

7.4 Newsletter

Contribution for the Parish Council's news page - £150.00 (made payable to Christchurch PCC)

7.5 Insurance Premium – Community First Trading

Insurance Premium due for 2018/2019. Renewal quote circulated with agenda. All insurance papers forwarded in a separate email on 2 July 2018. Renewal premium is £243.50 payable to Community First Trading.

7.6 Parish Clerk's Salary for April, May and June

In the 2018-2019 National Salary Award a cost of living rise has been approved by the National Joint Committee for 2018-19. Therefore, the Parish Clerk's salary has increased from £19.87 per hour to £20.27 per hour with effect from 1 April 2018. The increase has been reflected in the salary presented for approval. Members are requested to approve the increase by a formal resolution.

Members are requested to approve the Clerk's salary payment as detailed.

Salary	£ 932.42
Mileage	£ 100.08
Printing	£ 26.00
Stamps	£ 1.30
Total Due	£1059.80

Time Sheet and National Joint Council briefing circulated with agenda.

8. Planning Applications Received

Application Number	Applicant	Location of Development	Description of Development
Plans can be viewed clicking here 18/05094/FUL	Brian Smith	Marston Farmhouse, Broad Town Road, Broad Town SN4 7RB	Demolition of former chicken shed and small storage building to facilitate vehicular access and erection of two storey farmhouse supporting the continued operation of Marston Farm comprising Agricultural Barns, Stables, Mono Pitch Storage Building, Hay Barn, Former piggeries (currently storage) and substantive grazing land (10 ha). Comments by 16.7.18
Plans can be viewed by clicking here: 18/05291/FUL	Brian Smith	Marston Farmhouse, Broad Town Road, Broad Town SN4 7RB	Single storey rear extension to existing detached dwelling and erection of oak frame car port. Comments by 16.7.18
Plans can be viewed by clicking here: 18/05288/FUL	Brian Smith	Marston Farmhouse, Broad Town Road, Broad Town SN4 7RB	Erection of General Purpose Agricultural Storage Building Comments by 16.7.18

9. Planning Applications Determined

Application Number	Location of Development	Description of Development	Decision
18/03935/FUL	Garages rear of 49 Redhills Broad Town SN4 7RD	Demolition of prefabricated garage block (9 units) and erection of a domestic garage block with associated storage at first floor level	Approve with conditions.

10. Planning Public Inquiry - Land at and adjacent to Appleford, Thornhill, Royal Wootton Bassett – Information circulated with agenda

Members are requested to consider any comments the Parish Council should submit to the appeal hearing.

Any further comments to be received by the Planning Inspectorate on 6th August 2018 quoting reference APP/Y3940/C/18/3193744.

11. Bridge at Thornhill

To discuss what action the Parish Council can take to persuade Wiltshire Council to carry out urgent flood prevention measures.

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.

Next Meeting Monday 13th August 2018.

AGENDA ITEM 5

BROAD TOWN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 11th June 2018 In the Village Hall

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: It was reported that the Fire Hydrants had been checked by Fire and Rescue Service. However, no news had been forthcoming following the investigations/remedy regarding the flooding which had recently occurred in Pye Lane. It was also reported that there was flooding on the footpath near to Snow Hill Cottage.

The Parish Council received thanks for the funding awarded to the group from the Community fund towards the Sparkle for Markle event; an event which was reported as being very successful involving many from the community.

138/18 APOLOGIES

Apologies for absence were received from Councillor Billis.

139/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

140/18 MINUTES

The Minutes of the Annual Parish Council meeting held on Monday 14th May 2018 having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

141/18 EXTERNAL AUDIT 2017/2018

141/18.1 CERTIFICATE OF EXEMPTION FROM A LIMITED ASSURANCE REVIEW

The gross income and gross expenditure of the Parish Council does not exceed £25,000 in the account year ended 31 March 2018. The Parish Council can therefore exempt itself from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

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

UNANIMOUSLY RESOLVED to exempt the Parish Council from a limited assurance review and complete page three of the Annual Return accordingly, for submission to the external auditor.

141/18.2 APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT

Parish Council noted the improvement to the Governance position of the Council. Thanks were passed to the Parish Clerk.

It was proposed by Councillor Joyce seconded by Councillor Pearce and

UNANIMOUSLY RESOLVED to approve the Annual Governance Statement 2017/18 as detailed in Section 1 of the Annual Return.

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

UNANIMOUSLY RESOLVED to approve and sign the Annual Return and Year End Accounts for 2017/18.

141/18.3 YEAR END CASH BOOK 2017/18

The Year End Cash Book was noted. The latest cashbook would be circulated to Members.

141/18.4 VAT RETURN

The VAT claim was approved for submission.

142/18 INTERNAL AUDIT REPORT

The Internal Audit Report was approved.

It was noted that the report indicated that the reserves held by the Parish Council were appropriate for the size of the Council.

143/18 FINANCE

143/18.1 BANK BALANCES

Treasurers Account	£	24.89
Business Bank Instant		£13,068.18

Community Fund

£10,647.24

The bank balances were noted.

It was agreed that mention should be made on the Village Website about grant funding already made and inviting applications for the Community Fund which will be considered at the September meeting.

143/18.2 INTERNAL AUDIT FEES INVOICE FOR PAYMENT

The invoice from ASL for £120.00 was approved for payment.

144/18 PLANNING

144/18.1 Planning Applications Received

Application Number	Applicant	Location of Development	Description of Development
18/03935/FUL	Jason Jones	Garages at rear of 49 Redhills, Broad Town, SN4 7RD	Demolition of garage block (9 units) and erection of garage block with storage at first level

Comments from the Parish Council:

The Parish Council considered carefully the application and its detail and considered residents' views. The following comments were made:

The plans do not accurately show the buildings which are currently on site. There is no rationale for the storage required above the garages. The increase in height is a concern and there is a fundamental change to the existing footprint. It is acknowledged that guidelines for the size of garages has changed which may be why the proposals show their new position, so the application complies with the new guidelines, although it was agreed that the proposal is out of keeping to the area.

The ridge of the buildings is changing to a flat roof which is not as aesthetic as the original structures. There is a huge concern that the turning space has been reduced thus forcing vehicles who need to access and leave the area to reverse onto the main road. It was reported that residents may consider exploring the signing of an affidavit which demonstrates their use of the garages and associated access for several years and obtain a certificate of lawfulness.

The need for safe access should be a priority, reversing onto the highway just outside the national speed limit, opposite a school is a grave safety concern.

The proposed building is inconsistent with the existing garages. Concern was also expressed about the residents' loss of light and enjoyment of their properties.

It needs to be established how the right of way to the existing houses will be maintained. The recent sales particulars indicated that access was for the farmer only, this is not believed to be correct.

Broad Town Parish Council therefore did not support the application and agree to uphold the residents' views. The Parish Council felt that it was not a workable solution and will cause problems for residents and users of the highway. The proposal represents a significant change to the shape of the existing building, especially the height. This contradicts the reassurance given to residents that the replacement would be like for like, this application could not be considered like for like.

The Parish Council requested a view from Highways before this application is considered by Wiltshire Council.

144/18.2 Planning Applications Determined

Application Number	Location of Development	Description of Development	Decision
18/02676/FUL	Highland Broad Town SN4 7RL	Single Storey Side Extension	Approved.
18/03232/FUL	7 East View Broad Town SN4 7QZ	Single Storey front and side extension and two storey rear extension	Approve with conditions.

The determined planning applications were noted.

145/18 Grass Cutting – New Contractor

It was proposed by Councillor Joyce seconded by Councillor Hartley and

UNANIMOUSLY RESOLVED to approve the appointment of Rod Hall to the new grass cutting contract for Broad Town for 2018/2019.

An agreement and contract will now be drawn up by the Parish Clerk.

146/18 FLOOD RISK – BROAD TOWN ROAD

The video footage has been circulated showing the extent of flooding in the area.

Drains need to be checked to ensure they are clear and not the cause of the problem. Wessex Water should be contacted to investigate. The photos showing the recent flooding would be forwarded to Flood Wessex. It was also agreed that the Environment Agency should be informed.

147/18 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.

The Chairman Councillor Jordan reported that the culvert at the top of Pye Lane was blocked, and part of the road has been flooded for ten days.

There are issues with areas of flooding in the village and it would seem sensible to have a 'Flood Resilience Plan' which documents what is needed to introduce preventative measures of what to do in the event of a flood. Advice would be sought from the Flood Warden at Wiltshire Council.

Councillor Joyce informed the meeting that the Appleford Enforcement appeal would take place on 1st July 2018. The Parish Clerk will check when the decision is made and circulate the outcome.

Councillor Joyce suggested that consideration should be given to replace the fencing in the play area. It was agreed that quotes would be sought for inclusion in next year's budget.

It was reported that Councillor Billis had handed over the proposal for SIDs for consideration by the recent CATG meeting. The outcome of their decision would be sought.

Councillor Holland advised that progress with footpaths would be a little slow due to an impending operation on his knee. A letter would be prepared giving notice to landowners of work necessary to clear footways.

It was reported that not much progress had been made regarding the required updates on the website. Councillor Joyce agreed to contact the website owner.

The Parish Clerk would review the action log and present to next meeting.

Next Meeting Monday 9th July 2018.

The meeting closed at 7.55pm

