BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

May Cottage

24b Chittoe Heath

Bromham

Chippenham

SN15 2EH

Tel: 07990040675

2nd March 2020

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 March 2020** 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 9th March 2020**

**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 Parish Council Meeting held on Monday 10th February 2020.

**4. FINANCE**

**4.1 BANK BALANCES AND BANK RECONCILIATION at 29.02.2020**

Treasurers Account £6915.57

Business Bank Instant £ Nil

Community Fund £ 8032.11

Treasurers Account £6915.57

Less unpresented cheques Nil

Balance £6915.57

**4.2 INTERNAL AUDIT 2019-20**

Auditing Solutions Ltd have made contact regarding whether the Parish Council require their services for the 2019-20 internal audit review at a cost of £130 (plus VAT).

**5. NEW BROAD TOWN PARISH COUNCIL WEBSITE**

A review of potential suppliers and the requirements for the new website has been completed. A quote from Parish Council Websites meeting the requirements is forwarded with the agenda (£649.00 no VAT, plus hosting costs of £19.00 per month). Members are requested to review and approve the quote and the commencement deposit of £194.70.

**6. GRASS CUTTING CONTRACT**

Members are requested to review the quote from Supreme Contract Services Ltd to complete the grass and hedge cutting for 2020/21 at a cost of £2053.00 (excluding VAT) based on 18 cuts during the growing season at a cost of £108.50 per visit (excluding VAT).

**7. APPLICATIONS TO THE COMMUNITY FUND**

The Community Fund Advisory Group has recommended that the following grants are awarded by the Parish Council. Members will need to assess the applications circulated and decide whether to approve the grants.

**7.1 BROAD TOWN VILLAGE SHOW – VE DAY ANNIVERSARY CELEBRATION**

Application received for a grant of £1452.00. Application and supporting details circulated with agenda.

**7.2 BROAD TOWN FOOTPATHS GROUP**

Application received for a grant of £618.10 for installation of Berkswell pedestrian gate. Application circulated with agenda.

**8 PLANNING**

**8.1 PLANNING APPLICATIONS RECEIVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| 20/00419/FUL | Mr Bayliffe | Thorncroft House  29 Broad Town Road  Broad Town  Wiltshire  SN4 7RB | Part retrospective change of use from domestic garage (C3) to sales and tasting area (A1) and microbrewery (B2) and change of first floor to staff office (B1) and change of use of outbuilding to be used as microbrewery (B2).  Additional information now available on planning portal. Deadline for comments extended to 16.03.20 due planning portal delays. |
| 20/01549/LBC  20/01010/FUL | Mr R Pearce | Pantywick  101 Broad Town Hill  Broad Town  Wiltshire  SN4 7RU | Proposed single storey extension to kitchen.  Comments invited until: 26.03.2020 |

**8.2 PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of development** | **Description of development** | **Decision** |
| 19/11271/FUL | The Fields  Broad Town Road  Broad Town  SN4 7RB | Change of use of existing stable to tourist accommodation. | Approve with conditions. |

**All planning documents and decisions can be viewed at:**

[**https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx)

**9. BRIEFING NOTE 20-09 – CHANGES TO KERBSIDE RECYCLING COLLECTIONS**

To note the correspondence from Wiltshire Council.

**10.** **BRIEFING NOTE 20-10 – SUGGESTIONS FOR IMPROVEMENTS TO BUS SERVICES**

To note the correspondence from Wiltshire Council.

**11**. **BRIEFING NOTE 20-11 – WORKING IN PARTNERSHIP WITH TOWN AND PARISH COUNCILS**

To note the correspondence from Wiltshire Council. Members are requested to review the local open spaces map and survey and forward comments to the Parish Clerk.

**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.**

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 10th February 2020**

**In the Village Hall**

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

Councillor S Hartley

Councillor B Joyce

Councillor M A Holland

Councillor R Pearce Councillor C Rendell

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

**In attendance:** Unitary Councillor – Mollie Groom

**PUBLIC PARTICIPATION**

8 Members of the public were present.

**59/19 APOLOGIES**

There were no apologies for absence.

**60/19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**61/19 MINUTES**

The minutes of the Parish Council Meeting held on Monday 13th January 2020 having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

**62/19 FINANCE**

**62/19.1 BANK BALANCES and BANK RECONCILIATION at 31.01.20**

**BANK BALANCES at 31.01.2020**

Treasurers Account £9143.57

Business Bank Instant £ Nil

Community Fund £ 8032.11

The bank balances and cashbook were noted.

Councillor Joyce noted that the approved budget for 2020/21 includes £1500 for capital projects including fencing. It was agreed that these funds and £1500 of the remaining funds from 2019/20 for capital projects will be placed in the business account to ensure that the capital projects funds are separated from the current account.

**62/19.2 SLCC MEMBERSHIP 2020 INVOICE**

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

**UNANIMOUSLY RESOLVED** to approve the annual payment of £78 for SLCC membership.

**62/19.3 GRASS CUTTING INVOICE - R. HALL**

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

**UNANIMOUSLY RESOLVED** to approve the payment of £2150 to Rod Hall.

It was noted that the current grass cutting contractor has provided quote for 2020 which is 50% higher than the costs for the 2019 year; this exceeds the approved budget of £1750. The Parish Clerk will contact the contractor to advise that as the quote is higher than last year and exceeds the budget we cannot accept it without doing due diligence by contacting alternative suppliers for more quotes.

**63/19 PLANNING**

**All planning documents and decisions can be viewed at:**

[**https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx**](https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx)

**63/19.1 PLANNING APPLICATIONS RECEIVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| 20/00419/FUL | Mr Bayliffe | Thorncroft House  29 Broad Town Road  Broad Town  Wiltshire  SN4 7RB | Part retrospective change of use from domestic garage (C3) to sales and tasting area (A1) and microbrewery (B2) and change of first floor to staff office (B1) and change of use of outbuilding to be used as microbrewery (B2).  Comments invited until:  21st February 2020 |

Application 20/00419/FUL was discussed; no objections were raised to the development in principle. Objections were raised regarding the lack of information and detail in the application in relation to the following points:

* 10 car parking spaces are indicated on the application; there is no site plan detailing the location of the spaces.
* It was noted that there are road visibility issues when turning out from the exit; the application does not specify the potential for increase in traffic at the site.
* The application indicates that there will be minimal changes to the building structure but does not specify what these changes are.

**63/19.2 PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of development** | **Description of development** | **Decision** |
| 19/09189/FUL | Land rear of  36 Broad Town Road  Broad Town  Wiltshire  SN4 7RB | New garage to front of plot. | Approve with conditions.  The decision was noted. |

**64/19 BRIEFING NOTE 20-04 - WILTSHIRE HOUSING SITE ALLOCATION PLAN – INSPECTOR’S REPORT**

The correspondence from Wiltshire Council was noted.

**65/19 BRIEFING NOTE 20-04 – COMMUNITY AREA TRANSPORT GROUPS – SURVEY**

The correspondence from Wiltshire Council was noted.

**66/19 GARAGES AT REDHILLS**

Residents have raised concerns that the area in front of the garages used for turning vehicles at Redhills adjacent to the shared access has been fenced off. Vehicles may now have to reverse on to the main road and safety concerns have been raised. It was noted that the area that has been fenced off is at the boundary of the development site. Councillor Joyce noted that the planning application approval in 2018 required a construction methods statement prior to the commencement of works; this has not been provided. It was noted that during the application process highways raised no objections on the basis that cars would not need to reverse on to the road.

The Parish Clerk will contact planning and planning enforcement to raise the safety issue of vehicles reversing onto the main road and the current absence of a construction statement.

**67/19 PARISH COUNCIL MEETING SCHEDULE 2020/2**

**T**he meeting schedule for 2020/21 was noted. The April meeting has been bought forward to the 6th April due to Easter Monday and the Annual Parish Meeting is scheduled for Monday 27th April.

**68/19** **EXCHANGE OF INFORMATION**

Councillor Holland noted that the pavement in front of the Farmhouse on Broad Town Road is not tarmacked up to the corner and pedestrians currently need to walk through mud or walk on the road. It was noted that this area would benefit from being resurfaced. It is not clear whether this is owned by Broad Town Farmhouse or Wiltshire Council. The Parish Council will contact the owners and Wiltshire Council to clarify ownership of this area.

Councillor Pearce advised that the SID has been ordered and the supplier will notify when it is ready for delivery. The next available course for safe working on the highway is during April in Swindon.

Gigaclear have completed works in Broad Town at present. Notice of the road closure at Thornhill in April has been publicised in the newsletter.

Councillor Joyce and the Parish Clerk have been reviewing the Parish Council suppliers for the new website. A potential supplier has been contacted and the website packages of two further suppliers will be assessed against Parish Council criteria. The requirements will be updated to include current guidelines on site security and accessibility. Councillor Pearce offered to assist Councillor Joyce and the Parish Clerk assessing the options. It is hoped that this work will be presented to the Parish Council at the next meeting with a view to signing off on a supplier.

**Next meeting Monday 9th March 2020 at 6.30pm**

**Meeting closed at: 19.35**

**Signed: ………………………………………………… Dated: 9th March 2020**

**Chairman, Councillor J Jordan**