BROAD TOWN  PARISH COUNCIL

Emna Diamant

Parish Clerk and RFO

May Cottage

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Bromham

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SN15 2EH

Tel: 07990040675

7th May 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 Annual Meeting of the Parish Council. The meeting will be held **in the Village Hall** on **Monday 13th May 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 13th May April 2019**

**Public Participation**

**A G E N D A**

**1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Parish Council for the year 2019/20. The newly nominated Chair will then sign a Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Parish for the year 2019/20.

**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 Ordinary Parish Council Meeting held on Monday 8th April 2019.

**6. ATTENDANCE REGISTER**

To note the attendance register for the municipal year 2018-19.

**7. FINANCE**

**7.1 BANK BALANCES AT 31.3.2019:**

Treasurers Account £ 51.50

Business Bank Instant £ 6769.05

Community Fund £ 9180.08

**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 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 commencing the 10th June.

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

Members are requested to approve the payment of £244.38 (inc VAT) to WALC for the annual subscription 2019/20.

**7.3 INSURANCE PREMIUM – COMMUNITY FIRST TRADING**

The insurance premium is due for 2019-20. Quote from Community First Trading is circulated with the agenda.

**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>

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

Members are requested to approve the purchase of indemnity insurance for the grass cutting contractor; the Parish Clerk has circulated quotes which start at £88.46.

**10. RIGHTS OF WAY**

Members are requested to agree for the Parish Clerk to send a letter to Manor Farm regarding maintenance of rights of way. Draft of letter from Councillor Holland has been circulated.

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

Correspondence from Wiltshire Council circulated with agenda.

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

To discuss and agree key holders for replacement keys and agree emergency access plan for inclusion in updated risk assessment.

Councillors are requested to discuss and agree whether to permit continuing access to the playing field for anybody currently having access (not required for council business).

**13. GOAL POSTS**

To discuss plans so far and agree next steps.

**14. SPEED LIMIT REMINDER DEVICES**

To discuss plans so far and agree next steps.

**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.**

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**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**

BROAD TOWN  PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 8th April 2019**

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

Councillor S G Hartley

Councillor M A Holland

Councillor B Joyce

Councillor R Pearce

Councillor C Rendell

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

**Public Participation**

7 members of the public were present.

A member of the public advised that the improvement works on to the village hall are nearing completion and thanked the Parish Council for their support.

**1. APOLOGIES**

There were no apologies for absence.

**2. DECLARATIONS OF INTEREST**

Councillor Joyce declared an interest in item 4.6; expense claim for reimbursement for the purchase of a padlock and keys. Councillor Joyce remained in the meeting but did not take part in the discussion or vote.

Councillor Pearce declared an interest in item 9.1; Community Energy Fund Application from Broad Town Community Speedwatch.

**3. MINUTES**

The minutes of the Parish Council Meeting held on Monday 11th March 2019, having been previously circulated, were signed by the chairman, Councillor Jordan as correct.

**4. FINANCE**

**4.1 CASH BOOK – 31st March 2019**

The cash book was noted. The end of year bank reconciliation was noted.

**4.2 BANK BALANCES**

Current Account £51.40

Business Bank Instant £6,769.05

Community Fund £9,180.08

Cashbook Total of accounts £16,000.53

The bank balances were noted.

**4. 4.3 BANK ACCOUNTS**

Following a request for the Parish Clerk to investigate it was discussed whether the Business Bank Instant account is to be closed. The Parish Clerk advised that if it is to be closed, this needs to occur following the receipt of the precept payment for 2019-2020. The interest currently received on the account is negligible.

Councillor Pearce suggested leaving the account open with a balance of zero. The account can then be used in the future if required.

The Chairman noted that using the Treasurers Account only for receipt of the precept and to make payments would make the completion of the cash book simpler. It would also reduce the amount of transactions between accounts.

It was proposed by the Chairman, seconded by Councillor Pearce and

**UNANIMOUSLY RESOLVED** to transfer the existing funds and precept for 2019-20 into the Treasurers account and leave the Business Bank Instant account balance at zero.

The Parish Clerk will advise Wiltshire Council accounts of the change in bank details for receipt of the precept for the year 2020-21.

**4.4 EXPENSES OVER £100 2018-19**

The expenses over £100 were noted.

Councillor Joyce noted that the suppliers of the Laptop and Printer need stating on this document. Councillor Joyce also identified that a payment to HMRC of £287 is missing and some of the dates do not correlate with the cashbook.

The Parish Clerk will amend the document and re-circulate.

**4.5 CLERKS SALARY AND EXPENSES**

Members are requested to approve the salary and expenses to the 1st April 2019.

|  |  |
| --- | --- |
| **Salary** | **£441.45** |
| **Less Tax** | **£88.20** |
| **Net Salary** | **£353.25** |
| **½ Year working from home allowance** |  |
| **Mileage** | **£37.80** |
| **Stamps** | **£2.01** |
| **Total Due** | **£393.06** |

It was proposed by Councillor Joyce, seconded by Councillor Hartley

**UNANIMOUSLY RESOLVED** to approve the salary and expenses payment of £393.06 to the Parish Clerk and the payment of £88.20 to HMRC.

**4.6 EXPENSE CLAIM – PADLOCK AND KEYS**

It was proposed by the Chairman, seconded by Councillor Hartley

**UNANIMOUSLY RESOLVED** to reimburse Councillor Joyce £9.73 for the purchase of a new padlock and keys.

Councillor Joyce advised that additional keys can be cut. It was agreed that the grass cutting contractor Rod Hall needs a key and that the Chairman will also hold a key.

The need to have a person close to the playing field as key holder was discussed. Councillor Hartley agreed to ask whether the Redhills resident who currently has a key is prepared to continue to be a key holder.

The Chairman advised that the names of at least some of the key holders and a method of contacting them need to be clarified and then publicised via the website. The procedure for emergency access can then be stated on the risk assessment.

The risk assessment and website information on emergency access will be completed once the key holders are finalised.

**4.7 GRASS CUTTING INVOICE - R. HALL**

Members were asked to approve by resolution payment of £1650 to Rod Hall for grass cutting and hedge maintenance. The Chairman noted that the grass has been cut regularly and satisfactorily.

It was proposed by Councillor Pearce, seconded by Councillor Joyce

**UNANIMOUSLY RESOLVED** to approve the payment of £1650 to Rod Hall for grass cutting services.

The Parish Clerk discussed the options for arranging public indemnity insurance for the grass cutting contractor. The contractor can arrange it themselves and have the Parish Council reimburse the cost. If this is not feasible the Parish Clerk would need to complete applications for quotes with the contractor to obtain the correct personal and professional information. This could be done by telephone.

Councillor Joyce agreed to deliver the payment cheque and new playing field padlock key to Rod Hall; he will discuss the need to arrange indemnity insurance. Councillor Joyce will advise the Parish Clerk of the outcome and she will contact Rod Hall to reimburse him or arrange for quotes as needed.

**5. PLANNING**

**5.1 PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location of Development** | **Description of Development** | **Decision** |
| 18/09642/FUL | Manor Farm Broad Town Wilts SN4 7RN | Change of Use from agricultural land to equestrian. Erection of two all-weather paddocks. | Approved with conditions.  Decision date 07.03.19  Drainage statement and ownership of culvert queried. Supporting documents from planning circulated with agenda. |

Councillor Pearce noted that the supporting documents do not state the location of the culvert and that the original plans stated that there were no drainage channels near the development. The drainage features appeared on the later documents.

The Chairman advised of the need to ensure that the culvert is cleared regularly in order to prevent a recurrence of severe flooding in the village; if the location of the culvert was known the Parish Council could then write to the landowner to ask that they maintain the culvert.

The Parish Clerk will contact Wiltshire Council Planning Department to request the location of the culvert; the Parish Council can then write to the landowner regarding maintenance.

**6. RISK MANAGEMENT - FINANCIAL AND GENERAL RISK MANAGEMENT ASSESSMENT.**

Amendments and updates to the financial and general risk management assessment were noted and discussed during the meeting.

The Chairman raised the need to clarify whether the use of S137 powers for payments are applicable to the Parish Council. The Parish Clerk will clarify and amend accordingly.

The Chairman also identified an outstanding action to review any supporting activity to the annual equipment inspection. The risk assessment states that inspections in addition to the yearly ROSPA check were to be considered. It was noted that the Parish Council may not have the skills and knowledge to complete this effectively outside of the ROSPA schedule. The Parish Clerk will clarify using ROSPA guidelines and remove the plan for additional inspections if ROSPA advice is that best practice is an annual official inspection.

The Parish Clerk noted that document storage arrangements have changed to a fireproof lockable cabinet.

The Parish Clerk will update the risk assessment and re-circulate prior to adoption at the next Parish Council meeting.

**7. STANDING ORDERS 2019-20**

It was proposed by Councillor Joyce, seconded by Councillor Holland

**UNANIMOUSLY RESOLVED** to adopt the standing orders for the 2019-2020 year.

**8. FINANCIAL REGULATIONS 2019-20**

The financial regulations were reviewed prior to being readopted.

Councillor Joyce noted that item 2.2 states that two Councillors review the bank reconciliations quarterly; this is carried out by one councillor at present which is sufficient. The Parish Clerk will amend item 2.2 to reflect this.

Councillor Joyce noted that item 9.1 refers to the use of passwords to access council files. The Parish Clerk has set up cloud storage to automatically back up data and will forward the login details to Councillor Joyce via sealed envelope.

Councillor Joyce also noted that item 13.1 refers to arrangements for title deeds and Land Registry Certificates. The Parish Clerk will look through the existing paper files to locate the deeds for the playing field.

It was proposed by the Chairman, seconded by Councillor Joyce

**UNANIMOUSLY RESOLVED** to adopt the financial regulations for the 2019-2020 year.

**9. COMMUNITY ENERGY FUND APPLICATIONS**

**9.1 COMMUNITY ENERGY FUND APPLICATION BY BROAD TOWN COMMUNITY SPEED WATCH**

The application and supporting documents were circulated with agenda of 11th March 2019. The group are seeking a grant of £4290 towards the cost of installation of illuminated speed limit reminder devices. This has been agreed in principle following further information from Wiltshire Council.

Steve Hind of Wilshire Council has advised that further to the CATG meeting last month, the request to use a SID type showing ’30’ rather than actual speed limit has been approved.

Councillor Pearce advised of the next steps in order to progress the project:

* Request that Wiltshire Council put the posts in place.
* Two members of the Parish Council need to attend a course to gain street works accreditation.
* High visibility tabards need to be obtained.
* The Parish Council needs to make the remainder of the funding available to purchase the units.

Councillor Pearce will liaise with Wiltshire Council regarding installation of the posts.

The Chairman advised that the Parish Council, in agreeing to the grant for the units is supporting a community group in addressing traffic issues; the liability and maintenance of the units needs to be managed by a statutory body. In this instance this will be the Parish Council. The Chairman noted the need for clarity in the documentation of the grant and its payment to reflect this. The Parish Clerk will contact SLCC and Linda Roberts, the previous Parish Clerk for advice regarding documentation.

**10. RETAIL RATE RELIEF – BRIEFING NOTE 19-007**

The correspondence from Wiltshire council was noted.

**11. COMMUNITY LED HOUSING PROJECT - BRIEFING NOTE 19-008**

The correspondence from Wiltshire council was noted.

**12. FOOTBALL GOALPOSTS PROJECT**

The goalposts have been delivered and are currently being stored by Councillor Hartley. Councillor Hartley reported that she and others attended the site to discuss installation; Chris Moore has quoted an installation cost of £775 and has advised that the works can be completed by the end of May/early June 2019. One of the old fixing points' metalwork protrudes above the grass and, if this fixing point cannot be re-used, the metal work will be ground down so that it no longer protrudes. It was agreed that confirmation of a start date for the installation is needed to arrange access.

The Chairman thanked Councillor Hartley for her efforts with this project.

It was proposed by Councillor Hartley, seconded by the Chairman

**UNANIMOUSLY RESOLVED** to approve the installation costs and position of the goalposts.

**13. REDHILLS DEVELOPMENT – SCOTTISH AND SOUTHERN ELECTRICITY ACCESS**

Councillor Pearce reported on his meeting with three SSE representatives on the 26th March. None of the representatives will be present when the works are carried out.

* The works are scheduled for Tuesday 30th April and will take one day to complete. This is after the school holidays. Access will be needed from 9 am. Councillor Pearce volunteered to provide access on the day, keep an eye on the works and ensure the gate is locked at the end of the day.
* 1 Vehicle/JCB will go into the field to minimise damage to grass. SSE estimate two journeys across and two back. The JCB weighs 5 tons.
* After the works are complete, SEE will walk through the field and assess the damage. Reinstatement will be complete within one week, two weeks at a maximum.
* SSE advised that damage will be dependent on the dryness of the soil. They estimate that at most top soil and seeding will be needed.
* SSE has communicated with residents around the interruption to the electricity supply.
* Councillor Pearce communicated with Bob Clark about the ridge and furrow on the field. Bob Clark advised that this appears on the heritage environment record but is not specifically protected; the access required falls within agreed works.

The Chairman noted that the Parish Council previously agreed that we would not prevent the works and following further information agree for the works to proceed as planned.

**14. GIGACLEAR – NORTH WILTSHIRE ONLINE ROLLOUT**

Councillor Joyce reported on his meeting with Stephen Harris of Gigaclear on the 5th March.

* Gigaclear has been contracted by Wiltshire Council to install superfast fibre; this will give a speed of up to 900 mb/s.
* The infrastructure will be new and separate from existing BT lines. The works will be invasive and Gigaclear will need to dig up roads and grass verges where needed. They will get relevant permissions to complete the work.
* Installation was planned for Q1-2 of 2019. There is a 4-8 week delay due in part to issues from making good following works in other areas.
* Every house will have a point of termination (POT). If householder decides to take it up they can have this connected. Other internet service providers will be using the infrastructure. Gigaclear and other ISP’s have various plans for consumers depending on the desired speed.
* Files on the website show plans of POTs going out to Thornhill and Cotmarsh.

The Chairman thanked Councillor Joyce for meeting with Gigaclear and identified the need for the Parish Council to meet with them again once they have a start date.

The Parish Clerk will e-mail Gigaclear to request updates so that the Parish Council can publicise via the website and newsletter.

**15. WHITE HORSES PROJECT PROPOSAL**

North Wessex Downs AONB contacted the Parish Council regarding future projects. It was agreed that the existing White Horse working group are the best people for AONB to engage with. The Parish Clerk will e-mail the group to advise of the contact with North Wessex Downs AONB and see if the group would like to be involved.

**16. 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 Wiltshire Council visitor seen in the village has been confirmed as Frances Barrone, the local area co-ordinator for Wiltshire Public Health. Her remit and contact details are available on the Wiltshire Council website.

There is a village hall meeting at 5:30pm tomorrow; Councillor Rendell agreed to attend.

The annual parish meeting will be scheduled for 6.30pm on either the 17th or 24th June; the Parish Clerk will ask about the availability of the Village Hall for these dates.

Councillor Holland asked if it is known who has bought the Brasenose land. The Parish Council would like to communicate with the new owner to ensure that footpaths are installed according to correct standards. Councillor Holland also noted that a few items need to be purchased for the footpaths and agreed to forward receipts to the Parish Clerk.

Councillor Holland gave his apologies for the next meeting.

**Next Meeting Monday 13th May 2019**

**Meeting closed at 8.35pm.**

**Signed: …………………………………………………………… Dated 14th May 2019**

**Chairman, Councillor J Jordan**