

BROAD TOWN PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 8th June 2020 at 6.30pm
Online via zoom**

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 E Diamant – Parish Clerk

PUBLIC PARTICIPATION

No members of the public were present; members of the public were invited to attend using the link provided on the agenda and website.

12/20 APOLOGIES

There were no apologies for absence.

13/20 DECLARATIONS OF INTEREST

Councillor Joyce declared an interest item 21/20.2. He remained in the meeting but did not participate in the discussion.

14/20 MINUTES

The Minutes of the Parish Council meeting held on Monday 11th May 2020 having previously been circulated were agreed as a correct record. They will be signed at the next face to face meeting.

15/20 PLANNING APPLICATIONS DETERMINED

Application Number	Location of development	Description of development	Decision
20/01549/LBC 20/01010/FUL	Pantywick 101 Broad Town Hill Broad Town	Proposed single storey extension to kitchen.	Approve with conditions.

	Wiltshire SN4 7RU		The decision was noted.
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All planning documents and decisions can be viewed at:

<https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

16/20 ENFORCEMENT APPEAL DECISION – 15/00498/ENF LAND ADJACENT TO APPLEFORD, THORNHILL

The response from Sean Williams of Wiltshire Planning on the 21st May was noted. Thanks were given for his full and swift reply to the correspondence from the Chairman sent on 18th May. The points raised by the Parish Council on behalf of residents were addressed in the reply as follows:

Clarification regarding the terms of the rolling extension granted by the LPA:

- The Appleford owner requested an extension to the compliance period given the economic implications of Covid-19 on their business as this was curtailed by the lockdown.
- The extension was granted for the continued stationing of vehicles rather than the use of Appleford for driver vehicle purposes, which has ceased.
- The LPA will check compliance as soon as they are able. Any action that the LPA take needs to be reasonable and proportionate and the agreement to an extension of the compliance period is consistent with this aim.

Removal of the hard standing and review of the storage of different vehicles at the site:

- There is no suggestion that the LPA will allow the hardstanding subject to the notice to remain and the LPA will be requiring compliance with the requirements of the notice.
- Vehicles can be on the site but need to be for lawful use. The use of a vehicle in association with the lawful use of the land can remain and the LPA can't at this stage say one vehicle is acceptable whilst another is not. This will be considered at subsequent site visits on a fact and degree basis as to what vehicle is being used for what purpose.
- Once the rolling extension comes to an end the LPA will visit the land and check compliance.

The role of the police in conjunction with the LPA in the case of non-compliance and reported breaches of lockdown measures:

- The LPA only have responsibilities on the planning use of Appleford.
- The LPA have been pointing the local residents in the direction of the correct authority in matters that are not the remit of the LPA. There may be some benefit of

Parish Council involvement in funnelling local residents concerns to the relevant authority.

Further correspondence was received on the 22nd May stating that the LPA have agreed a further extension until the 21st June and noting that the easing of lockdown restrictions will aid in bringing the extension period to a conclusion.

17/20 INTERNAL AND EXTERNAL AUDIT 2020/2021

17/20.1 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 2020. 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 the Councillor Joyce, seconded by Councillor Hartley 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.

17/20.2 APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT

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

UNANIMOUSLY RESOLVED to approve the Annual Governance Statement 2019/2020 as detailed in Section 1 of the Annual Return.

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

UNANIMOUSLY RESOLVED to approve and sign the Annual Return and Year End Accounts for 2019/2020.

The Parish Clerk will ensure that the completed and scanned reports are on the website; this needs to occur by 1st July 2020.

17/20.2 INTERNAL AUDIT REPORT

The Internal Audit Report was approved. The Chairman, Councillor Jordan noted that the council is pleased with the result and that the five recommendations will be addressed by the following actions:

- The cashbook has been adjusted by Councillor Joyce to facilitate greater scrutiny of bank reconciliations. Councillor Joyce will continue to review the monthly bank reconciliations.
- The new website will be online in the next few weeks and will meet the transparency code requirements.
- The risk assessment will be reviewed at the next Parish Council meeting to reflect the update in August 2019. Going forward, a review of the risk assessment will be scheduled for each February and October meeting.
- A review of the Parish Council reserves will be made each year prior to transferring funds to the Capital Projects account.
- The asset register has been reviewed to reflect VAT inclusive costs. This will be published on the website in line with transparency code requirements.

18/20 BANK BALANCES AND BANK RECONCILIATION at 31.05.2020

Balances:

Treasurers Account	£12844.99
Capital Projects Account	£ 3359.57
Community Fund	£ 8533.69

Bank reconciliation:

Treasurers Account	£12844.99
Less unpresented cheques	£Nil
Cashbook Balance	£12844.99

The cashbook and bank balances were noted.

19/20 VAT RETURN

The VAT return for 2019/20 was noted. The VAT reclaimed on items purchased for community fund awards will be transferred to the community fund account.

20/20 PAYMENTS FOR APPROVAL

20/20.1 INTERNAL AUDIT FEES

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

UNANIMOUSLY RESOLVED to approve the payment of £154 (inc.VAT) via bank transfer to Auditing Solutions Ltd.

20/20.2 BROAD TOWN PARISH COUNCIL WEBSITE- BALANCE AND ANNUAL HOSTING COSTS

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

UNANIMOUSLY RESOLVED to approve the payment of the balance and annual hosting costs of £818.76 (inc. VAT) via bank transfer to BWP Creative Ltd.

20/20.3 PAYMENT TO WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

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

UNANIMOUSLY RESOLVED to approve the payment of £246.61 (inc. VAT) via bank transfer to WALC for the annual subscription 2020/21.

20/20.4 INSURANCE PREMIUM 2020/2021 – COMMUNITY FIRST TRADING

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

UNANIMOUSLY RESOLVED to approve the payment of £266.38 via bank transfer to Community First Trading.

20/20.5 COMMUNITY FUND – BROAD TOWN FOOTPATHS GROUP BRUSHCUTTER COURSE

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

UNANIMOUSLY RESOLVED to approve the payment of £96.00 (inc. VAT) to Mr A Law via bank transfer as part of the balance of the community fund awarded to Broad Town Footpaths Group at the Parish Council Meeting on 14.10.19.

21/20 ONLINE PARISH COUNCIL MEETINGS

21/20.1 ZOOM SUBSCRIPTION FOR PARISH COUNCIL MEETINGS

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

UNANIMOUSLY RESOLVED to approve the use of zoom using a subscribed account on a monthly basis until physical meetings are able to recommence.

21/20.2 ZOOM SUBSCRIPTION – REIMBURSEMENT TO COUNCILLOR JOYCE

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

UNANIMOUSLY RESOLVED to make a reimbursement payment of £14.39 to Councillor Joyce for the June 2020 zoom.us subscription.

22/20 BROAD TOWN PARISH COUNCIL DOMAIN NAME

The Parish Clerk will purchase 'broadtownparishcouncil.org.uk' for a 10 year period at a cost of £83.40 (inc. VAT) via credit card. It was agreed that this will be reimbursed at the next Clerk's salary payment under expenses.

23/20 FINANCIAL REGULATIONS 2020-21

The financial regulations have been amended and updated in line with the NALC model regulations for 2019. The regulations were reviewed; the Parish Clerk will seek clarification of proposed new regulation 17.4 prior to presenting the regulations to the council for approval at the next meeting.

24/20 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.

Notification of planning application 20/04320/FUL was received on 8th June. The Parish Clerk will request extension until the 14th July; if this is not granted comments via e-mail will be requested.

Councillor Holland reported that work on the footpaths has recommenced with social distancing of volunteers. The path behind Manor Farm has been cleared using the new power tools – work on this will continue in the areas not fully completed by Manor Farm staff. Plans are in place to clear the paths behind Broadacres. It has been noted that the owner of Merlin's Gate Farm has been putting animals in fields traversed by footpaths making these more difficult to access. A stile has been removed on footpath 17 and this has been reported by Councillor Holland to Wiltshire Council.

Work has continued on replacing the markers on the official long distance route on the White Horse Trail. It was noted that someone is also going around way marking the temporary/diverted route. It was also noted that some of the stiles installed are too high – the stiles used by the footpaths group are the BS standard 700mm height on the top rail.

Councillor Holland will be putting the call out for footpath volunteers to continue maintaining the footpaths with social distancing measures in place.

Councillor Joyce noted that additional information and a final tidy up of the website is in process prior to this going live. A link will be placed on the existing website and in Broad Town News once the new website is live.

Councillor Hartley visited Redhills last week. The grass continues to be cut but the tape has been removed from the play equipment. The signs advising that play equipment is not currently in use remain in place. A note will be placed in the next Broad Town News to reaffirm that the play equipment should not be used until further notice.

Reports of agricultural spraying at the gallops field whilst walkers were accessing it was noted. A resident also reported spray drift into adjacent gardens. Councillor Hartley thanked the Parish Clerk for providing information on the 'good neighbour initiative' guidelines for farm spraying. It was noted that the guidelines recommend that notification of spraying is best practice but allows the landowner to decide what approach to take.

Residents now need to book a place to visit the recycling centres with a maximum of two visits per month – a note of this will be placed on the website.

The Parish Clerk has been notified that the hire payment for the village hall is due – this will be processed at the next Parish Council meeting.

Next Meeting Monday 13th July 2020 at 6.30pm

Meeting closed at 19.52pm

Signed: Dated:

Chairman, Councillor J Jordan