

DRAFT

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Monday 4th January 2016

Broad Hinton Village Hall

7:30pm

MINUTES

Present:	Apologies for absence:
George Horton – Chair (GH) Adrian Smith – Vice Chair (AS) Zoe Cooper (ZC) Clare Fitzpatrick (CF) Candace Gaisford (CG) Jim Gunter (JAG) Alex LaRoche (AL) Alan Giddings – BH resident	Des Clarke (DC) Robert Horton (RH)

No	Agenda	Info/Action/Agreement	Action by
1	Welcome	GH opened the meeting at 7:30pm. Apologies for absence were noted and there were no declaration of interests to report.	
2	Approval of minutes	Minutes of the Parish Council Meeting held on Monday 2 nd November were reviewed, agreed and signed by the Chair. The council agreed that the current procedure of publishing the draft version first and signing the final version at the following meeting was to continue, to ensure that the minutes were published promptly.	
3	Matters arising	It was confirmed that the two queries that James Gates (JG) raised at the previous Parish Council Meeting would be fully answered in the current minutes and AS would telephone JG to confirm this.	AS/SQ
4	Finance	The current accounts were circulated and approved. Business Account: £2,272.99 Business Access Account: £9,515.30 Petty Cash: £20:71 CG reported that a resident had queried the relatively high sum in the Business Access Account. The Parish Council reported that Wiltshire Council were making austerity measures and transferring a great deal of financial costings back to parish councils. The fund will be necessary in the future to finance items such as ground maintenance and upkeep of property which is normally covered by Wiltshire Council. It was also noted that a significant amount belongs to the Allotment Group (for rent and deposits) but is administered by the PC and included in the PC's accounts. It was agreed to pay SQ for the additional 4 hrs work on Housing Needs Survey.	SQ
5	Planning	Planning applications update since last meeting: 15/12091/FUL: 24 Pitchens End, B.Hinton single storey extension. On circulation 15/11444/FUL: Wren House, B. Hinton Conservatory/garage No objection Waiting on Wilts decision 15/11039/TPO: The Chapel, B. Hinton Tree work No objection	

		<p>Approved by Wilts 15/11012/TPO: 5 Fortunes Field, B. Hinton Tree work No objection</p> <p>Approved by Wilts 15/10538/TPO: Casa Parva, B. Hinton Tree work No objection</p> <p>Approved by Wilts 15/09660/CLE: 2 Norborne Road, B. Hinton New roof on conservatory No objection</p> <p>Approved by Wilts 15/09120/FUL: Whitnal, P. O. Lane, B Hinton Garage Conversion No objection</p> <p>Approved by Wilts 15/08977/TPO: Wren House, B. Hinton Tree work No objection</p> <p>Approved by Wilts</p>	
6	Highways and Maintenance	<p>Update on salt bins. AL gave an update on salt bins on DC's behalf. There are six salt bins in BH, two in WB but none in Uffcott or The Weir. Various solutions with regard to the relocation of potentially surplus bins was discussed, however, it was proposed that the current bins should remain in situ and the PC purchase two new bins to supply Uffcott and The Weir. SQ to look into cost. It was proposed that DC investigate potential planning issues arising from placement/situ of bins. If necessary GH to provide salt to Uffcott and The Weir from stocks in WB.</p> <p>Insurance for contractors CF outlined document provided by Wiltshire Council highlighting importance of insurance cover for contractors. CF to look at terms of Parish Council insurance policy. Also communicate with our contact at WALC (Wiltshire Association of Local Councils) on situation. AS suggested that the Parish Council should adopt a procedure requiring insurance clarification when employing outside contractors.</p> <p>Update on local road issues JAG and AS to attend public meeting with Claire Perry (Local MP) on 15th January. Will raise issue of state of roads in and around BH ie Yew Tree Lane, Summers Lane.</p>	<p>SQ DC GH</p> <p>CF</p> <p>JAG/ AS</p>
7	Additional Reports	<p>AS summarised a recent Highways Newsletter circulated by Wiltshire Council. Wiltshire Council do not currently have a main contractor for maintenance work on Highways. Future upkeep will increasingly become the responsibility of the individual parish councils. Serious and continuing road/safety issues can be reported using an App as shown below and in previous minutes. Priority and action will be made according to volume of 'hits'.</p> <p></p> <p>http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshirelogin.htm</p> <p>GH to remind Wiltshire Council of disrepair of signage on The Weir Farm crossroads and also the Winterbourne Bassett pub sign on junction leading into WB village.</p>	GH
8	Community working together	<p>Responses to recent questions raised by James Gates were answered: There have been no further meetings or discussions between the PC and Linden Homes or any other interested groups to date since the last two PC meetings. In response to Jemima Milton's comments at the Parish council meeting held on 7th September, GH had spoken to JM. Her comments suggesting</p>	

		development of up to fifty new homes in the area was a message sent from Central Government. Claire Perry had since confirmed that the housing requirement was a local issue, not a Government issue. The Parish Council have since carried out an extensive local Housing Needs Survey. The role of the Parish Council is to represent the whole community acting on facts, not assumptions, and if and when a planning application is presented, the Parish Council would then engage fully with the community.	
9	Auditing	AS reported on new sector led audit procurement for Local Parish Councils following a change in Audit Commission responsibilities. Options to manage audit independently or adopt local authority audit services were outlined. AS and CF to investigate and discuss at next PC meeting.	AS/CF
10	Transparency Code	AS reported on a New Legal Briefing to assist smaller Parish Councils on a range of potential legal issues. AS commented that he had been in close discussions with WALC (Wiltshire Association of Local Councils) who are able to supply training for councillors on various challenging legal issues that continually arise.	
11	Council Precept	It was unanimously voted that the Council Precept should rise by 0.1%.	
12	AOB	<p>Housing Needs Survey GH thanked JAG for his considerable time and effort spent collating and summarising the information taken from the recent Housing Needs Survey. The Wiltshire Council Survey and Parish Council Survey had been circulated prior to the meeting. All agreed that the local survey was very clear and well presented. JAG to return both surveys to Wiltshire Council for final draft. The local survey results will be published in the February Local News. They will also be published on the BH Village Hall website along with the individual typed up free-thinking comments (anonymous), and a link to the Wiltshire Council survey results. Any comments/feedback can be discussed at the March Parish Council meeting.</p> <p>Discussions with Aster CG has been in contact with Aster Housing with regard to their future plans for the land at the entrance to The Croft, now that planning permission has been refused. Aster are reviewing their options, hence there are no immediate plans to replant the trees that were removed allegedly due to sickness. CG to contact Aster in two months' time.</p> <p>Mains Gas to BH AL reported that she had looked into the history of mains gas into Broad Hinton. Had been discussed at Parish Council meetings 20 years previously but there were then concerns over digging up of roads. AL to approach major gas companies to gauge possibilities and options.</p> <p>Future of village shop No updates known on state of sale</p> <p>Storm Drain in Summers Lane GH to highlight to Wiltshire council on overflowing storm drain causing damage to property in Summers Lane. Residents should utilise app to report issues (outlined above).</p> <p>Cherhill Village Hall JAG to approach James Gates with regard to providing assistance to Cherhill New Village Hall committee for pre-planning help and advice.</p> <p>Conflict of Interest Legal Advice Following discussions with parish council contact within WALC, AS was able to outline legal advice with regard to Conflicts of Interest over the potential housing issues within BH village. Our contact could confirm that the Parish council was acting well within required legal boundaries for those individuals concerned, and that the Parish Council could refer to WALC for any future</p>	<p>JAG/ SQ</p> <p>CG</p> <p>AL</p> <p>GH</p> <p>JAG</p>

		<p>assistance. WALC have provided the PC with a very useful document containing advice for conduct of members within the Parish council. GH thanked AS for his in depth and ongoing scrutiny of accessible Council/Government led documents in order to aid the appropriate proceedings of the Parish Council.</p> <p>Requirement of new Parish Clerk</p> <p>GH informed the meeting that SQ planned to resign as Parish Clerk due to increasing family and full time work commitments. A process of advertising and interviews will begin. SQ is happy to remain until replacement found.</p>	
13	Date of next meeting	<p>Monday 7th March 2016 Broad Hinton Village Hall Time: 7:30pm GH closed the meeting at 8:50 pm</p>	