

DRAFT

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Monday 7th March 2016

Broad Hinton Village Hall

7:30pm

MINUTES

Present:	Apologies for absence:
George Horton – Chair (GH) Clare Fitzpatrick (CF) Jim Gunter (JAG) Alex LaRoche (AL) Katie Fielding (County Secretary – WALC) Sue Quick - Clerk Wendy Law – proposed Clerk	Adrian Smith – Vice Chair (AS) Candace Gaisford (CG) Des Clarke (DC) Robert Horton (RH) Zoe Cooper (ZC)

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 4th January were reviewed, agreed and signed by the Chair.	
3	Introduction of Wiltshire Association of Local Councils (WALC)	Adrian Smith invited Katie Fielding (WALC) to attend the meeting. Katie (KF) introduced herself, her role within WALC, the legal support, and advisory and training services that our membership could provide to our local councillors. It was agreed that training should be arranged for May following AGM. GH thanked KF for her time. KF left the meeting.	
4	Matters arising	<ul style="list-style-type: none">It was reported that a number of large electrical items had been left on the Byway between Broad Hinton and Winterbourne Bassett. SQ to ask CG to contact Wiltshire Council to arrange removal. It has since been noted that these items have been removed.Wendy Law, a resident of Winterbourne Bassett, was the only applicant for the role of parish clerk. Wendy, who had been previously interviewed, had resubmitted her CV and was duly voted as the new Parish Clerk. SQ will provide a transition and will officially hand over at the AGM in May.There were no plans to enter The Best Kept Village Competition this year.	CG/SQ SQ/WL
5	Finance	The current accounts were circulated and approved. Business Account: £1,474.99 Business Access Account: £9,516.14 Petty Cash: £20:71 It was intended that all future transactions for the Parish Council, including the Allotments, would transfer from cheque payments to BACS. This is a more efficient process which will be introduced immediately.	SQ
6	Planning	Planning applications update since last meeting: 16/01926/ful Stones Farm Uffcott, replacement house – on circulation 16/01579/ful White Horse House, P.O Lane, agriculture to domestic - on circulation 16/00705/ful Brow Cottage, Broad Hinton, 2 storey extension - no objection, waiting WILTS decision 16/00217/ful 29 Pitchens End, single storey extension - no objection, WILTS approved	

		16/00001/ful The Laurels, High Street, Broad Hinton, new stairwell - no objection, WILTS approved 15/12796/ful Lanes Cottage, Winterbourne – resubmission – no objection, WILTS approved with conditions. 15/11444/ful Wren House, Broad Hinton, conservatory/garage – no objection, WILTS approved 15/11039/tpo The Chapel, Broad Hinton, tree work – no objection, WILTS approved	
7	Highways and Maintenance	Road work on Summers Lane and Yew Tree Lane JAG reported that following a successful discussion with the new local co-ordinator for Highways, at a recent meeting hosted by Claire Perry, there was immediate action taken with regard to the resurfacing of Summers Lane (which has now been completed) and patching in Yew Tree Lane. Future work is expected following appointment of Ringway as new contractors. The New Highways Contract Meeting will take place on 6 th April. JAG to attend. GH thanked JAG for persistent hard work.	JAG
8	Additional Reports	Marlborough Area Board Meeting Report (MAB) GH and AL attended the recent MAB meeting. It was reported that: <ul style="list-style-type: none"> • There will be scooters and wheelchairs available for hire to elderly users in Marlborough • The Community Youth Network are seeking to coordinate local bands to perform at an event in the Summer. GH to liaise with organisers of Broad Hinton Youth Club as free tickets to event may be available. • Defibrillator: GH to contact Andrew Jack (MAB) for assistance with grant application forms for funds for village defibrillator. • Bus-Stop curb installation at Barbury. Work will begin on 17th March. The Parish Council will contribute 25% once work is finished. Estimate final total cost of £2000. 	GH GH
9	Annual Village Clean-up	Broad Hinton & Winterbourne Bassett Village Clean Up: Proposed date of Saturday 2nd April for both villages. Contact Tracy Ruse (Wiltshire Council) to provide equipment. A road sweeper is available for Winterbourne Bassett, Uffcott and Broad Hinton. As per previous years, BH volunteers will meet in The Crown car park at 09:30am followed by refreshments at 11am. Will advertise in village shop, local news and on website. Village Clean-up will take the place of 'Clean for the Queen' campaign.	GH/SQ
10	Response to Housing Needs Survey	There had been no official responses made to the recent Housing Needs Survey. Generally well received. No action required.	
11	Liaison Officer for Allotment Committee	AL volunteered to act as Parish Council liaison officer for the Allotment Committee. SQ will provide parish council bank details to enable rental payments be made by Bank Transfer as per new method.	AL/SQ
12	Village Hall website	It was agreed that the minutes of all parish council meetings should be archived on the village hall website under the Parish Council Section, with effect from the forthcoming AGM. SQ to ask Kate Marshall if she is happy to help with inputting of material.	SQ/KM
13	Village Hall Notice Board	GH to approach various contacts with regard to refurbishment of Village Hall Notice Board.	GH
14	AOB	Village Maintenance Contractors JAG to contact Tracy Ruse (Wilts Council) to clarify extent of maintenance that the new contractors (Ringwood) are planning to provide in next financial year. It was agreed that any independent contractors that the PC employ must have insurance cover. GH set the Maintenance Budget at £750 for Broad Hinton, £250 each for Winterbourne Bassett and Uffcott.	
15	Date of AGM:	Monday 9 th May 2016 Broad Hinton Village Hall Time: 7:00pm GH closed the meeting at 9.00 pm	