

**BROAD HINTON AND WINTERBOURNE BASSETT
PARISH COUNCIL MEETING**

Monday 4th July 2016
Broad Hinton Village Hall
7:30pm

DRAFT MINUTES

Present: George Horton – Chair (GH) Adrian Smith – Vice Chair (AS) Des Clarke (DC) Zoe Cooper (ZC) Clare Fitzpatrick (CF) Candace Gaisford (CG) Jim Gunter (JAG) Alex LaRoche (AL) Wendy Law (WL) (Clerk)	Apologies for absence: Richard Barrett (Wiltshire Police) Claire Fitzpatrick (CF) Not present: Robert Horton (RH)
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No	AGENDA	Info/Action/Agreement	Action by
1	Welcome	GH opened the meeting at 7:30pm. Claire Fitzpatrick and Richard Barrett have given their apologies. There were no declarations of interest.	GH
2	Approval of minutes	Minutes of the Parish Council Meeting held on Monday 9 th May 2016 were reviewed, agreed and signed by the Chair.	GH
3	Draft minutes of AGM	These had not been circulated for approval. WL to send to Councillors after the meeting for checking. Any amendments will be communicated to WL and the minutes will be signed by GH.	WL/GH
4	Matters arising	<p>Pitchens End Levelling Pond - Steve Wyatt will find out about ownership, but in the meantime safety is an ongoing issue. RH had previously agreed to carry out a temporary repair and would be contacted again. If no resolution is achieved within 2 weeks, AS suggested that we contact Steve Windell to make a temporary repair and to quote for a more robust solution for the long term.</p> <p>Coronation Tree by The Barbury Inn – the Garden Club are going to discuss what they can do with it. The suggestion was to possibly get a quote from a tree surgeon.</p> <p>The councillors then had a discussion around whether we can we apply for a Tree Preservation Order. WL to find out more and provide feedback.</p>	<p>CG</p> <p>CG</p> <p>WL</p>
	REPORTS		
5	Finance	On 9 th May PC meeting minutes, the brought forward balance should read £8,516.52 and the Precept amount £5989.38. It was agreed that the current balance sheet should be called an Income & Expenditure Sheet.	

		<p>WL and CF had investigated the difference from the last report and believe that the brought forward balance was the discrepancy. WL has checked and re-checked the formulae and is confident that the sheet is correct. WL now has full online banking access. A query was raised as to why the precept was not £6,000 as per 2015. An explanation for the Precept would be helpful. WL to investigate.</p> <p>Treasurer's Account balance as at 27/6/2016 = £ 1,575.07 Business Bank Account balance as at 27/6/2016 = £14,507.38</p>	WL
6	Planning	<p>DC reported on planning activity as follows:</p> <p>16/06181/TPO Copse in Yew Tree Lane opposite Village Hall, Broad Hinton. Management of trees with TPOs, being reviewed by PC</p> <p>16/05865/TCA Marlborough House, Broad Hinton. Tree management in Conservation area being reviewed by PC.</p> <p>15/08054/ful The Croft, Broad Hinton. New 3 bed house now going to appeal. Reiterated our objections. Still waiting for feedback and result of appeal.</p> <p>16/027757/lbc Yew Tree Cottage, Broad Hinton. Listed building relating to 16/02698/ful – no objections, Wilts approved.</p> <p>16/02698/ful Yew Tree Cottage, refurb & alterations. No objections, Wilts approved.</p> <p>16/02651/ful Broad Hinton Garage. New first floor to bungalow – no objection, Wilts approved.</p>	DC
7	Highways and Maintenance - potential extension of a direct contract for verge cutting	<p>Highways & Maintenance</p> <p>JG raised the issue that WC seem to have passed the burden of responsibility to PC for general maintenance, e.g. verge cutting.</p> <p>It seems that WC are very reactive rather than pro-active and in a recent case had attended to cut a verge on the main road the day after an accident.</p> <p>As we receive no feedback from WC on reported items, there is the potential of duplication of reporting and no record of action.</p> <p>There followed a discussion around the division of responsibility between the PC and WC. There was a question raised about whether a list of maintenance issues was being recorded and if so, who was responsible for the list.</p> <p>GH arranged with WCC to cut The Lime trees in Broad Hinton back in January.</p> <p>Agenda Item 9 (Wiltshire/Parish Increasing Responsibility) was brought forward and AS suggested he and JAG meet with Adrian Hampton from WC, to establish</p>	AS/JG

		<p>boundaries of responsibility.</p> <p>JAG felt we are spending precept money on activities which are the responsibility of WC.</p> <p>The council have recognised that the remit for WC and PC is blurred and the PC are looking in to understanding the process better.</p>	
	Additional Items		
8	Defibrillator Update	<p>A grant of £1,080 has now been successfully received from Wiltshire Council to part fund the installation of a Community Defibrillator.</p> <p>The grant covers 50% of the overall cost and the balance will be funded jointly by the Parish Council and the Cricket Club.</p> <p>The Defibrillator will be installed at the Village Hall with the kind support of the Village Hall Committee. The unit will be installed on the front wall of the hall in a visible location.</p> <p>The unit will be located in a wall mounted box which is not locked, making it readily accessible. The Ambulance service will be aware of its' location and so can direct people to it if needed.</p> <p>PC will fund the installation cost of the unit and the Village Hall has kindly agreed to fund the very modest electricity charge that will be necessary to heat the unit in the winter.</p> <p>A memorandum of understanding will be signed by the PC with South Western Ambulance Service NHS Foundation Trust who are supplying the unit.</p> <p>Once installed, the unit will require a small number of people to act as guardians to ensure it remains ready for use.</p> <p>As part of the installation, training will be offered to local residents and this will be publicised across the Parish.</p> <p>PC will publicise the installation, the training and seek guardians for the unit over the next few weeks.</p> <p>The Chairman thanked AS for taking this initiative forward in recent weeks.</p> <p>AS will continue to progress the installation to completion.</p>	AS
9	Wiltshire Council/Parish Council - Increasing Responsibility	See Item 7	

10	Preparation for 2017 Parish Council Elections	<p>Councillors discussed the routine elections that are due in 2017 for roles on the Parish Council, with a view to planning appropriately It was agreed that activity should be planned and actioned in good time and WL will talk to WC electoral services to commence a planning process and clear timetable.</p> <p>It was noted that if a full election is required in 2017 that the cost of running the election must be met by the PC.</p>	<p>AS</p> <p>WL</p>
11	Allotment Tenant Contract - Proposed Changes	<p>Marilyn and Mary attended the last meeting and raised the issue of clarifying the contents of the Allotment Tenant Contract. AL has spent time reviewing the wording and content of the latest contract, dated April 2016, and made suggested revisions to update it and make it fit for purpose. Some of these changes are as follows:</p> <ol style="list-style-type: none"> 1) The tenant agreement needed to be de-formalised e.g. "Tenant shall" changed to "tenant agrees" 2) Gates must be closed 3) Change of address notification required 4) No animals on site 5) Suggestion to form a sub-committee 6) Public Liability is responsibility of tenant. <p>JG agreed that the content (as above) of the revised agreement was agreed at the recent Allotment AGM.</p> <p>There was a brief discussion around keeping beehives at the allotments and it was agreed that the current clause in the agreement is sufficient.</p> <p>The issue of making changes to what is in fact a legal document, were discussed, and it was concluded that the changes are largely cosmetic and do not require legal advice</p> <p>All Councillors were asked by the Chairman to review the contract and feedback any changes to WL</p> <p>When the new contract has been reviewed and agreed by the Councillors, WL will arrange to produce a new contract for each allotment holder to sign.</p>	<p>AL</p> <p>ALL</p> <p>WL</p>
12	Review of Emergency Plan	<p>The 2014 version of the Emergency Plan needs to be updated – DC will e-mail the current version to WL and it will be circulated to all Councillors for consideration and review.</p>	DC/WL
	AOB		
13	Village Appearance	<p>At the prompt of a resident, Councillors wanted to minute an acknowledgement of thanks for JG's effort in organising maintenance in Broad Hinton.</p> <p>Councillors requested that residents and owners of properties which adjoin</p>	<p>ALL</p> <p>ALL</p>

		<p>public footpaths maintain overhanging shrubs and trees to avoid obstructions.</p> <p>Agreement was made to talk to one landlord about the rat problem in one of their property gardens, that had been reported by a concerned resident.</p> <p>The large pothole in Uffcut remains unfilled despite numerous reports to WC. It was agreed that this be reported again. Discussion around whether there is a central list of ongoing issues to be addressed in place.</p>	<p>AL</p> <p>ALL</p>
14	Queen's Celebration	The weekend events to celebrate Her Majesty the Queens 90 th Birthday were well received and enjoyed in both villages. The approved costs of the 2 events (£83 for WB and £148 for BH) were agreed to be paid by the Parish Council.	GH
15	Planning Requests	Councillors wanted to re-iterate to residents that any requests for planning consideration should go through the normal planning route via WC first. The Parish Council will then review them through the designated process at the appropriate time.	ALL
16	Date of Next Meeting	Date of Next Meeting – Monday 5th September 2016 at Broad Hinton Village Hall Time: 7:30pm	
17	Date of 2016-17 PC Meetings	<p>Monday 7 November 2016 Monday 9 January 2017 Monday 6 March 2017 Monday 8 May 2017 (AGM & Annual Parish Meeting) All meetings to be held at Broad Hinton Village Hall Time: 7:30pm GH closed the meeting at 9.00 pm</p> <p>Signed:</p> <p>Date:</p>	WL