

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Monday 6th Marchth 2017

Broad Hinton Village Hall

7:30pm

DRAFT MINUTES

Present:	Apologies:	Absent:
George Horton – Chair (GH) Adrian Smith – Vice Chair (AS) Des Clarke (DC) Zoe Cooper (ZC) Jim Gunter (JAG) Alex LaRoche (AL) Wendy Law (WL) (Clerk) Jane Davies (Prospective WC Conservative Candidate)	Candace Gaisford (CG)	Robert Horton

No	Info/Action/Agreement	Action by
1	Welcome GH opened the meeting at 7:30pm. He welcomed Jane Davies, the prospective Conservative Councillor for West Selkley, who is hoping to succeed Jemima Milton.	GH
2	Approval of minutes Minutes of the Parish Council Meeting held on Monday 9 th January 2017 were reviewed, agreed and signed by the Chair. No declarations of interest were made.	GH
3	Matters arising Since the last meeting Clare Fitzpatrick has resigned for family reasons and the Parish Council wanted to thank her for all her support of the villages and fellow Councillors. Zoe had spoken to someone at WCC who said the Uffcott hole would be repaired. This does not appear to have happened. WL emailed and telephoned without success to obtain the Winter Emergency Scheme provisions that were available free of charge from Wiltshire Council. She has now completed the paper form for one of each of the provisions available and it has been posted with an accompanying letter. GH has sorted some Harris fencing to make the Balancing Pond safe. A vote of thanks was given. The clerk is still pursuing tracing ownership for the Pond and also trying to ascertain responsibility and ownership of other sites in the villages. The Precept amount requested for 2017/2018 (based on Band D properties and a 1.20% rise in Council Tax) was £6,030.71. This compares to a Precept and Wiltshire Grant totalling £5,989.38 for 2016/17.	ALL ZC WL GH WL

		WL will contact WALC to find out more about the increase sum relating to Section 137 (4) (a) of the Local Government Act for parish councils.	WL
	REPORTS		
4	Finance	<p>Treasurer's Account Balance as at 27/2/2017 £1,228.12 Business Bank Balance as at 27/2/2017 £9,302.21</p> <p>Payments authorised since the last PC meeting- over £100. Clerk x 2 Monthly Salary and Tax £500.00 ACE Skips £150.00 for Allotments Donations to BH & WB churches & Village Hall 3 x £250 = £750 Refund to White Horse Cricket Club due on VAT refund to PC = £108</p> <p>Amendment required for Village Hall donation to go in the "Others" column on the Income & Expenditure sheet.</p> <p>A decision to appoint a new internal auditor (as Libby Tucker had moved out of County and was no longer available) was discussed. LT had passed some of her clients to Sandie Gould, who had provided WL with a brief resume' of her qualifications. Her appointment as our new internal auditor was proposed by Alex La Roche and seconded by Zoe Cooper. WL will go back to Sandie and arrange for internal audit after March financial year end.</p>	<p>WL</p> <p>WL</p>
5	Planning	<p>DC provided an update on current planning issues across the Parish.</p> <p>17/01698/TPO Casa Parva, High St, B.Hinton, tree work, no objection, waiting Wilts</p> <p>17/01676/TPO Broad Hinton House, tree work, no objection, waiting Wilts</p> <p>16/12549/FUL 35 High St, Winterbourne Bassett, comments, Wilts agreed</p> <p>16/12299/FUL 4 Post Office Lane, B.Hinton, no objection, Wilts agreed</p> <p>16/11342/FUL, The Ark, Uffcott, triple garage & office, initial plans objected to, new plans have been submitted and on circulation, comment by 13th March</p> <p>16/11719/TCA Broad Hinton Church tree work, no objection, Wilts agreed</p> <p>16/11329/ful 35 Pitchens End, B.Hinton, front extension, no objection, Wilts agreed</p> <p>Notification has just been received from Wiltshire re closure of Post Office Lane on the 8/9th March to enable a large ash tree on the corner of PO Lane and the High St. to be felled. This relates to an item in the minutes of the last Parish Council Meeting.</p>	DC
6	Highways & Maintenance	<p>WL to contact John Cole asap at Highways to let them know that the road closure is on Thursday, when it's green bin day.</p> <p>The email notice for publication was only received by the Clerk 2 hours before the meeting and she has printed the office closure notice and map received from WC Highways. These will be put on the</p>	<p>WL</p> <p>WL</p>

		<p>villages' notice boards as soon as possible after this meeting and also arrange for details to go on the website, if possible.</p> <p>JG talked about the Parish Steward scheme and that we do not appear to be able to shortcut the system. He is having problems establishing a positive dialogue to get any issues resolved.</p> <p>AS had a discussion with the local Parish Steward who confirmed that he had resumed his role and if we wish for anything to be done, we should get in touch with him or Rebecca Busby.</p> <p>Jane Davies suggested writing to Philip Whitehead to get dialogue going with WC around the maintenance issues.</p> <p>It was agreed that we will keep the formal steward process going but also to maintain contact with Rebecca Busby.</p> <p>George was reminded to look at the tree again at the end of Pitchens End.</p> <p>The clerk will continue to research obtaining a definitive list of ownership and maintenance responsibilities of the villages from Wiltshire Council.</p>	<p>JG</p> <p>AS</p> <p>JD</p> <p>ALL</p> <p>GH</p> <p>WL</p>
	Additional Items		
7	Mobile Library	<p>Carolyn Kennedy (CK) (Wiltshire Manager of Libraries and Heritage) has emailed the Clerk to request support for promoting the mobile library service in the villages. She felt that it would be better supported with more publicity. CK was also concerned about the parking of the library van at the BH Village Hall around school finishing time. The Councillors discussed her 2 areas of concern and the following were agreed:-</p> <p>GH will talk to The Crown landlord about alternative sources of parking.</p> <p>WL will Investigate the services that Wiltshire Mobile Libraries can offer and reply to CK, to confirm that the Parish Council is happy to receive and display any promotional material.</p>	<p>ALL</p> <p>GH</p> <p>WL</p>
8	Date of 2017 Annual Meeting & May PC Meeting	<p>There was a brief discussion around the implications of the forthcoming County and Parish elections on Thursday 4th May 2017. With guidance from WALC (Wiltshire Association of Local Councils) on the possible impact any changes may have on the Parish Council, the Councillors agreed to have two meetings:- for the AGM and the first meeting of the new Parish Council.</p> <p>Monday 8th May 2017 : AGM</p> <p>Monday 15th May 2017 : First full meeting of the Council.</p> <p>The clerk will double check the guidance and book the village hall for the extra May date, if required.</p>	<p>ALL</p> <p>WL</p>

9	Parish Council Elections & Casual Vacancy	<p>There was a discussion around the guidance and process of Councillor nominations for the forthcoming elections on May 4th. All Councillors will stand down and if they wish to continue, they need to complete a nomination form in full and hand it in to one of four local Council offices by Tuesday April 4th. This is also the closing date for potential new Councillors to apply.</p> <p>As yet WL has not received any enquiries from village residents about becoming a Parish Councillor. With the resignation of Clare Fitzpatrick within 6 months of the Elections, creates a Casual Vacancy and this has been raised with Wiltshire Council's Elections team, who will advertise the Councillor vacancy on the Wiltshire Council website and provide the Clerk with a vacancy notice for display in the villages. As a result, the Parish Council are able to co-opt someone to fill the vacancy up until the date of the Elections.</p> <p>As there was a question raised at the Meeting about the number of Councillors. JD looked online and confirmed that the WC website indicate 7 Councillors for Broad Hinton and 2 for Winterbourne Bassett.</p>	<p>ALL</p> <p>JD</p>
10	Village Clean Up	Adverts have been distributed and displayed on noticeboards and website for Saturday 25 th March 2017 from 9-30am. All arrangements are in place and equipment ordered from Wiltshire.	JG
11	Defibrillator Training	<p>This has been booked for Wednesday 20th September 2017 at 7-30pm at the Village Hall. This gives the PC time to advertise this refresher training to encourage more residents to attend. We have 6 "guardians" from the villages who regularly check that the "green" light is lit, to indicate that the unit is functioning. The clerk does a fuller check of the unit once a month.</p> <p>The Councillors thought it would be nice to recognise the "guardians" and their efforts. WL will liaise with them.</p>	<p>ALL</p> <p>WL</p>
12	AOB	New Allotment Agreements all signed and returned apart from 3 outstanding. There was an issue raised by an Allotment holder about the clause in the Allotment contract around public liability. As a result WL was asked to check the Parish Council's insurers around 3 rd Party Liability for the allotment area.	<p>ALR</p> <p>WL</p>
13	Date of Next Meeting AGM	Monday 8 th May 2017 at Broad Hinton Village Hall Time: 7:30pm	
		GH Closed the meeting at 8-40pm.	
	Date of 2017 PC Meetings	<p>AGM & Annual Parish Meeting - Monday 8th May 2017</p> <p>First full meeting of the newly elected Parish Councillors 15th May 2017 (This date is provisional)</p> <p>All meetings to be held at Broad Hinton Village Hall Time: 7:30pm</p> <p>Signed:</p> <p>Date:</p>	