

**Broad Hinton and Winterbourne Bassett Parish Council
Parish Council Meeting**

Monday 3rd July 2017
Broad Hinton Village Hall
7:30pm

Draft minutes

Present: George Horton (GH) (Chair)
Adrian Smith (AS) (Vice Chair)
Alex LaRoche (AL)
Candace Gaisford (CG)
Jim Gunter (JG)
Zoe Cooper (ZC)
Wendy Law (WL) (Clerk)

Visitors: Pat & David Salter
Jane Davies (JD) Wiltshire Council

1. Welcome

**Action
Owner**

GH opened the meeting at 7:30pm. There were no apologies or declarations of interest but AS & GH declared an interest in the discussion on Agenda Item 14.

2. Approval of minutes

Minutes of the Parish Council Meeting held on Monday 8th May 2017 were reviewed and approved, subject to the changes below.

3. Matters Arising

ZC felt that Robert Horton's apologies were not required on the Minutes from the previous meeting as he chose not to submit a nomination to be re-elected to the Council. WL will remove the entry and the Minutes will be signed at the next meeting.

WL

There was a discussion around the use of AOB and Matters Arising and the legality of the Agenda items. It was agreed that guidance given at the recent Councillor training would be taken.

For any AOB items raised at the meeting Jane Davies confirmed that they can be discussed but that decisions cannot be made at the meeting. They have to be carried forward to the next meeting for any decision to be made.

4. Reports

Key points that arose are covered in items that follow.

Finance

Treasurer's Account Balance as at 30 June 2017 = £1,004.53

Business Bank Balance as at 30th June 2017 = £13,753.94

Payments authorised since 8th May 2017 over £100.

Wiltshire Association of Local Councils Membership- Annual Renewal £311.34

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Annual Audit

WL has completed the paperwork required and it has been posted and acknowledged by Grant Thornton. The notification of Inspection of Accounts has been circulated on the noticeboards, website and Parish Magazine, so the Parish Council are fully compliant with external audit regulations.

WL

Councillors noted the financial position of the Parish Council.

5. Planning

AL provided an update on current planning issues across the Parish. These will be listed on a spreadsheet and circulated to the other Councillors and for the Clerk to add to the minutes.

AL

Wiltshire Council have changed the process for Planning Applications and are no longer going to post out new application paper plans. WL will download and print off the Parishes' new applications from the weekly list and pass to Alex LaRoche for action and circulation.

WL

17/05332/VAR 143 Yew Tree Lane, Broad Hinton. Variation to Original plans : On circulation

17/05128/FUL3 New Cottages, Uffcott, Extension kitchen, replacement windows : On circulation

17/05997/TPO Walnut House, Summers Lane Broad Hinton Tree reduction : On circulation

17/03551/TPO Yew Tree Cottage, Broad Hinton Tree work : Agreed

17/02874/FUL Yew Tree Cottage, Broad Hinton. New Single storey extension : Withdrawn

17/03386/LBC Yew Tree Cottage, Broad Hinton. As above Listed App : Withdrawn

17/02551/LBC 143 Yew Tree Lane, Broad Hinton material definition : Agreed

17/01698/TPO Casa Parva, High Street, Broad Hinton Reduce tree height

16/11342/FUL The ARK, Uffcott, triple garage & office over Re-submission : Agreed

16/11342/FUL The ARK, Uffcott, triple garage & office over : Amended & re-submission

Councillors noted the position regarding Planning Applications of the Parish Council.

A discussion followed about consultation on the change of boundaries. JD agreed to email to the Clerk the Maps relating to the proposed changes, so that they can be circulated to all the Councillors. She will also check if there have been any changes in 2 months' time.

JD

Councillors noted the latest position on planning across the Parish.

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6. Highways & Maintenance: Parish Steward Priorities

JG went to the CATG meeting as did JD. The Council is trying to get all the maintenance out of CATG as this meeting predominantly focuses on Highways.

Bus stop rises to comply with disability legislation are completed. The PC's contribution is £1500.00. The Clerk was asked to ensure that we need to make an accrual for this payment.

WL

JG felt there was still confusion over the priorities and how they are assessed. There followed a Brief Explanation on the Parish Steward notice.

Highlighted the recent review from Wiltshire Council that we are able approach directly about Maintenance.

AS

An Angle Grinder is needed to remove the lock from the Well which was locked and there is no key to open it. GH will arrange.

GH

It was proposed that the PC purchases a piece of Perspex or glass to replace the broken bus shelter window. Councillors agreed.

AS

Our local Parish Steward was very helpful and the Councillors wanted it noted that we appreciated the excellent work he did.

AS

Black and White Sign repair has been noted and also the Uffcott hole remains an issue for repair, was mentioned again.

JG

Jim will email the CATG reference to Jane so that she can follow it up for us.

JD

Additional Items

7. Co-opting of New Councillors

The working group of 3 Councillors have met and discussed options for co-opting to fill the Councillor vacancies. They have recommended that Howard Witt be co-opted and he is happy to be the new representative for Uffcott.

They also suggested that Robert Horton be co-opted back on to the Council with the understanding that he makes every effort to attend meetings and actively participate in Council business and suggested his remit should be Footpaths.

These decisions were agreed and seconded by GH, AS, AL & JG.

WL

The Clerk will arrange for the co-optees to complete and sign the necessary forms at the first Council meeting they attend. The Clerk will also arrange appropriate induction.

Despite the colourful photo posters advertising the Councillor Vacancy, no resident has come forward to fill the last vacancy.

8. Allotments

A discussion expressed the Councillors' concern from last year's accounts that at the moment they are making an on-paper loss of c£250. Discussion around responsibility for the amount of work that allotments generates took place, along with payments that are being requested are being approved by the Parish Council.

CG will go back to WALC to find out our regulatory obligations.

CG

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- AL will liaise with the Allotments Committee after studying the historic accounts and explain the PC's concerns about expenditure, should they prove to be making a loss overall. **AL**
- WL will provide copies of previous year's allotment accounts to AR & JG for information. **WL**
- 9. Technology**
Councillors approved expenditure for a laptop and software for use by the Parish Clerk. The transparency fund could provide funding for his. CG will speak to WALC and investigate potential sources of funding. **CG**
- 10. Finance Signatories**
CG will be the third signatory on the account. WL to action paperwork. **WL**
- 11. Councillors' Register of Interests**
The Clerk provided instructions on how the Councillors can update this on the WC website. **ALL**
- 12. Annual Payments**
The annual donations to the two churches in the Parish were unanimously agreed to be paid again this year and it is noted that these payments are strictly for the Fabric of the churches. The Clerk will arrange payment in August 2017 of £250 for each of the churches. **GH
WL**
- 13. Villages Parking Review**
The review of whether double yellow lines are needed in the village was considered and WL will go back to Highways and confirm that none are required. **WL**
- 14. Village Public Houses**
GH & AS declared an interest in the discussion in such much as if there is a broad Community funding approach, they would consider joining, but neither have interest in a significant ownership stake. **GH/AS**
David and Pat Salter raised the issue that they are aware that the White Horse public house in Winterbourne pub has been put up for the sale and the Brewery wanted to dispose of it. They were aware that 5 parties appear to have expressed an interest in purchasing the pub and an Open Day have been arranged for the Property, which is imminent.

Local residents have expressed an interest in retaining the pub as a community asset. There followed a discussion around possible options for crowd-funding or application for a grant to make it a building of community interest.

The Councillors agreed in principle to apply for the White Horse public house to be designated as an asset of community value (ACV) and to be retained as a public house. They also agreed to investigate the option and to look into possible funding and grant options for retaining the White Horse as an important amenity for the villages. **AL, CG, JG,
ZC**

The importance in retaining the 3 public houses for the 3 villages was stressed and that there should be equitable protection for all 3 public houses, because of their importance to the communities they serve. **ALL**

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AOB

Jane Davies suggested the Council look at "General Competence" for more information about community assets. She kindly agreed to provide information to AS & GH about the process.

JD

The demolished Salt Bin at the Croft is being replaced.

CG

WL will draft a notice on behalf of the Parish Council in the Local News to request that residents show consideration when lighting bonfires.

WL

Andrew Jack will be contacted about the WW1 initiative for tree planting in the villages.

AS

Meeting closed at 8.45pm.

Date of Next Meeting

Monday 4th September 2017, 7.30pm, Broad Hinton Village Hall

Dates of 2017/2018 Meetings

- Monday 6th November 2017, 7.30pm
- Monday 8th January 2018, 7.30pm
- Monday 5th March 2018, 7.30pm
- Monday 14th May 2018 (AGM & Annual Parish Meeting), 7pm & 7.30pm

All meetings to be held at Broad Hinton Village Hall.

Signed: Chair

Date: