

Broad Hinton and Winterbourne Bassett Parish Council
Parish Council Meeting

Monday 4th September 2017
Broad Hinton Village Hall
7:30pm

Draft minutes

Present:

George Horton (GH) (Chair)
Adrian Smith (AS) (Vice Chair)
Alex LaRoche (AL)
Howard Witt (HW)
Jim Gunter (JG)
Robert Horton (RH)
Zoe Cooper (ZC)

Present :

Wendy Law (WL) (Clerk)

Apologies: Candace Gaisford

Non Attendance: None

Visitors:

Marilyn Martin & Mary Hudson
David & Pat Slater (D&PS)
Jane Davies (JD)
Lucy Stonestreet (LS) & John
Fry (JF) (Wiltshire Police);
Gillian McFarlane

1.	Welcome	Action Owner
	GH opened the meeting at 7:30pm. There were no apologies. AS declared a small financial and group interest in the WH discussion; as did HW, who was delayed by 10 min at the commencement of the meeting."	
2.	Approval of minutes	
	Minutes of the Parish Council Meeting held on Monday 3 rd July 2017 were reviewed and signed. Revised Minutes of the Parish Council Meeting held on Monday 8 th May 2017 were signed.	
3.	Matters Arising	
	Councillors proposed and seconded co-opting Robert Horton back to the Council. RH completed and signed the co-optee form at the meeting.	
	The Clerk will arrange for Robert's details to be added to the Parish Council part of the website and will let WC Electoral Services know that RH has been co-opted back to the Parish Council. Updated internal Communications details will be emailed to each Councillor, for information.	WL
4.	Reports	
	Key points that arose are covered in items that follow:	
	Finance	
	Treasurer's Account Balance as at 21 August 2017 = £ 1,004.53 Business Bank Balance as at 21 August 2017 = £13,753.94	
	Payments authorised since 1 st July 2017 - over £100. Clerk's June 2017 Salary & Tax £250 Community First Liability Insurance £235.67 Clerk's July 2017 Salary & Tax £250 NB: Accrual Required £1500 for Kerb Rises & Defibrillator Renewal £1200	WL
	AS requested that the Accounts be separated every 2 months with a coloured border to make them easier to read.	WL
	Councillors noted the financial position of the Parish Council.	Page 9

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5.	Planning	
	<p>AL provided an update on current planning issues across the Parish and several issues were discussed. These will be listed on a spreadsheet and circulated to the other Councillors and for the Clerk to add to the minutes .</p> <p>17/05997/TPO Walnut House, Summers Ln. B.Hinton. Tree reduction of walnut, no objection, Wilts agreed</p> <p>17/05128/FUL 3 New Cottages, Uffcott, Extension kitchen to rear, replace windows, no objection, Wilts agreed</p> <p>17/05332/VAR 143 Yew Tree Lane, B.Hinton. Variation to Original plans plans, no objection, Wilts agreed with conditions</p> <p>17/06261/FUL 4 New Cottages, Uffcott, Extension kitchen to rear, Front Porch, no objection, Wilts agreed</p> <p>17/07301/TCA Marlborough Lodge, B.Hinton, Pollard Ash in conservation area, no objection, Wilts agreed</p> <p>17/06720/FUL 153 Yew Tree Ln. B.Hinton, kitchen extension and renovation of existing extention, no objection, Wilts agreed with conditions</p> <p>17/07272/LBC 153 Yew Tree Ln.B.Hinton, kitchen extension and renovation of existing extention, no objection, Wilts agreed with conditions</p> <p>17/07768/TPO 6 Fortunes Fld.B.Hinton. tree work on ash and branches of others, no objection, waiting Wilts</p>	AL
	AL has requested that Councillors let her know when they go on holiday so that she does not put plans through their door.	AL
	AL provided a paper copy of villages' Councillor planning areas. New Councillors were allocated areas and some areas had changed. The Councillors agreed their new designations. It was suggested that this document was added to the website along with the updated Councillor contact details.	
	The recently erected shed outside the village shop has been measured and is legal.	
	Wiltshire Planning had contacted the Crown Inn to let them know that there would be a regular check on the number of caravans/camper vans being stored there.	GH
	Councillors noted the position regarding Planning and Applications of the Parish Council.	
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6.	Highways & Maintenance: Parish Steward Priorities	
	Parish Steward Scheme. The 5 priority issues were flagged up to WC in time for the end of July Parish Steward visit, but on subsequent checking none of the items had been addressed. They will be raised again.	JG
	Wiltshire had sent their Arborist to examine the tree at the junction of Pitches End and High St. He claims that the growth from the base of the tree was not a visibility hazard for drivers exiting Pitches End. There have been two more complaints about this since and will be raised again. Also Wilts failed to answer the request for this tree to be pruned in line with the others along High Street.	
	Uffcott pothole. No work seems to have been attempted. JG to check up-to-date situation and to raise yet again with Wilts and also to copy to Jane Davies for her assistance.	JG
	Parish Emergency Assistance Scheme (PEAS)– WL has been in contact with the organiser who has confirmed that we will be contacted (probably in October) to be able to pick up the free snow and flood equipment ordered by the Parish Council. GH has kindly agreed to pick up and store the provisions.	GH/WL
Additional Items		
7.	Councillors Responsibilities	
	There was a discussion around changing roles and responsibilities within the Parish Council to ease the load of some of the Councillors and also to include the newly co-opted Councillors. The following changes were unanimously agreed:-	
	Zoe Cooper has agreed to be the Parish Council's 3rd Councillor representative at the Marlborough Area Board meeting. This means that attendance at most of the meetings can be assured. Zoe has also agreed to be one of the Councillors responsible for Environment & Emergency Planning.	ZC
	Jim Gunter & Howard Witt to take over responsibility of Allotments liaison.	JG & HW
	Robert Horton to be responsible Footpaths & Byways plus Emergency Planning	RH
8.	Management of Allotments	
	Adrian explained the reasons the Council had for raising the issue of Allotment admin and finances and why, at the last Meeting, it was requested that we review the current position. The fact that the finances/accounts are combined can be confusing and may reduce transparency. It was noted that current annual expenditure is exceeding income and that the Clerk's resource is being used to administrate the Allotments.	AS
	As there is no Allotment Association currently operating within the villages, Mary and Marilyn were concerned that, should they no longer be part of the Allotments committee, who would manage the Allotments in their place?	MH & MM
	There were various discussions which followed around this issue and the following were agreed:	
	The Council and Allotment Reps would like to establish the following: 1. If we had a grant at the outset in 2008. 2. The exact position regarding income versus expenditure and what the balance/reserves are. 3. The future for the administration and accounting for the Allotments.	WL

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	It was agreed that a Working Group should be established to review the Allotment Accounts and current administrative position. All findings could then be brought to future meetings for consideration on the way forward. The Chair, Vice Chair and Clerk will make up the Working Group.	GH/AS/ WL
	The Chair thanked Mary and Marilyn for their attendance and their helpful contributions to the discussion.	GH
9.	Transparency Fund	
	The Clerk is to check with Katie Fielding whether the PC can purchase the Laptop, Scanner and software before receiving confirmation that the Grant had been awarded, or whether this would jeopardise our application.	WL
	The Councillors agreed unanimously that the requested Grant for £607.29 (excluding VAT) be applied for. It includes cost of Hardware, Software and an allowance for technical support for setting up the new equipment and software, as well as some hours for the Clerk's training.	ALL
10.	Village Public Houses	
	Adrian talked about the Asset of Community Value (ACV). He confirmed that the application for the White Horse has been completed and thanked Jane Davies for her help in the fact finding and process. The Community Group have a period of 6 months to try and save the White Horse pub. The PC has done it's bit and Wadworth are aware that the ACV is in force. AS said that because that it was such a costly and lengthy process, the PC will not be pursuing declaring the other 2 pubs' ACVs at this time.	AS
	There followed an overview of the current position by David and Pat Slater, who are representatives for the Winterbourne Bassett Community Pub Company who are trying to save the pub. David and Pat appreciated the help of the PC and Jane Davies in halting any progress by Wadworth of selling the pub to buyers outside of the community, and a lot of work has been done since the last meeting. Key points: <ol style="list-style-type: none"> 1. Not all the investment is in place. 2. Current commitment they have 30 Investors (24 from the Parishes). 3. The goal is £500k -expecting to have to pay £325k plus VAT & Stamp duty for the White Horse. 4. They plan to apply to the Wroughton Solar Farm funding initiative for further funds. 5. Asking for prospective investors to contact them directly. 6. 	(D&PS)
11.	Councillors' Register of Interests; Financial & Standing Orders	
	It is important that all Councillors check and update their information. The Clerk will email Councillors the link to the Wiltshire Council website.	WL
12.	Consultation on Draft Housing Plan	
	Alex LaRoche went to the Wiltshire Council Housing Plan exhibition and brought the villages' boundary plan to the meeting for consideration. She pointed out that where the gardens adjoin the allotments they appear to have gained some land as a result of previous changes. Robert Horton confirmed that the Council were aware of these changes as they had been in place since the last review. It was agreed that the map is just formalising the proposals. The concensus was that no follow up required, as there was nothing sensitive in the content.	Page 12

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13.	Defibrillator Training	
	The Clerk will ask Geoff Martin if it would be possible to open the bar on the 20 th September training evening, as there are fewer attendees than we were hoping for, WL will ask for another advert to go on to the website and Facebook pages to let residents know that booking is not required and all are welcome. Also, that a bar will be available to buy drinks.	WL
	The suggestion was made by AS to consider creating an Accrual of circa £1200 for the replacement of the defibrillator, over the next two years. The Clerk will reflect this on the accounts spreadsheet – along with the accrual for the raised kerbs – as discussed at the last meeting.	WL
14	AOB	
	The Police representatives stayed to answer questions and HW raised the issue of speeding through the villages. LC suggested that we contact the Speedwatch lead, Louise Homewood who can allocate team resource to the issue.	
	Jane Davies believed that the PC would need to do a metro count to achieve any progress. The discussion confirmed that several of these had already been done and nothing had resulted. Louise will be contacted.	JD/WL
	AS said that he had seen in some areas that had speeding problems residents had stuck large speed limit “30” number signs on their wheelie bins. It was confirmed that providing the signs stated the correct speed limit for the road, they are legal and do have an impact. Adrian Smith agreed to investigate the cost of these signs.	AS
	An expression of concern was made by several Councillors about the field on the right-hand side of the main road between Broad Hinton and Winterbourne Bassett where horses have suddenly appeared. The Police and the RSPCA have been informed and therefore the Parish Council have fulfilled their duty of care obligation.	GH
	GH welcomed Gillian McFarlane to the meeting. Gill has expressed an interest in becoming a Councillor and moved in to Winterbourne Bassett 2 years ago. A discussion followed and Gill was invited to consider the role of Councillor and to attend the next meeting if she was interested to be co-opted.	GH
	Meeting closed at 8-55pm.	
	Date of Next Meeting Monday 6 November 2017, 7.30pm	
	Dates of 2017/2018 Meetings	
	Monday 8 January 2018, 7.30pm Monday 5 March 2018, 7.30pm	
	Monday 14 May 2018 (AGM & Annual Parish Meeting) 7pm & 7-30pm	
	All meetings to be held at Broad Hinton Village Hall.	
<p>Signed: Chair</p> <p>Date:</p>		
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