

BROAD HINTON AND WINTERBOURNE BASSETT ANNUAL PARISH MEETING

In the Broad Hinton Village Hall and by Teams Teleconferencing Facility,
Tuesday 11 May 2021, 7.00pm

DRAFT MINUTES

Councillors: Cllr Alex LaRoche (AL) (Chairman)
Present: Cllr Adrian Smith (AS) (Vice-Chairman)
Cllr Jim Gunter (JG)
Cllr Damian Le Gresley (DL)
Cllr Candace Gaisford (CG)
Cllr Adam Gilmore (AG)
Cllr Louise Skillen (LS)

Peter Barry (PB) (Clerk)

Apologies: Cllr Allison Bucknall (AB) (Wiltshire Council)

Residents: Mr Geoff Martin
Mrs Marilyn Martin
Mrs Christine Horan

1. Introduction, Quorum & Declaration of Interests

The Chairman welcomed all to the meeting and the meeting was declared quorate. There were no declarations of interest.

2. Minutes of the Annual Parish Meeting held on 4 May 2020

The Minutes of the 4 May 2020 Annual Parish Meeting were approved and signed as a true copy by the Chairman.

3. Chairman's Annual Report

The Chairman's annual summary of events during the period of the last year are as under:

We have spent this last year continuing to firefight the Covid pandemic with all Councillors and our Clerk involved in supporting our Parish residents. We are now coming out of the other end of this due to the vaccination progress and you all supported us when it was crucial. The Parish thanks you all. We'd like to thank the residents of the Parish for continuing to support our hospitality sector during this difficult time.

We have 2 new Councillors this year and our new Clerk has done an outstanding job throughout the year, going beyond the call of duty as always. I want you to know how much we appreciate you. Thank you, Peter.

Progress has been made with the A4361 and we now have a new WB sign, the Summers Lane sign is being made and will be installed shortly and we also have a new Clyffe Pypard sign made by Robert Fitzpatrick. Thank you Jim, Adrian, Candace, Robert and Peter for finally getting this done.

Throughout the year Candace and Adrian also have continued to maintain our villages such as having trees removed from bus stops. Thank you both.

All of our policies are now up to date due to the detailed efforts of our new Councillor Damian Le Gresley and our Clerk Peter. Thank you both and many thanks to all Councillors who contributed to climbing the mountain of paperwork to get it done.

We now have a new Microsoft system installed including a new Scribe accounting system, Teams and social network platforms, all of which our Clerk Peter has now mastered due to the tenacity of our new Councillors Damian Le Gresley and Adam Gilmore, thank you.

James Horton has cleared and rebuilt the drains in Manor Farm Lane and Yew Tree Lane. Thank you James and Cllr Jim Gunter for continuing to push this through.

James Horton has also agreed to reduce the rent of the Allotment site by half and is helping to refence the site, we and the Allotment holders are very grateful, thank you.

Due to the talent of our new Councillor Adam Gilmore, we have recently launched a fantastic and informative Parish Council website and now we also have presence on social media platforms, getting the messages out to our residents. Thank you, Adam.

The Earthline situation in Uffcott has made significant progress due to the continuous efforts of our new Councillor Adam Gilmore, James Keith and our Wiltshire Councillor Jane Davies. Thank you all.

I'd also like to thank Adrian for his ongoing support as Vice-Chairman.

In particular we would like to thank Cllr Jane Davies our outgoing Wiltshire Councillor for her continuous dedication to our causes, her support and advice really made a difference. I'd also like to welcome Cllr Allison Bucknall our new Wiltshire Councillor and look forward to working together for our Parish.

This Parish Council has achieved an unsurmountable amount of work over the last year and on behalf of the residents of this Parish, I'd like to thank each and every one of you for your outstanding efforts.

4. Finance Update

The Clerk reported that notwithstanding the lockdown brought about by the Covid-19 crisis, the internal audit of the 2020-21 draft accounts had been completed. The Internal Auditor, Sandie Gould, had signed off the relevant page of the AGAR document, but had yet to submit any form of report. Nevertheless, she had reported to the Clerk, that she was entirely happy with the accounts and had no hesitation in signing the relevant document.

The Clerk confirmed the end of year reconciliation at 31st March 2021 was as follows:

Current Account	£474.55
Deposit Account – General	£5,439.54
Deposit Account – Allotments	£2,281.96
Deposit Account – Defibrillator	£1,340.00
Total Balance	£9,536.05

Total Income: £7,608.41 Total Expenditure: £8,858.09

The Clerk pointed out that the excess of Expenditure over Income was acceptable as there had been a considerable number of expenses which could not have been foreseen. Foremost in this was an increase in the Clerk's salary, agreed by the Council, owing to the significant extra hours of unplanned work that he had to put in and explained in previous meeting minutes. For the forthcoming year, the Precept had been calculated using a 'bottom up' formula, which should ensure expenditure more closely matched to income. The Councillors agreed that these figures should be used on the AGAR Certificate of Exemption and Accounting Statement.

Allotments Accounts are held within the PC Accounts.
Total Income: £432.50 Total Expenditure: £491.01
Carried forward balance on 1 April 2021: £2,281.96

Following the discussion, the Chairman signed off the Accounts.

5. Annual Governance Statement

The Clerk presented the AGAR forms covering the Certificate of Exemption, Accounting Statement and Annual Governance Statement and took the Meeting through the figures. It was noted that this year all of the documents had been signed by the Chairman, the Auditor and the Clerk as confirmation that the Parish Council confirms to the best of their knowledge and belief, that the Accounts have been prepared and managed effectively and in accordance with the Accounts and Audit Regulations.

There was discussion over the figure quoted for the Fixed Assets held by the Council, where the figure had changed considerably since last year. The Clerk explained that this figure represented a truer level and that the figures were reflected in the Council's Insurance Policy. AS recommended that DL, the Clerk and he get together to work out a system of depreciation of the value of the assets. AS also recommended that the Clerk generate a ledger setting out the details of the fixed assets owned by the Council. The Meeting endorsed these recommendations.

6. Annual Planning Report

The Chairman stated that she would like to thank all Councillors in their efficiency and transparency in dealing with the Planning Applications over the last year, especially as we have had a few difficult applications.

There have been 19 applications, the same amount as the previous year. We have objected to 5 of these. Three applications were revised and then accepted, and 2 applications have been refused. One is currently on circulation.

7. Residents Time

Summers Lane/ Road – Mrs Marilyn Martin. Mrs Martin asked if any progress had been made regarding the sign for Summers Lane or Road and had a decision been made as to the correct name. CG reported that the name had been decided as Summers Lane and that a sign was on order with Wiltshire Council to produce a sign. In regards to the name, LS was able to explain that living on Summers Lane, she and the other residents had consulted the deeds of their properties and in each case the name had been recorded as Summers Lane. It was also pointed out that the Post Office recorded it as Summers Lane. The meeting agreed that this was correct and that discussion on the subject could end.

General Maintenance – Mr Geoff Martin. Mr Martin raised a number of questions relating to the general upkeep and husbandry of the Parish. These included:

- a. Grass Cutting. Mr Martin asked who was responsible for grass cutting in the villages and on the verges. AS responded by saying that in WB this was undertaken by Russell Windel under contract. In BH Alan Banting undertook all of the tidying up needed. It was acknowledged that Wiltshire Council only undertook this in very infrequent occasions. The Council would keep an eye especially at road junctions, where safety was important.
- b. Road Repairs. Mr Martin asked if there was any method of getting the many potholes in the Parish area sorted. In particular had the Parish Steward been contacted. JG stated that he had met with the Steward, who had been helpful, but his ability to assist was very limited. AS recommended that all such requests be uploaded onto the MyWilts site as this did seem to produce results.
- c. Balancing Pond. My Martin asked if there had been any progress in sorting the Balancing Pond, which was unsightly and dangerous. JG was able to report that at long last Thames Water had acknowledged that this was their problem and that they would deal with the matter as a matter of urgency. The Meeting congratulated JG on his progress here, as this problem had been outstanding for a number of years.

Footpath on Pitchens End – Mrs Horan. Mrs Horan asked if it would be possible to create a proper footpath across the grass at Pitchens End, where currently it was just bare soil. CG responded by saying that regrettably this area was the responsibility of Wiltshire Council and it seemed at this time, there would be little enthusiasm for this. The Meeting agreed that a path would be very beneficial, and CG was asked to look into whether and how this could be achieved. This would need coordination with the relevant part of Wiltshire Council.

Action: CG

Thanks to the Chairman – Mr Adrian Smith

AS in his role as a Councillor & resident wanted to express his, and that of residents and Councillors, thanks to AL for her hard work and commitment to PC as Chairman during the year, acknowledging that she had had some difficult planning issues to deal with and had been highly professional and diligent in her role as Chairman throughout the year. Councillors and residents present agreed.

8. Date of the Next Annual Parish Meeting

The Chairman thanked all for their efforts and commitment over the year and it was agreed that the next Annual Parish Meeting should take place on Tuesday 10 May 2022.

There being no further business the Meeting closed at 7.40pm.