

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

By Teams Teleconferencing Facility, Tuesday 2 March 2021, 7.30pm

MINUTES

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

Cllr Jane Davies (JD) (Wiltshire Council)
Cllr Allison Bucknall (AB) (Wiltshire Council)
Peter Barry (PB) (Clerk)

In attendance Mrs Louise Skillen

1. Introduction, Quorum & Declaration of Interests

The Chairman welcomed all to the meeting and the meeting was declared quorate. The Chairman started by apologising for the late starting of the Meeting. This had been due to an overrun of a previous Planning meeting. The Chairman also welcomed Mrs Louise Skillen who was attending the meeting as an observer.

2. Minutes of the Parish Meeting held on 5 January 2021 and the Special Earthline Meeting held on 21 February 2021.

The Minutes of the 5 January and 21 February 2021 meetings were approved and will be subsequently signed as a true copy by the Chairman.

3. Matters Arising.

There were no matters arising that would not be subsequently discussed in the meeting

4. Finance Update

PC Bank Account Balances - as of 1 March 2021:

Current Account: £590.31

Deposit Account (Total): £9,561.43 made up of

Deposit Account (General): £6,228.37

Deposit Account (Allotments): £1,993.06

Deposit Account (Defibrillators): £1,340.00

Payments over £100 since last meeting:

P Barry - £510.04 (connect with credit from HMRC for £510.04)

Clerk's January Salary + Expenses - £451.44

Clerk's February Salary + Expenses - £289.01

HMRC November - £70.00

HMRC December - £140.00

The Clerk gave an explanation of the payment of £510.04 which was all due to an error associated with HMRC. AS stated that he and CG as Bank Signatories had been kept in the full picture and

both were content with the financial reconciliation. The Clerk further explained that he hoped this would be the end of this matter as all now seemed on track with HMRC.

DL requested that in future a breakdown of the Clerk's expenses be shown rather than just a raw number. This was agreed.....**Action: PB**

Precept 2021/22. The Chairman gave an overview of the work that had occurred to arrive at the figure for the 2021/22 Precept. The Clerk stated that the Precept documents had been sent off to Wiltshire Council in good time and safe receipt had been acknowledged. The meeting considered that a breakdown of the Precept figure should be published on the Council web site. DL and the Clerk were asked to look into what exactly should be published....**Action: DL & PB**

5. Planning

The Chairman gave an overview of the planning applications that had been received and the decisions made since the last meeting. These are given below:

20/09899/TPO Broad Hinton House, Broad Hinton

Full Planning Application ref. a Beech tree in question is located in the southern corner of the woodland belt covered by TPO E/395 The proposal is to fell this tree due to pre-existing damage and the potential safety hazard it represents to the adjacent footpath. The tree is covered by a Tree Preservation Order and is also in a conservation area. Agreed by Wilts.

20/10054/FUL The Old Bakery, High St, Broad Hinton

Full Planning Application proposed for change of use of part of house currently designated as a retail area to be changed to residential use. No objections.
Awaiting Wilts.

20/110032/FUL Land at the Barbury Inn, Post Office Lane, Broad Hinton.

Full Planning Application proposed for the erection of two, four bedroom detached residential dwellings and associated works. Objection. Refused by Wilts.

21/00521/TPO 4 Fortunes Field, Broad Hinton.

Full Planning Application proposed to fell 2 Ash trees as diseased and potential safety hazard. No objection. Awaiting Wilts.

21/11419/FUL Cotsmoor, Post Office Lane, Broad Hinton.

Full Planning Application proposed for erection of a front porch, detached single storey garage and additional roof lights for part of loft conversion. No objection. Awaiting Wilts.

21/00584/FUL Land at the High Street, Winterbourne Bassett.

Full Planning Application proposed for the erection of three detached residential dwellings with associated works, access and landscaping. On circulation.

In regards to the final entry (21/00584/FUL), this had been the subject of the meeting just prior to the present one. The meeting discussed how to pull this together, bearing in mind the deadline given of 10 March. AS agreed to consolidate the comments from neighbours and then get the form over to DL, JG, CG and AG. The form needed to be back with the Chairman by Sunday 7 March 21.

JG stated that in his view this was planning by stealth and how could we stop this? AB pointed out that the Council could only comment on the proposal before them. What was needed to avoid 'planning creep' was a neighbourhood plan.

6. Highways & Maintenance

A4361. The Chairman stated she had heard back from Cllr Wayman and the tone of the letter had been very disappointing. It was clear very little was going to happen as a result of the ongoing efforts by the Council to raise the profile of the dangers of the A 4361. The Chairman thanked JD very much for her efforts on behalf of the Council and also AS for the photos of a dangerous overtaking by the WB turn.

Cllr Wayman's argument was that accidents in our area were below the Wiltshire average and so this was not seen as a priority. She also recommended that the Council return to CATG where the emphasis would be on the road re-surfacing. She also thought the Council should make contact with the police on speeding matters. JD stated that unfortunately the traffic plan would not help in this area, but that she would make contact with Martin Cook in regards to getting the missing sign replaced. She also thought we should take up the matter of the faded white lines with him. She said that Wiltshire had an enormous number of small country roads that were really not fit for the quantity of traffic now using them. Calls for spending on areas of danger were everywhere and the A 4361 was just one of them.

In summary AS thanked JD and suggested that the Council continue to press for the WB turning sign to be replaced as well as the white lines being re-painted in the areas most needed. Work needed to continue on the long-term plan.

AB recommended that the council do make contact with the police and the start should be the community police officer. The Chairman asked CG to make contact with the community police officer and brief him on our concerns.....**Action: CG**

Uffcott and Earthline. AG updated the meeting on events since the special meeting on 21 Feb 21. The following had occurred:

- The letter to Planning Inspectorate re: Enforcement Notice appeal setting out the council position had been sent off in good time.
- AG had submitted the Uffcott Local Traffic Plan to Richard Broadhead but had yet to receive any response. In that regard, JD stated that Richard Broadhead was extremely busy at this time, but she really did feel that things should be happening soon and that the document pack AG had submitted was extremely good.
- AG was setting up a meeting with Matt Moore of the Science Museum. He would then link back to Richard Broadhead to keep him informed of what was discussed. AG would keep pressing Richard Broadhead for action.
- AS and JG had both heard that a film company might be moving onto the airfield site, which might create a different set of circumstances.

The Chairman thanked AG for the excellent way he had become so involved with the Earthline Uffcott problem. The council would keep assisting him with progress wherever possible.

7. Footpaths and Maintenance

Road Signs. The following matters were discussed:

Summers Lane. CG reported that the Summers Lane sign had been ordered and its delivery and installation was now awaited.

Black and White Sign at Clyffe Pypard. The Clerk reported that Robert Fitzpatrick was progressing but there had been a minor setback when snow got mixed with wet paint on the sign. This was being rectified and once complete Steve Windell was ready to erect the sign. This should take place in March.

Vize Lane. CG reported that there had been a major move forward in restoring Vize Lane to some form of normality. After the Chairman contacted James Horton, parts of the large tree which had fallen onto the bus shelter opposite La Strada, were moved and placed over the verge areas cut up by the 4 x 4 drivers. AS was able to report that these trunks were still in place and that the area was improving. It was hoped that during spring and summer when the area was not so attractive to 4 x 4 drivers, Vize Lane could return to normal.

Litter. DL asked if it was planned to hold a litter collection day to clean up the villages. JD stated that due to the pandemic, Wiltshire Council would not support litter picking days organised this year. AS recommended that this year we forgo the usual days of litter picking but take local action with the support of residents, with formal days recommencing in 2022. Nevertheless CG was keen to write an open letter for the village news thanking all those in the community who collected litter on a regular basis. The meeting thought this an excellent idea and the Chairman asked CG to go ahead.....**Action: CG**

When considering the action by James Horton in regards to Vize Lane, JG asked the Chairman if any progress had been made in other areas discussed with James. The Chairman stated that she did need to re-make contact with James, but he was proving to be very helpful and constructive. She was aware of the Allotment rent decision but did not wish to push too hard at this juncture.

8. Emergency Planning

Covid-19. The Chairman stated that as it did seem that the problems associated with the pandemic were slowly easing, now was a time to ensure assistance was still available if it was needed. Mental health problems would continue long after the pandemic had faded and the help group needed to be available if it was ever called upon. She recommended that publications coming from Wiltshire Council be placed on the Facebook pages if they were relevant.

Drains and Flooding. JG updated the Council on events that had occurred since the last meeting:

- He had met with Toby Sturgis and with James Horton, and they had walked around BH to inspect the drainage situation.
- Toby Sturgis had been very helpful with advice, but it was clear no action was going to take place from Wiltshire Council to ease the flooding possibility.
- Toby Sturgis had acknowledged the problem on BH High Street, but there was no money for any form of major work, which would be needed if the old drains were to be replaced. However, he agreed that twice a year a deep clean would be effected on the drains in BH High Street. Toby Sturgis promised to keep the pressure on to achieve this.

- James Horton had agreed to work on the problem in Yew tree Lane to dig out the drainage problem there. No action had taken place yet, but James had been very proactive and so it was hoped a solution would be in place very soon.

9. Issues and Action Log

The Chairman went through the list of outstanding actions, and it was agreed that considerable progress had been made. There were two old actions, in particular (the Balancing Pond and the Pitchens End lime tree) where action was needed. JG was able to report that Wiltshire Council now seemed to have agreed to adopt the lime tree and so hopefully that one was solved. However, it had still not been pollarded and the Chairman asked that it remain on the list until pollarding had occurred. There was no way forward on the Balancing Pond and Thames Water had said it was not their problem. PB would be sending out an amended Action list once the Minutes had been agreed.....**Action: PB**

10. Policy Documents

The Chairman stated that one further document – Data Protection Policy had been drafted and Councillors were asked to endorse it. AG stated that he had not yet had a chance to go over the document. As he was knowledgeable in this area, he asked that he be given time to consider. The Chairman agreed and asked AG to send any amendments to the Clerk. It was agreed that this document should be considered for endorsement at the next meeting.....**Action: AG**

11. Communications – The Website

AG updated the meeting on the new Parish Council website he had developed. It was agreed by all that it was an excellent piece of work and AG should be congratulated on a superb effort. The meeting considered the need for an official launch to alert all in the community of its existence and that it would then become a major mouthpiece for informing the villages of events and Council business.

AG stated that in his view the site was ready to go, but there were still areas where tidying up was needed. In particular a piece needed to be written on Planning. As Planning was an area which generated a high degree of interest, it was thought essential that the system and how it worked be spelt out. The Chairman agreed to write a piece and send to AG.....**Action: AL**

It was also agreed that important documents such as Minutes of Meetings needed formatting and the Clerk was tasked to ensure the list was complete and in the right format..**Action: PB**

After considerable discussion it was agreed that the launch date should be fixed for 16 March 2021. AG was tasked to create a form of words for the launching.....**Action: AG**

AG stated that as part of the development activities, he was liaising with Kate Marshall who runs the BHVH web site. He would ensure all Council information was removed from this site, but that there was a link to take viewers directly to the new site if they wanted to see Council documents that used to be on the BHVH site. Finally, AG stated that he had paid approx. £60 for the initial setting up of the site and the meeting asked the clerk to reimburse AG.....**Action: PB**

The meeting was asked to formally endorse and agree to the launching of the web site and this was unanimously agreed.

12. Council Elections

The meeting was informed that on 6 May 2021 Council Elections would take place and so all Councillors would automatically resign and re-apply if they choose to do so. The following key points emerged in the discussion:

- All of the key dates with necessary actions could be found on the Wiltshire Council web site – <https://www.wiltshire.gov.uk/elections-2021>
- The Ward of Broad Hinton has 7 seats and as there were currently only 4 Councillors appointed. So unless three extra nominations were received, no election needed to take place.
- The Ward of Winterbourne Bassett has only 2 seats. So if a third person from WB wished to stand there would have to be an election.
- Prospective Councillors needed to download, print off and complete the nomination forms. The nominations needed to be proposed and seconded. The electoral numbers of all three needed to be included. The Clerk holds all of the numbers and so once the names of the proposer and seconder were known he could furnish all with the necessary information.
- Completed forms needed to be handed in to the Council Offices, Monkton Park, Chippenham by 8 April 2021 at the latest. It was possible for one person to take all of the papers to Chippenham, but a booking was required at Chippenham for the handing in, due to Covid restrictions. The Clerk would coordinate who should undertake the handing in of papers.

By law a Council meeting had to be held within 2 weeks of the date of election, when a Chairman would be elected. It was therefore proposed to change the date of the Annual General Meeting and the subsequent Parish Council Meeting to 11 May 2021. The AGM would start at 7pm, with the Parish Council Meeting starting immediately afterwards at 7.30pm. The Clerk was tasked to inform the community via all means of the new dates.....**Action: PB**

13. White Horse Gardening Club

The Clerk had received a message from the Treasurer of the White Horse Gardening Club informing him that the club was to be disbanded. There was approx. £250.00 in the account and the club recommended this be given to the Council. The aim was for the Council to take on the task of setting up either planters at the entrance to BH, or even a memory tree.

The Council considered this, but felt that really it was outside their remit and that the White Horse Gardening Club should undertake this matter themselves. Planters were too expensive and there would be a problem finding a suitable location for a tree. The Clerk was asked to go back to the Treasurer setting out the Council's position.....**Action: PB**

14. Any Other Business

AS stated that his Company were in the process of upgrading their IT system and that the laptops that were to be replaced, which were in excellent condition were to be offered for sale at market value. AS suggested that the Council could buy one laptop for use by the Clerk. The current laptop was old and DL had discovered that it simply did not have the power to operate the Teams system efficiently. The cost would be in the region of £250 - £400. There would be no warranty, but the machine was in excellent condition.

The Council felt this was a sensible step and should be taken up. The Chairman stated that under AOB, the Council was not in a position to endorse this purchase at this meeting, but that

an allowance had been made for an upgrade in our budget but it should be tabled at the May meeting for ratification. Meanwhile DL and AG were asked to have a look at the spec of the replacement machine to ensure it was suitable.....**Action: DL & AG**

15. Conclusion

In conclusion the Chairman thanked all Councillors for their efforts on a very busy evening. As the next meeting would not be until after the Council elections, this would most likely be the last Parish Council meeting attended by JD. The Chairman thanked JD most sincerely for all her amazing efforts on behalf of our Council. Her dedication had been outstanding and she would be missed. However, we looked forward to seeing AB again following a hoped for successful re-election on 11 May 2021. The Council unanimously endorsed this feeling.

The Chairman thanked everyone for attending and reminded Councillors that the next Meeting would be following the AGM on 11 May 2021, starting at 7.30pm.

There being no further business, the Meeting closed at 9.40pm