BROAD CHALKE PARISH COUNCIL

Minutes of the 1012th Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 10th April 2019 at 7:30 p.m.

ATTENDANCE

Mr T Hitchings (Chairman)

Mr M Pickford

Mr E Fry

Mr J Allison

Mrs R Holland

Mr J Dutson

Mr R Hitchings

Mrs R Holland

Apologies had been received from: Mr D Gilbert and Mr T Cave-Gibbs

The Clerk, Mr S Whitmore and the Assistant Clerk Mr C Rothwell, were in attendance.

Prior to the formal Parish Council Meeting, the Chairman formally thanked Mr S Whitmore for his 18 years of service as Clerk to Broad Chalke Parish Council. This was whole heartedly endorsed by the Meeting.

1. Minutes of the previous meeting

These were approved and signed by the Chairman.

1. Matters arising
	1. ***Tree in Mill Mead***

Whilst the flooding on the corner appears to have been resolved by Wiltshire Council by the clearance of the drain, the tree on private land that is believed to prevent the free flow of the drain has not been removed. The Clerk reminded the meeting that the landowner was concerned that if he removed the tree he could be liable for pollution from the road entering into the water course and had not therefore taken any action.

**ACTION:** The Assistant Clerk to contact the Environment Agency for their advice.

* 1. ***Damaged branch by playground***

The meeting noted two matters.

1. Fallen tree limb that is lying on the verge at the corner with Knighton Road

**ACTION:** Mr Pickford to arrange for removal of the fallen limb.

1. Condition of the tree that is within the land that is leased for the Sports Centre. The Clerk had had been in contact with Pete Burgess (tree surgeon) for advice.

**ACTION:** The Clerk to pass to the Assistant Clerk contact details to follow this up.

1. 2018/2019 Draft Accounts

The Clerk presented draft accounts and advised that the balance of receipts over payments is high. This can largely be explained by timing issues in relation to payments against the funds received for production of the Neighbourhood Plan and that there are payments yet to be made for items for which funds have been received in (Sports Centre Oil Tank).

The Clerk received Councillors questions on the draft accounts. It was noted that the precept had remained at the same level in 2017/18 and 2018/19 but had been agreed to increase for the current 2019/20 year. The Clerk advised the meeting on the nature of the funding of the Neighbourhood Plan and that any unspent allocation on completion would be paid back. The Chairman advised that in light of Assets held by the Parish Council, reserve funds were required and that some thought might be given to establishing a Reserve Fund account to ensure the Council has the funds to maintain these Assets. There was also discussion on the Parish Council making donations to worthy local causes. A future report to be brought to the meeting.

There was also discussion on the Asset Register and whether items that were funded/part funded should be added to the Parish Councils Assets Register.

**AGREED**: It was agreed that funding of such items was a donation to the applicant organisation and consequently ownership was not with the Parish Council.

**ACTION**: The Clerk to add notes to the draft accounts particularly in relation to the funds received for the Neighbourhood Plan.

**ACTION**: The Assistant Clerk to contact Mr A Truluck for an update on spend and future commitments for the Neighbourhood Plan.

**ACTION**: The Assistant Clerk to look into establishing a Reserve Fund Account as part of the investigation into switching bank accounts.

**ACTION**: The Assistant Clerk to bring to look into establishing a framework for making donations to local causes and bring proposals to a future meeting.

**ACTION**: The Clerk to submit the draft accounts to the internal auditor for sign off prior to presentation to The Annual Parish Meeting.

1. Planning Consents/Applications/Refusals
2. Sun Cottage. The Clerk presented that there were only minor modifications to the building.

AGREED: No objections.

1. Greendale, High Lane. Mr R Hitchings declared an interest and this was recorded by the Meeting. Following presentation of the plans by the Clerk and discussion by the Parish Council a vote was taken with one Member abstaining.

AGREED: No objections.

1. S106 Funding

The Clerk advised that applications had been submitted to Wiltshire Council for the fencing to the children’s playground and for the petanque terrain at the Sports Centre.

1. Sports Centre Oil Tank

Mr Fry reported that this has now been installed and is fully operational.

1. Defibrillator

The Clerk reported that despite having received a quotation from the Community Heartbeat Trust (*for the provision of a cPAD View Semi Auto Defibrillator plus Rotaid cabinet with Webnos governance system, cardiac arrest response seminar, post rescue counselling and the first year village emergency telephone system, plus annual support at a cost of £135*) and that, having been through the options and was strongly of the view that the managed service (*whereby Community Heartbeat Trust retained ownership of the item but were responsible for the provision, maintenance and indemnity of the item*), was the proper way to proceed he had not been able to secure from CHT any further commitments and had consequently cancelled the cheque (£1,810) that had been signed at a previous meeting pending an action plan from CHT on the way forward.

 There was discussion on whether works were required to tidy up the telephone box.

**ACTION:** The Assistant Clerk to follow up with CHT.

**AGREED**: No action on tidy up of the telephone kiosk until there is clear plan forward.

1. Clerk Handover

Handover meetings have been taking place and Mr Rothwell will assume Clerk responsibility going forward from this meeting.

1. Annual Parish Meeting

This will take place on 8 May at 7.30pm. Reports to be invited from the Broad Chalke Community Fund (previously Poor’s Charity), Neighbourhood Plan, Broad Chalke School and Chalke Valley Sports Centre.

1. Any other business
	1. *Village Reference Map*

**ACTION:** The Chairman to follow up with Mr R Butler.

* 1. *The Causeway*

The Chairman confirmed that the clearance of the roots and completion of the virtual footpath over the bridge are in hand.

* 1. *Fallen tree at Perretts Drove*

The Chairman thanked Mr Allison for his work in clearing the tree.

* 1. *Chalke Valley Sports Centre Lease*

The Chairman responded to a question from Mr Fry and confirmed that he had heard from Mr Jeans and didn’t perceive an issue when the time came for renewal of the Lease.

* 1. *Doctors Surgery*

Mrs Holland expressed concern at the waiting time to get a doctor’s appointment, being 4-5 weeks at the moment, but acknowledged that the Parish Council were not in a position to do anything about this.

* 1. *Chalke Valley History Festival*

Mr Dutson raised whether a village clean-up day was going to be organised.

**ACTION:** Mrs Holland to organise and liaise with Members who were able to assist.

Mrs Holland briefed the meeting on exciting news about work on a Hawker Typhoon (TIFFY) and how it might feature at the History Festival in June.

* 1. *Salvation Army Clothes re-cycling bank*

The Assistant Clerk had received a letter seeking support for hosting a recycling bank.

**ACTION**: The Assistant Clerk to follow up with All Saints Church and The Chalke Valley Sports Centre.

* 1. *Parish Council Banking Arrangements*

The Assistant Clerk outlined proposed arrangements and requested information from the three current account signatories to be passed to him at the very earliest opportunity so that he can proceed with account opening.

**ACTION**: Mr T Hitchings, Mr R Hitchings and Mr D Gilbert to provide.

* 1. *Parish Council Minutes*

The Assistant Clerk advised the meeting that he was proposing issuing draft Minutes within one week of the meeting having taken place and to receive any comments back within a further week so formal Minutes could be presented to the next meeting for signature.

There being no further business the Meeting ended at 9.15pm

**Signed as a true record by the Chairman of the Council**

**Signature:**

**Name:**

**Date:**