BROAD CHALKE PARISH COUNCIL

Minutes of the 1016th Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 14th August 2019 at 7:30 p.m.

ATTENDANCE

Mr T Hitchings (Chairman)

Mr M Pickford

Mr E Fry

Mr J Allison

Mr D Gilbert

Mr T Cave-Gibbs

Mr J Dutson

Mr R Hitchings

Mrs H Newman

Apologies had been received from: Mrs R Holland.

The Clerk, Mr C Rothwell, County Councillor Mrs J Green were in attendance.

Mr N Lowe attended for the item on Planning Applications

**Declarations of Interest:** Mr E Fry declared a pecuniary interest in the item on Planning Applications.

**Chairman’s Announcements:** The Chairman advised he would not be in attendance at the September meeting.

**Report from County Councillor Jose Green:**

Councillor Green reported on the following matters:

- Phillip Whitehead had now been confirmed Leader of Wiltshire Council.

- the ‘My Wiltshire App’ is available to the Parish Council for reporting issues to WC.

- there are going to be changes to the waste collection services

- Nick Cowen has now retired as the footpaths officer at WC.

- funding is available for pedestrian access gates through the Area Board.

**Planning application 19/07347/FUL** was taken at this point and Mr N Lowe spoke on this item and then left the Meeting. Reported later in the Minutes.

1. Minutes of the previous meeting

These were approved and signed by the Chairman.

1. Matters arising
   1. ***Cranborne Chase AONB.*** The Clerk advised of an information evening on 18 September at 6.30pm and the Nadder Centre.
   2. ***Information Commissioners Office***

The Clerk advised that registration and payment completed.

1. Clerks Report

Councillors Emails- The Clerk advised Members that were not present at last months meeting that they should consider setting up a dedicated email account for Parish Council business.

1. Causeway Flooding and Mill Mead

The Clerk had met with the landowner and Natural England having had some initial dialogue with both Wiltshire Council and The Environment Agency. The Parish Council’s concern about dangers posed by the flooding on the bend and the views that the other agencies had expressed were presented to the Meeting. The site meeting noted blocked drainage gullies and made observations from the surrounding road and track network as to likely sources of runoff.

Natural England were concerned that runoff from the highway would bring ‘pollution’ into the River Ebble. Their view was that this should be ameliorated as far as possible and it was noted that runoff does channel down from Church Bottom. The Clerk had subsequently raised this with relevant landowners.

Natural England considered that a reed bed system developed in Mill Mead would be an appropriate way of combatting the problem of ‘polluted water’ entering into the River and that such a scheme could possibly be put forward for grant aid under the Stewardship scheme by the landowners. This would be discussed further between those parties.

The Parish Council noted that the site meeting had taken place; expressed concern as to the continuing flooding and consequent dangers until a solution could be found; that clearing blocked gullies and drains via the Wiltshire Council gully service may reduce runoff on to the Causeway. The Parish Council also noted that there are many drains that are taking water from the highway directly into the river.

b. Bus Route Query: The Clerk reported on feedback from Mr P Groocock of Wiltshire Council Bus Network. Any change to the service would be required to be funded. He also advised that a previously timetabled service along Newtown had rarely been used.

No further action was proposed.

c. Wiltshire Council’s Parish Emergency Assistance Scheme:

Councillors T Cave-Gibbs and E Fry had looked at the scheme. It was proposed that bags of salt to replenish the grit bins, and a couple of ‘Drive Slowly through flood water’ signs should be requested. In terms of storage an approach will be made to the Chalke Valley Sports Centre to see if one of the sheds could be used.

It was not considered necessary to establish a formal Adverse Weather Plan beyond that that Members of the Parish Council, as has always been the case, would be available to mobilise resources and manpower. The Clerk and Councillor Tim Cave-Gibbs to be the Emergency contact points for cascading any requirements should the need arise.

ACTION: The Clerk to apply to the PEAS and to seek approval from CVSC for storage.

d. Parish Council Notice Board. It was agreed that an approach should be made to the Village Hall Committee to see if a header on the village hall board denoting Parish Council information could be added.

ACTION by The Clerk

e. Trees Adjacent to Play area: The Clerk reported on site meeting with Active Tree Care and Mr A Jeans.

The Parish Council resolved that in light of the potential dangerous condition of the tree in question, Active Tree care should be confirmed as the contractor to undertake the tree removal having secured WC approval and that the costs be split 50:50 with the landowner. The Clerk had already taken action to cordon off a section of the play area.

f. Funding for war memorial fencing: The Parish Council had previously agreed to make a contribution for the fence that had been replaced by the landowner. A request had come in from the landowner that this funding be used instead to replace benches stolen from Mill Mead. This was agreed at a contribution of £200.

ACTION: Clerk to advise the landowners.

1. Forward Plan

The Meeting noted the items for the Forward Plan.

* Financial Regulations
* Fly Tipping

1. Clerk Employment

On engagement it had been agreed to review the Clerk’s hours after three months. The Clerk, having monitored time over this period, advised an average of 20 hours a month, excluding any training or attendance at WC meetings, is a more realistic requirement of hours but that this should be kept under review and a time record maintained. It was agreed to adjust the budget to accommodate this.

The Clerk also advised the Meeting on the HMRC position on Clerk employment, and this was an area of concern.

**ACTION: Further investigation.**

The Clerk reported on attendance at a Clerk’s training event in September.

1. Standing Orders

The Council’s Standing Orders are based on the 2001 Model documents. An updated Model document had been produced by NALC and the Clerk advised that this should be the version, with appropriate amendments to suit Broad Chalke Parish Council, that should be adopted. The Chairman instructed the Meeting to consider the document and to raise any concerns so that any amendments could be made and discussed at the next meeting.

**ACTION: Members to review the Model document and provide feedback to the Clerk by 31 August for adoption at the September Meeting.**

1. Rights of Way Inspections

The Meeting agreed responsibilities for this year’s inspections, also to include consideration of any improved gate access to submit to WC fund, and the noting of any Ash dieback.

ACTION: All to complete and submit reports to the Clerk before the end of September.

There was also discussion on control of dogs on Rights of Way. Correspondence had been received from the ROW officer at WC. It was decided that information to residents should be put in the Parish Council’s monthly item in the Broadsheet reminding dog owners that dogs should be kept in close control, this means to heel. Straying from the ROW is in fact trespass.

ACTION by the Clerk

1. Planning Applications

19/07347/FUL- The Causeway, South Street. Extension.

Mr E Fry had declared a pecuniary interest in this item. Mr Fry had drawn up the building extension plans for the applicant.

The Chairman summarised the history of the previous application that had been approved in 1995 and that work had commenced on the property but had not been then been completed. This new application is for a single storey extension. The Chairman reminded the Meeting that the Parish Council can only comment on what are known as ‘material considerations’- issues such as boundary disputes between neighbours or loss of view will not be considered by the Parish Council.

The Chairman then invited Mr Lowe to address the meeting.

Mr Lowe commented that he had no objection with the proposed extension but had concerns as to the treatment of sewage as there did not appear to be any detail with the planning application. He also had concerns about highways safety and access.

There were also some concerns about the treatment of the wall and bank that had been cut away as there were no details on this.

Mr Fry was able to advise the Meeting that a sewage treatment plant was proposed that would discharge into the ditch adjacent to the property.

The Meeting discussed the access and highways. It was considered that as there had previously been access then this was not a material issue.

The Meeting considered it would be helpful to have information on the finished detail proposed for the wall and bank due to the prominent position this should be in keeping with village vernacular.

The Chairman put the decision to the vote. Mr Fry did not vote. There was one abstention and 6 in favour. One Councillor is co-opted without a vote.

19/074554/FUL- Rest Harrow, Howgare Road. Double garage. No objections

19/07633/FUL – Northover House, South Street. Alterations to driveway and banking. No objections.

1. Community Governance Review

The Clerk advised of the consultation being undertaken by WC that ends on 9 September. WC had undertaken assessments of the polling stations. Broad Chalke Village Hall had no changes proposed but WC had noted there is no disabled parking.

1. Finance

In view of the time, provided that the Clerk had no issues that required urgent attention, the Chairman advised the meeting that items on the budget and VAT be deferred to the next meeting.

The Clerk required the following payments to be authorised and these were approved:

* NALC Membership £132.02 + VAT
* Direct Debit to IOC for GDRP £35.00
* CVSC for hire of hall for Defibrillator training £28.00
* NALC for Clerk training £65.00 + VAT
* Mr R Chalk, handyman £314.50

1. Standing Agenda Items

There were no urgent items in connection with highways but the Clerk to contact the WC gulley service about blocked drains.

ACTION by the Clerk

1. Any Other Business

There was none.

1. Date of Next Meeting: 11 September 2019

There being no further business the Meeting ended at 9.30pm

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

**Signature:**

**Name:**

**Date:**