BROAD CHALKE PARISH COUNCIL

Minutes of the 1036th Meeting of the

Broad Chalke Parish Council

Held at Broad Chalke Village Hall

Wednesday 19th May 2021 at 7:00 p.m.

**ANNUAL COUNCIL MEETING**

ATTENDANCE

Mr T Hitchings (Chairman)

Mr M Pickford (Vice Chairman)

Mr S Dawes

Mr E Fry

Mr J Allison

Mrs E Richter

Mr S Carter

Mr C Sylvan

The Clerk, Mr C Rothwell was in attendance.

**Introduction by the Chairman.** The Chairman welcomed the new Council and covered meeting protocol and arrangements for enabling councillors and members of the public to speak. The Meeting took place under Covid secure conditions.

There were no requests from Members of the public to attend the Meeting.

1. **To receive apologies for absence.** Apologies were received from Wiltshire Councillor Mr N Najjar and from Mr T Cave-Gibbs.
2. **Election of Chairman**

The Clerk advised the Meeting that nomination for Chairman had been received from Mr T Hitchings, proposed by Mr S Dawes and seconded by Mr T Cave-Gibbs. There being no other nominations Mr T Hitchings was duly elected as Chairman of Broad Chalke Parish Council for the 2021/22 Municipal Year.

1. **Election of Vice Chairman**

Mr T Hitchings proposed Mr M Pickford, seconded by Mr J Allison. There being no other nominations Mr M Pickford was duly elected as Vice Chairman of Broad Chalke Parish Council for the 2021/22 Municipal Year.

1. **Acceptance of Office Forms**

Signed forms to be returned to the Clerk by 26 May 2021.

1. **To record declarations of interest from Members regarding items on the Agenda.**

Mr J Allison recorded pecuniary interest in Agenda item on War Memorial maintenance.

1. **To approve the Minutes of the Meeting held on 14 April 2021 as a true and accurate record**. Agreed
2. **Matters Arising from the November 2020 Minutes**.
* **Queens Head Planning application 21/02324/FUL-** The Clerk advised the meeting that the consultation period had closed and the application to be determined by 27 May 2021. The Clerk had written formally to the Case Officer following receipt of written confirmation from the PCC of parking at All Saints Church, and that this satisfied the Council’s caveat on supporting the application. The Council discussed formal process and whether the application should be ‘called in’ and considered by Wiltshire Councillors rather than an Officer determination. The Meeting agreed that it should be left to due process.
* The Clerk advised the Meeting that Mrs Richter had raised with him whether there was a need for her to declare pecuniary interest in the item on C4alke Mobile discussed at the April 2021 Meeting as she had agreed to be a ‘booster’ location for the project and this may result in some personal benefit. The Meeting noted this. The Clerk also advised the meeting out of curtesy (as no requirement on Clerk to register pecuniary interests) that he was also looking at whether to provide similar facility for the C4alke Mobile Project
1. **Review and adoption of Standing Orders and Financial Regulations.**

The Clerk advised that these ‘governance’ documents should be reviewed and signed off each year to ensure still ‘fit for purpose’. The documents had been circulated with the Meeting Agenda. The Chairman advised that it is good practice to do so and recommended approval. The meeting unanimously endorsed the documents for the 2021/22 Municipal Year.

1. **Council Priorities**

The Clerk set the context for these priorities and for Lead Councillor to take responsibility for areas of Council business and support the Clerk and the Council in key issues affecting the village.

The previous year’s schedule of priorities had been updated by the Clerk and circulated with the Meeting Agenda.

Each Priority was reviewed and Lead Councillor appointed. The Clerk to update the schedule and circulate and to provide more information to respective Lead Councillors for them to take forward and start work and reporting back to the Council.

FTTP and SID to be added in.

1. **Urgency Item- Neighbourhood Plan**

Whist not on the Agenda, the Chairman had agreed to bring this item to the Council in view of the timings and the importance of setting the approach ahead of the Referendum process.

The Chairman advised the meeting that the Plan was now in its final draft form ready for the village to vote on its adoption at the Referendum on 1 July. A working Group had met last weekend to develop an approach to raising awareness of the Referendum and the importance of the Plan to ensure the village retains control of its future so far as setting the overall strategy for development in Broad Chalke; protecting and enhancing our environment; conserving the character of the village; meeting our housing needs and sustaining community life, looking at issues such as highways safety and amenities.

The Clerk circulated copy of the formal Referendum Notice. The vote is on:

‘***Do you want Wiltshire Council to use the Neighbourhood Plan for Broad Chalke to help it decide planning applications in the neighbourhood area?’***

A village information leaflet is being produced for circulation with the Broadsheet. Social Media needs to be utilised appropriately to encourage the village to vote. A drop-in public meeting is to be held on the evening of Tuesday 29 June, a couple of days before the Referendum.

The Clerk advised that a number of queries about process had been asked of Wiltshire Council and responses now received:

1. *All arrangements regarding the running of the referendum are dealt with by the Electoral Services Team at Wiltshire Council.  We will, however, ask that you publish a small number of notices in the Parish (as per the e-mail previously sent to you).*
2. *The staffing of the Poll Station will be arranged by the Electoral Services Team.*
3. *The question is as stated on the attached Notice of Referendum.*
4. *Yes, it is a simple majority decision.  If there is an equal number of amounts cast then the result will be “no majority in favour of making the order”.  If this does occur, then further advice will need to be taken although I suspect this is very unlikely.*
5. *All electors who are included on the Register of Electors as at 1 May 2021 are eligible to vote.  However, any electors who are validly registered to vote by the statutory deadline of Tuesday 15 June 2021 will also be able to vote.  All registered electors will receive a poll card with details of the referendum, e.g. polling station, postal voters and proxy voters.*
6. *The 1st batch of postal votes will be posted to existing electors who have applied to vote by post around Friday 11 June 2021.  A 2nd batch of Postal votes will be sent to any electors with new postal vote applications received by the statutory deadline of 5pm on Wednesday 16 June 2021.  The 2nd batch will be posted around Monday 21 June 2021.*
7. *The provisional arrangement is for the counting of votes to take place at the polling station as soon as possible after close of poll at 10.00pm.  However, this is subject to change and will be confirmed at a later date.*
8. *The expenses limit is a legal limit which either the Yes or No campaign can spend on the referendum, e.g. leaflets to electors.     There is no provision to be allocate expenses to the Parish Council – unless of course you are the campaign leader for either the Yes or No Campaign.  (Please also note that these expenses are not re-imbursed by Wiltshire Council – it is purely a legal limit on how much can be spent by either campaign).*

Mr Sylvan volunteered to look into whether the public drop-in session could be recorded/streamed to make it accessible for those unable to make the meeting. Report back to the Clerk ASAP as print deadline for the info leaflet is imminent!

The Chairman then put the following Resolution to the Council, seconded by Mr J Allison:

***That Broad Chalke Parish Council fully support the adoption of the Broad Chalke Neighbourhood Plan.***

This was unanimously supported.

1. **To agree the time and place of Parish Council meetings**

The Clerk advised that the legislation allowing Council’s to hold virtual meetings had not been renewed and therefore, the legal requirement is to hold ‘physical’ meetings that can be attended in person.

The Meeting agreed to hold future meetings in the village hall on the second Wednesday of each month starting at 7.00pm.

Decision would be taken each Meeting as to the following months meeting and whether it was required.

1. **To determine the way forward with Microsoft Teams**

The Clerk set out the benefits to efficient administration of documents on Council business; the GDPR protections it gave; the linked email accounts and the ability to communicate effectively amongst the Council on issues. It also provided a virtual meetings platform as and when required.

The Council agreed to move to Microsoft Teams as its primary administrative and business resource. At this stage it is able to be used without cost but this may need to be reviewed as the Council increases dependence on it and this will need to be budgeted.

However, it can only work effectively with all Councillors fully signed up and authorised. To this end Mr Dawes to liaise with Mr Fry and Mr Sylvan to liaise with Mr Allison to achieve this.

1. **To receive an update on the War Memorial Lime Trees and grounds maintenance.**

The Clerk and Mr Fry summarised the current position in that Wiltshire Council’s Tree Officer (Mr S Verinon) had advised that the 23 trees are at the end of their life; that past maintenance has in some instances led to decay with some of the trees in bad condition and most in poor condition. His recommendation is that there needs to be a plan to remove and replace.

The Council needs to formulate a plan going forward and, if this is for the trees to be replaced, how this is funded, what they should be replaced with, when this should take place, how to involve the village in this, what other maintenance effects there are should replacement be planned.

The Clerk advised the meeting that he had received communication from Mr M Roe that the Broad Chalke Community Fund would like to support any project financially. The Clerk also advised the Meeting that he had received correspondence from Mr C Littlemore, representing the PCC for All Saints Church, about the church flagpole and the PCC seeking Council discussion on a replacement site due to health and safety issues of accessing the flagpole. The War Memorial had been noted as a possible site.

Mr Allison and Mr Fry had been identified as Priority Lead’s for this area and to take forward with an outline plan/recommendation back to Council.

1. **To receive report on SID**

The Chairman summarised the position and repairs required. The Clerk had been in communication with Bishopstone Clerk (partner in the SID initiative) but awaiting response.

The Meeting discussed practicalities over repair costs and the type of unit the Council favours (positive reinforcement using the smiley face units) following research by Mr Allison. There was also the possible approach to Mr Butler at the Queens Head following his ‘offer’ to prove some funding towards road safety if the planning application is approved by WC.

Clerk to seek position from Bishopstone and to approach Mr Butler at the Queens Head.

1. **To receive Finance Report from the Clerk.**

The Clerk had circulated with the Agenda the Accounts for the 2020/21 Financial Year that had been signed off by Internal Auditor, Clifford Fry.

Also circulated were the Assets Register and the Risk Register. The Clerk advised the meeting of the Annual Governance and Accounting Review that is required each year to be submitted and to be made publically available in the Public Rights Period that will run from 14 June to 23 July following publication of the formal notice on 1 June.

The Chairman advised the Meeting of his review with the Clerk of these documents and proposed that these be formally approved by the Council who voted unanimously to agree the AGAR, Risk Register and Assets Register and the approach to the Pubic Rights Period.

The Clerk advised the Meeting of balance of funds in the Council’s bank account at £18,281.22.

**Section 137 Grant Application from the Village Hall Committee.**

The Clerk had circulated application prior to the meeting and advised the Council that its grants budget this year is set at £200. The Meeting agreed £150 grant towards the boiler replacement.

1. **To receive update on Queens Platinum Jubilee**

Mrs Richter in contact with village reps and awaiting more information.

1. **To receive update on Fibre to the Property (FTTP)**

It was agreed to add this into the Council’s priorities schedule and for Mr C Sylvan to provide a lead to see if there is any village benefit. Mrs Richter to apprise Mr Sylvan of position to date.

1. **To receive report on highways and drainage matters.**

Mr Fry had been in contact with WC about the Parish Stewards schedule.

Question was asked about action at Longbridge on the road flooding that was supposedly on the WC plan. The Clerk to raise formally with Highways and Councillor Najjar. Also to identify the surface water adjacent to Butlers Yard on South Street.

1. **To receive planning applications**

None

1. **Date of Next Meeting.** 9 June 2021 at 7.00pm.

**The Meeting closed at 9.00 pm**