BROAD CHALKE PARISH COUNCIL

Minutes of the 1045th Meeting of the

Broad Chalke Parish Council

held at Broad Chalke Village Hall

Wednesday 9 March 2022 at 7.00pm

ATTENDANCE

Mr T Hitchings (Chairman)

Mr E Fry

Mr S Dawes

Mr T Cave-Gibbs

Mr S Carter

Mrs E Richter

The Clerk, Mr C Rothwell was in attendance.

**Introduction by the Chairman** covering meeting protocol and arrangements for enabling councillors and members of the public to speak.

Members of the public are reminded that the Council cannot make any decisions on matters that do not appear on the agenda. If members of the public have questions about matters not on the agenda, they are requested to contact the Clerk outside of the meeting.

1. **To receive Apologies for absence**

Justin Alison, Chris Sylvan, Mathew Pickford

1. **To record declarations of interest from Members regarding items on the agenda**. None
2. **Chairman’s announcements**. None
3. **To approve Minutes of the Meeting held on 9 February 2022 as a true and accurate record**. Agreed.
4. **Matters Arising from the Minutes.**

* **Chalke Valley Speeding initiative.** Councillor Najjar has set up a follow up meeting on 17 March. The Clerk had circulated a paper from Bishopstone PC Clerk showing C12 speed limits. Councillor Fry to look into drawing up a similar map for Broad Chalke.
* **Speed Indicator Device (SID).** It was agreed that the additional software licence to enable data analysis be purchased at a one off charge £250.00. The Chairman to liaise with the supplier.
* **Footpath Number 43**. The Council was briefed on meetings and correspondence with the landowners and on the legal decision in 2010 that concluded full width of the Right of Way should be preserved. The Council agreed that it did not have the powers to action beyond the curtesy contact it has undertaken with the property owners and that responsibility, should further action be required, must pass to the Highways Authority at Wiltshire Council. The Clerk had emailed Alex Howson with a summary of Parish Council action over recent weeks.
* **Trees on South Street.** The Chairman hasn’t had the opportunity to follow up with the landowner or the householder but will do so.
* **Finger Post**. It was agreed that working party convene at 11.30am on Sunday 20 March to install. Integral to this is Councillor Pickford and Tom has spoken to him.

1. **To receive report from Wiltshire Councillor Nabil Najjar.** There was no report this meeting.
2. **To consider co-option onto the Parish Council.**

The Chairman advised the Council that Justin Alison had, due to personal reasons, decided to step down from his role as a councillor. The Chairman thanked Justin in his absence for his support and contributions to the workings of the Council and this was wholeheartedly supported by councillors. Justin is to carry on with his Village Handyman duties.

The Clerk to set in motion formal process and the Chairman invited the Council to consider anyone that might be interested in being co-opted on to the Council and that they should contact the Clerk or the Chairman.

1. **To receive update on Emergency Plan and volunteer briefing.**

The Clerk advised the Council of the updates on the Emergency Plan undertaken with Nicki Tinkler. Nicki is continuing as a Core Team member but has not had the availability to develop the volunteer network. Councillor Dawes and the Clerk have arranged an initial briefing on Friday 11 March to look at establishing the Village Sector Volunteers and a What’s App Communication Tree.

1. **To receive update on Low Lane**

The Chairman briefed the Council on the outcomes from CATG meeting last month. In summary, the new CATG responsibilities next financial year (to include footpaths) and lack of Wiltshire Council available finance means the project, whilst not supportable this year, could be supported in principle next. The next stage is for a final specification to be drawn up that can be priced and for Invitation to Tender Notices to be ‘advertised’. The Clerk advised that Standing Orders require three Quotations to be invited for works contracts up to £25,000.

It was agreed the Chairman together with Mr Gilbert (Technical Advisor) finalise the Specification by the end of March and the Clerk investigates invitation to contractors. All interested parties then to be invited to a site meeting.

It was noted that the landowner needs to agree to the final specification and that Wiltshire Council, being the responsible agency for the footpath surface, also need to be consulted.

The Clerk advised of correspondence received today from the Chase and Chalke Landscape Partnership in connection with the application to their Community Grants Scheme. The letter says: whilst broadly supportive in principle several improvements could be made in relation to costings and expanding on potential local community/volunteer involvement.

The Council’s view is that with a project of this nature, where a specialist contractor is required to do engineering works and manage a ‘construction project’, the health and safety responsibilities and management of volunteers is only likely to push costs higher. It was agreed updated costs to be determined as it was very much in outline when the application had to be submitted last year. This information then to be resubmitted, but the role of community volunteers is not seen as realistic.

Ashley Truluck had also raised the matter of landowner responsibility for maintenance of the drainage and it was recognised that the drainage network had been significantly impacted on over recent times, including by fly tipping and allotment holder works.

1. **To receive update on Causeway Standing Water**

Councillor Carter briefed the meeting on the correspondence with the Wiltshire Highways and Drainage Engineers and with the landowner. A meeting has now been arranged for later this month to seek a resolution.

The opportunity was also taken to discuss the flooding reported by Mr & Mrs Jones on Knighton Road. This has been looked at and reported on a number of occasions by Councillor Fry with the Parish Steward and in a report from the Chairman on My Wilts App. This report had been closed immediately as a non-priority.

Councillor Carter to pick up with the Highways and drainage engineers at next week’s meeting.

1. **To receive report on Playground costs.**

Councillor Cave Gibbs reported on the meeting and correspondence with Playdale. An illustrative design for part replacement, part retention and part improvement was tabled. Budget estimate at £39,000 +VAT.

Councillor Cave Gibbs advised that there are three options for the Council:

* Do nothing apart from continue current practice of repair and maintain. Not sustainable in the long run as equipment is approaching end of economic and safe life.
* New playground unit as per the tabled example. Not affordable at current time.
* Piecemeal replacement with new equipment. Likely to be more affordable in short term but more expensive over the long term.

It was agreed that a good quality play area is a key village requirement and priority for the Council and that a strategy towards replacement should be established. The Clerk advised that we need to get two other cost estimates.

It was agreed that Councillor Cave Gibbs looks further into available grants and costs. A conversation with Bishopstone PC about their upgrade would be helpful.

Councillor Cave Gibbs to report back to May meeting.

1. **To receive report on the Chalke Valley Sports Centre**

Councillor Fry briefed the meeting on works undertaken at the Centre and some further costs to be incurred on improvements and repairs that bring Council expenditure near the £20,000 de-minimus level, above which the Council is required to submit to External Audit at the year end.

It was noted that the Parish Council is the Lease holder for the Centre and that day-to-day management is discharged though the voluntary Management Committee. Councillor Fry being the Council’s representative on the Committee.

To date this year, the Parish Council has received grants in from the Management Committee of £5,383.90 towards projects and works to maintain and improve facilities for the community.

The Council has specific powers under the Local Government (Miscellaneous Provisions) Act 1976 to provide such recreational facilities as it thinks fit and it may contribute towards the expenses incurred by any voluntary organisation in providing any recreational facilities which it has the powers to provide.

With a number of projects being considered by the Parish Council, the Chairman identified that levels of expenditure, where grants are applied for, will likely continue at higher levels than has been the case in the past and that, if this requires the next tier of audit requirements then it should not hold the Council back from delivering and improving services for which it is responsible.

The Meeting agreed this should be a principle adopted and not shy away from applying for grants to achieve wider community benefit.

1. **To consider arrangements for the Annual Parish Meeting in May 2022.**

The Clerk briefed the meeting on the outline timetable with an Annual Parish Meeting and Annual Council Meeting legally required in May.

The Council has generally adopted the principle of running the two distinct meetings on the same evening. The APM being the forum for village groups to update on their year of activities. The ACM being the formal appointment of the Council for the new year.

It was agreed to maintain this approach, for the APM to be held at 7.00pm on Wednesday 11 May 2022 and the ACM to follow immediately afterwards.

It was also recognised that representatives from Village organisations are busy people so they be invited either to attend or to submit a written summary that could be read out to the APM.

The Chairman invited councillors to let him know if they wished to stand for Chairman or Vice Chairman positions.

The Clerk advised the meeting that he had initially committed to a three-year term that comes to an end in April but was happy to continue for a further year should the Council wish him to do so.

Councillor Dawes mentioned with the number of projects and potential workload there may be a need to review the Clerk’s hours, currently 5 hours per week averaged across each month.

1. **To receive reports from Councillors on Priority areas.**

Councillor Dawes requested outstanding Bio’s for the website.

1. **To receive update on Queens Platinum Jubilee Village Fete and Show.**

The Clerk briefed the meeting on the work Sara Moss has undertaken to set up a small committee to lead this. Provisional date Saturday 6 August at the Chalke Valley Sports Centre.

Aim is to resurrect both a Produce Show (scaled down and very much accessible to all villagers to enter) and to include Fete related side stalls and activities and it to be a Chalke Valley event, but not overly grand in scale for this first year.

Volunteers are encouraged to come forward to help in any way.

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

Balance in the Bank of £12,622.49.

Clerk’s remuneration, home working allowance and travel of £3,187.00 yet to be paid out. Finger post labour costs and final stages of the year grounds works also yet to be paid.

1. **To receive Planning applications.**

Stoke Farm: PL2022/01131- No Objections

Kings Old Rectory: PL2022/01068- No objections

Kings Old rectory PL2022/01738- No objections.

Cherry Bank, South Street: PL2022/01852- No objections.

**Date of Next Meeting.** 13 April 2022

The Meeting closed at 8.50 pm