BROAD CHALKE PARISH COUNCIL

Minutes of the 1047th Meeting of the

Broad Chalke Parish Council

held at Broad Chalke Village Hall

Wednesday 11 May 2022 at 7.00pm

ANNUAL COUNCIL MEETING

ATTENDANCE

Mr T Hitchings (Chairman)

Mr E Fry

Mr S Dawes

Mr M Pickford (Vice Chairman)

Mrs E Richter

Mr S Carter

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.

The Chairman welcomed Mr Martin Altham to the meeting as a guest as he is interested in considering becoming a member of the Council.

Also present were Mrs R Holland and Mr R Greenwood for planning application item. The Chairman sought approval from the Council to bring the application for Maud’s Cottage (PL/2022/03068) forward and this was agreed.

The Council heard from the applicants on the proposals and viewed the application for proposed demolition of existing garage and erection of replacement to be used for incidental use to Maud’s Cottage and limited to car garaging, storage and home office. The Chairman reminded the Council of an earlier, more extensive application that the Council had objected to and had been withdrawn by the applicant.

The Chairman thanked the applicants for their attendance and that the Council would consider when it reviews all planning applications later in the Agenda.

1. **To receive Apologies for absence**

Mr Tim Cave-Gibbs, Mr C Sylvan, Councillor N Najjar.

1. **Election of Chairman.**

Cllr T Hitchings was proposed by Cllr Dawes and seconded by Cllr Fry and was duly installed as Chairman of Broad Chalke Parish Council for the forthcoming year.

1. **Election of Vice Chairman**

Cllr M Pickford was proposed by Cllr Dawes and seconded by Cllr Carter and was duly installed as Vice Chairman of Broad Chalke Parish Council for the forthcoming year.

1. **To receive acceptance of office forms.** Received from those Councillors present.
2. **To record declarations of interest from Members regarding items on the agenda**. None
3. **Chairman’s announcements**. None
4. **To approve Minutes of the Meeting held on 13 April 2022 as a true and accurate record**. Agreed.
5. **Matters Arising from the Minutes.**
* **Footpath Number 43**. The Clerk had received response from the Rights of Way Officer at Wiltshire Council, Alex Howson who had undertaken to inspect the footpath.
* **Chalke Valley Speeding Initiative.** The Clerk had passed to the Chairman the contact details received from Wiltshire Council for the SID data.
* **Causeway Flooding.** Cllr Carter reported on the works undertaken by Mr R Jowett following the meeting with Wiltshire Council Highways. The Highways Officer had sent a strongly worded email to Mr Jowett that set out the consequences of not taking action. The Council considered this to be unnecessarily robust in its approach given the undertakings the Mr Jowett had given at the meeting. It would need a heavy rainfall event to determine whether the works had been totally successful and there would need to be ongoing monitoring and maintenance. The Chairman to write to Mr Jowett thanking him for undertaking the work.
* **Police Community Consultation.** The Clerk reported on the informal drop in at the end of last month and their plans for a further consultation on 10 June at the Village Hall 1000-1200hrs. The Council welcomed the further process but felt that the timing was not particularly convenient for working families. It was also felt that the Hub drop in had worked very well to raise informal consultation whereas the village hall is unlikely to receive ‘passing trade’. The Clerk had raised this with the police.
1. **Review and adoption of Standing Orders and Financial Regulations.** These had been circulated with the Agenda. It is good practice to review and approve at each Annual Council Meeting. The Council discussed the ‘Policies’ and both were agreed with the caveat on Contract Procedures that, if it was necessary to seek an exception then the Council would further consider at the time.
2. **To consider Council Priorities and Lead Councillor for the forthcoming Year.**

Initial discussion identified possible new areas to be considered: Neighbourhood Plan 2026 and beyond; Sports Centre Lease 2023; Insurance Review; Data Protection; Chalke Valley Speeding. It was agreed to defer detailed consideration to the June meeting.

1. **To confirm the calendar of meetings for the year.**

It was agreed these would continue to take place at 7.00pm on the second Wednesday of each month.

1. **To receive reports from the Clerk**
2. **Income and Expenditure for the Financial Year 2021-2022.** These were approved and signed by the Chairman.
3. **Assets Register.** This was agreed and signed by the Chairman.
4. **Risk Register.** This was agreed and signed by the Chairman.
5. **Certificate of Exemption.** This was agreed and signed by the Chairman.
6. **To Agree the Public Rights Period.** This was agreed as 13 June to 22 July 2022.
7. **Review of the Council’s Insurance arrangements.** It was noted that the Policy covers Councillors and Employees. The Council confirmed that the professional Services undertaken by the Clerk were done on the Council’s direction and are considered by the Council as being included in the Council’s Employee insurance cover.
8. **Review of Data Protection arrangements.** The Clerk reported that the Certificate covers the Council to 18 August 2022. It was agreed that arrangements and Council Policy be further considered in the work on Priorities.
9. **Review of the Council’s Professional Services arrangements for the Parish Clerk.** These were confirmed as discussed earlier this year and that Mr Rothwell will continue to submit Professional Invoice for his services. Hours of work are based on 5 hours per week. As discussed at the April meeting these will be kept under review and should workload increase significantly then arrangements would be reviewed.
10. **Register of Councillor Interests**. The Clerk was awaiting response from Wiltshire Council as their on-line system does not seem to be accessible. He would then advise Councillors who will need to review their entries.
11. **To receive Planning Applications**
* **PL/2022/03498- 2 Knighton Bridge Cottages**- Approved
* **PL/2022/03518- The Corner House**- Approved
* **PL/2022/03086- Goldens-** There was detailed debate as to the increase in size; that it is set back from the road and so has little visual impact; some concerns about parking and turning provision being insufficient; and that materials are to match the existing. The Council agreed to Approve the application but to submit comment that it feels that an opportunity is being missed by not choosing materials that are more in keeping with the vernacular of the village and in line with the Neighbourhood Plan.
* **PL/2022/03068-** Maud’s Cottage. Following the earlier presentation and discussion with the applicants the Council approved the application.
1. **To open quotations for Low Lane Footpath Project.**

These were opened and recorded by the Clerk and will now be considered by the Working Group.

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

No significant further update but the Council recognised that the communications Cllr Fry has with the Parish Steward has improved the position in the village.

1. **Grounds Maintenance Matters**

There was discussion on the state of the grass around the war memorial. At this stage it was agreed to secure a quote for moss treatment. Action Cllr Carter.

**Date of Next Meeting.** 8 June 2022

 The Meeting closed at 9.45 pm