BROAD CHALKE PARISH COUNCIL

Minutes of the 1022nd Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 12th February 2020 at 7:30 p.m.

ATTENDANCE

Mr M Pickford

Mr J Allison

Mr T Cave-Gibbs

Mrs H Newman

Mr E Fry (Meeting Chairman)

The Clerk, Mr C Rothwell was in attendance.

The Meeting elected Mr E Fry as Chairman for the meeting.

**Apologies for absence.** Apologies were received from Mr T Hitchings**,** Mrs Rachel Holland, Mr D Gilbert and were accepted by the Meeting.Wiltshire Councillor Mrs J Green also gave her apologies**.**

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

There were none.

1. Chairman’s Announcements. There were none.
2. To approve the Minutes of the previous meeting as a true and accurate record.

These were approved and signed by the Chairman.

1. Clerks Report

***To update on items from the previous Meeting***

* WALC have emailed the Clerk that they are unable to offer a payroll service at this time but have approached Wiltshire Council to explore whether they could.
* Real Madrid Football Coaching scheme: The Clerk has had various correspondence with officers and councillors at Wiltshire Council none of which has resulted in a change to the position of Broad Chalke PC being unable to ‘sponsor’ an individual to attend the coaching as it does not have the powers to grant aid individuals. The school having identified a potential child that would benefit. The Clerk has left it back with Wiltshire Council.
* Parish Council Vacancy: Now this has been filled the Clerk reminded all councillors to check their Declarations of Interest using the access codes emailed last week to the Wiltshire Council website area.
* 2020 Parish Meeting: The date will need to be reconsidered when decision on monthly Parish Council meetings has been made (see later on this Agenda).
* VERVE Festival: The Clerk has had confirmation of the Festival opening times: Friday 4 September 1700-0000; Saturday 5 September 1000-0000; Sunday 6 September 1000-1800. The organisers are discussing the Licence application and once arrangements confirmed will consider the community involvement that Parish Council has asked be looked into.
* Longbridge flooding: The Clerk has raised with WC, supported by Councillor Green. Nothing further heard and so a second email sent.
* Manor Farm Road: The Clerk has emailed Wiltshire Highways. They have responded that this is in Wiltshire Council 2020 Plan. The Clerk has contacted Highways again to seek to determine dates.

1. Parish Council Priorities for 2020-2021

These were agreed at the January 2020 meeting.

The Meeting agreed lead councillors for each of the Priorities sitting along-side the existing leads for areas of Parish Council business. These are attached in Appendix 1 to these Minutes.

The Meeting also discussed nomination of a Parish Council coordinator to assist in any 75th VE Anniversary Celebrations organised by the village. It was agreed to nominate Mr J Dutson subject to his approval to undertaking the role.

In identifying lead councillors, the Clerk also identified that with the resignation of Rob Hitchings the Council does not have a Vice Chairman and invited councillors to consider this ahead of the Annual Parish Meeting. It is not a required post in law but there are a number of benefits to having one.

1. To re-consider schedule of meetings for the 2020-2021 year

This situation has arisen because the Chairman can no longer attend on the second Wednesday in the month due to business commitments.

The Meeting considered councillor availability for alternative dates.

It was agreed that ideally PC meetings should continue at the Village Hall and on Wednesday evenings. The Village Hall however is already booked on the other Wednesday evenings in the month.

The Clerk was asked to contact Mr M Powis to investigate whether the Film Club might be in a position to change Wednesdays. The second option would be to consider switching evenings to Thursday but some councillors are not available Thursdays.

It was agreed that the March 2020 meeting at least would continue as scheduled and the position reviewed when more information is available.

1. To Consider Chairman and Vice Chairman positions for the 2020-2021 year.

The Annual Parish Meeting will elect these posts. The Clerk asked councillors to consider in advance.

1. To consider the approach to Playground Investment

Mr T Cave-Gibbs briefed the Meeting on the current issues with the playground and that repairs have been organised with a local contractor to take place on 27 February (after half-term). Mr Cave-Gibbs also set out a proposed approach to dealing with any further equipment deterioration bearing in mind the cost research he had undertaken and the age of the wooden equipment (installed 2010):

* Ongoing inspection visits and checks
* Annual assessment by RoSPA
* Repairs undertaken through local contractor with the Parish Council ordering up the materials to gain benefit of VAT refund.
* Ring fence the playground budget for future repairs

The Clerk added that grants have been available from South West Wiltshire Board and that research through the coming year on replacement equipment and costs should also be undertaken so that a grant application could be submitted in the first quarter of 2021-2022.

Consideration should also be given to considering specific Precept raising for replacement equipment in 2021-2022 and to consider this in October/Nivember this year.

1. To consider the Assets Register for the Parish Council

The Clerk advised that a Register should be maintained and reviewed regularly as well as the document forming part of the annual audit return.

An initial schedule was circulated and the Meeting considered other Parish Council assets that should be included. A copy of the revised Register is at Appendix 2 to these Minutes.

1. To agree the Council’s Publication Scheme

The ICO’s Model document had been considered at the January 2020 Meeting. The Clerk had circulated a specific Schedule of publications that would be published on the Council’s website, this is attached at Appendix 3 to these Minutes and was ah=greed by the Meeting.

1. To consider the approach to Victory in Europe Celebrations on 8-10th May2020

At the January Meeting, Parish Council asked the Clerk to write to village organisations to see what plans were being made. The Clerk reviewed the feedback and presented a possible outline for the weekend subject to village groups being involved. A copy of this is set out at Appendix 4 to these Minutes.

The Council also nominated Mr J Dutson (subject to his agreement) to undertake a coordinating role on behalf of the Parish Council.

1. To consider the CPRE Wiltshire Best Kept Village Competition

The Meeting discussed this but agreed that it is perhaps a community project for a future year.

1. Planning Applications

There were none but the Clerk had received information from the Licensing Authority on an application from Bowerchalke Barn Ltd.

The Meeting discussed the application and agreed support for the application

1. Finance

* The Clerk confirmed balance in Lloyds account of £10,430.79 and £1,725.20 in the Nat West account.
* The Meeting agreed the Clerks payments for the 2019/20 year as £2,722.20 for hours worked; £192.00 for Home Working Allowance; and £168.15 for mileage. Transfers to be made at month end.
* The meeting also agreed transfer to Councillor T Cave-Gibbs for expenditure on the Playground signage of £54.00 incl VAT.

1. Standing Agenda Items

Councillor Fry has continued to liaise with the Parish Steward and reported that the Stewards priority are on filling large potholes. Cllr Fry reported that the next schedule for the Stewards visits had not been received. The Clerk will follow up.

The Clerk advised that reporting of issues can be made through My Wiltshire App.

1. Any business to be addressed at a future meeting

None

1. Confidential Matters

None.

1. Date of Next Meeting

Wednesday 11 March 2020 at 7.30pm

The Meeting closed at 8.40pm

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

**Signature:**

**Name:**

**Date:**

**Appendix 1: Priorities**

**Appendix 2: Assets Register**

**Appendix 3: Publications Scheme**

**Appendix 4: Outline of a possible 75th VE Day Anniversary Celebration**