BROAD CHALKE PARISH COUNCIL

Minutes of the 1021st Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 8th January 2020 at 7:30 p.m.

ATTENDANCE

Mr R Hitchings (Chairman)

Mr M Pickford

Mr J Allison

Mr D Gilbert

Mr T Cave-Gibbs

Mrs H Newman

Mrs R Holland

Mr E Fry

Mr John Dutson

Mr M Cooke and Julia were in attendance for item 5.

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

1. Apologies for absence. Apologies were received from Mr T Hitchings and were accepted by the Meeting.
2. To record declarations of interest from Members regarding items on the Agenda.

There were none.

1. Chairman’s Announcements. The Chairman advised of receipt of the Licence application for the Verve Festival and that he would take this item under Planning Applications.
2. To approve the Minutes of the previous meeting as a true and accurate record.

These were approved and signed by the Chairman with the amendment to the wording on SID maintenance. Cost of maintenance would be proportionate to original investment rather than equally.

1. Informal Presentation by Mr Matt Cooke on proposed planning application for Clock Cottage, South Street.

Mr Cooke and Julia presented their proposals for improvement works/renovations to Clock Cottage that included returning the property to its original thatched roof and rear extension to provide enlarged kitchen and bedroom.

The Chairman explained the Parish Council’s role in planning applications and that formal response could only be given on receipt of the planning application. The Chairman thanked Mr Cooke and Julia for taking the time to attend the Meeting. Seeing proposals and having the opportunity to provide informal comment is very helpful.

1. Clerks Report
   1. **Report from Wiltshire Councillor Mrs J Green**

Councillor Green reported on:

* WC Budget setting process and that the Police and Crime Commissioner would be increasing budget by £1/month per Band D property. Mr Fry asked if there would be any increase in the highways budget to combat the situation with potholes. There would not be an increase.
* A complaint had been received about gaps in WC waste collection services over the Christmas period.
* Concerns about impact of development at Valley farm on the River Ebble,
  1. ***To update on items from the previous Meeting***
* WALC had sent update on the two matters that the Parish Council had asked for further clarification on at the December meeting. Katie Fielding, Wiltshire Association Secretary had emailed the Clerk on 6 January 2020. On the matter of the Proper Officer position this information had been circulated to Councillors and will be appended to these Minutes.
* Katie had not been able in the time since December’s meeting to discuss with colleagues WALC offering a payroll service. This will be followed up in coming weeks.
* To consider support for Wiltshire Council’s Real Madrid Coaching Scheme. Mrs Newman will remind the Headteacher of this scheme and whether the school could identify a suitable Broad Chalk pupil. The Parish Council’s position remains however that it does not have the necessary powers to provide funding and that, if a suitable young person could be identified, the PC would be asking WC to provide the funding.
* The Clerk advised that the Parish Council’s Precept forms have been completed and submitted to WC.
* The Clerk advised that a letter has been received from the Treasurer of The Chalke Valley Sports Centre thanking the Council for the S137 funding of £400 that was agreed at the December 2019 Meeting.
* Councillor Mr Cave-Gibbs circulated wording of the proposed playground signage and the costs he had from three sign companies. The Council unanimously agreed the sign and asked Councillor Cave-Gibbs to proceed with two signs, invoice to be submitted to The Clerk.

1. To consider and agree Parish Council Priorities for 2020-2021

The Clerk set out the background to considering Priorities that in future will guide the work and direction of the Parish Council and the Budget setting process.

The following were agreed:

-To complete the review of Procedures

- To complete registration as an Employer with HMRC if there is no other mechanism identified through WALC.

-To support the completion of the Neighbourhood Plan and Referendum.

- To investigate establishing a Flood Plan in conjunction with neighbouring parishes and WC.

- To encourage recycling and to promote the changes being introduced by WC.

- Councillor Fry raised Neighbourhood Watch as a further priority and this was agreed.

The Clerk set out that Councillor input into these priorities would be crucial to take them forward and this will be brought to the February meeting to identify a Councillor Lead for each priority.

1. To receive a report on Parish Councillor vacancy

Following the resignation of Councillor Mr R Hitchings, formal process has been implemented with Wiltshire Council. No persons had come forward and so the Meeting invited Mrs H Newman to accept co-option onto Broad Chalke Parish Council. Mrs Newman accepted and mentioned that she would set up an appropriate email account to deal with Parish Council business. This was a useful reminder for councillors that have not yet done so.

The Meeting took this opportunity to thank Councillor R Hitchings for his service to the Council over some 20 years.

1. To Consider approach to the 2020 Annual Parish Meeting

This was discussed at some length and it was resolved that the date of the Meeting be agreed as 13 May 2020 with same approach as in previous years. Councillors to promote amongst their contacts in the village.

One view was expressed that low attendance and feedback should be regarded as a positive indicator that the Parish Council is doing a good job.

1. To consider draft of Publication Scheme for agreement at the February 2020 meeting.

In line with the 2020 Priority of completing review of procedures, The Clerk presented the ICO’s model Publications Scheme for consideration.

The Meeting discussed how documents would be made available and agreed that, as is the current situation, documents are published on the Parish Council’s website and this should be the way that documents are accessed. The Meeting agreed that, in promoting a ‘green’ approach the Council should not be providing printed copies as they would be freely accessible on the website.

1. To consider plans for Victory in Europe Celebrations on 8-10 May 2020

The Clerk has received information from ssafa, the Armed Forces charity on a nationally promoted ceremony.

The Council agreed that the event should be marked in an appropriate way but considered this needed to be more widely canvassed amongst village organisations. Mention was made of the street party that had been organised for the 50th anniversary celebrations. Bearing in mind the relatively short time scales to the celebration weekend it was agreed the Clerk would write to some key organisations in the village to determine if there was a willingness to establish an organising committee that would take this forward.

1. To agree response to Buckingham Palace Garden Party Invitation

The Meeting discussed this and unanimously agreed that Councillor R Hitchings name should be put forward in recognition of his service to the Parish Council over some 20 years. The Clerk will check arrangements with WALC.

1. To consider Planning Applications

19/11514/FUL Proposed addition of air source heat pump and external boiler to an existing lean-to log store. Knapp Farmhouse, 1 High Lane.

The Council supported this application.

19/11888/TCA Tree at Knapp Hill, Broad Chalke.

The Council supported this application.

The Chairman also sought approval of the Meeting to consider the Licence application for the Verve Festival and the Meeting agreed to this.

The Clerk reviewed the Licence application.

The PC raised query over the opening and closing times for the event noting that licence application for sale of alcohol is to 2400 hrs. The Clerk to query this with the Event Directors.

The Meeting also asked the Clerk to check with the organisers what plans for community/local business involvement.

1. Finance

The following payments were approved;

* Space Studio of Neighbourhood Plan £1215.00. This Has been signed of by Mr A Truluck.
* The Clerk confirmed balance in Lloyds account of £11,799.56 but this includes NP funds.

1. Standing Agenda Items

Councillor Fry has continued to liaise with the Parish Steward. The large pot-hole at the junction with Chalk Pyt Road has been repaired.

Councillor Pickford raised concern bout standing water at Longbridge. Councillor Fry will raise with the Parish Steward and The Clerk will also raise with the WC Gulley service.

*Manor Farm Road-* Councillor Gilbert had raised this as an issue and the Meeting agreed that the state of the road was becoming dangerous. The Clerk will discuss with the Highways Engineer at WC and raise with CATG.

1. Any business to be addressed at a future meeting

None

1. Confidential Matters

There being no press or public present the Meeting agreed way forward for financial year 2019/20 with Clerk salary pending response from WALC on payroll.

1. Date of Next Meeting

Wednesday 12 February 2020 at 7.30pm

The Meeting closed at 9.02pm

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

**Signature:**

**Name:**

**Date:**

**WILTSHIRE ASSOCIATION OF LOCAL COUNCILS response to Agenda item 6.2.**

**See separate document**