BROAD CHALKE PARISH COUNCIL

Minutes of the 1032nd Meeting of the

Broad Chalke Parish Council

held remotely via Zoom Pro

Wednesday 13 January 2021 at 6:30 p.m.

ATTENDANCE

Mr T Hitchings (Chairman)

Mr M Pickford (Vice Chairman)

Mt D Gilbert

Mr T Cave-Gibbs

Mt E Fry

Mr J Allison

Mrs H Newman

Mrs E Richter

Mr T Moss

Mr S Dawes

Mr A Truluck was in attendance for item 5. 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.

If a vote is required, those attending by video will be asked to raise their hand until they have been advised that their vote has been recorded. Any members attending by telephone will be asked to express their vote vocally.

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.** Apologies were received from Mrs J Green and Mr J Dutson.
2. **To record declarations of interest from Members regarding items on the Agenda.**

There were none**.**

1. **Chairman’s Announcements**.

To amend the Agenda and take the Neighbourhood Plan item at item 5 with Mr Truluck in attendance.

1. **To approve the Minutes of the Meeting held on 9 December 2020 as a true and accurate record**. Agreed
2. **To receive update on position with Neighbourhood Plan.**

Mr Truluck joined the meeting and updated on the consultation process running until 24 February 2021and, for the benefit of new councillors, the background to the Neighbourhood Plan that is in response to Government plans to meet national housing needs by allocating local targets to large villages and small towns which had formerly been protected from development. As part of this exercise Wiltshire Council proposed a potential housing development of up to c.50 houses in the Chalke Valley – all in Broad Chalke – which would have brought significant numbers of outsiders into the village. The Broad Chalke Neighbourhood Plan countered this by conducting a Local Needs Analysis which deduced an immediate need for only 12 houses (3 retirement homes and 9 affordable) – and these numbers have been accepted by Wiltshire Council.

Mr Truluck set out that the Community Land Trust (a community benefit society) has been established to develop the housing proposals that have been consulted on throughout the Plan development.

This is the Final Consultation draft that has been made available county wide and to key National agencies for their comments. It is also available to residents although Mr Truluck reminded the Council of the extensive local consultation that the Plan has already been through.

Feedback will be reviewed, and any appropriate amendments made to the Plan and an independent Examiner appointed to review the Plan prior to it being put to local Referendum, currently planned for May 2021 but this date will be subject to Covid-19 position.

Any local comments should be encouraged to be submitted informally to the Parish Council or to the Steering Group for an opportunity to respond before interested parties put formal submission to Wiltshire Council.

There was an opportunity for Councillors to ask questions.

The Meeting also discussed a letter received from a group of residents (three of the adjacent property owners to the affordable housing site) on the housing proposals. This letter had been circulated to the Council and to the CLT as had the response that the Chairman of the Parish Council and the Chairman of the CLT are dealing with.

It was noted that the resident’s concerns were known and that adjustments had been made to the site plan to take account as far as was reasonably possible with these concerns.

It was agreed that the March 2021 Parish Council Meeting would receive an update report from Mr Truluck following the end of the consultation process.

Members of the Council asked where the video presentation could be accessed. The Clerk to circulate details.

1. **Matters Arising from the December 2020 Minutes**.

* **Willow Trees.** The Clerk sought clarification on name and address for this to be sent to and this was confirmed for the Clerk to action.
* **Low Lane Footpath.** The Clerk reported that no response back from Wiltshire Council’s Rights of Way Officer.

The Chairman stated that he had visited the site and confirmed that it is very wet with the high-water table. Despite the position reached at the December meeting, following further consideration of the issue and the view that any works would have to be of significant construction (an engineered surface or a raised walkway) the Council agreed that this was not cost effective nor appropriate and that the condition of the footpath in wet weather would just have to be endured. The Clerk to advise the resident who had raised the matter.

* **Land to the West of Bull’s Lane.** The Clerk had requested further update from Planning Enforcement Officer at Wiltshire Council, Mr Mark Williams, as there had not been the clearance of the site that had been agreed with the landowner.

The Chairman identified it has been a long running issue and whilst it is important to secure appropriate resolution, the approach of gentle pressure and persuasion is to be preferred to a formal enforcement process that could take months to go through the formal stages. The Planning Enforcement Officer is due to review at the end of January.

1. **Parish Council Communication:**

* **To receive report on website review.** Mr Moss updated the meeting on the discussions by the Working Group, building on the trial website that was circulated ahead of the December meeting.

The Clerk advised that the annual subscription renewal from Weebly was due imminently and that the Working Group had considered the best approach agreeing that it would be no benefit to rush into setting up a replacement website and, with annual cost at only £50 the Council, should let this renewal take place to give time for new site to be set up. The Council agreed this approach.

There is also a need to investigate ownership of the Domain name.

* **To discuss approach to remote meetings.** The Chairman advised the meeting that he will shortly loose the facility of Zoom Pro that the Council has been using. This is an opportunity to consider the Council investing in the Zoom Pro, or to see if any councillor has access and is willing to use for PC business. It has also been suggested that Microsoft Teams might be a better platform. The Council discussed the most appropriate approach having received further information from Mr Dawes as to costs and benefits.

Mrs Richter also stated that she has Zoom Pro and this could be used for Parish Council meetings if required.

It was noted that Zoom Pro cost is £119/an, and Microsoft Teams is £45.60/an per individual but guests could be invited free. There is also a free version of Teams with current unrestricted meeting length (but normally up to 1 hour). The Council felt that this restriction would not be appropriate for Council meetings. Teams also gives facility for uploading and sharing documents.

It was agreed that Zoom Pro would be the platform used for the February meeting and Mrs Richter would be the Administrator for this. It was also agreed that Mr Dawes would bring further information to the February meeting on Microsoft Teams so that a decision could then be made on way forward.

* **To discuss Parish Council e-mails.** The Clerk reminded existing councillors that had not moved to a Parish Council email address (we use g-mail) and new councillors, of the good practice on setting up dedicated PC email. Whilst it may not give the necessary protections for GDPR it is far preferable to the use of personal or business emails that could be open to an FOI request.

Further investigation would be made of email accounts with the development of the new website.

1. **To consider Parish Council Priorities/Key Business areas and to allocate Councillor responsibility.**

The Clerk had circulated a schedule of priorities/key work areas for the coming 12-18 months and that for progress to be made the need for lead councillors to work with the Clerk to take these forward and report back to the Council.

The Clerk reviewed the schedule and proposed lead councillors for the new areas of priority. These would be further discussed at the February meeting once the Clerk had circulated further information.

1. **To receive report on Playground following RoSPA inspection**

Mr T Cave-Gibbs reported on the annual RoSPA Playground inspection report (that was slightly delayed last year because of C-19 and didn’t take place until December) and the site meeting and review of the recommendations that he and the Clerk had undertaken.

In summary the report highlighted:

- some excellent repairs that had taken place since the last inspection

- that generally a lot of the equipment and surfacing are not compliant with current standards but as they were installed prior to these coming into force there was not the requirement to upgrade them.

- some actions to make safer specific items of equipment but these were generally highlighted as low risk issues

- that some equipment to be kept under review.

From the site meeting some actions were agreed and have been implemented. It was also agreed to get some costs for replacement support timbers that will need replacing in the coming months and to look at programming this work in the new financial year post April 2021 unless budget underspends permit within year action.

Mr T Cave-Gibbs reminded the Council on the need for a Plan for equipment replacement.

1. **To receive information on:**

**- Census 2021.** The Clerk has had communication from the Census Engagement Manager for Wiltshire, Jonathon Corbett and request to assist in promoting the Census within our community. Various papers had been issued to the Clerk to raise awareness and assist the process. As discussed at item 8, it would be helpful to have a lead councillor to assist the Clerk on this matter and it had been agreed that Mr S Dawes takes this role.

**- Mobile refill Project (Tis the Future).** The Clerk had received and circulated information on this project based in Tisbury that was seeking support as a mobile shop based on the refill, reuse, reduce, reimagine principles.

The Clerk had forwarded the information to the Chairman and the Manager of Chalke Valley Stores as some concern that it may be in competition for village trade.

That being said, a further village service providing for our community does need serious consideration and the Clerk asked the Parish Council for their views.

The Council agreed that the principle was to be supported but that any schedule that included Broad Chalke should not compromise the position of the village shop.

**- Mill Mead Public access agreement.** The Clerk has had email correspondence with Mr Richard Jowett. The previous access agreement has now expired. Mr Jowett had sought advice on what action/agreement needs to now be put in place and had come back to the Clerk that no formal agreement between the Council and the landowner is required.

Mr Jowett advised that there is a requirement to put signs on the entrances stating it is a ‘Permissive Access’ site and stops it becoming a right of way. It also allows the landowner to shut it if we need to for whatever reason.

Mr Jowett advised that he had ordered some signs and requested that the Council could highlight that the Jowett’s are facilitating this for the village benefit and that they would be grateful if people did not abuse it or leave any litter.

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

Balance in Lloyds bank account is £10,775.50.

Total spend against the agreed budget of £8,468.00 is £5,757.45 to 31 December 2020.

With three months of the financial year remaining there is a balance in the budget of £2,710.55.

Known commitments to end of the financial year totalling estimate £2,020 include:

* Half year Clerk cost
* 3 months groundsman costs
* SLCC renewal
* Website annual support costs

Giving estimated year end spend total of £7,777.45 and an underspend of £690.55.

This outturn figure should be treated with caution as there will inevitably be unexpected areas of spend.

1. **To receive report on highways and drainage matters from Councillor Fry**

Mr Fry updated on comms with Parish Steward.

Mr Pickford raised concern again about the flooding at Longbridge and a suggestion for some remedial works that Mr Fry will raise with the Steward.

1. **To receive any Planning applications**:
2. Clock Cottage South Street pre app. The Clerk had circulated information from Mat Cooke and reminded the Council that it had previously responded to Wiltshire Council that it had no objection with the original application, but the application had been rejected by WC. This further application is in response to the Conservation Officer’s recommendations.

Mr Fry reported that revised proposals were significantly scaled back from the original. The Chairman felt that the Council was unlikely to have any objections if this was the case and this would be picked up at formal consultation stage.

(2) 21/0135/TCA Gurston Manor. No objections

(3) 21/00106/TCA Michelam Cottage South Street. No objections.

1. **Date of Next Meeting. 10 February 2021** at 6.30pm by Zoom

**Provisional dates for Parish Council Meetings in 2021 all at 6.30pm**

14 April; 12 May (provisional APM subject to ability to hold a public meeting); 9 June; 14 July; 11 August; 8 September; 13 October; 10 November; 8 December.

**The Meeting closed at 8.00pm**