BROAD CHALKE PARISH COUNCIL

Minutes of the 1015th Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 10 July 2019 at 7:30 p.m.

ATTENDANCE

Mr D Gilbert

Mr J Dutson

Mr T Cave-Gibbs

Mr M Pickford

Mrs H Newman

The Clerk, Mr C Rothwell was in attendance.

Apologies had been received from: Mr T Hitchings, Mr R Hitchings, Mr E Fry, Mrs R Holland, Mr J Allison and County Councillor Mrs J Green.

**Appointment of Chairman for the Meeting:** In the absence of both the Chairman and the Vice Chairman Mr M Pickford was appointed to the Chair for the Meeting.

**Report of Wiltshire County Councillor Mrs J Green**: A written report was supplied and read out in the absence of Councillor Mrs J Green. Councillor Green mentioned the Armed Forces weekend and the Chalke Valley History Festival. The retirement of Baroness Scott as Leader of Wiltshire Council and her replacement Councillor Philip Whithead as Group Leader. It will be decided at Full Council if he also becomes Leader of the Council.

Councillor Green also drew attention to the Boundary Commission changes, these are discussed later in the Agenda; that the white lining and grass verge cutting program is going well and that the Waste Service and My Wiltshire App will be coming to a future Area Board. Councillor Green had raised with Mr A Truluck whether an application for a grant to CATG for cycle racks on the new village green may be beneficial.

**Declarations of Acceptance of Office:** The Clerk briefed the Meeting on the background to the Declarations that had been held over from the June Meeting in the absence of the Clerk. Declarations were signed by the elected councillors present.

1. Minutes of the previous meeting

These had been previously circulated. In the absence of the Chairman of the Council the Minutes will be carried forward to the next meeting for signature.

1. Matters arising

***RoSPA Playground Inspections***

The Clerk reported that the relevant application had been submitted to RoSPA and an email had been received confirming receipt but no date as yet scheduled but likely to be in September/October. Mrs H Newman mentioned that the school has an inspection and whether joint inspections might be possible.

**ACTION** Mrs Newman to let the Clerk have details.

1. Clerk’s Report
2. *Membership of WALC/NALC*

Following discussion at the June Meeting and deferral for the Clerk to further advise, it was agreed that membership of WALC/NALC is something that would bring benefit to the Council. Subscription is based on size of electorate. Premium for the current year is £226.33 + VAT.

**ACTION**: The Clerk to arrange.

1. ***Councillor email accounts***

The Clerk briefed the meeting on the potential drawbacks to use of personal email accounts by councillors for Council business and recommended that each Councillor set up an email dedicated only to Council business that could be published. It is an individual Councillor choice and because it potentially affects all councillors it was agreed to bring it to the next meeting when absent councillors could also be briefed.

**ACTION:** Carry forward to August Meeting.

1. ***Defibrillator Training***

This takes place at 1900 hours on 17 July at the Chalke Valley Sports Centre.

1. ***Causeway and Mill Mead drainage ditch***

The Clerk had written to the landowner and received a reply that he is seeking further advice from Natural England whom had originally advised on the matter.

**ACTION**: Clerk to report back when further information is received.

1. ***Cranborne Chase AONB***

The Clerk brought to the attention of the Meeting the Heritage Lottery award to the AONB and that Broad Chalke is within the AONB. There are a number of schemes proposed and Mrs H Newman will look into any potential education benefits through the school. The Clerk will also seek information to ascertain how Broad Chalke may further benefit.

1. **Councillors Portfolio/Areas of Responsibility**

The Clerk had circulated a list of potential areas for Councillor involvement including Finance, Website, Rights of Way, Playground inspections, Emergency Planning, Trees, S137 Grants, Data Protection, Personnel Matters.

Councillor E Fry already has responsibility for the highway related matters and Councillor T Cave-Gibbs agreed to take on playground inspections, Emergency Planning and Defibrillator checks.

The other areas were discussed and Councillors decided at this stage to keep a watching brief and get involved should there be a requirement.

1. ***Rights of Way Inspections and Wiltshire Council RoW improvement fund***

The Clerk presented a copy of the Definitive Map of RoW received from WC that he had marked up with a suggested inspection programme.

Councillor M Pickford advised the Meeting that Mr M Powis had previously coordinated inspections and held file details and that this should be the starting point for the inspection schedule to ensure continuity.

The Clerk reported that WC have been in contact identifying a small fund for RoW improvements and that he was awaiting more details from them.

Cllr J Dutson mentioned that this year’s inspection should also note any incidents of Ash tree dieback.

**ACTION:** The Clerk to contact Mr Powis and to await WC’s funding criteria.

1. ***R2 Funds***

The balance that will remain after the playground fencing works and construction of a single Petanque Terrain is £718.30. This is available for use on play and recreational schemes. Mrs H Newman mentioned the play group’s need for equipment.

**ACTION:** Mrs H Newman to come back to the Council with proposals for equipment for the play group.

1. **Councillor R Hitchings Bus route query**

Councillor R Hitchings email about possible re-routing of the Service Bus route to include the bus dropping off outside the school was discussed. This followed an incident where Cllr R Hitchings had given a lift to a mobility impaired person that had got off the bus at Longbridge to pick up his child at the school, there being no footway to the road.

There was some concern expressed by the Parish Council as to the suitability of the road through New Town to the school for buses but it was recognised that the current bus route was not ideal for serving this part of the village although it was suggested that being dropped off at the church was probably a safer walking route to the school.

Mrs H Newman advised the Meeting that the school has its own mini buses and these are fully utilised.

**ACTION:** The Clerk to raise with Wiltshire Council whom it is understood fund the service bus.

1. ***Involve Swindon Volunteering***

The Clerk had received an email from the above organisation. They were able to provide volunteers for community initiatives.

1. Forward Plan

For information. The following areas have been identified as items for future meetings:

Clerk Employment; Standing Orders and Financial Regulations; Budget; Emergency Planning and joint working with Bishopstone PC; Fly tipping; Website- Accessibility Requirements; Parish Council notice board; VAT; Rights of Way inspections.

1. General Powers- Section 137 of the Local Government Act 1972; Grant Awarding Guidelines

The Clerk had drafted and circulated proposed Grant application and Guidance Notes. This was agreed by the Meeting.

ACTION: The Clerk to publicise.

1. Planning Consents/Applications/Refusals
2. Notice of Consultation on the Salisbury Central Area Framework.

The Clerk briefed the Meeting on this. It was agreed that as a Parish Council it would not be appropriate to comment but that residents should be encouraged to let their views be known.

1. 19/00486/ENF- Land at Bulls Lane

The Clerk had raised with Wiltshire Council the Parish Council’s concerns. Correspondence has been received back that WC will investigate.

1. 19/05489/VAR - Knighton Mill. Variation of Conditions. This application had been considered in detail and a letter from the previous Clerk submitted to Wiltshire Council dated 10 August 2017. The Meeting considered the application and had no objections.
2. 19/06051/DOC- Knighton Mill. Discharge of Conditions 2, 8 & 14 of 17/05957/Ful. As 3 above.
3. 19/05590/FUL- Land to the north of Knighton Mill. Erection of a new building to house a tractor store and a pottery studio. The Council considered this application. Subject to any Neighbourhood Plan significance the Council unanimously objected to the proposals on the grounds of development within an open landscape area where currently there are no buildings and concerns that this begins infill development between the High Road and Knighton Road.

ACTION: The Clerk to check Neighbourhood Plan implications and submit consultation objection.

1. *Property otherwise known as Brian Blicks Barn.* Current development work discussed. On basis that previous planning application had been approved, subject to compliance with this then Parish Council just to keep a watching brief.
2. 19/05142/FUL- Knowle Farm. Additional dining use to existing wedding receptions and local community use. The Council considered this application and noted the hours of use. The Council unanimously supported the application.

ACTION: The Clerk to submit consultation response.

1. GDPR

This item had been discussed at the June meeting and deferred pending further information from the Clerk. The Information Commissioner’s Office (ICO) is responsible for the General Data Protection Regulation. Its work providing advice and support for organisations and the public is funded by the data protection fee. As a parish council the law says if you are processing personal data you must pay a data protection fee. Failure to pay the fee could result in a fine of up to £4,000. From the Clerk’s research it is apparent that many (most) parish councils pay the fee but it is unclear at this point whether Broad Chalke Parish Council would be required to pay the fee (£35.00), based on the information it maintains (hard copy and electronically). The Clerk considered that in mitigating risk to the Council payment of the fee would be a considered approach. Members debated the matter and felt that further advice should be secured from WALC/NALC once the Council had taken out membership.

ACTION: The Clerk to contact WALC for further guidance.

1. Standing Items

*Highways Reports and Parish Steward.* In the absence of Councillor E Fry there was no business for this item.

1. Finance

*Publication of payments over £100.*

ACTION: The Clerk to publish these on the Council’s website.

 *Payments required since last Meeting*

 Mr R. Chalke Village Handyman.

 *Neighbourhood Plan Funding*

 ACTION: The Clerk to reconcile funds with Mr A Truluck.

 *Annual Accounts and Public Rights Notice*

 Public Rights Notice Period ends on 12 July. The Clerk has received no enquiries. The Clerk has received letter from External Auditors following submission of AGAR that no further inspection will be required by them.

 *Appointment of Internal Auditors for the 2019/2020 Financial Year*

 The Clerk had met with Erica Parker at Clifford Fry and had negotiated a fee of £200+ VAT for the service for the current year. This was unanimously agreed by the Council.

ACTION: The Clerk to advise Clifford Fry.

10. Any other business

a. The Clerk read out an email from a local resident in connection with the article that had been included in the Broad Sheet on Ash trees. This had then given rise to consideration of the Parish Council’s tree responsibilities.

ACTION: The Clerk to seek advice on the small stand of trees in the corner of the sports field by the playground having first looked into the lease responsibilities.

*b. The Local Government Boundary Commission for England– Consultation on revised draft recommendations for a pattern of electoral divisions in Wiltshire.*

The Clerk briefed the Meeting on the proposals which in outline recommend Berwick St John and Tollard Royal, Swallowcliffe and Ansty transfer into the Tisbury Division and Netherhampton into Wilton. It is then recommended that Barford St Michael, Burcombe and Teffont transfer into a renamed Chalke and Lower Nadder Division. The Council considered these changes and, so far as they affect Broad Chalke and its relationship with Wiltshire Council, it appeared a sensible proposal and there were no objections. There were some concerns expressed about other changes, particularly in the neighbouring Upper Nadder but it was felt that this was a matter for the councils there.

11. Date of Next Meeting

The date of the next meeting is 14 August 2019.

There being no further business the Meeting ended at 9.10pm

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

**Signature:**

**Name:**

**Date:**