BROAD CHALKE PARISH COUNCIL

Minutes of the 1017th Meeting of the

Broad Chalke Parish Council

held at the Village Hall, Broad Chalke on

Wednesday 11th September 2019 at 7:30 p.m.

ATTENDANCE

Mr R Hitchings (Chairman)

Mr M Pickford

Mr E Fry

Mr J Allison

Mr D Gilbert

Mr T Cave-Gibbs

Mr J Dutson

Mrs H Newman

Mrs R Holland

Apologies had been received from: Mr T Hitchings and County Councillor Mrs J Green.

The Clerk, Mr C Rothwell, was in attendance.

**Declarations of Interest:** Mr E Fry declared a pecuniary interest in the item on Planning Application 19/08279/FUL.

**Chairman’s Announcements:** There were no announcements.

**Report from County Councillor Jose Green:**

Councillor Green had sent her apologies for the Meeting so there was no report.

1. Minutes of the previous meeting

These were approved and signed by the Chairman.

1. Matters arising
   1. ***Parish Emergency Assistance Scheme.*** The Clerk advised that he had made arrangements to collect a small stock of emergency supplies for the winter from WC and that CVSC had agreed to store in one of the sheds. The Clerk also confirmed that the grit bins will be restocked by WC in November.
   2. ***Funding for war memorial fencing.*** The Clerk advised that following last Meetings agreement to switch this funding to a replacement bench at Mill Mead, funds had been transferred to the landowners.
2. Clerks Report
3. Councillors Emails. The Clerk reminded Members that were not present at the last meeting that they should consider setting up a dedicated email account for Parish Council business using the arrangement *namebroadchalke@gmail.com*
4. Causeway Flooding and Mill Mead

The Clerk had circulated a comprehensive summary on the position from Simon Smart and updated the Meeting on information from WC Drainage section. A follow up site meeting will be arranged next month. The Clerk will maintain contact with the agencies and landowner to seek a solution.

1. Parish Council Noticeboard. The Clerk reported on the position with identifying a dedicated section of the village hall noticeboard for Parish Council business. A decision is awaited from the village hall committee.
2. Tree adjacent to play area. This has now been removed. The costs have been split with the landowner.
3. Community Governance Review. The consultation period closed on 9 September. No amendments to the current position had been put forward.
4. Forward Plan

The Meeting noted the items for the Forward Plan.

* Financial Regulations and financial risk
* Fly Tipping
* VAT
* Emergency Planning and joint working with Bishopstone Parish Council
* Website accessibility requirements

The following items were added:

* Code of Conduct
* Publications Scheme

1. Clerk Employment

As directed at the last Meeting, the Clerk had made further enquiries as to employment status and PAYE and confirmed the HMRC position. The Meeting discussed whether it was possible to establish an arrangement of making payments 6 monthly to help to reduce admin time in submitting payroll. The Clerk will explore options further with HMRC and report back.

**ACTION: Further investigation.**

1. Verve Event

The Meeting discussed the event and any impact on the village. A number of Members had taken the opportunity to visit. There had been no traffic issues that Members were aware of and everything seemed well organised and to have run smoothly. The only issue raised was that the Saturday evening noise level was quite high for immediately adjacent properties but this had not seemed to be an issue for the majority of the village. There was concern as to whether the site might become a venue for even more, larger events. Current permissions allow for 28 days use, including for set-up and dismantling. Any future events would have to go through due process and that would be the opportunity to consider should there be any.

One comment was made that it would be a good incentive to get support from the village if the event was opened up in the evening after the ‘paid sessions’ had concluded, and this might help support the businesses that were present.

In conclusion the Parish Council felt that the event had been organised very well, was of minimal impact on the village and should be supported if it was to be held on the same lines again.

**ACTION:** Clerk to include positive comment in the Parish Council’s Broad sheet item.

1. Standing Orders

The Clerk set out the reason for this item coming to the Meeting in that the Parish Council’s current Standing Orders (dated 2001) had been superseded. The model document, having been previously circulated with marked-up recommendations from the Clerk, was discussed. Whilst there are sections that are more relevant to higher tiers of local government, the Meeting resolved to adopt the model documents with the marked-up amendments. Clarification is still required on the section on handling staffing matters pending resolving the position on Clerk employment.

ACTION: The Clerk to produce revised Standing Orders for the Parish Council.

1. Planning Applications

19/07966/FUL- Coach Cottage, Tank Lane. No objections.

There were two other applications that the Council needed to consider but, as the WC Planning Portal had not been accessible over recent days, it had not been possible to view the details.

19/08477/TCA was for tree works.

19/09279/FUL Phoenix Cottage. Mr E Fry had declared a pecuniary interest in this item but the Meeting asked Mr Fry to summarise the application following which the Parish Council did not consider that it had any objections.

The Chairman raised the matter of The Causeway, South Street application 19/07347/FUL that had been discussed last meeting and concerns as to the safety of the boundary to the rear of the property. It was confirmed that a concrete fence is being installed.

1. Finance
2. Budget

The Clerk had circulated with the Meeting papers a draft Budget for the 2019-2020 year. A further update was tabled at the Meeting together with a summary of payments to date. These are attached to these Minutes. The Clerk presented the information and explained the movement of funds and that payments were now split between the ‘old’ (not yet closed) Nat West account and the new Lloyds account. The Clerk explained that he was waiting a final clear month of no movement in or out of funds through Nat West and a bank statement showing this before the balance of funds held there is moved (by cheque) into the new Lloyds account.

The Clerk also identified that Neighbourhood plan grant and costs are being processed through the Parish Council accounts and that the Clerk had met with Mr A Truluck to reconcile previous years grants against costs and a refund made to Groundwork UK ahead of new grant funds being received for the next stage.

Whist processing Neighbourhood Plan funds complicates the Parish Council account position, it is being managed this way to enable transparency of movement of funds and to provide a clear audit trail .

The Clerk also reminded the Meeting that the Parish Precept is £6,950 and that the bank balance brought forward from 2018/19 was £19,110.04 but that this did include Neighbourhood Plan funds.

The budget totals are shown net of VAT but bank movements are gross. A VAT refund is made at the end of the year and VAT amounts are shown separately on the budget spread sheet.

Gross spend to date this financial year as at 11 September 2019 is £14601.34. This includes costs incurred in the Project line (Defibrillator and CVSC Oil tank).

R2 funds have yet to be claimed although one cost has been incurred for the playground fencing works. Expenditure on the petanque area was being awaited, but this was likely to be delayed until next year as construction detail is still being researched.

1. Payments

The Clerk required the following payment to be authorised using the new electronic approval process that the Clerk has set up with the authorised signatories.

* Active Tree care £467.50 + VAT

1. S137 Grant applications

The Clerk reminded the Meeting that it had agreed the S137 process at a previous meeting and that this was the legal mechanism it had open to it to support local groups. The amount it can grant aid is based on a formula that for this year is £8.12 per electorate (539 on the electoral role giving a ceiling of £4,376.68 provided the Parish Council has the funds to do so). The Guidance Notes for grants asks for applications to be submitted by the 1 November, or then ad-hoc. Information had been published in the Broadsheet and is available on the Parish Council website.

An application had been received from CVSC for £800 towards costs of £3000 for various electrical, fire and emergency checks, inspections and works. In the absence of any other grant requests the Meeting felt that it would need to defer the application so that it was able to allocate available funds equitably across any other applications. The Meeting did request further information on the within year funding that the Parish Council had made to CVSC.

ACTION: Clerk to seek additional information from the applicant.

1. Standing Agenda Items
2. Highways

Should Members notice any highways issues then these should be provided to Mr Fry so he can liaise with the Parish Steward or the relevant WC Service.

The Clerk advised that he had arranged for the Steward to clear around the grit bins (done) and to attend to the overgrown footway on Knighton Road beyond the tennis courts (scheduled for this week).

1. Any Other Business

Mr Fry advised the Meeting that the Neighbourhood Plan had been submitted to WC but had been referred back for further iteration.

The Clerk reminded Members on deadline for completing the ROW inspections.

1. Date of Next Meeting: 9 October 2019

There being no further business the Meeting ended at 9.08pm

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

**Signature:**

**Name:**

**Date:**