



MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 20th May 2019

Present: Councillor Mrs J E Jordan – Chairman
Councillor Mrs S G Hartley – Vice Chairman
Councillor B Joyce
Councillor A R Pearce
Councillor C J Rendell

In attendance: Unitary Councillor Mollie Groom – Wiltshire Council. Councillor Allison Bucknell – Wiltshire Council.

9 Members of the public were present.

1. APOLOGIES

There were no apologies.

2. MINUTES

The Minutes of the Annual Parish Meeting held on Monday 30th April 2018 having previously been circulated were signed by the Chairman, Councillor Jordan as a correct record.

3. REPORT OF THE PARISH COUNCIL CHAIRMAN COUNCILLOR JORDAN

The current Parish Council was elected on 4th May 2017 and is now entering its third year in office.

As a Council we believe that we are working collaboratively, both as a group of Councillors and with everyone in the village, to deliver the best results for our community.

We continue to operate by the values and behaviours we published in August of our first year, which are

- To serve the Parish of Broad Town in an open, honest and transparent way that is beyond reproach.
- To treat individuals and their views with decency and respect.
- And to actively represent the interests of Broad Town with other local authorities, bodies and organisations

Our main long term areas of focus continue to be

- Addressing speeding traffic
- Footpaths maintenance and access
- Maintaining the playground and playing fields at Redhills
- Fully utilising the Good Energy Community Fund to support community proposed initiatives



As a Council, we are also striving to deliver our responsibilities around overall parish maintenance and reflecting the parish's view effectively with regards to planning applications.

Before I report on the last year, the Parish Council would like to note that it was with great sadness that we started our meeting on 9th July with tributes to Councillor Simon Billis. Simon was a great asset to the Parish Council and to our community. He was a proud, passionate and hardworking Councillor who undertook many Council tasks with enthusiasm and energy. He had a real drive to get things done, and to make a positive difference for the village he represented. We have certainly missed him but we are pleased that some of the projects he was most passionate about are starting to come to fruition in the village.

Our last annual parish meeting was on 30th April, 2018 and we were pleased to welcome 12 members of the public and hear from Broad Town's various Community Groups. We are looking forward to this evening's meeting to both celebrate our local activities and to hear about any issues we can help with moving forward.

The parish council believes in the importance of excellent communication on its activities and regularly reports in the Village Newsletter to keep residents informed and publishes full Minutes of all council meetings and useful information from Wiltshire Council on our village website. This year we are looking to improve the accessibility of information on the website and increase its overall functionality and we hope that this will also enable community groups to post more about their activities on the website too.

At the start of the year, to complete the Annual Return, the parish council appointed an independent internal auditor to assess the governance and financial position of the council. Their report noted a substantial improvement in the overall governance position of the parish council with much more rigorous documentation around decisions taken, financial recording and general records management.

During the course of the year, we have renewed and re adopted our Standing Orders and Financial Regulations. We review our financial position and approve any payments at our monthly public meetings and our risk management schedule is discussed quarterly.

We are delighted to report that a new permanent Parish Clerk was appointed in January 2019 – Emna Diamant – who has taken up the reins exceptionally well and is supporting us superbly. Emna is starting the training to gain her Society of Local Council Clerks qualifications. The Council would like to formally thank our previous Clerk, Linda Roberts, for her support in helping us navigate our first two years as Councillors and for getting us to the effective place we are today.

Councillors are actively representing the village at CATG and Area Board meetings which has resulted in support with two grants – one for the installation of the posts required for a speed indicator device along the main road and the other to part fund new football goal posts for the playing field. We are delighted to have established a strong relationship with Mollie Groom, our Unitary Councillor, who regularly attends our monthly council meetings and we look forward to hearing from Mollie this evening.



There is regular liaison with the parish steward to ensure that matters regarding highway maintenance are addressed and we have been working collaboratively with Wiltshire Council on speed indicator devices.

The parish council has established the process whereby fuller utilisation of the Good Energy Community Fund can be made by local community groups. The application process has been widely promoted and the council now considers applications at its meeting in March and in September.

We are delighted to confirm that awards have been made in the past year to:

- Broad Town Community Coffee mornings for £432.00 to cover one year's hire of the village hall.
- £5000 towards the refurbishment of the kitchen and toilets at the Village Hall.
- £580 to Broad Town School to support their garden community outreach project.
- £400 to Broad Town News to support the production of the Broad Town Newsletter.
- And £600 to Broad Town Social Club towards the purchase of a glass washing machine.

On behalf of the village, the Council would like to thank all the community groups that have applied for grants and who are delivering these wonderful and important facilities to the community of Broad Town.

Just recently, Good Energy decided to appoint a third party company called Grantscape to manage all their community funds for them. We have met with Grantscape and they will be able to support us better in continuing to maximise the deployment of money from our fund to activities and initiatives identified by residents. We are looking forward to receiving new applications for grants at our meeting on 9th September.

The footpath working group secured funding for gates and hardware from Wiltshire Council and has worked to install new gates and to clear paths. A review of the white horse trail has been completed and the Parish Council is in the process of writing to local landowners to remind them of their responsibilities around rights of way and to offer support to keep paths accessible.

The Annual safety inspection of the play equipment was completed in November and all the play equipment passed the inspection. There were some small remedial actions which were undertaken as part of general maintenance and the Council would like to thank Chris Moore for doing this for us. Councillors continue to respond to feedback on maintenance needs and have noted the need to replace the ropes on the bucket swing which is being pursued. The new football goal posts will be installed by the end of May and we have a new grass cutting contractor who is doing an excellent job and the improvement in regular cutting has been noted by residents.

In January the Council set its budget for the financial year we are now in. Historically there has been little set aside for future maintenance costs and as we do more in the village our maintenance responsibilities grow. For example, we know the fencing around the play area will need replacing soon and the money to do this will sensibly need to be built up over a number of years. The Council is committed to looking to find new opportunities for grant funding for some of our bigger projects but most grant funders will require some level of funding contribution from us. The precept was set at £9,868 which is an increase of £4.59 a year on a Band D property from £31.88 a year to £36.47.



Over the course of the year we have responded to several planning applications. The role of the Parish Council is as a consultee (not a decision maker) in the planning process and we strive to fulfil this role by clearly stating the impact of the application on residents, village life and our community. The Parish Council met with Oxford Law in May 2018 regarding a proposed future application for development of the land south of the School. A further application for outline planning permission has now been made, for a development of 10 entry level houses, which was discussed at our last Parish Council meeting.

The Council will be objecting to the planning application based on our concerns that it

- Overstates the suitability of Broad Town for affordable housing – particularly with regard to infrastructure and sustainable transport.
- Deprioritises the sensible approach to development in small villages detailed in the Wiltshire Core Strategy.
- Misinterprets some of the information collected in past housing surveys about the views and needs of the village.

We will be submitting our response to Wiltshire Planning in line with the deadline of 6 June.

Councillors also attended the first stage of the Public Inquiry into the driving school at Appleford, Thornhill in February 2019. More evidence is due to be heard in the summer and we will await the outcome of the hearing which is due before the end of the year.

So finally, looking forward, we hope that in this Council year we will

- Make a real impact on speeding traffic in the village by the installation of a speed indicator device, reminding drivers that they are in a 30 miles per hour area.
- Award many more grants to community initiatives that bring our village together
- Open up more of our footpaths and continue to celebrate the beautiful natural environment we enjoy in Broad Town.
- Continue to invest in our playground and playing fields.
- Improve the quality of our Council communications with a better website.
- Continue to unlock support for our village from Wiltshire Council and ensure they are clear on our views and priorities.

4. POLICE REPORT

A Police representative had been invited but there was no representative present.

5. REPORT FROM WILTSHIRE COUNCIL

Unitary Councillor Mollie Groom discussed the proposed development at the land south of Broad Town School; she has discussed the proposal with Catherine Blow, the planning officer. She advised the Parish Council that if this development approved she would call it in.



Councillor Groom advised that a Primary Care Trust will be recreated in Wiltshire. There are still some questions about how this will be funded. Overall it will mean a more flexible system of healthcare provision with patients having the ability to go across areas to see specialists.

Councillor Groom advised that Councillor Seed has been successful so far in his application for the role of Crime Commissioner.

Councillor Groom is attending a council meeting tomorrow and will keep Parish Councils updated on further information.

Councillor Allison Bucknell recalled her involvement with Broad Town Parish Council a few years ago; she stepped in to support the Parish Council during a period of change. Councillor Bucknell noted positive changes and thanked the Parish Council for turning things around and being proactive.

Councillor Bucknell noted that it was good to see the Parish Council at Area Board meetings and thanked them for bringing new ideas. The Area Board are responding to some of the points made at the recent parish discussion during the area board meeting.

6. PUBLIC PARTICIPATION

Thanks were given to the Parish Council for continued support for the Hall particularly in help for insuring the hall. A resident reported that the Village Hall looks very good with the recent refurbishments

A resident raised a general question about getting involved with the White Horse group and other activities in the village. Residents suggested several regular activities to get involved with including the harvest supper and the social group in the village hall on a Friday evening. The lindy hopping group occurs every other Tuesday and there Fit steps is now running on Tuesday in the daytime but needs more support Several residents suggested checking the parish newsletter for activities; it was noted that not all village activities appear on the newsletter, particularly those at the school.

Lorraine Billis said that she would let the school know that the newsletter can be used to advertise events. The Chairman suggested that an e-mail could be sent to group leaders in the area reminding them that the newsletter can be used to promote events.

7. UPDATES FROM COMMUNITY GROUPS

7.1 Community Coffee Morning Group – Margaret Manley

The CCM have continued to flourish and we are now in our 4th year. It has been noted that the group is popular and that it attracts participation from passers- by.

Annie, Carolyn, Sandra and I would like to thank a few people.

Firstly, the Parish Council for giving us a grant from the Good Energy Fund to pay for hiring the Hall To our rota of volunteers who bake cakes - we now have our first male baker!

Last year I reported that we had 3 charity fundraising mornings so we are really delighted to report that over the last year we have increased that to 7.



June - B T School - Reflective Garden	£125
Sept. - Macmillan Cancer Support	£168
Oct. - Tsunami Appeal	£100
Nov. - Children in Need	£ 70
Dec. - Brighter Futures	£110
Mar. - Alzheimer's Society	£230
May - B T School - Interactive Whiteboard	<u>£ 50</u>
	<u>£853</u>
Church Roof Project	<u>£600</u>

Our next fundraising morning is planned for July and we will be raising money for the Parkinson's Society - please come and support us.

Margaret Manley

7.2 Report of the Village Hall Group – Ray Manley

The Hall accounts for 2018 show a reduction in income from lettings, expenditure was also down but there was a small surplus for the year. Some small increases to hall charges were made and these will continue to be reviewed on an annual basis.

During the past year, both toilets were completely re-furbished, improvements were made to the kitchen and all these areas plus the lobby and bar had new floor covering fitted. It was only possible to carry out this work with grants from third parties and we are very grateful to the following: for their support- Community First on behalf of Hills Waste Group also on behalf of Crapper & Sons, Area Board, and our Parish Council on behalf of the Good Energy Fund. We would also like to thank Moore Property Services for their co-operation ensuring no bookings were cancelled while work was undertaken, for their advice and recommendations and the excellent work carried out. Two social events were held to publicly thank all the aforementioned and this was reported in the Gazette and Herald.

Health and Safety issues are regularly reviewed and actioned as necessary and the hall committee would welcome any feedback or comments on village hall matters.

Finally, in summary, a very successful year and thanks go to our chairman, Nigel for all his hard work and leadership.



7.4 Update on the Defibrillator

Councillor Hartley noted that it was a wonderful facility to have. It is maintained and checked regularly. It was noted that although it has not needed to be used it was transported to a patient awaiting an ambulance recently.

7.5 White Horse Group and Archaeology Group - Andrew Law.

- Background. White horse liming is an annual activity and Broad Town is one of the few, if not only, community maintained hill figures. Funding is provided by the Good Energy Fund and the most recent liming took place over the weekend 18/19 May 19.
- Preparatory work. The activity was advertised in the Broad Town News issues for April and May; being a community event, participation was open to everyone. Lime was ordered by Bob Clarke along with permissions to access the horse and insurance for participants. Weed killing is carried out twice a year, most recently in April.
- Condition of horse. Condition was found to be good which bears testimony to the maintenance efforts in previous years. There are some badger holes and the risk of landslips is ever-present.
- Pre-work strimming. The horse was strimmed by a small team on the day to previous to liming to avoid concurrent use of power tools and manual activity. This was deemed to offer safer working.
- Resources. The Hortons kindly order lime along with their own farm stock, store it and then transport it to the White Horse. We are grateful for their efforts.
- Liming Day. Activities consist of weeding and clearing vegetation followed by pre-positioning lime bags and then spreading the contents. Safety is paramount and we provide protective equipment in the form of work gloves, goggles and face masks. One ton of lime was spread and this gives a coverage across the horse of about 1cm. Handling of lime bags is potentially hazardous due to their weight and this activity must be strictly controlled.
- Numbers. Ten people were involved and this is an appropriate number for the task.
- Next steps. Reinstate steps from above the horse and build up foreleg.

BROAD TOWN HISTORY

- The Broad Town History site is commended. It is a work in progress but already provides a fantastic history of the Village through photos, personal reminiscences and documents.
- The site can be found at <https://draft0001.wixsite.com/website-1> or by following links from the Broad Town website. It has been made possible through the significant efforts of Judy Conybeare assisted by numerous people in the village including Bob Clarke and Malcolm Holland.



7.6 Village Church – Ray Manley

The 2018 annual report for Broad Town Church includes information on all church activities and is available for anyone who wants to see it – not just church members. There are some changes/updates everyone may not be aware of which I would like to explain.

- Rachma, our Priest-in-charge is now responsible for 2 more churches – Lyneham and Bradenstoke- in addition to the 4 churches she already has. Obviously the amount of time she can spend in each parish will reduce but she will endeavour to make herself available if she is needed. If anyone needs a priest and cannot get hold of Rachma, please contact either Ray Manley or Margaret Green (the other Churchwarden for Broad Town) and we will attempt to get someone for you.
- The church roof project is moving forward –unfortunately rather slowly. The first stage – the replacement of the roof on the north side – has been completed satisfactorily. The second stage is to carry out repairs to the floor and we now have all the permissions required, we have the funds to do the work and we are just waiting for a start date from the builders. Once this work has been completed we will then begin stage 3 which is to carry out repairs to all the walls.
- Financially we are just managing to meet our commitments. This has only been made possible through the generosity of many people who make regular or one off payments to meet the running costs to keep the church open, others who organise fund raising events and others who volunteer to carry out necessary tasks in a variety of areas. Discussed that a range of volunteers keep the yard tidy and maintained that this has been noted.

Without all this help we could not keep our church open so we are very grateful to everyone who supports the church in any way at all

7.7 Footpath Working Group – Councillor Holland

Councillor Holland advised that the path survey project has now managed to cover over 50 percent in the footpaths in the parish. Councillor Holland reported that progress of the working group was affected in 2018 by death of Councillor Billis and knee surgery for Councillor Holland.

Councillor Holland noted that the issue of land ownership affects work on the footpaths; over the years land has changed ownership, making it difficult to know who owns land in the area. Councillor Holland also noted that some land owners may wish to remain anonymous making it more difficult for the Parish Council to address issues.

Councillor Holland reported that he has a stock of gates and hardware ready and that method statements and risk assessments in place. Councillor Holland explained the need to complete

method statement and risk assessments for new pathway works undertaken in order to ensure compliance in relation to the Parish Council insurance policy.

The improvements at Littletown cattle grid bypass – now known as Betty’s Gate’ were noted.

Pathway works are due to start in the path off Pye Lane; stock needs to be moved before this can begin.

The Parish Council has written to the new land owner at Manor Farm to remind them of their duties and offer support in maintaining the footpaths.

Councillor Holland noted that some of the fingerboards and pathway sign markers have recently been replaced by Wiltshire Council; way marking is essential to enable walkers to identify and keep to the paths.

Councillor Holland felt that for the coming year getting the White Horse Train improve would be a good marker of progress for the working group. It was noted that the interpretation boards at the bottom here have been replaced.

7.8 Broad Town School – Lorraine Billis

Lorraine Billis on behalf of the School Governors and the Head Teacher reported on the following:

- £700 has been raised at a school and pre-school event to raise money for a further defibrillator to be sited near the school. It was great to see bands give their time to play for the school.
- Further funds will be raised for the interactive white board. This will be added to the funds raised by community groups so far.
- Work on the garden is nearing completion. The children are enjoying the area and are very proud of it. Thanks were given to all of the funders. A date will be sought for the garden opening.

Meeting closed at 7.35pm