

BROAD TOWN **PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Monday 9th June 2025 at 6.30pm
In the Village Hall**

Present: Councillor R Pearce – Chairman
Councillor S Hartley – vice Chair
Councillor B Davis
Councillor G Morley
Councillor J Rawlins

Officers: Caroline White – Parish Clerk

PUBLIC PARTICIPATION

There were 4 members of the public and Wiltshire Councillor Martin Denz present.

A resident reported that several stretches of the main road appear to be hollow under the tarmac and potentially dangerous. They and the PC will report this to WC via MyWilts when the precise location has been confirmed.

25/74 APOLOGIES

There were no apologies.

25/75 DECLARATIONS OF INTEREST

There were no declarations of interest.

25/76 MINUTES

The minutes of the Parish Council Meeting held on Monday 12th May 2025, having been previously circulated were agreed as a correct record and were signed by the Chairman, Councillor Pearce.

25/77 CORRESPONDENCE

School Head thanked the PC for letting them know *Binderella* won the bin name vote and that a pupil had been mentioning it to her.

The PCC sent thanks and appreciation for the solar fund grant received.

The CIL department at WC confirmed that the new bin was attributed to the £218 CIL money received in 2021.

Green Square said again that they will arrange for the abandoned container storage at Redhills.

25/78 PLANNING

All planning documents and decisions can be viewed at: [Planning & Building Control Public Register](#)

25/78.1 PLANNING APPLICATIONS RECEIVED

Application Number	Applicant	Location of Development	Description of Development
PL/2025/04348	Sarah Clarke	East Farm, Broad Town, Swindon, SN4 7RE	A single storey rear extension to create a Utility room and W.C.

There were no comments raised except agreed that the structure will be out of sight and no problem

PC to submit No Objection.

25/78.2 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2025/02694	Great Cotmarsh Farm, Cotmarsh, Broad Town, Swindon, SN4 7RA	Prior Approval - Class Q - Agricultural to Dwellinghouse Proposed change of use of agricultural building to 1 dwelling house (class c3) and associated operational development.	Prior Approval Granted
PL/2025/01864	66 Hill View, Broad Town, Swindon, SN4 7RQ	Rear Single Storey Extension	Approve with Conditions

Noted

25/79 BANK BALANCES AND BANK RECONCILIATION at 31.5.2025**Balances:**

Treasurers Account	£202.27
Capital Projects Account	£19,834.93
Community Fund	£17,638.15

Bank reconciliation:

Treasurers Account	£202.27
Less unpresented cheques	£ Nil
Cashbook Balance	£202.27

25/80 PAYMENTS FOR APPROVAL**25/80.1 CLERK SALARY**

Members are requested to approve the May payment of **£398.84** to the Parish Clerk and **£6.00** to HMRC

Salary	£355.94
WFH allowance	£26.00
Less Tax	6.00

Net Salary	£349.94
Mileage	£22.90
Expenses	
Total Due	£398.84

Proposed by Councillor Hartley, Seconded by Councillor Morley and UNANIMOUSLY APPROVED

25/80.2 WILTSHIRE ASSOCIATION OF LOCAL COUNCILS

Members are requested to approve the payments of £222.17 + 22.90 VAT = **£266.60** for WALC annual subscription.

Proposed by Councillor Rawlins, Seconded by Councillor Morley and UNANIMOUSLY APPROVED

25/80.3 INTERNAL AUDITOR PAUL RUSSELL (t/a PARISH AND TOWN AUDITING SERVICES)

Members are requested to approve the payments of **£175** for 2024/25 Internal Audit.

Proposed by Councillor Davis, Seconded by Councillor Rawlins and UNANIMOUSLY APPROVED

25/81 INTERNAL AND EXTERNAL AUDIT 2024/25

25/81.1 INTERNAL AUDIT REPORT

Members are requested to approve the Internal Audit report

Two small errors in the report were noted in paras H and K; to be requested by Clerk for correction.

Proposed by Councillor Rawlins, Seconded by Councillor Morley and UNANIMOUSLY APPROVED

25/81.2 APPROVAL OF ANNUAL GOVERNANCE STATEMENT

Members are requested to approve the Annual Governance statement 2024/25 as detailed in Sections 1 and 2 of the Annual Return by a formal resolution.

Proposed by Councillor Hartley, Seconded by Councillor Morley and UNANIMOUSLY APPROVED

25/81.3 APPROVAL OF ANNUAL ACCOUNTING STATEMENT

Members are requested to approve and sign the Annual Return and Year End Accounts for 2024/25 by formal resolution.

Proposed by Councillor Rawlins, Seconded by Councillor Morley and UNANIMOUSLY APPROVED

25/81.4 APPROVAL OF PUBLIC NOTICE DATES

Members are requested to approve the dates given for the Exercise of Public Rights by formal resolution.

Proposed by Councillor Hartley, Seconded by Councillor Rawlins and UNANIMOUSLY APPROVED

25/82 ADOPTION OF PC ANTI CORRUPTION POLICY

As reviewed at the May meeting.

Proposed by Councillor Rawlins, Seconded by Councillor Davis and UNANIMOUSLY APPROVED

25/83 REVIEW OF COMMUNICATION CHANNELS WITHIN THE COMMUNITY

Councillors discussed the possibilities of a social media/ Facebook account for the PC / newsletter already used / occasional letter drops; it was agreed that no single method can include every person within the community. Print copies of newsletter PC items or meeting details could be an option as a flyer within the local RWB magazine. A resident suggested it could be assumed that residents are content enough if they don't get in contact, agreed to some extent by Councillors. One-off print letterbox drops around specific events could encourage involvement. Facebook presence for the village is currently in limbo.

Councillor Morley to enquire whether the distributor of the RWB magazine will accept a loose flyer delivery with the magazine.

25/84 COMMUNITY FUND ADVISORY PANEL REQUIREMENT FOR NEW MEMBERS

Councillor Rawlins volunteered as a PC member of the group.

Councillor Morley suggested we could attend the Coffee Mornings on occasion to stimulate interest in this role or other functions/activities of the PC.

25/85 APPLICATIONS TO THE COMMUNITY FUND

The Community Fund Advisory Group has recommended that the following grant is awarded by the Parish Council. Members will need to assess the application circulated and decide whether to approve the grant.

WHITE HORSE RESORATION GROUP PROJECT: "Broad Town White Horse: Heritage Protection and Sustainability through Community Action" £2,615

Proposed by Councillor Rawlins, Seconded by Councillor Davis and UNANIMOUSLY APPROVED

The group thanked the PC and reported that Task 2 had funding approval granted by the North Wessex Downs Landscape Trust, and they are awaiting news on funding for Task 3.

25/86 WILTSHIRE COUNCIL BRIEFING NOTES

None

25/87 EXCHANGE OF INFORMATION

Please note no decisions can be made on these items. Anything raised which requires a decision of the council will be included as an agenda item at the next Parish Council meeting.

Councillor Morley asked Councillor Denz why Wiltshire Council can't join up thinking re badly planned road closures and inappropriate diversions in RWB, causing chaos and problems. MD said that there are various reasons this can happen, eg some works are planned ahead and green lighted a while back but then urgent repair works or infrastructure / utility matters arise and need their own closures, or works can take longer than planned but clash with the one-off works. He understood that separate remits and no communication between teams in decision making about road openings can produce unacceptable delays.

Derek Greer from the White Horse Restoration group asked what the PC thought about a suitable time and venue for a public meeting about the Horse, from the project's lead expert, which will be open to all residents of Broad Town and members of the Royal Wootton Bassett and Wroughton historical societies, and also provide an opportunity to explain how people can volunteer.

ACTION POINTS

Person responsible	Action	Notes
Clerk	Submit No Objection to PL/2025/04348. Report hollow pavements to WC via MyWilts once location confirmed by resident. Chase Green Square to remove container.	
Councillor Morley	To enquire of RWB magazine distributor about inclusion of flyer delivery	

ACTION POINTS [previous month]

Person	Action	Notes	Completed
Clerk	Submit No Objection to PL/2025/03543 and PL/2025/03926 as noted		Y
Clerk	Email school to thank children for imaginative entries and report that <u>Binderella</u> was chosen as the overall winner		Y
Clerk	Actions re reported play equipment misuse	Notice in newsletter; not yet contacted manufacturer	Part

Next Meeting Monday 14th July

Meeting closed at: 1959

Signed: Dated:

Chairman, Councillor R Pearce