

BROAD TOWN **PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Monday 11th August 2025 at 6.30pm
In the Village Hall**

Present: Councillor R Pearce – Chair and note-taker
Councillor S Hartley – vice Chair
Councillor G Morley
Councillor B Davis

Officers:

PUBLIC PARTICIPATION

There were six members of the public present. Officers from the Neighbourhood Policing team were in attendance for the latter part of the meeting.

A number of residents asked for the Parish Council support in requesting Wiltshire Councillor Martin Denz to call in to committee planning application PL/2025/05351 in the event that the planning officer recommends approval. The Parish Council are happy to support this request and will contact Martin Denz accordingly.

25/99 APOLOGIES

There were apologies from the Parish Clerk and Councillor Rawlins

25/100 DECLARATIONS OF INTEREST

There were no declarations of interest.

25/101 MINUTES

The minutes of the Parish Council Meeting held on Monday 14th July 2025, having been previously circulated were agreed as a correct record and were signed by the Chairman, Councillor Pearce.

25/102 CORRESPONDENCE

The Rospa Play Area inspection will take place during September.

The ICO will collect their £52 direct debit in September.

The Parish Council have been copied in on a request by a resident to Wiltshire Councillor Martin Denz to call in to committee planning application PL/2025/05351.

25/103 PLANNING APPLICATIONS RECEIVED

Application Number	Applicant	Location of Development	Description of Development
PL/2025/05829 Comment by:		Great Cotmarsh Farm, Cotmarsh, Broad Town, Swindon,	Revised scheme - Residential conversion of agricultural building and associated works,

Application Number	Applicant	Location of Development	Description of Development
8/8/2025		SN4 7RA	further to Class Q consent (PL/2025/02694)

Action: Parish Council discussed this application and agreed to submit 'No Objection'.

25/104 PLANNING APPLICATIONS DETERMINED

None

25/105 BANK BALANCES AND BANK RECONCILIATION at 31.07.2025

Balances:

Treasurers Account	£803.84
Capital Projects Account	£16,295.32
Community Fund	£17,629.65

Bank reconciliation:

Treasurers Account	£803.84
Less unrepresented cheques	£ Nil
Cashbook Balance	£803.84

The cashbook and bank balances were noted.

Action: Clerk to send bank statements to Councillor Morley for reconciliation checking.

25/106 PAYMENTS FOR APPROVAL

25/106.1 CLERK SALARY

Members are requested to approve the payments of **£441.05** to the Parish Clerk and **£18.60** to HMRC

Salary	£373.10 + £45.76 NALC scale rate backpay = £418.86
Less Tax	£18.60
Net Salary	£400.26
WFH allowance	£26.00
Mileage	£11.45
Expenses	£3.34 print and scan Agar
Total Due	£441.05

Payment proposed by Councillor Hartley, seconded by Councillor Davis and UNANIMOUSLY APPROVED.

25/106.2 WIX DOMAIN AND PLAN BT HISTORY

Members are asked to approve the agreed continuous payment of the Broad Town history website's hosting fees: £403.20 + £57.96 = **£461.16**

Payment proposed by Councillor Davis, seconded by Councillor Hartley and UNANIMOUSLY APPROVED.

25/106.3 MICROSOFT 365 ANNUAL SUBSCRIPTION

Members are asked to provide retrospective approval for the annual subscription for Microsoft 365: £70.83 + £14.16 = **£84.99**

Payment proposed by Councillor Hartley, seconded by Councillor Morley and UNANIMOUSLY APPROVED.

25/107 GOVERNANCE

25/107.1 STANDING ORDERS 2025

These have been brought in line with the NALC template as recommended by the auditor. For adoption by resolution of the Council.

Proposed by Councillor Morley, seconded by Councillor Davis and UNANIMOUSLY APPROVED.

25/107.2 FINANCIAL REGULATIONS 2025

These have been brought in line with the NALC template as recommended by the auditor. For adoption by resolution of the Council.

Proposed by Councillor Hartley, seconded by Councillor Morley and UNANIMOUSLY APPROVED.

25/108 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.

Bumps and Beyond - £1187.50

Councillors have a concern that this group has a narrow target audience especially within Broad Town. More details of numbers of regular attendees and proportion of Broad Town residents will be requested and also they will be encouraged to publicise the group in the village newsletter and/or Facebook group. The Parish Council also felt that the group should use the opportunity to build up a financial buffer to enable them to cover any increase in hall hire.

Grant was UNANIMOUSLY APPROVED.

Action: request more information about the group as outlined above.

Action: Clerk to ask grant applicants to attend the PC meeting so that they can answer any questions the Councillors may have.

25/109 WILTSHIRE COUNCIL BRIEFING NOTES

None.

25/110 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 detailed his concerns regarding the lack of notification of planning applications and how the affected neighbours are determined. This point can be raised with Wiltshire Councillor Martin Denz at a subsequent meeting.

There is no visit from the Parish Steward this month as they are busy ragwort pulling.

The roadside drains along the main road and up Broad Town hill have all been visited by the 'Gully Sucker' tanker which has unblocked them in time for autumnal and winter rainfall

ACTION POINTS

Person responsible	Action	Notes
	Submit 'No Objection' for PL/2025/05829	Complete
Parish Clerk	Clerk to send bank statements to Councillor Morley for reconciliation checking	
	Feedback to Bumps and Beyond group	Complete
Parish Clerk	Ask grant applicants to attend the PC meeting so that they can answer any questions the Councillors may have	

ACTION POINTS [previous months]

Person	Action	Notes	Completed
Clerk	Forward Briefing Note 25-05 to the school for information.		
Cllrs Pearce and Davis	Look at overhanging tree ownership		

Next Meeting Monday 8th September 2025

Meeting closed at: 19:08

Signed: Dated:

Chairman, Councillor R Pearce