

BROAD TOWN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 12th January 2026 at 6.30pm
In the Village Hall

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

Officers: Caroline White – Parish Clerk

PUBLIC PARTICIPATION

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

Residents enquired about the level of precept not being seen before the PC approve it. It was agreed that the draft budget should be published on the website and of course residents always welcome to attend PC meetings; it was noted the PC take the budget setting very seriously and have the knowledge to do so.

Clerk to ensure draft published ahead of January and confirm with SLCC if any public consultation is protocol/ needed.

25/162 APOLOGIES

There were no apologies.

25/163 DECLARATIONS OF INTEREST

There were no declarations of interest.

25/164 MINUTES

The minutes of the Parish Council Meeting held on Monday 8th December 2025, having been previously circulated were agreed as a correct record and were signed by the Chairman, Councillor Pearce.

25/165 CORRESPONDENCE

A resident considered that the hedge on Chapel Lane by No. 68 needs cutting back. Cllrs noted that it had been done last year, appeared to be not exceeding the line of road signage and that it is a difficult junction, mirrors have innate problems and the PC will have another look and keep an eye on it.

Broad Hinton/Winterbourne PC informed us they have submitted a draft Neighbourhood Plan to WC.

25/166 PLANNING APPLICATIONS RECEIVED

No new planning applications have been received.

25/167 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2025/07097	1 Yew Tree Drive, Broad Town, Swindon, SN4 7RW	Single Storey Front and Rear Extensions	Approve with Conditions

Noted

25/168 BANK BALANCES AND BANK RECONCILIATION at 31.12.2025**Balances:**

Treasurers Account	£59.18
Capital Projects Account	£16,935.28
Community Fund	£13,989.53

Bank reconciliation:

Treasurers Account	£59.18
Less unrepresented cheques	£ Nil
Cashbook Balance	£59.18

The cashbook and bank balances were noted.

25/169 PAYMENTS FOR APPROVAL**CLERK SALARY**

Members are requested to approve the payments of £401.15 to the Parish Clerk and £9.40 to HMRC

Salary	£373.10
Less Tax	£9.40
Net Salary	£363.70
WFH allowance	£26.00
Mileage	£11.45
Expenses	
Total Due	£401.15

PAYMENT TO VILLAGE HALL FOR INSURANCE PREMIUM REIMBURSEMENT

Members are requested to approve the payments of £474.99

PAYMENT TO SUPREME GRASS CUTTING

Members are requested to approve the payments of £261 + £52.20 = £313.20

ALL PAYMENTS proposed by Councillor Rawlins, Seconded by Councillor Hartley and UNANIMOUSLY APPROVED

It was raised that the grass cutting contract had not been reviewed for a couple of years and should be considered for alternative tenders if appropriate.

Action: Clerk to investigate and compare companies including that considered previously.

25/170 BUDGET 2026/27

Members are requested to discuss and agree the Draft Budget, circulated.
Budget set at £11,187

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

25/171 PRECEPT REQUEST 2026/27

Following approval of the budget, members are requested to agree and approve the Precept request for 2026/27.

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

25/172 COUNCILLOR DECLARATIONS OF INTEREST

Members are asked to review the Declarations of Interests in the Code of Conduct and Standing Orders.

Cllr Morley raised the need to have more specific detail included in the Councillor Code of Conduct about what interest should be considered a conflict and declared, within meetings, to ensure that no Councillor can make any error or misunderstanding. Wiltshire Councillor Denz noted that there are actual or perceived interests, and recommended that any potential interest or involvement in a matter for decision should be declared to fully ensure any perception of conflict of interest, in public, to protect the individual Councillor, and the public body. It was discussed that in a small village of this nature, Councillors will all know most people in the village so to define a relevant involvement would be vague and that if you take it to the n'th degree everyone would have to abstain. Councillor Morley disagreed with this statement stating that he doesn't know anybody in Redhills, a few people in Broad Acres and there are a lot of people down the road he doesn't know.

Action: Councillor Morley to review the Code of Conduct and come back with proposals for any changes. Clerk to check with NALC / SLCC that we have used the latest Code available, and to check that the Risk Assessment references the Code.

25/173 PARISH COUNCIL RESPONSIBILITIES RE PLANNING ENFORCEMENT

The PC discussed its limitations re what could and should be reported by the PC as a body, to WC enforcement. It was discussed that it is not generally the PC's role to enforce planning breaches, it is that of Wiltshire Council, and individuals should be advised to report matters direct to them. Since individuals are not permitted to report enforcement issues to WC anonymously, for the PC to report on behalf of a resident would contravene that principle and permit anonymous complainants to submit a report. Councillor Denz pointed out as an example if the PC had already objected in view of the issue of concern, then it ought to challenge a wrongful approval.

It was agreed that members are not and cannot be experts on planning or enforcement and do not wish to be caught up in difficult situations not in their remit.

Action: Councillor Rawlins to follow up the plan to provide a ToR for PC Planning response protocol.

25/174 WILTSHIRE COUNCIL BRIEFING NOTES

Briefing Note no. 25-10: Us Girls Melksham Pilot, Summary of a successful programme

Noted

25/175 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 Hartley reported that the Gallops footpath parallel to Pye Lane, is used by horses and by humans with no demarcation, so the path is becoming impassable. It was noted that it is their land but there was a route delineated on the planning application.

Action: Clerk to report state of Gallops footpath to Steven Leonard Footpaths councillor.

ACTION POINTS

Person responsible	Action	Notes
Clerk	Submit Precept request to Wiltshire Council by 20 th January Investigate re-tender grass cutting service Report state of Gallops footpath to Steven Leonard Contact SLCC / MO re standard Code of Conduct	
Chair	Liaise with Steward re pothole near Whiteways	
Councillor Morley	Review the Appendices of the Code of Conduct	
Councillor Rawlins	Follow up the plan to provide a ToR for PC Planning response protocol	

ACTION POINTS [previous month]

Person	Action	Notes	Completed
Chair and Parish Clerk	Add the gully in the Pye Lane lay by to the Wilts Council list of gullies. The Chair will document the location on the gully		Y

	map.		
Parish Clerk	Approach Brian Smith to see if he would be interested in providing a quote for grass-cutting the playing fields at Redhills.		Cancelled. Potential conflict of interest
Parish Clerk	Contact the insurance company to see what is required for the shelter to be included under the PC liability insurance		Y
Chair	Send out a plan of the playing fields for Councillors to assess which areas could benefit from being planted with trees.		Y
Parish Clerk	Contact Bumps & Beyond to confirm payment of the second tranche of their agreed grant and to ask for confirmation of their charging structure.		Y
Parish Clerk	Write a letter to Queen Elizabeth Cottage to ask if they can cut their roadside hedge since it interferes with passing straw trailers.		No. Chair to speak direct to owner more friendly.

Next Meeting Monday 9th February

Meeting closed at: 2010

Signed: Dated:

Chairman, Councillor R Pearce