

BROAD TOWN **PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Monday 11th May 2026 at 6.30pm
In the Village Hall**

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

Officers:

PUBLIC PARTICIPATION

There was one member of the public present.

26/18 ELECTION OF CHAIR

To elect a Chair of the Parish Council for the year 2026/27

Councillor Rawlins proposed Councillor Pearce, seconded by Councillor Hartley, and
UNANIMOUSLY RESOLVED to appoint Councillor Rupert Pearce as Chairman.

26/19 ELECTION OF VICE CHAIR

To elect a Vice Chair of the Parish for the year 2026/27

Councillor Rawlins proposed Councillor Hartley, seconded by Councillor Davis, and
UNANIMOUSLY RESOLVED to appoint Councillor Sandra Hartley as Vice Chairman.

26/20 APOLOGIES

There were apologies from the Parish Clerk.

26/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

26/22 MINUTES

The minutes of the Parish Council Meeting held on Monday 13th April 2026, having been previously circulated were agreed as a correct record and were signed by the Chairman, Councillor Pearce.

26/23 CORRESPONDENCE

A reply has been received from the Wiltshire Council Monitoring Officer to our query relating to the Code of Conduct and Declarations of Interest stating that the existing Code of Conduct is sufficient and clearly addresses the questions posed.

26/24 PLANNING APPLICATIONS RECEIVED

Application Number	Location of Development	Description of Development
PL/2026/02021 Consult by: 6/5/26	1 Bincknoll Farm Cottages, Royal Wootton Bassett, Swindon, SN4 8QT	Certificate of lawfulness (existing use) for continued residential use of No. 1 and No. 2 Bincknoll Cottages without complying with agricultural occupancy condition on a Register of Plans Deposited dated 24th June 1965
PL/2026/02415 Consult by: 28/4/26	Land at No 34 Broad Town Road, Broad Town, Royal Wootton Bassett, SN4 7RB	Permission in Principle for Erection of 2No dwellings
PL/2026/02360 Consult by: 20/5/26	Great Cotmarsh Farm, Cotmarsh, Broad Town, Swindon, SN4 7RA	Change of use of existing agricultural building to a heritage micro tannery.
PL/2026/02414 Consult by: 25/5/26	Kennels and Cattery, Goldborough, Broad Town Road, Broad Town, Swindon, SN4 7QX	Erection of a new ancillary buildings for the kennels

The PC reviewed the above applications:

PL/2026/02021: The PC has no knowledge to contradict the CLE and no objections had been lodged by consultees so the PC agreed to comment 'No objection'.

PL/2026/02415: This follows approval for a single dwelling which is now being replaced by 2 dwellings on the same footprint, each with 2 parking spaces. No objections had been lodged by neighbours so the PC agreed to comment 'No objection'.

PL/2026/02360: The change of use involves natural tanning methods. Concern was raised over possible odour pollution. No objections had been lodged by neighbours so the PC agreed to comment 'No objection'.

PL/2026/02414: Concern was raised over the parking and turning arrangements, especially if this reflects an expansion of the business. The PC agreed to comment 'No objection' but ask that Highways should be invited to comment to ensure there is adequate parking and turning space for customer vehicles to ensure safe exit onto the national speed limit road.

26/25 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2026/01177	14 BROAD TOWN ROAD, BROAD TOWN, SWINDON, SN4 7RB	Proposed Side and Rear Extension	Approve with Conditions
PL/2026/01079	The Fields, Broad Town Road, Broad Town, Swindon, SN4 7RB	Erection of additional storey	Prior Approval Granted with Conditions
PL/2025/05351	Whitefields, Pye Lane, Broad Town, SN4 7RR	Change of use from an agricultural field to a dog field and insertion of new gates and fences.	Withdrawn by Applicant

Noted.

26/26 BANK BALANCES AND BANK RECONCILIATION at 30.4.2026

Balances:

Treasurers Account	£265.69
Capital Projects Account	£20,299.30
Community Fund	£11,357.09

Bank reconciliation:

Treasurers Account	£265.69
Cashbook Balance	£265.69

The cashbook and bank balances were noted.

26/27 PAYMENTS FOR APPROVAL

CLERK SALARY

Members are requested to approve payments to the Parish Clerk and HMRC.

PARISH COUNCIL WEBSITES

Members are requested to approve the payment of £262.20 + 52.44 VAT = £314.64

COMMUNITY FIRST INSURANCE

Members are requested to approve the payment of £321.01 for Year 2 of 3 insurance agreement

PAUL RUSSELL INTERNAL AUDITOR

Members are requested to approve the payment of £175.00

SUPREME GRASS CUTTING

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

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

Action: The Clerk will be asked to circulate the Insurance policy details for review and to upload them onto the website.

26/28 INTERNAL AND EXTERNAL AUDIT 2025/26

INTERNAL AUDIT REPORT

Members reviewed the report produced by the Internal Auditor and highlighted any recommendations. The report was noted.

26/29 IT POLICY

Members are asked to review the draft IT policy prior to discussion and agreement at the next meeting.

26/30 WILTSHIRE COUNCIL BRIEFING NOTES

Briefing Note 26-04, Crisis and Resilience Fund

26/31 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 roadside bank alongside East Farm House is sprouting brambles which are encroaching on the pavement. The Chair agreed to raise this with the Parish Steward when they return to service or else the PC will cut the brambles back themselves.

The Road Sweeper needs to be requested to sweep the gutters along Broad Town Road, and also the Gully Tanker needs to be asked to clear the drains up the hill outside the 30 limit.

The Defibrillator replacement will need to be discussed at the next meeting.

REVIEW OF ACTION POINTS

Person	Action	Notes
Clerk	Contact MO re protocol for declarations of interest	Actioned
Cllr Rawlins	Follow up the plan to provide a ToR for PC Planning response protocol; to distribute reported findings to Cllrs	Details on planning still o/s
Chair	Speak to Queen Elizabeth Cottage to ask if they can cut their roadside hedge since it interferes with passing straw trailers and	Actioned

	creates straw in road	
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 map.	Actioned
Chair	Investigate area with collapsed barbed wire fence and post article in newsletter	Actioned
Clerk	Invite community groups to Annual Parish Meeting	Actioned
Clerk	Circulate the Insurance policy details for review and to upload them onto the website.	
Chair	Raise East Farm House bank with Parish Steward	
Clerk	Ask for Road Sweeper and Gully Tanker to attend BT Road	

Next Meeting Monday 8th June.

Meeting closed at 19:14

Signed: Dated:

Chairman, Councillor R Pearce