

BROAD TOWN **PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Monday 8th June 2026 at 6.30pm
In the Village Hall**

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

Officers: Caroline White – Parish Clerk

PUBLIC PARTICIPATION

There was one member of the public present.

26/32 APOLOGIES

There were no apologies.

26/33 DECLARATIONS OF INTEREST

There were no declarations of interest.

26/34 MINUTES

The minutes of the Parish Council Meeting held on Monday 11th May 2026, having been previously circulated were agreed as a correct record and were signed by the Chairman, Councillor Pearce.

26/35 CORRESPONDENCE

None

26/36 PLANNING

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

26/36.1 PLANNING APPLICATIONS RECEIVED

Application Number	Location of Development	Description of Development
PL/2026/02860 Consult by: 11/06/26	53 Redhills, Broad Town, Swindon, SN4 7RD	Two storey extension to existing residential property and associated external works. Additional works include the provision of a new parking and turning area with associated new access onto the public highway.

Application Number	Location of Development	Description of Development
PL/2026/03033 Comment by: 18/6/2026	Little Cotmarsh Cottage, Cotmarsh, Broad Town, Swindon, SN4 7RA	Erection of a single storey extension on the rear elevation
PL/2026/03226 Comment by: 30/6/2026	Great Cotmarsh Farm, Cotmarsh, Broad Town, Swindon, SN4 7RA	Erection of a garage

No objection to all three applications.

26/36.2 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2026/02415	Land at No 34 Broad Town Road, Broad Town, Royal Wootton Bassett, SN4 7RB	Permission in Principle for Erection of 2No dwellings	Approve with Conditions

Noted

26/37 BANK BALANCES AND BANK RECONCILIATION at 31.5.2026

Balances:

Treasurers Account	£736.44
Capital Projects Account	£18,307.28
Community Fund	£18,949.84

Bank reconciliation:

Treasurers Account	£736.44
Cashbook Balance	£736.44

Noted

26/38 PAYMENTS FOR APPROVAL

26/38.1 CLERK SALARY

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

Note that government travel allowance has increased to 55p/mile as at April 2026. Back payment of £5.00.

26/38.2 PLANTER REIMBURSEMENT TO J RENDELL

Members are requested to approve the payment of £75.00

26/38.3 SUPREME GRASS CUTTING

Members are requested to approve the payment of £426.00 + 85.20 VAT = £511.20

All payments proposed by Councillor Rawlins, Seconded by Councillor Davis and UNANIMOUSLY APPROVED

26/39 INTERNAL AND EXTERNAL AUDIT 2025/26

26/39.1 APPROVAL OF ANNUAL GOVERNANCE STATEMENT

Members are requested to approve the Annual Governance statement 2025/26 as detailed in Sections 1 and 2 of the Annual Return by a formal resolution.

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

26/39.2 APPROVAL OF ANNUAL ACCOUNTING STATEMENT

Members are requested to approve and sign the Annual Return and Year End Accounts for 2025/26 by formal resolution.

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

26/39.3 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

26/40 REVIEW INSURANCE RENEWAL DOCUMENTS

Reviewed.

26/41 REVIEW IT POLICY

Reviewed in detailed amendment, for approval at July meeting

26/42 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.

Christ Church - £1450 grant

Grant is a regular annual one and was approved.

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

26/43 WILTSHIRE COUNCIL BRIEFING NOTES

Briefing Note 26-06, Community Governance Review

Noted

26/44 EXCHANGE OF INFORMATION

Councillor Hartley was informed by a resident that a Thames Water sign from recent works has been left on site on a verge near Church Farm House, but they will have to return to fill in holes anyway.

ACTION POINTS

Person responsible	Action	Notes
Clerk	Upload Exercise of Public Rights to website Upload Parish Steward tasklist to website Enquire of Insurer the valuation assigned to clerk equipment	

REVIEW OF ACTION POINTS [previous month]

Person	Action	Notes	Completed
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	
Clerk	Circulate the Insurance policy details for review and to upload them onto the website.		Actioned
Chair	Raise East Farm House bank with Parish Steward		
Clerk	Ask for Road Sweeper and Gully Tanker to attend BT Road		Actioned

Next Meeting Monday 13th July.

Meeting closed at: 19:44

Signed: Dated:

Chairman, Councillor R Pearce