BROAD TOWN PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 21st September 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 were four members of the public present.

26/69 APOLOGIES
There were no apologies.

26/70 DECLARATIONS OF INTEREST

There were two declarations of interest:
Councillor Hartley declared interest in Item 10 (1) as being on the committee of the applicant organisation.
Councillor Pearce declared interest in Item 10 (2) as being on the committee of the applicant organisation.

26/71 MINUTES
The minutes of the Parish Council Meeting held on Monday 10th August 2026, having been previously circulated were agreed as a correct record to be signed by the Chairman, Councillor Pearce.

26/72 CORRESPONDENCE
A new Parish Steward, Sophie, has started.
ROSPA play inspection is due this month
Bumps and Beyond reported they were disappointed not to receive the grant applied for, but explanation was made about the small number of beneficiaries and the unsustainable model of not covering costs by a sufficient entry fee.

26/73 PLANNING APPLICATIONS RECEIVED

Application Number	Location of Development	Description of Development
PL/2026/04820 Consult by: 9/9/26	Bincknoll Cottage, Royal Wootton Bassett, Swindon, SN4 8QT	Proposed erection of new boundary wall and gates

Application Number	Location of Development	Description of Development
PL/2026/05427 Consult by: 9/10/26	Church Farmhouse, Broad Town, Swindon, SN4 7RE	Erection of Four Stables with Store and Storage Building associated with the Existing Recreational Equestrian Use of the Land
PL/2026/05361 Consult by:12/10/26	29 Broad Town Road, Broad Town, Swindon, SN4 7RB	Replacement of canopy to form an open sided barn (class E (b)) and associated works

PL/2026/04820. Comments of objection submitted by Archaeology and Highways were noted; BTPC doesn't need to object. RESOLVED TO SUBMIT NO OBJECTION.

PL/2026/05427. Applicant has 4 horses, would like separate suitable, insulated stabling for them and storage. Right of Way round edge of field unaffected. RESOLVED TO SUBMIT NO OBJECTION.

PL/2026/05361. Barn suitable for agricultural setting with precedents. RESOLVED TO SUBMIT NO OBJECTION.

26/74 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2026/03226	Great Cotmarsh Farm, Cotmarsh, Broad Town SN4 7RA	Erection of a garage	Approve with Conditions

NOTED.

26/75 BANK BALANCES AND BANK RECONCILIATION at 31.8.2026

Balances:

Treasurers Account	£850.52
Capital Projects Account	£14,028.54
Community Fund	£17,522.29

Bank reconciliation:

Treasurers Account	£850.52
Cashbook Balance	£850.52

The cashbook and bank balances were NOTED.

26/76 PAYMENTS FOR APPROVAL

26/76.1 SUPREME GRASS CUTTING INVOICE 17859
£426 + 85.20 VAT = £511.20

26/76.2 SUPREME GRASS CUTTING INVOICE 18039
£568 + 113.60 VAT = £681.60

26/76.3 WALC - Planning course for Clerk
£35.00 + £7.00 VAT = £42

26/76.4 CLERK SALARY
Members are requested to approve the payments to Parish Clerk and to HMRC

Members are asked to note the updated NALC Local Government Annual Salary Scales and approve clerk salary increase in line with revised pay agreement.

All payments Proposed by Councillor Rawlins, Seconded by Councillor Hartley and UNANIMOUSLY APPROVED.

26/77 AGREE THE PURCHASE OF THE SOURCED METAL 'NO DOGS' SIGNS @ £78.52 inc VAT
Noted that price is 3 x signs @ 24.19 each + £4.84 VAT + 5.95 delivery = £93.03

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

26/78 DISCUSSION OF DEFIBRILLATOR REPLACEMENT
The annual maintenance contract is no longer active due to the present position of being in year 9 of the expected 12- year working life of the machine; Community Heartbeat advise replacing batteries and pads by the defib owner at that stage of its life. It was noted that a new battery is needed in January and pads (in pairs) need to be replaced. The resident who manages the defibrillator explained that the machine runs its own tests regularly. Agreed to replace battery and pads and keep the machine as long as it indicates that it is healthy.

Interest was expressed in another training session in defibrillator use; previous ones had been well attended. He will consider some dates in due course.

Action: Defibrillator caretaker will order a new battery and 2 sets of pads through Community Heartbeat with an invoice for BTPC

26/79 APPLICATIONS TO THE COMMUNITY FUND
The Community Fund Advisory Group has recommended that the following grants are awarded by the Parish Council. Members will need to assess the application circulated and decide whether to approve the grant.

26/79.1 Community Coffee Mornings: £735

26/79.2 BT Social Club New Year celebration: £610

Both grants agreed to be for the benefit of the whole community.
Proposed by Councillor Hartley, Seconded by Councillor Rawlins and UNANIMOUSLY APPROVED.

26/80 WILTSHIRE COUNCIL BRIEFING NOTES
Briefing Note 26-15: Community Governance Review 2026/27
Briefing Note 26-16 Freight Action Plan Consultation
Briefing Note no. 26-17, Winter Resilience Support and Emergency Preparedness Update

NOTED.

26/81 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 Davis has replaced the top village white gate that was broken by the car going off the road last year.

He also reported that a large load of bulbs has arrived for the churchyard: volunteers sought for help planting. Councillor Davis will put the request in newsletter, Facebook.

ACTION POINTS

Person responsible	Action	Notes
Defib caretaker	Order a new battery and 2 sets of pads for defibrillator through Community Heartbeat with an invoice for BTPC	

ACTION POINTS [previous month]

Person responsible	Action	Notes
Clerk	respond to the Facilities Survey	Y
Chair	research bespoke No Dogs sign design	
Clerk	ask grass cutting contractors to strim overgrown patch of land and include in regular cutting schedule	Y
Clerk	Inform Bumps&Beyond of grant decision	Y
Chair	Include HRC info in newsletter	Y
Clerk	write to the head teacher re defibrillator	Y – to be addressed in September by admin
Clerk	Send follow up email re Parish Steward	Y
Councillor Rawlins	Planning protocol	
Councillors Rawlins and Davis	Remove their address entries from the Register of Interests	

Next Meeting Monday 12th October

Meeting closed at: 1925

Signed: …… Dated:

Chairman, Councillor R Pearce