



Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a
Council meeting at Burbage Church Centre on **Wednesday 11 JANUARY at 7.45pm**

Joyce Turner, Clerk to the Council, Clerk: clerk@burbage-pc.org.uk 01672 563718

The Public and Press are invited to attend this meeting

- 7.45 pm** To receive a report from Wiltshire Council via Cllr Stuart Wheeler - if available.
To receive a Police Report – if available.
To receive Speedwatch report – if available
To receive questions from members of the public – not to exceed five minutes.
(These may be answered verbally at the meeting or later in writing at the Chairman’s discretion).

AGENDA

Item:

Clerk/Councillor

- 475** Receive and accept apologies for absence: **JT**
476 Receive Declarations of Interest or requests for dispensation.
477 Receive and confirm as a true record the draft Minutes of Meeting held on Monday 12th December, 2016.
478 Correspondence received since the last meeting: Freedom of Information request from Mr Gary Rawlinson

479 Neighbourhood Planning Steering Group:

GP

- a) Correspondence
b) Update on status and the forthcoming consultation period from Mr Martin Cook

480 Planning Committee:

SC

- a) Correspondence:
b) Receive report of Issues outstanding from the previous minutes:
c) Consider any new and existing applications for planning including, but not limited to:

Reference	Location	Applicant	Proposed Work	Decision
16/11524/FUL	Morleigh Cottage, Leigh Hill Savernake	Mr & Mrs D Bowerman	Proposed Single Storey Front Kitchen Extension, New front Door and Porch	Decision to Not Object Taken by the inspection party of 5 Councillors, as authorised at the December 2016 Parish Council meeting

d) Note new planning applications:

Reference	Location	Applicant	Proposed Work	Comments to WCC by

- e) Arrange date for upcoming planning visits, if required

481 Village Open Spaces Committee:

JA

- a) Correspondence: Invitation to take part in the Best Kept Village competition 2017
b) Receive report of Issues outstanding from the previous minutes:
See Annexe A below
c) Discuss taking part in the Great British Spring Clean on March 3rd-5th.
d) Discuss arranging a litter pick
e) Discuss the suggestion that a street in Burbage should be named after John Powell, in recognition of his services to the village.
f) Discuss the proposed Traffic Regulation Order for various roads in Burbage Parish
g) Discuss the request for a new bus shelter on the High Street
h) Playground inspection rota until next meeting:-
14th January – Cllr Giddings
21st January – Cllr Lewis
28th January – Cllr Parmenter
4th February – Cllr Pearce

482 Finance & Policy Committee:

GP

- a) Correspondence
- b) Receive report of Issues outstanding from the previous minutes:
See Annexe A below
- c) Receive the Interim Audit Report supplied by Mr Phil Gill.
- d) Authorise overtime payment of 8.25 hours@ £10.04 per hour for the Clerk for additional hours worked in November 2016, as a result of the Neighbourhood Plan Consultation administration and ensuing queries. Charge to be funded from the Neighbourhood Plan budget.
- e) Proposal to allocate £500 towards the cost of publicising and carrying out the second Neighbourhood Plan Consultation

483 Clerk/Finance /RFO Report:

Clerk/RFO

- a) Correspondence:
- b) Receive report of Issues outstanding from the previous minutes: None
- c) Receive current liquidity statement & Bank Reconciliation for 31st December 2016: **£82,850.70**
- d) Note receipts since last PC Meeting:

Date Cleared	Chq/SO/BACS	Ref.	Details	VAT Excl	Total Recp.
	BACS		Base Rate Reward Account Interest		
Totals				22.08	22.08

- e) Note payments made as the result of an authorised contract:

Issue Date	Chq/ SO	Payment Ref.	Details	VAT Excl	Total Payments	VAT
12/12/16	100502	P233C	Planning Street Invoice 6	1,920.00	1,920.00	
Totals				1,920.00	1,920.00	

- g) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
20/12/16	100503	P234C	Proludic Limited – buy and install new play equipment	5,434.00	6,520.80	1,086.80
31/12/16	100504	P235C	Cllr Acheson expenses for purchase of basketball nets	14.02	14.02	
20/12/16	100505	P236C	Mr P Gill – interim Internal Audit	45.00	45.00	
	100506	P237C	Village Hall – Hire of hall for NDP consultation 3 rd Feb	49.00	49.00	
	100507	P238C	Planning Street invoice 7 – preparation of Executive Summary	200.00	200.00	
28/01/17	100508	P239C	Clerk's salary/BB/phone January 2017	352.50	352.50	
28/01/17	100509	P240C	PAYE for Clerk January 2017	85.20	85.20	
Totals				6,179.72	7,266.52	1,086.80

484 Next Meetings:

JT

- a) Full Council **Monday 13th February 2017** at 7.45pm in the Church Centre
- b) Next Committee Meetings: **Monday 30th January 2017** from 7.45pm in the Church Centre

Joyce Turner

Clerk to the Council

Annexe A – Actions outstanding from previous Minutes

Actions currently in progress

Planning	Who	When	Updates

Open Spaces	Who	When	Updates
Complaint about access on to the road by the bridges from Footpath 20. The metal crash barrier on the road prevents safe entry to and exit from the footpath, and has resulted in a member of the public having a fall on to the road. Cllr Stuart Wheeler has taken an action to contact the Rights of Way department at Wiltshire Council. The Clerk was instructed to also contact the Rights of Way Officer, copying in Cllr Stuart Wheeler, to stress that this is a safety issue.	Clerk	Feb	Issue logged with Wiltshire Council via the website. Ongoing The Clerk was asked to chase Wiltshire Council for some progress on this issue; and to suggest that a stile is erected across the barrier. Wiltshire Council have logged it as “to be inspected”, but said that since it is not a safety issue then it may take some weeks for the inspection to happen.
Discuss adoption of the Persimmon Homes open spaces	SC	Mar	Ongoing
Discuss adoption of the Persimmon Homes playground	JA		Ongoing
Hedge trimming and footpaths on the Persimmon Homes estate	JA		Ongoing
CCTV cameras.	JA/MR	Mar	Ongoing
Tree Preservation Orders – The Clerk has submitted the request for the four trees to Wiltshire Council	Clerk	Apr	Ongoing
Replacement roundabout sign – the Clerk asked Wiltshire Council to replace the damaged sign at the Hungerford approach to the roundabout. Chased several times by the Clerk. Wiltshire Council say it is in progress.	Clerk	Feb 2015	Ongoing
Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen’s Jubilee.	CW	Apr	Ongoing

Parish Steward – Cllr Acheson’s details to be sent to Wiltshire Council as the nominated contact 5 main tasks for the Parish Steward are:- 1. The Wolfhall junction issues 2. Footpath from Old Bakery to Manor Farm 3. Flooding at the bottom of Westcourt 4. The damaged culvert at East Sands 5. Flooding by Cherry Orchard	Clerk JA	Jun	COMPLETE Ongoing
A report that some trees have been cut down on the Parish Council land by the playground, without permission, by a resident whose property adjoins the land. The Clerk was asked to check the Parish records for the title deeds to this land.	Clerk	Nov	The title deeds show that the Parish Council is the owner of the land Letter received from householder
Broken gatepost at the Recreation Ground – Cllr Chris Wheeler kindly volunteered to replace it	CW	Nov	
New piece of play equipment for the playground	JA/Clerk	Nov	COMPLETE

Finance & Policy	Who	When	Status
Emergency Plan	SC	Jun	Cllr Colling has sent the draft plan to the Good Companions, the church, the Village Hall, the surgery, and Womans Own for comment.
Proposed 20mph limit in Burbage for the roads east of the High Street.	SC	Oct	Ongoing

Clerk/RFO	Who	When	Status
Reduction of limit for Financial Services Compensation Scheme to £75,000. Clerk to investigate other bank accounts, to spread the risk to the Parish Council’s cash assets.	Clerk	Sep	