



## Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 10 APRIL at 7.45pm**

Joyce Turner, Clerk to the Council, Clerk: [clerk@burbage-pc.org.uk](mailto: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

- 505** Receive and accept apologies for absence: Cllr Thornton  
**506** Receive Declarations of Interest or requests for dispensation.  
**507** Receive and confirm as a true record the draft Minutes of Meeting held on Monday 13<sup>th</sup> February, 2017.  
 Receive and confirm as a true record the draft Minutes of Meeting held on Monday 13<sup>th</sup> March, 2017.  
**508** Correspondence received since the last meeting:

JT

### **509 Neighbourhood Planning Steering Group:**

- a) Correspondence  
 b) Update on status

GP

### **510 Planning Committee:**

- 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:

SC

Reference	Location	Applicant	Proposed Work	Decision
<b>17/02697/TCA</b>	The Meads 130 High Street	Mr Richard Morgan	T1 - T4 - four Conifer trees - fell T5 & T6 - two Holly trees - fell	

- d) Note new planning applications:

Reference	Location	Applicant	Proposed Work	Comments to WCC by
<b>17/03121/TCA</b>	The Police Station 199 High Street	Mrs Sue Milne	Hawthorn hedge - remove	<b>25/04/2017</b>

- e) Arrange date for upcoming planning visits.

### **511 Village Open Spaces Committee:**

- a) Correspondence: Email update from Mr Gary Rawlinson about tourist information sign  
 b) Receive report of Issues outstanding from the previous minutes:  
 See Annexe A below  
 c) Discuss issuing tender invitations for the maintenance of Seymour Pond and Westcourt Pond  
 d) Discuss using the phone box as a Tourist Information kiosk  
 e) Discuss the footpaths report provided by Mr Geoff Hill  
 f) Proposal to purchase of a new piece of play equipment for the playground  
 g) Playground inspection rota until next meeting:-  
 15<sup>th</sup> April – Cllr Parmenter  
 22<sup>nd</sup> April – Cllr Pearce  
 29<sup>th</sup> April – Cllr Rowland  
 6<sup>th</sup> May – Cllr Terry

JA

### **512 Finance & Policy Committee:**

- a) Correspondence  
 b) Receive report of Issues outstanding from the previous minutes:  
 See Annexe A below  
 c) Approve payment of £30 to Burbage Village Hall to provide a bar for the Annual Parish Meeting

GP

**513 Clerk/Finance /RFO Report:**

Clerk/RFO

- a) Correspondence:
- b) Receive report of Issues outstanding from the previous minutes:  
See Annexe A below
- c) Approve and sign the Annual Governance Statement 2016/17, as the first step of the Annual Return
- d) Notification of a change of date for the submission of the Annual Return to the external auditors, Grant Thornton
- e) Receive current liquidity statement & Bank Reconciliation for 31<sup>st</sup> March 2017: **£74,410.12**
- f) Note receipts since last PC Meeting:

Date Cleared	Chq/SO/BACS	Ref.	Details	VAT Excl	Total Recp.
10/03/17	BACS	R16/21	Refund of VAT from HMRC	3,286.10	3,286.10
<b>Totals</b>				<b>3,286.10</b>	<b>3,286.10</b>

- g) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
10/04/17	100526	P257C	Mr D King – NDP Landscape Appraisal	500.00	500.00	
10/04/17	100527	P258C	Expenses – Cllr Pearce	41.66	49.99	8.33
10/04/17	100528	P251C	Burbage Village Hall – bar for Annual Parish Meeting	30.00	30.00	
<b>Totals</b>				<b>571.66</b>	<b>579.99</b>	<b>8.33</b>

**514 Next Meetings:**

JT

- a) Extraordinary Parish Council meeting: **Monday 24<sup>th</sup> April 2017** at 7.45pm in the Church Centre
- b) Full Council **Monday 8<sup>th</sup> May 2017** at 7.45pm in the Church Centre
- c) Next Committee Meetings: **Monday 31<sup>st</sup> May 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
1. 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.
2. CCTV cameras – presentation to be given at the Parish Meeting in May, then the matter passed to the new Parish Council	JA/MR	Mar	Ongoing
3. Tree Preservation Orders – The Clerk has submitted the request for the four trees to Wiltshire Council	Clerk	Apr	Ongoing
4. 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
5. Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen’s Jubilee.	CW	Apr	Ongoing
6. 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. Footpath from Old Bakery to Manor Farm 2. Flooding at the bottom of Westcourt 3. The damaged culvert at East Sands 4. Flooding by Cherry Orchard Cottage, at the end of the lane.	Clerk  JA	Jun	COMPLETE  Ongoing

<p>7. 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.</p> <p>The Clerk was asked to write to the householder</p> <p>The fence has been repaired.</p> <p>Letter received stating that a previous resident had been asked to remove the trees by the Parish Council. The Clerk was requested to ask for copies of the letters quoted</p>	Clerk	Mar	<p>The title deeds show that the Parish Council is the owner of the land</p> <p>Letter received from householder</p>
<p>8. Request from Mr Philip Marsh for bus shelters in Burbage for travellers heading southbound, particularly by Seymour Pond. Persimmon Homes suggested applying to their charity for a grant.</p> <p>The Clerk was asked to contact Wiltshire Council to see if a bus shelter could be erected on the pavement by Seymour Pond</p>	Clerk	Mar	Ongoing
<p>9. Maintenance points raised by Mr David Butler:</p> <p>a) Broken kissing gate. Cllr Chris Wheeler said it was owned by him, and he would repair it.</p> <p>b) Overgrown footpath past Scout Hut. Cllr Acheson volunteered to speak to the owner about getting it cleared.</p> <p>c) Two other overgrown footpaths. The Parish Council agreed to fund the clearing, up to a maximum cost of £100 each. Cllr Acheson to arrange.</p> <p>d) Speed limit sign by Persimmon Homes entrance damaged. The Clerk to write to Persimmon to ask them to replace it.</p>	CW	Apr	
	JA	Apr	
	JA	Apr	
	Clerk	Apr	
<p>e) Red Lion pub – The Clerk to write to Wadworth to ask what their intentions are for the pub</p>	Clerk	Apr	

Finance & Policy	Who	When	Status
Emergency Plan	SC	Jun 16	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