



Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 08 MAY 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 - if available.
 To receive a Police Report – if available.
 To receive Speedwatch report
 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

- 515** Receive and accept apologies for absence: JT
- 516** TO ELECT A CHAIRMAN FOR THE YEAR 2017/2018
- 517** Chairman to sign Acceptance of Office
- 518** All Councillors to sign Acceptance of Office
- 519** TO ELECT A VICE-CHAIRMAN FOR THE YEAR 2017/2018
- 520** Receive Declarations of Interest or requests for dispensation.
- 521** Receive and confirm as a true record the draft Minutes of Meeting held on Monday 10th April, 2017.
- 522** Correspondence received since the last meeting:
- 523** Approve Committees, Terms of Reference and members: Planning, Finance and Policy, Village Open Spaces, NPSG.
- 524** Approve Parish Representation: Police Liaison and Neighbourhood Watch, Village Hall Trust, Area Boards, CATG
- 525** Approve dates of 17/18 meetings: 2018 Annual Meeting - Mon 9th May 2018; PCs – 7.45pm on 2nd Monday each month unless P.A.B. clashes; Committees – 7.45pm on last Monday each month.

526 Neighbourhood Planning Steering Group:

GP

- a) Status update

527 Planning Committee:

RL

- 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 | Comments to WCC by |
|--------------|----------------------------|------------------------|---------------------------------------------------------------------|--------------------|
| 17/03195/FUL | 10 Henrys Garth Burbage | Mr Andrew Churnside | Single storey rear extension and two storey side extension | 22/05/2017 |

- d) Arrange date for upcoming planning visits.

528 Village Open Spaces Committee:

JA

- a) Correspondence: Email complaint from Mrs Linda Kidd about litter bins; email from Mr David Butler about litter bins, grass cutting, road sweeper; invitation from Channel 4 to apply to take part in Village of the Year programme.
- b) Receive report of Issues outstanding from the previous minutes:
 See Annexe A below
- c) Review grass cutting in the village
- d) Discuss awarding a village cleaning contract
- e) Review the tenders for the ponds maintenance contract, and appoint a contractor
- f) Playground inspection rota until next meeting:-
 13th May – Cllr Thornton
 20th May – Cllr Andrew Wheeler
 27th May – Cllr Chris Wheeler
 3rd June – Cllr Acheson
 10th June – Cllr Colling

529 Finance & Policy Committee:

GP

- a) Correspondence:
 b) Receive report of Issues outstanding from the previous minutes:
 See Annexe A below
 c) Review insurance levels

- d) Approve the insurance renewal premium of £858.51, at the start of year 2 of the 3 year contract
- e) Approve the payment of the annual subscription of £682.80 to Wiltshire Association of Local Councils (WALC)
- f) Approve the purchase of 2 batteries from Community Heartbeat for the village defibrillators
- g) Approve funding for light refreshments for the Annual Parish Meeting
- h) Review the agenda and arrangements for the Annual Parish Meeting
- i) Proposal that the Parish Council take a summer break, from after the Parish Council meeting on Monday 10th July until the Parish Council meeting on Wednesday 13th September.
- j) Proposal that delegated responsibility is given to the Chair of the Planning Committee plus three other Councillors, one of whom must be either the Parish Council Chairman or the Parish Council Vice Chairman, for all planning applications arising during that period.

530 Clerk/Finance /RFO Report:

Clerk/RFO

- a) Correspondence:
- b) Receive report of Issues outstanding from the previous minutes: None
- c) Discuss the requirement from HMRC to make future PAYE payments electronically instead of by cheque
- d) Note date for placing Notice of Public Inspection of Accounts for Annual Return 16/17: 15th June, 2017
- e) Note revised Asset List 17/18.
- f) Approve payment on receipt of invoices or on due dates, for regular continuing contracts and other approved commitments: Burbage News, Came & Company, Clerk's salary and expenses, HMRC PAYE payments, hire of Church Centre, Mr P Gill Internal Auditor, Grant Thornton External Auditor, WALC annual subscription. CPRE annual subscription, Parish Websites Ltd annual fee, Bawden Group. The payments will be reported to members at the next PC meeting.
- g) Review the Risk Register
- h) Receive current liquidity statement & Bank Reconciliation for 30th April 2017:
- i) Note receipts since last PC Meeting:

| Date Cleared | Chq/SO/BACS | Ref. | Details | VAT Excl | Total Recp. |
|---------------|-------------|--------|-------------------|------------------|------------------|
| 21/04/17 | BACS | R17/01 | Precept and Grant | 15,687.50 | 15,687.50 |
| Totals | | | | 15,687.50 | 15,687.50 |

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

| Date Invoice Recd | Chq No. | Ref. | Details | VAT Excl | Total Payments | VAT |
|-------------------|---------|-------|------------------------------------------------------|---------------|----------------|--------------|
| 27/04/17 | 100534 | P265C | Community Heartbeat – defibrillator battery (Nov 16) | 235.00 | 282.00 | 47.00 |
| 08/05/17 | 100541 | P272C | Burbage News – Donation to 2017 Village Gala | 500.00 | 500.00 | |
| Totals | | | | 735.00 | 782.00 | 47.00 |

- k) Approve new payments:

| Date Invoice Recd | Chq No. | Ref. | Details | VAT Excl | Total Payments | VAT |
|-------------------|---------|-------|------------------------------------|-----------------|-----------------|---------------|
| 28/04/17 | 100535 | P266C | Clerk's salary/BB/phone April 2017 | 352.50 | 352.50 | |
| 28/04/17 | 100536 | P267C | PAYE for Clerk April 2017 | 85.20 | 85.20 | |
| 01/04/17 | 100537 | P268C | WALC Annual Subscription | 569.00 | 682.80 | 113.80 |
| 21/04/17 | 100538 | P269C | Came & Company – insurance renewal | 858.51 | 858.51 | |
| 28/05/17 | 100539 | P270C | Clerk's salary/BB/phone May 2017 | 352.50 | 352.50 | |
| 28/05/17 | 100540 | P271C | PAYE for Clerk May 2017 | 85.20 | 85.20 | |
| Totals | | | | 2,302.91 | 2,416.71 | 113.80 |

531 Next Meetings:

JT

- a) Annual Parish Meeting **Thursday 11th May 2017** from 7.00pm in the Village Hall
- b) Committee Meetings: **Wednesday 31st May 2017** from 7.45pm in the Church Centre
- c) Full Council **Monday 12th June 2017** at 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 | May | 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. Ongoing 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. Presentations to be given at the Parish Meeting in May, then the matter passed to the new Parish Council | JA/MR | May | 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. Cllr Stuart Wheeler agreed to chase it again | Cllr Wheeler | Apr | Ongoing |
| 5. Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen’s Jubilee. Cllr Colling to send Cllr Chris Wheeler a copy of the wording that had been agreed. Cllr Chris Wheeler to obtain the plaque. Also agreed to arrange a memorial plaque for Miss Gladys Smith by the new piece of play equipment funded by her bequest | CW | Apr | 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 has written to Persimmon to ask them to replace it. Awaiting reply</p> | CW | Apr | Ongoing |
| | JA | Apr | |
| | JA | Apr | |
| | Clerk | Apr | |
| 10. Three Horseshoes pub – The Clerk to write to Wadworth to ask what their intentions are for the pub | Clerk | Apr | CLOSED |

| 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 Woman's Own for comment. |
| Proposed 20mph limit in Burbage for the roads east of the High Street. | SC | Oct | Ongoing |

| Clerk/RFO | Who | When | Status |
|-----------|-----|------|--------|
| | | | |