



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Wednesday 11th January 2017 at 7.45pm in Burbage Church Centre

Attendance

Cllrs. Steve Colling (Chairman), Glenda Pearce, John Acheson, Lee Giddings, Richard Lewis, Mike Rowland, Gill Terry, John Thornton, Andrew Wheeler, and Chris Wheeler were present.

Cllr Stuart Wheeler of Wiltshire Council and 9 Members of the Public were present.

Cllr Stuart Wheeler of Wiltshire Council reported that Wiltshire Council are still working on their budget for the coming year. There has been a further reduction in funding from central government, of £13 million. Wiltshire Council is still working out how to manage this. The budget comes to Council on February 24th/25th.

The speed limit adjustments which have been requested are going through. A 30mph speed limit will be extended in certain areas of Burbage village; and a 40mph limit will be put in place in Durley.

A Police report was sent by email. Wiltshire Police has rolled out its Community Policing Team (CPT) model across Wiltshire and Swindon, and so far the response has been positive. The police are working to improve the 101 system, to make it a high quality service which gets to the police quickly for non-emergency calls. The police have not had to deal with any burglaries or other reported crimes in Burbage over the last month, and burglaries as a whole in the Pewsey area have dropped. The police have been taking action on hare coursing and speeding in the area as a whole, with good results.

There was no Speedwatch report.

As all the members of the public had attended to hear the Neighbourhood Plan status update, including details of the forthcoming consultation period, the Chairman moved that item to the top of the agenda.

479 Neighbourhood Planning Steering Group:

b) Mr Martin Cook outlined the four stages of the Neighbourhood Plan which had already been completed. Stage 1 was the initial survey of parish residents, to see if there was a general wish to have a Neighbourhood Plan. Stage 2 was the formation of the Draft Plan, where the key issue was the level of development needed to keep the village thriving. Stage 3 was the Regulation 14 Consultation, where the Draft Plan was presented to the community, and the necessary statutory bodies, for review and comment. Stage 4 was the re-write of the Draft Plan, to reflect the 80 responses received during the consultation process. Mr Cook then moved on to give an over-view of the current stage, Stage 5, which is the second Consultation, on the re-written Plan. The Neighbourhood Planning Steering Group had originally been ambitious with the first draft of the Plan, in trying to meet the community's wish list of amenity improvements by allowing considerable development over the next 10 years. This would have given the parish significant money from developers' contributions, to be put towards new or improved amenities; and allowed a significant number of affordable houses to be built. However, the majority of the 80 responses were in favour of a significant scaling back of the level of permissible development in the Plan. As the process of forming a Neighbourhood Plan is open, visible, and democratic, the re-written Plan completely recognises and responds to the Regulation 14 Consultation. It will be made available to the community on the 19th January, at the start of the second Consultation period. However, a Consultation Report outlining the main requests for changes to the original Draft Plan has already been published. The main points are:-

1. The number of new houses proposed has been lowered from 175 to 30.
2. The number of potential sites has been reduced from 7 to 2.
3. The Bypass site, the Hirata 1 site, the Mundys Yard/Scout Hut site, the Hirata II site, and the Wolfhall site have all been removed from the amended draft Plan.
4. The Grafton Road and Harepath Farm sites remain in the amended Draft Plan.
5. Expansion of the Doctors Surgery is specifically referred to in the Developers' Contribution Policy.
6. An Executive Summary is included in the new Draft Plan.

Mr Cook then finished his update by outlining the process going forward. As already stated, there will be a second 3 week Public Consultation Period, beginning on 19th January. Changes will then be made to Draft 2 of the Neighbourhood Plan, based on responses received during this consultation period. Draft 3 is then submitted to Wiltshire Council, where it is subject to a further 6 week scrutiny and consultation period. Members of the public can

continue to respond to the Draft Plan at this stage, via Wiltshire Council. If the Draft Plan passes this stage, it is then sent to an Independent Government Planning Inspector for testing, along with the supporting reports. If it passes this stage, it will be returned to Burbage, where a Public Referendum will be organised by Wiltshire Council. All voters within the parish will be asked to vote on whether they wish to Accept or Not Accept the Neighbourhood Plan. If it is Accepted, it becomes a legal document which has to be taken into account in all planning decisions by Wiltshire Council whilst the Plan is in place. If it is Not Accepted, the process ends.

The Parish Council gave a vote of thanks to Mr Cook and the Steering Group for the four years of hard work they had put into developing the Plan, all on a voluntary basis.

The Chairman then invited questions from the members of the public. Mr Gary Rawlinson stated that he had six questions, which the Chairman agreed to accept:-

1. How many houses would it be possible to build on the Grafton site? Mr Cook responded that he did not know, but that the Draft Plan specifically stated 30 houses.
2. Why had the number of houses been set at 30, when the majority of respondents to the initial survey had said that their preference was for a maximum of 20? Mr Cook explained that this number had been arrived at after taking into account a combination of input, including Wiltshire Council's Housing Needs Survey.
3. Would the Development Boundary be kept? The answer was yes, as long as there is a Neighbourhood Plan in place.
4. Shouldn't the second Consultation Period be the same length as the first one, for 6 weeks instead of 3 weeks? and would the Parish Council consider extending it? The Parish Council replied that the Wiltshire Council consultation which would follow on from the second Burbage consultation would allow parishioners a further six weeks to submit additional responses.
5. Mr Rawlinson felt that printed copies of the Draft Plan and the Consultation Statement should be made available to anyone who asked. The Parish Council replied that this wasn't feasible, on cost grounds. However, copies would be made available for inspection at Marlborough Library, and at the Church Centre at the times stated on the flyer (draft copies circulated during meeting). Mr Rawlinson responded that the Parish Council was obliged to ask if the village was prepared to cover the cost, and to publish a charging schedule on the website. As there wasn't one currently in place, he felt that the documents would have to be provided free of charge.

A member of the public, Annie Fellows, then stated that she thought that the Parish Council had done a great job.

Mr Frank Jeffrey also thanked the Parish Council for their efforts. He said that the drop in the potential new housing in the Plan from the original 175 to 30 was significant, and asked if this change was just a result of the public responses, or if there had been any other reasons? He was advised to look at the Consultation Statement which had just been published, which listed all the changes and the reasons for making them.

Mr Nigel Cryer asked a series of three questions:-

1. Was the revised Draft really suggesting that only 30 houses should be built, and if so why? Mr Cook responded that all Neighbourhood Plans were required to include some development. The evidence suggests this to be a number which would be acceptable to the village. This figure also only relates to new developments, and infill building would still be allowed, even with a Neighbourhood Plan in place.
2. Could the existing Persimmon development be added in to the Neighbourhood Plan as a recorded item, so that the 45 houses being built there could be taken into account when considering future development requests? Mr Cook replied that this was not possible, as that development pre-dates the Neighbourhood Plan, and development has to be looked at going forwards.
3. Can future Neighbourhood Planning Steering Group meetings be minuted, and can both the meeting dates and the Minutes be published? The Chairman responded that there is no requirement to minute working party meetings, and there is no resource to do it. Also, the meetings are purely working meetings, and all decisions are taken at Parish Council meetings. However, the next Neighbourhood Planning Steering Group meeting is being held on 3rd February in the Village Hall, to present Draft 2 of the Neighbourhood Plan to the parishioners.

Dr Martin Hamer then asked to speak. He began by commenting that the first draft of the Neighbourhood Plan showed that a great deal of work had gone into deciding that 175 houses was an appropriate number, but that there appeared to have been no work undertaken when that number was dropped to 30. He then asked how the next stage of the process can be described as a "consultation" if people were just being asked to send in comments; and concluded by asking if Burbage Parish Council had done a due diligence test on the consultant being employed to write up the Neighbourhood Planning documents, to make sure there was no conflict of interest. The Chairman asked Dr Hamer to put his question in writing, and that the Parish Council would then respond to it. However, Mr King had been employed by Wiltshire Council as the person advising parish councils on developing Neighbourhood Plans prior to setting up his consultancy business. In reference to the query on the consultation process, the Chairman stated that all responses to the initial consultation had been recorded, taken into account, and published.

All the members of the public then left the meeting.

Cllr Chris Wheeler then stated that he felt that 30 houses during the lifetime of the Neighbourhood Plan would not be enough. He expressed concern that young people would not be able to buy homes in the village.

475 To receive and accept apologies for absence: Councillor Parmenter

476 To receive Declarations of Interest and requests for dispensation: None

477 The Chairman pointed out that the number of written responses that had been received during the Consultation on the Draft Neighbourhood Plan had been more than 80, rather than the more than 100 which had been stated at the time. The Clerk was asked to make the necessary amendment to the previously circulated Minutes of Meeting held on Monday 12th December 2016.

478 Correspondence received since the last meeting, not covered by Committees:

a) The Chairman reported that the Freedom of Information request received from Mr Gary Rawlinson had been responded to.

b) An email giving the date for the next PCAP meeting was noted.

479 Neighbourhood Planning Steering Group:

a) Correspondence: Several emails were received relating to the Draft Neighbourhood Plan, and were answered as part of Mr Cook's update at the start of the meeting.

b) Moved to the start of the meeting.

480 Planning Committee:

a) Correspondence: None

b) Receive report on matters outstanding from the previous minutes: None

c) & d) Consider any new or existing Applications for planning:

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
16/11566/LBC	Wharf House Burbage Wharf Burbage SN8 3BJ	Mr Dan Walker	Removal of external garden wall within the curtilage of Wharf House in order to reduce earth levels on the south elevation. Therefore removing the water source that creates a significant damp problem within the property.	Proposal - No Objection (unanimous)

e) No planning visits required.

481 Village Open Spaces Committee:

a) Correspondence:

i) A letter received from Mrs Carvelho in response to the demand from the Parish Council that the trees which had been removed should be replaced was discussed. It was agreed that a further letter should be sent, reiterating the demand to replace the trees and fix the fence. The Chairman volunteered to draft the response and send it to the Clerk. **Action Cllr Colling**

ii) A request from the Pre-School to be allowed to put a banner on the Seymour Pond railings to advertise the facility was discussed. It was agreed that a banner could be displayed until the end of March.

iii) An email laying out the proposed grass cutting contract for the coming financial year was discussed. It was agreed that the contract should be sent out as it stood, and the Clerk was asked to forward tender requests to three suppliers. Tenders to be submitted to the Clerk by Thursday 23rd February. **Action Clerk**

b) Receive report of Actions outstanding from previous minutes:

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. Discuss adoption of the Persimmon Homes open spaces	JA	May	Ongoing
3. Discuss adoption of the Persimmon Homes playground	JA	May	Ongoing
4. Hedge trimming on the Persimmon Homes estate	JA	May	Ongoing
5. CCTV cameras.	JA/MR	Mar	Ongoing
6. Tree Preservation Orders – The Clerk was asked to submit the request for the four trees to Wiltshire Council	Clerk	Oct	Wiltshire Council are still considering the applications
7. Request for skateboard park			Ongoing
8. Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen’s Jubilee.	CW	Apr	Ongoing
9. 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 Cottage, at the end of the lane.	Clerk JA	Jun	COMPLETE Item 2 is complete, but the width of the path needs to be reviewed.
10. Report received 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	Dec	The title deeds show that the Parish Council is the owner of the land Letter received in response to request. Second letter to be sent.
11. Broken gatepost at the Recreation Ground – Cllr Chris Wheeler kindly volunteered to replace it	CW	Nov	
12. New piece of play equipment for the playground	JA/Clerk	Nov	The play equipment has been delivered and installed. CLOSED

Open Spaces	Who	When	Updates
13. Request from Mr Philip Marsh for bus shelters in Burbage for travellers heading southbound, particularly by Seymour Pond. Persimmon Homes to be asked to build a shelter.	Clerk	Dec	Ongoing
14. Supply and fit fingerpost signs for Wolfhall/Crofton and Durley. Contract awarded to Chris Wheeler Construction Ltd	Clerk	Dec	Contract issued. Ongoing

c) and d) It was agreed that Burbage would take part in the Great British Spring Clean on March 3rd – 5th by having a village litter pick on Saturday 4th March. It was agreed that the Scouts would be asked to participate. Cllr Pearce volunteered to arrange the litter pick. **Action Cllr Pearce**

e) A suggestion that a street in Burbage should be named after Mr John Powell, in recognition of his services to the village, was discussed. It was noted that there are no new streets being developed or proposed at the moment. It was agreed that this suggestion would be kept in mind for the future.

f) The proposed Traffic Regulations Order for various roads in Burbage Parish was noted.

g) The request for a new bus shelter on the High Street was discussed again. It was agreed that a suitable place for a shelter would be the east side of the High Street, to the left of the Persimmon development entrance, by Seymour Pond.

h) The playground inspection rota for the next month was noted.

482 Finance & Policy Committee:

GP

a) Correspondence: None

b) Receive report of Actions outstanding from previous minutes:

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

c) The Interim Audit Report from the Internal Auditor, Mr Phil Gill, was received.

d) The 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 was authorised. Charge to be funded from the Neighbourhood Plan budget. Proposed Cllr Terry, seconded Cllr Chris Wheeler, approved unanimously

e) The proposal to allocate £500 towards the cost of publicising and carrying out the second Neighbourhood Plan Consultation was approved. Proposed Cllr Chris Wheeler, seconded Cllr Thornton, approved unanimously. The proposal to provide all Parish Councillors with a copy of the revised Draft Neighbourhood Plan, along with Marlborough Library and statutory bodies, totalling 20 copies; and to print 5 copies of the Consultation Statement, was approved. The Parish Councillors on the Neighbourhood Planning Steering Group were authorised to decide if further copies would be necessary, at a later date, up to a value of £500. Proposed Cllr Chris Wheeler, seconded Cllr Terry, approved unanimously.

483 RFO / Finance Report:

a) Correspondence: A letter from Mr Chris Webster, on behalf of Burbage Village Hall, thanking the Parish Council for the donation towards maintenance of Barn Meadow, and offering the use of the Village Hall to the Parish Council free of charge for three meetings in the coming year, was noted. It was agreed that one of the meetings would be the Annual Parish Meeting.

b) Receive report of Issues outstanding from the previous minutes: None

c) The current liquidity statement & Bank Reconciliation for 31st December 2016: **£82,850.70**

d) Note receipts since last PC Meeting: None

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	

f) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments
20/12/16	100503	P234C	Proludic Limited – buy and install new play equipment	5,434.00	6,520.80
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
11/01/17	100506	P237C	Village Hall – Hire of hall for NDP consultation 3 rd Feb	49.00	49.00
11/01/17	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	418.73	418.73
28/01/17	100509	P240C	PAYE for Clerk January 2017	101.80	101.80
09/01/17	100510	P241C	Burbage News January	15.00	15.00
07/01/17	100511	P242C	Last Landscaping – Grounds maintenance Oct-Dec 2016	1,956.00	2,347.20
11/01/17	100512	P243C	Clerk's expenses 29/11/16-11/01/17 – Printer ink and travel	221.66	221.66
Totals				8,455.21	9,933.21

484 Next Meetings:

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

There being no further business the Chairman closed the meeting at 9.20pm

Signed.....ChairmanDate