



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Monday 13th March 2017 at 7.45pm in Burbage Church Centre

Attendance

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

4 members of the public were present.

Cllr Stuart Wheeler of Wiltshire Council sent his apologies.

A Police report was sent by email. There were two incidents in the parish during February, the theft of a cold cast bronze sculpture from a front garden, and a break in to a summer house at a different property. Nothing was stolen from the summer house.

There was no Speedwatch report.

The Chairman invited questions from the members of the public. Mr Ken Moore, Mrs Jean Bierschenk, and Mrs Margaret Slatter attended to ask the Parish Council to consider providing a grant to the Tuesday Club. Mr Moore outlined the benefits that the Tuesday Club provides to the community in Burbage, and the number of volunteers who get involved in running it. Because Wiltshire Council has cut the funding from 1st May by £300-£400, there are currently only enough funds left to keep it open for another 15 months. The Chairman recommended that the Club should apply for a Pewsey Area Board grant, which the Parish Council would support. The Parish Council stated that it would like to see the Club continue. The Chairman asked Mr Moore to send the Parish Council a statement of the position, and the Parish Council would then write to Councillor Stuart Wheeler.

Mr Gary Rawlinson attended to discuss the email he had previously sent about a Tourist Information sign by the Three Horseshoes pub. This sign is outside a private residence, and is causing some confusion, resulting in visitors to the village calling at the private residence in search of local information. Mr Rawlinson said that this is causing some distress to the residents. Councillor Pearce reported that she had visited the site, and that the sign is designed to point people to the notice board three feet away. It was agreed that the Parish Council would review the matter, and discuss it again at the next meeting. The Chairman asked Mr Rawlinson to ask the residents to contact the Parish Council directly about the issue, so that a formal response could be sent to them.

Mr Gary Rawlinson also asked if the amended Neighbourhood Development Plan would be made available on the Parish Council website before being sent to Wiltshire Council for review. The Chairman promised to get back to him with an answer, but also pointed out that Wiltshire Council have to publish it on their own website as part of the process.

495 To receive and accept apologies for absence: Councillor Giddings and Councillor Thornton

496 To receive Declarations of Interest and requests for dispensation: Cllr Pearce declared an interest in planning application 17/01768/TCA from Burbage PCC

497 The previously circulated Minutes of Meeting held on Monday 13th February 2017 were reviewed. Cllr Andrew Wheeler stated that both he and Cllr Chris Wheeler had attended the meeting, but were not recorded as present on the Minutes. The Clerk checked her records of the meeting, and stated that they had not been noted as being present. Other members of the Parish Council disagreed, and the Clerk was asked to amend the Minutes, and present them for signing at the next Parish Council meeting, in April.

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

a) A notification about the Police and Crime Plan 2017-2021 formulated by the Police and Crime Commissioner was noted. This included a link to a survey being conducted by the Police and Crime Commissioner. Councillor Colling volunteered to complete the survey on behalf of Burbage. **Action Cllr Colling**

b) A letter from GL Hearn, sent on behalf of the owner of Tottenham House, outlining the plans to return the building to being a private family home, and inviting members of the Parish Council to a day of presentations on the refurbishment plans, was discussed. Councillors Colling, Andrew Wheeler, and Chris Wheeler expressed an interest in attending. The Clerk was asked to respond to GL Hearn with the names of the representatives. **Action Clerk**

c) The Clerk distributed information about the forthcoming Parish Council elections, including the list of dates, and the link to the application forms. Councillor Pearce volunteered to post the election notices on the parish notice boards.

499 Neighbourhood Planning Steering Group:

a) Correspondence: None

b) Councillor Pearce presented an update on the Neighbourhood Development Plan. All the responses received during the second Consultation Period have now been collated, and added to the Plan. A response was received from Natural England, insisting that a landscape appraisal be carried out for the Grafton Road site. If this is not done, Natural England would put it forward to Wiltshire Council as an objection to the Neighbourhood Plan, which would effectively mean the rejection of the entire plan by Wiltshire Council. The Steering Group has looked into the costs involved in doing the appraisal. It will cost in the region of £1,500 to perform the appraisal and a further £500 to incorporate all the details into the Plan. This was discussed at some length by the Parish Council, and resulted in two proposals:-

1. Proposal to ask Wiltshire Council's Legal Department to confirm this requirement in writing, and to specify whether it just applied to this one potential residential site, or to the potential industrial site as well. Proposed by Councillor Rowland, seconded by Councillor Chris Wheeler, approved unanimously. **Action Cllr Pearce**
2. Proposal to approve funding of up to £2,000 + VAT to carry out the landscape appraisal, subject to Wiltshire Council confirming that it is necessary. Proposed Councillor Rowland, seconded Councillor Chris Wheeler, approved unanimously.

500 Planning Committee:

a) Correspondence: None

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

c) Consider any new or existing Applications for planning:

Councillor Pearce declared an interest in this application, and took no part in the discussion or vote.

Reference	Location	Applicant	Proposed Work	Decision
17/01768/TCA	All Saints Church Eastcourt	Mrs Thelma Henderson	Various Tree Works as per Report on Application.	Proposal to Object, on the grounds that trees numbered 4 and 17 were marked for felling on the plan, but it was impossible to identify which trees those were. No-one was available to advise. (unanimous)

d) Note new planning applications:

Reference	Location	Applicant	Proposed Work	Comments to WCC by
17/01485/FUL	11 Well Meadow Burbage	Mr Chris Brennan	Single storey side and rear extension forming linked ancillary accommodation.	29/03/2017
17/02160/TCA	Little Estcotts Fir Green Lane	Mr Rose	Yew tree arch - reduce height by 1m & shape Walnut tree - crown raise by 1m & shorten branches near windows Beech tree - crown raise by 2m & reduce spread of long branches by 4m - 5m	31/03/2017
17/01495/LBC	Hallams 166 High Street	Mr & Mrs Davies	Internal alterations & french door replacing window in modern extension	04/04/2017
17/02199/TPO	16 Saddlers Way	Mr Dan Butler	T1 Oak Reduce canopy by 2-3m laterally , remove dead wood from canopy	05/04/2017
17/00933/TCA	Spinners 2 Eastcourt	Mrs Margaret Edwards	T1 - Copper Beech - Fell	28/02/2017

e) A meeting date of Saturday 25th March at 9.15 am was agreed to view new applications. Attendees Cllr Lewis, Cllr Colling, and Cllr Pearce. Cllr Lewis was asked to arrange the visits.

501 Village Open Spaces Committee:

a) Correspondence:

- i) An email from Mr Gary Rawlinson about the Tourist Information sign outside the Three Horseshoes had been discussed earlier.
- ii) A complaint from Mr Geoff Hill about litter on the Grafton Road was discussed. Councillor Pearce stated that that area would be cleared as part of the Spring Clean.
- iii) An email was received from Mr David Butler, listing 6 maintenance points which he requested the Parish Council to address:-
 1. The kissing gate on the footpath into the cricket pitch is inoperable. Councillor Chris Wheeler said that the gate belonged to him, and he would arrange to have it fixed. **Action Cllr Wheeler**
 2. The overgrown footpath past the Scout Hut is on private land. Councillor Acheson volunteered to speak to the owner about getting it cleared. **Action Cllr Acheson**
 3. It was agreed that the Parish Council would fund the clearing of the other two footpaths, to a total cost of £100 each. **Action Cllr Acheson**
 4. The 30 mph speed sign on the right hand side of the High Street, coming in from the south, has been damaged. The Clerk was asked to contact Persimmon Homes, who had stored the sign whilst they were using the adjoining entrance to their site, to ask them to replace it. **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. 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.	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 –5 main tasks for the Parish Steward are:- <ol style="list-style-type: none"> 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. 	JA		Ongoing

Open Spaces	Who	When	Updates
<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 Clerk was asked to write a second letter, asking for the trees to be replanted by 31st March, and for the fence to be repaired.</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	Nov	<p>The title deeds show that the Parish Council is the owner of the land</p> <p>Letter received from householder</p> <p>Letter sent.</p>
<p>8. Request from Mr Philip Marsh for bus shelters in Burbage for travellers heading southbound, particularly by Seymour Pond. Persimmon Homes were asked to build a shelter, but have declined. They suggested applying to their charity for the funding. The Clerk was asked to check with Wiltshire Council if a bus shelter would be permitted at that location</p>	Clerk	Mar	Ongoing

c) Councillor Pearce gave an update on the Great British Spring Clean, which was very successful. Councillor Rowland reported that when he had taken the resulting waste to Marlborough tip, he had been turned away, because it was in “the wrong colour bags”.

d) The Clerk presented an update on the issue of the tree on Village Hall land which was causing a nuisance to a neighbour. The Village Hall has now admitted ownership of the tree, and offered to visit Mrs Bawden and discuss the problems being experienced.

e) The suggestion of using the phone box as a Tourist Information kiosk was passed to the April Parish Council meeting.

f) The potential sale of the Three Horseshoes pub was discussed. The current tenancy ends on 30th June. The Clerk was requested to write to Wadsworth to ask what their intentions are for the pub, and to state that it is an asset to the village. **Action Clerk**

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

502 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
Workplace Pensions compliance	RFO	Feb	The RFO has completed and submitted the declaration of compliance. No action is required by Burbage Parish Council as the Clerk’s gross annual pay (£5,252) is below the minimum threshold (£5,824)

c) The tender for the Grass Cutting contract, to run for three years, was discussed. The proposal to award the tender to Bawden Contracting Services Ltd, based on cost, was approved. Proposed Councillor Chris Wheeler, seconded Councillor Rowland. 6 in favour, 2 against, 1 abstention. The Clerk was asked to issue the contract. **Action Clerk**

503 RFO / Finance Report:

a) Correspondence: The RFO reported that a BACS remittance advice for £3,286.10 had been received from HM Revenue & Customs for the VAT refund from 1st March 2016 to 31st January 2017.

b) Receive report of Issues outstanding from the previous minutes:

Clerk/RFO	Who	When	Status
Reduction of limit for Financial Services Compensation Scheme to £75,000. Limit has been raised back to £85,000, so no action needs to be taken	Clerk	Mar	COMPLETE

c) The current liquidity statement & Bank Reconciliation for 28th February 2017: **£72,103.62**

d) Note receipts since last PC Meeting:

Date Cleared	Chq/SO/BACS	Ref.	Details	VAT Excl	Total Recp.
01/03/17	BACS	R16/20	Base Rate Reward Account Interest Mar 17	10.31	10.31
Totals				10.31	10.31

e) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
04/03/17	100518	P249C	Burbage News Half Page March 17	15.00	15.00	
06/03/17	100519	P250C	Expenses – Cllr Acheson	34.25	34.25	
01/03/17	100520	P251C	Expenses – Cllr Pearce	28.65	28.65	
28/03/17	100521	P252C	Clerk’s salary/BB/phone March 2017	352.50	352.50	
28/03/17	100522	P253C	PAYE for Clerk March 2017	85.20	85.20	
13/03/17	100523	P254C	Savernake Forest Scout Group - Donation	50.00	50.00	
Totals				565.60	565.60	

504 Next Meetings:

a) Full Council **Monday 10th April 2017** at 7.45pm in the Church Centre

b) Committee Meetings: **Monday 27th March 2017** from 7.45pm in the Church Centre

There being no further business the Chairman closed the meeting at 9.40pm

Signed.....ChairmanDate