



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Monday 10th April 2017 at 7.45pm in Burbage Church Centre

Attendance

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

Cllr Stuart Wheeler of Wiltshire Council reported that the main road between Burbage and Marlborough has been resurfaced over the last two weeks. He is still chasing to get the repairs done at the Wolfhall junction and along the Wilton road. Councillor Andrew Wheeler asked if he could also ask for the white lines at the Wolfhall junction to be repainted, as they have faded again, and cars are likely to drive straight across without realising there is a give way. Councillor Stuart Wheeler also reported that the Pewsey Leisure Centre is now being renamed as the Vale Health and Wellbeing Centre, and that a new swimming pool will be built to replace the old one at the Centre.

A Police report was sent by email. On 10th March, two Eastern European males were seen attempting to take scrap metal from a driveway in the High Street. When challenged, they drove away. They were later stopped by the police in Marlborough, and their car was searched, but no offences were discovered.

There was no Speedwatch report.

505 To receive and accept apologies for absence: Councillor Thornton

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

507 The previously circulated Minutes of Meeting held on Monday 13th February 2017 were reviewed, and it was agreed that they were a correct record as originally presented. They were signed by Councillor Pearce, the Acting Chairman at that meeting.

The previously circulated Minutes of Meeting held on Monday 13th March 2017 were accepted as a correct record and signed by the Chairman.

508 Correspondence received since the last meeting, not covered by Committees: None

509 Neighbourhood Planning Steering Group:

a) Correspondence: An email from Mr Keith Jones, a Trustee of Burbage Village Hall and Recreation Grounds CIO, voicing concerns about the designation of areas of land as Local Green Space, was discussed. Councillor Pearce volunteered to arrange a meeting with Councillor Colling and the Village Hall Trustees. **Action Cllr Pearce**

b) Councillor Pearce presented an update on the Neighbourhood Development Plan. Following the response from Natural England, insisting that a landscape appraisal be carried out for the Grafton Road site, Councillor Pearce had been asked by the Parish Council at the meeting on March 13th to contact Wiltshire Council to confirm that this was a definite requirement. Wiltshire Council confirmed that it was. Therefore the second proposal agreed at the March meeting was approved unanimously by the Parish Council, and authority was given to go ahead with the Appraisal at a cost of up to £1,500, plus £500 additional work from Mr Dave King of Planning Street. Councillor Pearce also reported that the work should be completed by 18th April. The Neighbourhood Development Plan would then be reviewed by the Steering Group; and then passed to the Parish Council. It is hoped that it will be formally agreed by Burbage Parish Council at the Parish Council meeting on Monday 12th June. After that, it will be passed to Wiltshire Council.

510 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
17/02697/TCA	The Meads 130 High Street	Mr Richard Morgan	T1 - T4 - four Conifer trees - fell T5 & T6 - two Holly trees - fell	Proposal to Object Objection to T4 & T6 No objection to T1 – T4 (Unanimous)
17/03121/TCA	The Police Station 199 High Street	Mrs Sue Milne	Hawthorn hedge - remove	Proposal to Not Object (Unanimous)

e) No upcoming planning visits required

511 Village Open Spaces Committee:

a) Correspondence: An email update from Mr Gary Rawlinson about the Tourist Information sign outside the Old Bakery was discussed. Councillor Chris Wheeler volunteered to take the sign down, and store it. **Action Cllr Chris Wheeler**

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. 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
6. Parish Steward –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.	JA		Ongoing

e) The footpath report provided by Mr Geoff Hill was reviewed. Mr Hill has kindly said that he is prepared to repair the broken stile. Councillor Rowland volunteered to supply the necessary materials for the repair. Councillor Rowland also said he would meet all the farmers who own land that the parish footpaths run through, to try to get their agreement to keep the footpaths useable. **Action Cllr Rowland**

f) Councillor Acheson put forward a proposal to purchase a new piece of play equipment for the playground. He reported that Proludic have measured the potential site, and could build a made-to-measure climbing wall, climbing net, and set of bars. The proposal was carried forward to the next Open Spaces Committee meeting, to be held on Wednesday 31st May.

g) The playground inspection rota for the next month was noted. Councillor Terry and Councillor Pearce agreed to swap dates, as Councillor Terry is unable to make the 6th May.

512 Finance & Policy Committee:

GP

a) Correspondence:

i) The Clerk reported that Bawden Contracting Services has sent a copy of their liability insurance for this year, for information.

ii) Burbage News sent a request for a donation of £500 to help fund the 2017 Gala. The proposal to donate £500 was agreed. Proposed Cllr Terry, seconded Cllr Lewis, approved unanimously. Councillor Pearce abstained from the vote, as she is on the Gala Committee.

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 payment of £30 to Burbage Village Hall to provide a bar for the Annual Parish Meeting was approved. Proposed Cllr Pearce, seconded Cllr Colling, approved unanimously

513 RFO / Finance Report:

a) None

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

c) Having considered the Annual Governance Statement, the Members agreed unanimously to approve the statement for FY16/17, and it was signed by the Chairman.

d) The Clerk notified the Parish Council of a change of date for the submission of the Annual Return to the external auditors, Grant Thornton, from 8th May 2017 to 15th June 2017. The date was altered because the Internal Auditor is not available to perform the audit in time for the Parish Council to approve the final accounts before 8th May.

e) The current liquidity statement & Bank Reconciliation for 31st March 2017: **£74,420.43**

d) 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
Totals				3,286.10	3,286.10

e) 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	P259C	Burbage Village Hall – bar for Annual Parish Meeting	30.00	30.00	
10/04/17	100529	P260C	Last Landscaping – Grounds maintenance Jan-Mar 17	1,956.00	2,347.20	391.20
10/04/17	100530	P261C	Reflex Productions – Playground cleaning Apr 17	285.00	285.00	
10/04/17	100531	P262C	Burbage News – Half page Apr 17	15.00	15.00	
10/04/17	100532	P263C	R J Kennington electrical Contractor – move defibrillator	100.00	120.00	20.00
10/04/17	100533	P264C	Cllr Colling – Expenses Apr16-Mar17	117.29	117.29	
Totals				3,044.95	3,464.48	419.53

514 Next Meetings:

- a) Full Council **Monday 8th May 2017** at 7.45pm in the Church Centre
- b) Annual Parish Meeting **Thursday 11th May 2017** at 7.00pm for 7.30pm in the Village Hall
- c) Committee Meetings: **Wednesday 31st May 2017** from 7.45pm in the Church Centre

Following the retirement of two of the Parish Councillors at the end of this term of office, the Chairman expressed his thanks to Councillor Tony Parmenter for his more than 20 years' service to Burbage Parish Council. His experience and knowledge of the village will be greatly missed.

The Chairman also thanked Councillor Richard Lewis for all his work on planning. His expert knowledge has been of immense help to the Parish Council during his term of office.

There being no further business the Chairman closed the meeting at 8.45pm

Signed.....ChairmanDate