



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Monday 8th May 2017 at 7.45pm in Burbage Church Centre

Attendance

Cllrs. Steve Colling (Chairman), John Acheson, Andrew Fellows, Lee Giddings, 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, and that the badly damaged area of Wolfhall Road has also been repaired.

A Police report was sent by email. Between 27th March and 4th April, a garage in Savernake was broken into, and two pedal cycles were stolen. On 26th April, access was gained to a shed in Savernake by cutting off three security locks, and three power tools were stolen.

There was no Speedwatch report.

515 To receive and accept apologies for absence: Councillor Thornton

516/7 To elect a Chairman for the year 2017/2018:

Cllr Colling was proposed by Cllr Pearce, and seconded by Cllr Terry. There being no further nominations, **Cllr Collings was elected Chairman** unanimously, and signed his Acceptance of Office

518 All the Parish Councillors present at the meeting signed their Acceptance of Office, witnessed by the Parish Clerk

519 To elect a Vice-Chairman for the year 2017/2018:

Cllr Pearce was proposed by Cllr Acheson, seconded by Cllr Rowland. There being no further nominations, **Cllr Pearce was elected Vice-Chairman** unanimously.

The Chairman then thanked all serving Councillors for their work during the previous year, and thanked the Clerk for her contribution in managing the organisation and finances of the Parish Council. He congratulated Cllr Stuart Wheeler on his re-election as Wiltshire Councillor, and welcomed him back. He went on to thank the retiring councillors - Cllr Tony Parmenter for his 20 years of service to Burbage Parish Council; and Cllr Richard Lewis for his contribution to the Parish Council, particularly in respect of the planning applications.

520 To receive Declarations of Interest and requests for dispensation: Cllr Andrew Wheeler and Cllr Chris Wheeler both declared a pecuniary interest in item 528 e), the tenders for the village ponds maintenance. It was agreed that this item would be moved to the bottom of the agenda

521 The previously circulated Minutes of Meeting held on Monday 10th April 2017 were reviewed. Cllr Terry pointed out that in the update from Cllr Stuart Wheeler of Wiltshire Council, the road which was still in need of repair had been noted as Wilton Road instead of Wolfhall Road. It was agreed that this could cause confusion, so the Minutes were manually adjusted, and the change was initialled by the Chairman. The full Minutes were then approved, and signed by the Chairman.

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

523 Approve Committees, terms of reference and members:

PLANNING – All Councillors. Chair Cllr Colling/Cllr Fellows

OPEN SPACES – Chair Cllr Acheson, Vice Chair Cllr Andrew Wheeler. Members Cllrs Colling, Giddings, Rowland, and Terry

FINANCE & POLICY – Chair Cllr Pearce. Members Cllrs Acheson, Colling, Fellows, Thornton, and Chris Wheeler
Neighbourhood Planning Steering Group would remain with current Members

524 Approve Parish Representation:

Village Hall Trust – Cllr Fellows

PCAP and Area Boards – Cllr Colling and Cllr Pearce

CATG – Cllr Colling

Police Liaison – via the Clerk

525 Dates of 2017/2018 meetings agreed:

2018 Annual Meeting – Monday 9th May, 2018

2018 Annual Parish Meeting – Thursday 12th May, 2018

Full Parish Council 7.45 pm second Monday in the month (Wednesday when PAB meet)

Committees 7.45 pm last Monday of each month

526 Neighbourhood Planning Steering Group:

a) Councillor Pearce presented an update on the Neighbourhood Development Plan. The landscape report is now complete and added into the final plan. The invoice for this is expected in the middle of the month. Once the final maps are received and added into the plan, the Parish Council will receive a copy for approval before it is submitted to Wiltshire Council for their six week consultation, after which the Plan will go to the independent examiner. Following any changes, and inclusion of any responses, to the Wiltshire consultation, a referendum will then be arranged by Wiltshire Council. It is anticipated that this will be in September. Mr Martin Cook will present an update at the Annual Parish Meeting on 11th May.

527 Planning Committee:

a) Correspondence: A village resident asked how many houses were expected to be built on the Persimmon Homes site, as it had been noticed that the houses were numbered to 59. The matter was discussed, and Cllr Pearce volunteered to speak to Wiltshire Council about it. **Action Cllr Pearce**

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

c) Consider any new or existing Applications for planning: .

| Reference | Location | Applicant | Proposed Work | Decision |
|---------------------|-------------------------------|----------------------|--------------------------------|---------------------------------------|
| 17/02708/FUL | Field Place Fir Green Lane | Mr & Mrs P Taylor | Replacement garage building | Proposal to Not Object (Unanimous) |

d) Upcoming visits: Saturday 20th May, 9.00am preferred. Cllr Colling to arrange the visit. Cllrs Acheson, Colling, Fellows, and Pearce to attend, and Cllr Rowland if available.

| 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 |

528 Village Open Spaces Committee:

a) Correspondence:

i) Two complaints were received about overflowing litter bins. Mrs Linda Kidd was asked to report the matter to Wiltshire Council via the MyWiltshire page, and the bins were emptied very shortly afterwards.

ii) An invitation from Channel 4 to take part in their Village of the Year competition was discussed, but it was decided not to apply to take part this year.

iii) A request from PCAP (Pewsey Community Area Partnership) to report any incidents of fly tipping, or any problems with poor road surfaces, was noted. All Councillors were asked to forward any reports or complaints to the Clerk, who would log them on the PCAP spreadsheet and send them in.

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. COMPLETE |
| 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 |

| Open Spaces | Who | When | Updates |
|--|--|--|---|
| 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 |
| 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. The Clerk was asked to write to the householder The Clerk was asked to write a second letter, asking for the trees to be replanted by 31 st March, and for the fence to be repaired. The fence has been repaired 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 | Clerk Clerk | Nov Mar | The title deeds show that the Parish Council is the owner of the land Letter received from householder Letter sent. |

| Open Spaces | Who | When | Updates |
|---|-------------------------------------|--------------------------------------|---------|
| 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 The Clerk to send details to Cllr Stuart Wheeler to chase | Clerk | Apr | Ongoing |
| 9. Maintenance points raised by Mr David Butler: a) Broken kissing gate. Cllr Chris Wheeler said it was owned by him, and he would repair it. b) Overgrown footpath past Scout Hut. Cllr Acheson volunteered to speak to the owner about getting it cleared. 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. d) Speed limit sign by Persimmon Homes entrance damaged. The Clerk has written to Persimmon to ask them to replace it. Awaiting reply | CW JA JA Clerk | Apr Apr Apr Apr | Ongoing |

c) The matter of grass cutting in the village was discussed, following several complaints from parishioners in recent days about the standard of the grass cutting in recent weeks. Cllr Acheson reported that he had been round the village with the new contractor on Thursday 4th May to review each area. It was agreed that the new contractor is bedding in, and any problems are being ironed out.

d) The proposal to issue a village cleaning contract for 2017/18 was discussed, and agreement was reached that the cleaning needs to be done twice a year. The Clerk was asked to send out invitations to tender for the work. **Action Clerk**
Cllr Chris Wheeler was asked to check the benches in each area of the village, and see what individual maintenance work needs to be done on each of them. It was agreed that maintenance of the benches would form a separate contract from the village cleaning. It was passed to the May Open Spaces Committee meeting for further discussion.

Action Cllr Chris Wheeler

e) Cllr Chris Wheeler and Cllr Andrew Wheeler having declared a pecuniary interest, the review the tenders for the ponds maintenance contract was moved to the end of the meeting.

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

529 Finance & Policy Committee:

GP

a) Correspondence:

i) Cllr Pearce handed each Councillor a Return of Election Expenses form to complete, and reminded the meeting that if no expenses had been incurred, a NIL response still needed to be submitted.

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 insurance levels in the Ecclesiastical contract were reviewed. The Clerk was asked to check that the piece of play equipment purchased in 2016 was adequately covered; and also that the insurance would cover people over the age of 80. Other than that, the insurance was felt to be adequate. **Action Clerk**
- d) The payment of the insurance renewal premium of £858.51, at the start of year 2 of the 3 year contract was approved. Proposed Cllr Pearce, seconded Cllr Colling, approved unanimously.
- e) The payment of the annual subscription of £682.80 to Wiltshire Association of Local Councils (WALC) was approved. Proposed Cllr Pearce, seconded Cllr Colling, approved unanimously.
- f) The purchase of 2 batteries from Community Heartbeat for the village defibrillators was approved. Proposed Cllr Colling, seconded Cllr Giddings, approved unanimously.
- g) Funding for light refreshments for the Annual Parish Meeting was discussed, but it was agreed that these were unnecessary, as the bar would be open.
- h) The agenda and arrangements for the Annual Parish Meeting were reviewed. Cllr Pearce agreed to collect the keys for the Village Hall. All Councillors were asked to attend if possible, and to arrive at 6.30pm to help set up the room.
- i) The 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 was approved. Proposed Cllr Pearce, seconded Cllr Fellows, approved unanimously.
- j) The 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 was approved. Proposed Cllr Pearce, seconded Cllr Colling, approved unanimously.
- k) It was agreed that the Parish Council would like to mark the retirement of Councillor Parmenter, after all his years of service to the Parish, by presenting him with a gift. The proposal to make an allowance to the Chairman of £100 was approved. Proposed Cllr Acheson, seconded Cllr Chris Wheeler, approved unanimously.

530 RFO / Finance Report:

- a) None
- b) Receive report of Issues outstanding from the previous minutes: None
- c) The requirement from HMRC to make future PAYE payments electronically instead of by cheque was discussed. The Clerk was asked to take advice from WALC. **Action Clerk**
- d) The date for placing the Notice of Public Inspection of Accounts for Annual Return 16/17 of 15th June, 2017 was noted.
- e) The revised Asset List 17/18 was reviewed. The Clerk was given permission to simplify the format, to make it easier to read and understand. It was passed to the May Committee for further review once the changes had been made. **Action Clerk**
- f) The payment on receipt of invoices or on due dates, for regular continuing contracts and other approved commitments was approved: 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, and Last Landscaping The payments will be reported to members at the next PC meeting.
- g) The Risk Register was reviewed, and the changes proposed by Councillor Thornton were approved. The Clerk was asked to make the alterations, and circulate a copy of the changed report to all Councillors. **Action Clerk**
- h) Receive current liquidity statement & Bank Reconciliation for 30th April 2017: **£86,655.61**

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 | |
| 04/05/17 | 100541 | P272C | Bawden Group – grass cutting Apr 17 | 536.18 | 643.42 | 107.24 |
| Totals | | | | 2,839.09 | 3,060.13 | 221.04 |

Cllr Andrew Wheeler and Cllr Chris Wheeler, having declared a pecuniary interest, left the meeting at this point, before the tenders for the maintenance of the village ponds were opened.

528 e) The three tenders for the Maintenance of Seymour Pond and Westcourt Pond contract, to run for three years, were reviewed. The proposal to award the contract to Last Landscaping, following a vote of 5 to 2 in favour, was approved.

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

There being no further business the Chairman closed the meeting at 9.45pm

Signed.....ChairmanDate