



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Monday 12th June 2017 at 7.45pm in Burbage Church Centre

Attendance

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

Cllr Stuart Wheeler of Wiltshire Council had little to report, because the General Election on 8th June had stopped business. The Chairman asked when Burbage Parish Council were likely to receive the S106 money from the Persimmon Homes development. Cllr Stuart Wheeler thought it would be when the development was completed, but would check.

A Police report was sent by email. On 27th May, a property in the High Street had its garden broken into, and 4 trees in pots, flowers, a plastic garden table, and a metal dustbin were stolen. On 30th May, a Ford Anglia engine was stolen from the front garden of another property in the High Street.

There was no Village Hall report. The Clerk was asked to contact the Village Hall Chair, to invite someone to attend the Parish Council meeting on 10th July to give an update. **Action Clerk**

There was no Speedwatch report. The Clerk was asked to contact the Speedwatch team, and to invite someone to attend the Parish Council meeting on 10th July to give an update. **Action Clerk**

532 To receive and accept apologies for absence: None

533 To receive Declarations of Interest and requests for dispensation: Cllr Andrew Wheeler and Cllr Chris Wheeler both declared a pecuniary interest in item 538 c), the quote to move and store the phone box currently in Webbs Way, and relocate it to the Seymour Pond area when appropriate.

534 The previously circulated Minutes of Meeting held on Monday 8th May 2017 were accepted as a correct record and signed by the Chairman.

535 Correspondence received since the last meeting, not covered by Committees: The Chairman informed the meeting that he had received a letter of resignation from Cllr John Acheson. The Parish Council wish to record their appreciation for all the diligent work which Cllr Acheson has done over the years he has been a member of the Parish Council. The Chairman asked for volunteers to take on the chairmanship of the Open Spaces Committee. After considerable discussion, Cllr Rowland agreed to take on the role of liaising with the Parish Steward. Cllr Andrew Wheeler agreed to act as Chair of the Open Spaces Committee at meetings. All members of the Parish Council agreed to sit on the Open Spaces Committee, with immediate effect. Cllr Chris Wheeler volunteered to assist with Open Spaces actions where possible.

The Clerk was asked to send Cllr Rowland and Cllr Andrew Wheeler a copy of the grass cutting contract. **Action Clerk**
Cllr Chris Wheeler volunteered to obtain quotes to replace some broken signs in the village. **Action Cllr Chris Wheeler**

536 Neighbourhood Planning Steering Group:

a) Councillor Pearce announced that the Neighbourhood Development Plan is now complete. It has been sent to all the Parish Councillors for review. The Chairman asked all councillors to read through it by Monday 26th June, and highlight any issues that they have with it immediately. Any issues will be discussed at the Planning Meeting on Monday 26th June. The NDP will then be discussed at the Parish Council meeting on Monday 10th July, and, if approved, it will then be submitted to Wiltshire Council.

537 Planning Committee:

a) Correspondence: The Clerk reported that she had been sent a TCA, and had again asked Wiltshire Council to direct all applications to Cllr Fellows.

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

c) Consider any new or existing Applications for planning: None

d) Upcoming visits: Friday 23rd June, 5.30pm. Cllr Colling, Fellows, Pearce and Thornton to attend.

Reference	Location	Applicant	Proposed Work	Comments to WCC by
17/05611/TCA	3 Bourne Way Burbage	Mrs Julie Russett	G1 - group of Beech trees - reduce height by two-thirds to form hedge	07/07/2017

538 Village Open Spaces Committee:

a) Correspondence: A website message was received from a resident in Martingale Road, complaining about the level of noise being caused by footballs being kicked against garden fences when games are being played in the open grassed areas. The Clerk was asked to reply to the resident to say that the Parish Council does not own the land, and therefore can't take any action. . It is the first time that the Parish Council has had a complaint about noise in this area. It was suggested that the resident should report the matter to the police. The Parish Council unanimously agreed to fund the purchase of signs to prohibit footballs being kicked against the garden fences, to a maximum cost of £30 plus VAT. Cllr Chris Wheeler volunteered to make the signs. The Clerk was asked to obtain written permission to attach a sign to the complainant's fence. **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. Cllr Rowland to present a report of the outline cost and plans at the September Parish Council meeting	MR	Sep	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	Jul	Ongoing
5. Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen's Jubilee. The Clerk 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. Cllr Pearce to provide wording for the plaque.	CW Clerk GP	Sep Jul Jul	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.	MR		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> <p>The Clerk to send details to Cllr Stuart Wheeler to chase</p>	Clerk	Jul	Ongoing

c) The proposal to accept the quote of £342.00 from Chris Wheeler Construction to remove and store the telephone box in Webbs Way was approved. Cllr Chris Wheeler and Cllr Andrew Wheeler, having declared a pecuniary interest, took no part in the discussion or vote. Proposed Cllr Pearce, seconded Cllr Thornton, approved unanimously. The Clerk was asked to issue the contract. **Action Clerk**

d) The proposal to issue a village cleaning contract for October 2017 to Reflex Productions, for a price not to exceed £910.00, was approved. Proposed Cllr Colling, seconded Cllr Rowland, approved unanimously. The Clerk was asked to issue the contract. **Action Clerk**

e) The proposed purchase of a new piece of climbing equipment for the playground was discussed. Cllr Giddings volunteered to obtain two more quotes for equipment comparable to the one proposed by Cllr Acheson at the Finance & Policy Committee meeting. **Action Cllr Giddings**

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

539 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 reformatted Asset Register 2017 was reviewed and approved.
 d) The Financial Regulations were reviewed and approved.
 e) The Standing Orders were reviewed and approved.
 f) Following the resignation of Cllr Acheson, a new cheque signatory is required. Cllr Gill Terry was proposed by Cllr Pearce, seconded by Cllr Andrew Wheeler, and approved unanimously. Cllr Pearce volunteered to obtain the necessary forms from the bank. **Action Cllr Pearce**

540 RFO / Finance Report:

- a) Correspondence: None
 b) Receive report of Issues outstanding from the previous minutes: None
 c) **Year End Accounts 16/17**
 1. Having reviewed the effectiveness of the internal audit in line with the guidance set out in the "Practitioners' Guide" and the report from the Internal Auditor, the Members considered the internal audit to be effective and accepted the Internal Auditor's Report for FY16/17.
 2. Having considered the Accounting Statements for FY 16/17, the Members agreed unanimously to approve them, and they were signed by the Chairman.
 d) Receive current liquidity statement & Bank Reconciliation for 31st May 2017: **£80,964.17**

e) Note receipts since last PC Meeting:

Date Cleared	Chq/SO/BACS	Ref.	Details	VAT Excl	Total Recp.
02/05/17	BACS	R17/03	Bank Interest - Base Rate Reward account May 17	10.69	10.69
Totals				10.69	10.69

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

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
14/05/17	100543	P274C	Burbage News – half page May 17	15.00	15.00	
17/05/17	100544	P275C	Nicholas Pearson Associates – NDP Landscape Appraisal	1,500.00	1,800.00	300.00
26/05/17	100545	P276C	Mr P Gill – Internal Audit 2016/17 accounts	45.00	45.00	
Totals				1,560.00	1,860.00	300.00

g) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
03/06/17	100546	P277C	Bawden Managed Landscapes – grass cutting May 17	536.18	643.42	107.24
02/06/17	100547	P278C	Community Heartbeat – defibrillator battery	235.00	282.00	47.00
28/06/17	100548	P279C	Clerk's salary/BB/phone June 2017	352.50	352.50	
12/06/17	100549	P280C	PAYE for Clerk June 2017	85.20	85.20	
12/06/17	100550	P281C	Clerk's expenses Apr-May 2017	54.42	54.42	
Totals				1,263.30	1,17.54	154.24

541 Next Meetings:

- a) Full Council **Monday 10th July 2017** at 7.45pm in the Church Centre
 b) Committee Meetings: **Monday 26th June 2017** from 7.45pm in the Church Centre

JT

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

Signed.....ChairmanDate