



Burbage Parish Council

Minutes of a meeting of Burbage Parish Council held on Monday 19th February 2024 at 7.45pm in Burbage Church Centre

Attendance

Present: Cllrs. Theo Clarke, Steve Colling, Lee Giddings, Glenda Pearce, Gill Terry, George Walsh-Waring, Andrew Wheeler, and Chris Wheeler. Acting Clerk Joyce Turner

There was one member of the public present, Pat Ambrose

Wiltshire Council Report: Cllr Stuart Wheeler

1. Budget – Cllr Stuart Wheeler reported that the budget meeting was going to be held on Tuesday 20th February, and that Wiltshire Council is in quite a good position financially. It is hoped that there will soon be a reduction in energy costs and interest rates.
2. Roads – The very wet weather has been affecting the county's road really badly. Wiltshire Council now has a second pot hole repair unit in place, which is helping to speed up repairs. National Highways (not Wiltshire Council) has plans in place to resurface the A338 from the Burbage roundabout to the Berkshire border.

The Village Hall sent an email update, stating that an appeal for volunteers to help run the Village Hall has appeared in the February edition of the Burbage News. The Chairperson and Treasurer were currently away, so the situation will be reviewed when they return.

Pat Ambrose attended the meeting to discuss the ownership and maintenance issues in Martingale Road. She has managed to obtain the title deeds number, WT136196, which shows that the registered owners are Cannonsfield Development Ltd. The maintenance has been outsourced to Riga, under the ownership of Mr Michael Brown. Pat Ambrose has a particular issue with overgrown trees overshadowing her garden. It was suggested that she should contact the owner to ask for the trees to be trimmed back. It was agreed that the Clerk should be instructed to write a letter to the owners to say that Burbage Parish Council has no legal interest in this matter, but would be happy to take it on if the owner wanted to transfer the legal ownership to the Parish Council. **Action Clerk**

1306 Receive and accept apologies for absence: Cllr Blanchard, Cllr Voorspuy, and June Amor (Clerk)

1307 Receive Declarations of Interest and requests for dispensation: None

1308 Minutes: The Minutes of Meeting held on Monday 11th December, which were approved at the January meeting, were signed by the Chairman. The Minutes of Meeting held on Monday 8th January were accepted as a true record and signed by the Chairman

1309 Community Transport Group:

Cllr Colling reported that Wiltshire Council had submitted a proposal to shore up the bank at Stibb Green, at a projected cost of £25,000 to £30,000. It was agreed that Cllr Colling should confirm to Wiltshire Council that Burbage Parish Council are happy to let the proposal to go forward to the next stage. **Action Cllr Colling**

1310 Receive update from the Pewsey Area Board: None. The next meeting is 4th March 2024

1311 Correspondence received since the last meeting, not relating to committees:

i) The police sent an email confirming that PC Rideout and PC Crabbe will attend the Parish Council meeting to be held on Monday 11th March. The Clerk was instructed to ask the police to attend the May Parish Meeting as well. **Action Clerk**

ii) A letter was received from Wiltshire Search and Rescue, asking for a donation towards their work. It was agreed that there should be an item in the Finance and Policy section on the next agenda to agree the Parish Council's policy on charity donations. **Action Clerk**

The Clerk was instructed to invite a representative from the organisation to give a presentation at the May Parish Meeting. **Action Clerk**

1312 Updates were received from the Wiltshire Association of Local Councils (WALC) on the changes to the power to fund works to property relating to affairs of the church, or held for an ecclesiastical charity. Some funding is now permissible under general spending. In addition, general Procurement rules now state that any project costing over £30,000 must be put out to tender. WALC has confirmed that the limit of Section 137 monies for the coming financial year is £10.81 per person on the electoral roll for the parish. Burbage currently has 1463 electors.

1313 **Receive Report of Issues outstanding from the previous minutes – See Annex A below**

1314 Finance & Policy Committee:

GP

- a) Correspondence: None
- b) The retirement of the Parish Council's Internal Auditor, Mr Phil Gill MBE, after the completion of the Final Internal Audit of the current financial year, and the need to appoint a replacement, was discussed. It was agreed that Cllr Pearce should contact the Pewsey Parish Council to ask who they use. **Action Cllr Pearce**
- c) Cllr Pearce gave an update on the funding for the Open Blue Trust, who provide the Blue Bus visits to Burbage at the cost of £300 per session. The last visit of this winter session will be in April. Mr Bob Norbury donated the sum of £250 toward the cost of one visit, raised by completing a charity walk, with the stipulation that the money was to be used for a visit to Burbage. The proposal to fund the additional £50 from the current budget was approved. Proposed Cllr Pearce, seconded Cllr Clarke, approved unanimously. Cllr Pearce volunteered to obtain the invoice. **Action Cllr Pearce**
The proposal to make an application to the Pewsey Area Board for match funding for future Blue Bus visits was approved. Proposed Cllr Pearce, seconded Cllr Clarke, approved unanimously. Cllr Pearce volunteered to submit the application. **Action Cllr Pearce**
- d) The Clerk's expense claim of £49.99 was approved.
- e) The RFO's expense claim of £33.90 was approved

1315 Planning Committee:

- a) Correspondence: None
- b) Update on Seymour Court Planning Application:
A public meeting was held on 1st February. Cllr Stuart Wheeler of Wiltshire Council informed the meeting that the planning application is likely to be approved.
- c) Report on planning decisions taken since the last Parish Meeting:

Reference	Location	Applicant	Proposed Work	Decision
PL/2024/00351	32 Eastcourt		T1 Conifer. Fell. Tree is causing damage to a wall.	Proposal – No Objection (Unanimous)
PL/2024/00120	Field Place Fir Green Lane		Erection of garden shed to rear garden	Proposal – No Objection (Unanimous)
PL/2024/00214	Wycombe House Ginnys Drive		4 x Silver Birch trees - fell (T46, T47, T48 and T49) Horse Chestnut tree - pollard (T55) Norway Maple tree - pollard (T63) Acer Negundo tree - pollard (T64)	Proposal – No Objection (Unanimous, but Cllr Colling declared an interest and did not vote) Commented subject to conditions being met, as several trees have been felled on this property, but no replacements have been planted. Oak or copper beech should replace the felled silver birch trees.

d) Planning decisions for review at the meeting

Reference	Location	Applicant	Proposed Work	Decision
PL/2024/00916	9 Burroughs Drove,	Mr Robert Sadler	Cherry Tree – Overall reduction by 2%	Proposal – No Objection (Unanimous)
PL/2024/01099	The Lindens, 2 Meadow View, High Street	John Davis	Requesting crown reduction of 30% for single Lime Tree	Proposal – No Objection (Unanimous)
PL/2024/01186	59 High Street, Burbage,	Listed Building Consent	Proposed single storey extension	Proposal – No Objection (Unanimous)
PL/2024/00946	59 High Street,	James Hooper	Proposed single storey extension	Proposal – No Objection (Unanimous)

1316 Village Open Spaces Committee:

AW

a. Correspondence

- i) Email from Burbage Primary School outlining concerns about parking in Blackman's Lane – this is a public highway, with no parking restrictions in place, so no action can be taken.
- ii) Email from Linda Kidd, reporting a fallen footpath/bridleway sign at the end of East Sands – the Clerk was asked to report the matter to Wiltshire Council. **Action Clerk**
- iii) Email from the Wiltshire Bobby Van Trust asking for volunteers. The Clerk was asked to forward the email to Ridgeway Press for possible inclusion in the Burbage News. Cllr Pearce volunteered to publish it in the Good Companions newsletter. **Action Clerk & Cllr Pearce**
- iv) Email from Anthony Leask querying the positioning of the speed signs at the north end of the village. The Clerk was asked to reply to Mr Leask to inform him that there are strict rules as to the siting of these signs, which meant that there was nowhere else to place it that fulfilled all the requirements. **Action Clerk**
- v) Email from Andrew McGowan asking for the steps to be reinstated up the bank to the postbox at Stibb Green. The Clerk was asked to reply to Mr McGowan to explain that the bank did not allow for the safe installation of steps, as they would be too narrow, so a handrail has been installed on the new approach. **Action Clerk**
- vi) Email from Andrew McGowan asking the Parish Council to find a way to reduce the number of pigeons around his house. The Parish Council agreed that there is nothing that they can do about the matter. The Clerk was asked to reply to Mr McGowan. **Action Clerk**
- vii) Email from Andrew McGowan about the Leylandii hedge bordering the car park of the Three Horseshoes, and the accumulated rubbish in the car park. The former Clerk (now RFO) was asked to find the details of the current owner, and forward them to Mr McGowan. **Action RFO**
- viii) The update on the meeting with Gigaclear about their broadband was carried forward to the March meeting.
- ix) Cllr Andrew Wheeler reported that the trees overgrowing the fence line in Ailesbury Way have been cut back by the Parish Steward.

b. Village maintenance:

- i) The map of the village was reviewed, and the land where Burbage Parish Council is responsible for maintenance was identified. It was agreed that the Clerk, on behalf of Burbage Parish Council, will contact the landowners who have footpaths running across their land in the village, to ask for permission to cut the paths. The RFO will supply the Clerk with the list of names. It was also agreed that as Burbage Parish Council have been cutting the grass on the footpaths on some Wiltshire Council land, they should be contacted to check that they are happy for that to continue. Cllr Pearce volunteered to supply the name of the correct contact at Wiltshire Council, and Cllr Stuart Wheeler asked to be copied in on the email. **Action RFO, Clerk, & Cllr Pearce**
- ii) The number and location of the rubbish bins and dog waste bins in the village were reviewed. Cllr Chris Wheeler to provide Idverde with the full list. **Action Cllr Chris Wheeler**
- iii) The footpath from Ailesbury Way to the school is very rough and uneven, after having been dug up by Gigaclear. Cllr Chris Wheeler to provide a specification for having the path resurfaced, and the Clerk to send it out to tender. **Action Cllr Chris Wheeler & Clerk**
- iv) It was agreed that there wasn't a need to instruct external counsel.

- v) The update on the footpath tender was carried forward to the March meeting.
- c. Update on Seymour Pond and surrounding area:
Aquatic South West started the cleaning work at the pond on 19th February
- d. The fence owned by Aster at Seymour Court, backing on to the playground, is broken. The Clerk was instructed to contact Aster to ask them to fix it. **Action Clerk**
- e. i) The repairs to the playground equipment are in progress
ii) The quotes received for the work on the basketball court are all very expensive. It was agreed that it should be put on hold until the next financial year
iii) The update on the fencing repairs and tender was carried forward to the next meeting
iv) The quotes for the playground were carried forward to the next meeting
- f. The repairs to the two red telephone boxes were discussed. Cllr Colling reported that Mr Pete Devenish has quoted £600 to do the repairs, if the Parish Council provide the paint and parts. The proposal to ask Mr Devenish to do the work once the weather is suitable was approved. Proposed Cllr Clarke, seconded Cllr Walsh-Waring, approved unanimously.
- g. Playground inspection Rota:
17th February – Cllr C Wheeler
24th February – Cllr Blanchard
2nd March – Cllr Clarke
9th March – Cllr Colling
16th March – Cllr Giddings

1317 RFO / Finance Report:**RFO**

- a. RFO's monthly report – the RFO asked for all outstanding invoices for this financial year to be sent to her before the end of February, so that she can do the VAT reclaim before the year end.
- b. The current liquidity statement to 31st January 2024 is **£112,507.08**
- c. Note payments since last Parish Council Meeting:

Cheque Date	Chq No	Ref	Details	VAT Excl	Total Payments	VAT
02/02/2024	101077	P805C	Mr P Gill – Interim Internal Audit Dec 2023	60.00	60.00	
02/02/2024	101078	P806C	Idverde Ltd – Grounds Maintenance Jan	462.58	555.10	92.52
			TOTAL	522.58	615.10	92.52

- d. Approve new payments:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
26/02/2024	101079	P807C	Mrs J Amor (Clerk) – Salary/Phone/BB	211.00	211.00	
26/02/2024	101080	P808C	Ms J Turner (RFO) – Salary/Phone/BB	251.00	251.00	
19/02/2024	101081	P809C	HMRC – PAYE for Clerk & RFO Feb 2024	110.00	110.00	
19/02/2024	101082	P810C	Mrs J Amor (Clerk) Expenses Feb 2024	43.16	49.99	6.83
19/02/2024	101083	P811C	J Turner (RFO) Expenses Feb 2024	33.90	33.90	
19/02/2024	101084	P812C	Ridgeway Press Limited – 1 page Feb 2024	12.50	15.00	2.50
			TOTAL	661.56	670.89	9.33

1318 Next Meeting:**Clerk**

- a) Full Council **Monday 11th March 2024** at 7.45pm. Church Centre

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

Signed.....ChairmanDate

Annexe A – Actions outstanding from previous Minutes

Actions currently in progress

Open Spaces	When	Updates
1. CCTV cameras		Ongoing
2. a. Defib required at Stibb b. Boxes need repainting and some refurbishment	Ongoing Ongoing	Cabinet now delivered New Defib delivered Not installed as no lock supplied
3. Damaged footpath signs to be replaced Village name signs for new gates	Ongoing	
4. Bus shelter glass.	Ongoing	Clerk requested a copy of the quote for glass that Cllr C Wheeler obtained to send to the Insurance Company
5. Clerk to continue to chase Milestone for a representative to attend the next Parish Council Meeting	Ongoing	No representative attended