

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 9 January 2024, 7.30pm

In the Broad Hinton Village Hall

MINUTES

Councillors: Cllr Alex LaRoche (AL) (Chairman)

Present: Cllr Damian Le Gresley (DL)

Cllr Tony Iles (TI)

Cllr Lesley Catling (LC)

Cllr Louise Skillen (LS)

Cllr Jim Gunter (JG) (Vice Chairman)

Cllr Candace Gaisford (CG)

Cllr Adam Gilmore (AG)

Cllr Allison Bucknell (AB) (Wiltshire Council)

Peter Barry (PB) (Clerk)

1. Introduction, Quorum & Declaration of Interests

The Chairman welcomed all to the meeting. The Meeting was declared quorate. There were no declarations of interest.

2. Minutes of Parish Council Meeting held on 7 November 2023

The Minutes of the Parish Council Meeting of 7 November 23 were agreed and signed off by the Chairman.

3. Matters Arising. There no matters raised from the Minutes that were not covered elsewhere.

4. Finance Update

Council Accounts. The Clerk introduced the subject of the Council finances which covered the months of November and December 2023.

In the Receipts section there were only two very minor entries – interest on the Deposit Bank Account and one late payer of the Allotment rent.

In the Payments section, apart from the normal payments for the Clerk's Salary and Village Hall hire, there was only one significant payment. This was for the professional fees of the Consultants working with the NDP team.

There were significant changes to the Reserves, owing to a degree of underspend in this FY. Additions were made to the existing Maintenance and Donations Funds, whilst new Reserve accounts were opened under the names of Highways; Major Projects; Notice Boards and Traffic Speed Management. Discussion on all of these Reserves would take place when the Precept for 2024 – 25 would be discussed.

PC Bank Account Balances - as at 1 January 2024:

Current Account: £139.39

Deposit Account (Total): £21,159.57 made up of

Deposit Account (General): £5,486.57
Allotments: £1,012.96
Defibrillators: £3,503.00
Neighbourhood Plan: £5,007.04
Maintenance Savings: £1,700.00
Emergency Fund: £200.00
Donations Fund: £250.00
Traffic Speed Management: £300.00
Highways: £1,000.00
Major Projects: £1,500.00
Notice Boards: £1,200.00

5. Planning

TI took the Meeting through the Planning Applications and Decisions that had occurred since the last meeting in November.

Application PL/2023/08282

Site Address

16 Pitchens End, Broad Hinton, Swindon, SN4 9PR

Proposal

Loft conversion with rear dormer, internal alterations, change garage doors.

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BDC0cAAH/pl202308282>

No objection raised by BHWBPC.

Wilts Approve with Conditions.

.....

Application PL/2023/09684.

Site Address

Coruscant House, Post Office Lane, Broad Hinton, Swindon, SN4 9PB

Proposal

for ancillary accommodation for an office / games room and guest's accommodation. To include solar panels and associated works.

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BtdocAAB/pl202309684>

No objection raised by BHWBPC.

Wilts Awaiting decision.

.....

Application PL/2023/09240.

Site Address

Curlew Cottage, Broad Hinton SN4 9NR

Proposal

change of use condition.

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BtlwTAAV/pl202309240>

No objection raised by BHWBPC.

Wilts Awaiting decision.

.....

Application PL/2023/11064.

Site Address

Marlborough House, Broad Hinton, SN4 9PA.

Proposal

Works to trees in a conservation area, including reducing and thinning of a TPO Chestnut Tree.

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CFnzW>

On circulation of the BHWBPC.

Wilts Awaiting decision.

6. Highways & Maintenance

LHFIG. JG reported on the request to change the speed limit at Gadborne Banks from unregistered to 50mph. This was now firmly logged as one of our priorities. JG also mentioned the problem of crossing the main road by La Strada. At the moment this was a dangerous crossing for anyone wishing to get to the bus stop going south. Although realistically there was little that could be done from a highways perspective, this should be registered as the LHFIG Meeting needed to be aware of our concern. AG reported that the NP consultants were looking at connections within the village and might have some thoughts on this crossing. AB stated that the detailed working of LHFIG was being reconsidered in order to make more use of the annual funding. At present any funds not allocated by the end of the FY, are sent back to the central fund and so are not used on LHFIG projects. The considered plan is to agree the tasks that would be undertaken in the forthcoming year, have them costed and then the necessary funds could be applied for. Hopefully this would lead to a more measured way of working and achieve better success.

Speed Awareness Devices. At the last meeting the Clerk was tasked to arrange further Speed Awareness devices to be set up on both Yew Tree Lane and Summers Lane. The Clerk reported that he had consulted with Wiltshire Council and they had recommended doing one at a time. The Clerk therefore applied for a speed monitoring device to be set up on Yew Tree

Lane and this had been accepted. It was hoped that this would occur in February. Summers Lane would be considered next.

Traffic Calming Measures. AG reported that the Neighbourhood Development Plan questionnaire that had been ran in the summer of 2022, had identified speeding through and between the villages concerned many people in the community. There were a number of options to reduce speed through the villages, including speed bumps and chicanes, but the most favoured method was the erection of gateways at each roadway entrance to the villages. There was considerable discussion over the best approach to be taken, including meeting the cost and it was decided that this should be taken up in LHFIG. JG agreed to take this action.
.....**Action: JG**

AB reminded the meeting that once accepted, the funding would be worked out and the Parish Council would be expected to pay 25%. She also said that in order to achieve successful application of any project, the problem which this project would solve needed to be identified and robust evidence provided. Merely having a desire would not be considered. Hopefully this could be linked to any results of the SIDs.

7. Footpaths and Maintenance

Barriers on Footpath. CG stated that there was little to add on this subject, but that the barriers on the Pitches End footpath had yet to be removed. TI took an action to undertake this as soon as possible.....**Action: TI**

8. Emergency Planning

Flooding. The Chairman opened the discussion on flooding by emphasizing the extraordinary amount of rain experienced so far this winter. After Storm Babet, when properties in BH and WB had been flooded considerable work had been undertaken by several members of the Council in clearing ditches and culverts. It was therefore encouraging to see that after Storm Henk there had not been any serious repetition of the flooding.

TI stated that he had approached Wiltshire Council and EA concerning altering the retaining wall on the bridge over the Bourne in WB, that has resulted in being overwhelmed during Storm Babet. He had been told that under no circumstances could this wall be altered and he had been advised very strongly about taking this any further. He therefore recommended that no further action should be taken on this subject, but all of the local farmers should be further encouraged to keep the ditches and culverts clear.

Emergency Centres. The Chairman asked the Clerk if he had made any progress in applying for funds to purchase a generator to power the pubs if in an emergency power was lost. The Clerk replied by saying that at present nothing had been achieved. He felt very strongly that more investigation was needed before any thought of buying a generator took place. The sort of question that needed answers were:

1. If The Crown is taken as an example, if in an emergency power was lost, how would any generator be linked into the Crown electrical system?
2. How much power would be needed to allow the Crown to operate heaters and cookers? This would dictate the size of generator needed.
3. Where would any generator be situated and who would be responsible for maintaining it?

The Clerk also informed the Meeting that the window for applications for grants from the SSEN fund had closed for this year, but would open again in April. DL was asked if he had

approached The Winterbourne to ask if they would be prepared to act as an Emergency Centre. He stated that there was a meeting of the Winterbourne Committee on the following day and he would ask.....**Action: DL**

DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme. The Clerk reported that he had forwarded these application forms to those who had been flooded after Storm Babet. AB informed the Meeting that at this juncture it was merely an Expression of Interest. Wiltshire Council needed a minimum of 50 applicants across the whole county before they could approach DEFRA seeking assistance. The closing date for any application was 15 Jan 24, and regrettably many people who were flooded had not made the necessary application. At this time it was uncertain if the required number of 50 would be reached.

LS stated that Wiltshire Council had sent the Clerk a number of very large scale maps on which the Council was asked to colour in those areas what had experienced flooding. She would collect the maps from the Clerk and undertake the necessary task with the help of JG and AG.
.....**Action: JG/AG/LS**

The Chairman closed the discussion by thanking all who had worked to hard to assist those residents who had been affected. In particular she wished to thank LS and TI.

9. Neighbourhood Development Plan (NDP) Update

AG had sent out a detailed brief on all that the NDP had achieved since the last meeting and AG & DL merely brought out some of the more salient points. These were:

- a. Finance. This was in good shape and the figures are shown in the report.
- b. Schedule. The new consultant is going over the documentation that is already in place and getting themselves up to speed. The schedule currently shows early 2025 as the time for the referendum. This could work well as the new Wiltshire Local Plan is scheduled to come into force at the end of 2024, so ours would fit in well coming in immediately after this.
- c. Big Ticket Items. There were a number of substantial tasks still to do.
 - a. Design Code— the Steering Group is working with AECOM to produce a Design Code for all development in the community. This will include such items as the materials to be used in any new building; signage and noticeboards; active travel including walking and cycling in, between and outside of the villages; car parking; drainage and ways to reduce the problems of flooding. Two consultants from AECOM visited the villages on the 9th Jan 2024 and spent the day touring the villages with several members of the NDP steering group. There were discussions about heritage and history, character, low carbon construction, flooding, travel and transport and many photos were taken. Their aim is to produce a Design Code by the end of this FY. The NDP steering group is planning to engage with the community on the Design Code in Feb/March this year. The design code will hopefully achieve the happy medium of ensuring any future development fits in with the tone of the villages at present, but is not so constraining that it makes it unattractive to any builder. TI mentioned that this was all well and good, but the key was to get the right builders who would build quality houses. AG agreed and gave examples of Fortunes Field, St Katherines Close and Pitchens End where clever planning had produced areas with a community feel.

- b. Strategic Environmental Assessment - this is undertaken by Wiltshire Council, but it requires the production of a draft NDP document which the NDP steering group is aiming to have by the end of the FY
- c. Shop/ Café - a steering group has been set up and is chaired by the Council chairman, and with 6 other members. A meeting with the Plunkett Foundation has been arranged to work out how to get this off the ground.

The Chairman congratulated the NDP steering group on the excellent work achieved so far and in particular both AG and DL were thanked for their efforts. The Meeting unanimously voted to accept all that the NDP steering group had achieved.

10. Issues and Action Log

The Chairman went through the list of outstanding actions:

- Walking Guide. JG had produced the first guide but needed to update some of the maps. As soon as this is done, AG will publish and get the route onto www.slowways.org. **Ongoing**
- Revision of Traffic Plan. JG, AG and TI to get together to arrange revision of out of date Traffic Plan. **Ongoing**
- Council Communications Plan. PB to amend and re-submit Council Communications Plan document. **Complete**
- Publication of Council Meeting Minutes. AG to provide Village News with link to Council Minutes on web site and arrange for statement asking those unable to see web site to contact PB who will deliver a copy. **Complete**
- Seating at Bus Stop. TI to investigate the possibility of putting seating into WB Bus Stops. **Ongoing**
- Notice Board Scheme. AG to place a notice on the Council web site asking for residents to take part in a collection scheme to provide for new Notice Boards within the Council area. **Ongoing**
- Precept. DL to furnish members with uplift to the Precept to allow members to agree a final figure which will then need to be transmitted to Wiltshire Council. **Complete**
- 50 mph Sign. JG to furnish AB with details needed to allow her to assist in getting a replacement broken 50 mph sign on the A 4361. **Ongoing**
- Speed Awareness Devices. PB to re-apply for Speed Awareness devices to be set up on both Yew Tree Lane and Summers Lane. **Complete**
- Flood Defences Needed in WB. TI to make contact with Wiltshire Council and the Environment Agency to obtain the necessary authority to change the brick parapet on the bridge over the Bourne in WB to avoid a repeat of the flooding caused by Storm Babet. **Complete**
- Emergency Centre in WB. DL to liaise with the Winterbourne committee to obtain their agreement that the pub should be used as an Emergency Centre for WB. **Ongoing**
- SSEN Emergency Fund. PB to investigate obtaining a grant from the SSEN Emergency Fund to assist in any funding needed for the proper setting up of Emergency Centres. **Ongoing**
- Notice Boards. PB to investigate a source of suitable Notice Boards to allow all in the Parish to be replaced in time. **Complete**
- Bus Survey. AG to be in a position to brief the Meeting on the outcome of the Bus Survey that was ran at the end of 2023. AG is now discussing options with Wiltshire Council and will publish the survey results. **Complete**

- Defibrillator Training. PB to set up a training session primarily for UF on their new Defibrillator. Other members of Parish should also be invited. **Ongoing**
- Christmas Drinks. PB to identify a suitable date for all to gather for drinks and then ensure The Crown is informed. **Complete**

Discussion took place over the Bus Survey Action above and AG stated that he had written a report and a summary of the results, but this had not been seen by Councillors. AG agreed to send a copy of the report to Councillors.....**Action: AG**

The Clerk would be sending out an amended Action list once the Minutes had been agreed.
.....**Action: PB**

11. Notice Boards

The Chairman opened the discussion by thanking TI for the work he had undertaken to allow a decision to be made on replacing the Notice Boards in the Council area. There was considerable discussion over the material that should be used for the Notice Boards and the design and colour. Eventually it was decided that all of the Notice Boards should be made of recycled plastic, wood looking. The colour should be Moss Green with Black letters. Those offered by The Notice Board Company offered the best design and prices and it was decided to use these. It was hoped that if a significant number could be purchased together a discount on the prices could be achieved. The agreed type of Notice Board and erection mechanism is given in the table below:

- BH Village Hall – existing size – wall mounted
- BH Post Office Lane – existing size – wall mounted
- BH Well – existing size – post mounted
- BH School Path – existing size – railings mounted
- UF – existing size – suggested Post mounted closer to the track
- WB – existing size – post mounted.

Discussion then turned to the funding of these new Notice Boards. There had been a number of residents who had already offered to fund certain Notice Boards and these residents needed to be shown the suggested solution and their agreement confirmed. Also it would be necessary to speak to these residents as it was hoped to include their names as the sponsor on the Notice Board face and they needed to be happy firstly to have this included and also what particular wording they would like to see included.

The resident who had offered to sponsor the Notice Board by the BH School path would be contacted by the Clerk.....**Action: PB**
The hoped for resident who might sponsor the BH Post Office Lane Notice Board would be contacted by TI.....**Action: TI**
The hoped for resident who might sponsor the UF Notice Board would be contacted by the Clerk. He would also discuss the revised location of this Notice Board.....**Action: PB**
It was agreed that the new Notice Board outside the BH Village Hall would need the agreement of the Village Hall Committee. TI was asked to make contact.....**Action: TI**
Two Notice Boards would be funded by the Council, and the funding of the WB Notice Board had already been agreed,

In regards to the mounting of the new Notice Boards, TI agreed to speak to Tonic about this and organise the mounting with the assistance of DL.....**Action: DL/TI**
In regards to timings, it was agreed that this should take place at the start of the new FY when

the new Precept was in place. Also it should take place once the weather had improved and April/ May seemed the best solution. The Clerk was tasked to ensure all was in place for the next Meeting in March to allow the Council to give their final approval.....**Action: PB**

12. Precept

DL took the Meeting through the detail of the spreadsheet he had distributed earlier. He started by going through the results of this year and then making comparisons with next. In each case he was able to produce a cogent reason for any increase and in some cases a reduction as we needed to ensure that even though costs have gone up this year, any increase was well below the rate of inflation, due to the cost of living crisis. The overall effect of the new Precept figures would represent a 3.6% increase, or a sum of £1.54 (4%) extra per Band D household for the year. The Meeting thanked DL for the work he had undertaken and congratulated him on such an excellent result. The Meeting voted unanimously to accept these revised figures and the Clerk was tasked to send off the signed document well before the closing date of 18 January 2024.....**Action: PB**

13. Rights of Way - Milestones

The Clerk reported that CPRE Wiltshire had asked the Council to become involved in a study hosted by them on the Rights of Way in our area. A group of 7 Parish Councils had been asked to take part, of which our Council is one. As the whole matter of Rights of Way is being addressed in some detail within the NDP steering group, this did seem an opportunity to be involved more widely. The Meeting thoroughly approved of this idea and JG agreed to be the main point of contact. The Clerk was asked to go back to Wiltshire Council agreeing our involvement and giving them JG contact details.....**Action: PB**

AG also reported that a member of the 'Getting Around' NDP working group had discovered a number of very old Milestones on the side of the roads within our area. He was recommending refurbishing them, but before doing anything, it would be necessary to find out who actually owned them. Clearly no action could be taken before this was resolved. AB agreed to speak to the Highways agency on this subject and report back.....**Action: AB**

14. Allotment Rent

JG briefed the Meeting on an idea to change the due date for the paying of the Allotment rent. Currently this stands at 1 May of each year, linked to the date of the ground rent payment to Horton. JG requested the Council to agree this be changed to 1 March. This would sit more easily with Allotment holders as it would be at the start of the growing season. The Meeting agreed to this. The Clerk asked that if possible, Allotment holders should all be requested to pay promptly, as 31 March is the end of the FY, and any rent coming after that date would fall into a different FY. JG agreed to inform the Allotment Committee of this.

15. Any Other Business

The Chairman asked if there was any other business. The following points were raised:

- a. Village Clean Up. CG enquired if a date had been agreed for this year's Village Clean up. This had yet to be decided.
- b. Redundant Footpaths. AB enquired if the Council had replied to the request from Wiltshire council to agree to the deletion of a number of redundant footpaths in the Parish. The Clerk had assured her that this had been covered.
- c. Next Meeting. The next Meeting would be held on 5 March 2024.

There being no further business the Meeting closed at 9.35pm