

# BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 4 January 2022, 7.30pm  
By Teams Video Conferencing Facility

## MINUTES

**Councillors:** Cllr Alex LaRoche (AL) (Chairman)  
**Present:** Cllr Jim Gunter (JG) (Vice Chairman)  
Cllr Candace Gaisford (CG)  
Cllr Adam Gilmore (AG)  
Cllr Damian Le Gresley (DL)  
Cllr Louise Skillen (LS)  
Cllr Lesley Catling (LC)  
Cllr Tony Iles

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 September 2021

The Minutes of the 2 November Meeting were agreed and would be signed off by the Chairman at the next face to face Meeting

### 3. Matters Arising.

Although there were no actual matters arising from the Minutes, the Chairman used the opportunity to congratulate Adrian Smith (lately Vice Chairman of the Council) on his well deserved award of OBE in the New Year's Honours list. The Meeting also wished to congratulate Tina May who runs the pop up Post Office on being awarded the BEM.

DL also wished to raise the subject of the review period for the vexatious complaint matter in 2020. The Chairman agreed that there was some unresolved business there. She asked DL and PB to put together a suitable letter as well as a small amendment to the appropriate Standing Order. Both should be brought to the next Meeting for endorsement by the Council. DL and PB agreed to look into this.....**Action: DL & PB**

### 4. Finance Update

As previously the Clerk summarised the finances, with separate sheets showing all expenditure for the period. This had been a relatively quiet period in regards to expenditure, with only subscription to Friends of the Ridgeway and the purchase of a Christmas Tree for BH being notable. The expected VAT refund of £558.97 represented the only income of significance during the period. The Bank balances were shown as under.

#### PC Bank Account Balances - as of 1 January 2022:

Current Account: £318.91

Deposit Account (Total): £12.562.55 made up of

Deposit Account (General): £7,940.59  
Deposit Account (Allotments): £2,281.96  
Deposit Account (Defibrillators): £2,340.00

The Clerk mentioned that at the recent Precept Meeting held on 30 Dec 21 (reported later) it had been agreed to set up a special Reserve section in the Deposit Account to allow the Council to build reserves for larger projects such as road safety measures on the A4361, tree and path maintenance and addressing flooding issues. DL and PB were tasked to put this into operation before 2021-2022 year end.....**Action: DL & PB**

## **5. Planning**

The Chairman gave an overview of the planning applications that had been received and the decisions made since the last meeting. These are given below:

### **PL/2021/09449 Badger Sett and Owl House, Hackpen Hill, Broad Hinton.**

Application for Certificate of Lawfulness for existing use of 2 holiday accommodation units as 2 independent residential units. No objection. Agreed by Wilts.

### **PL/2021/09801 High Street, Winterbourne Bassett.**

Resubmission of Full Planning Application proposed for the erection of three detached residential dwellings with associated works, access and landscaping. Original PL/2021/00584 Refused by Wilts. Objection. Awaiting Wilts. DL noted that the decision date on this application had been pushed out a month to allow the applicant to respond to the EA objections.

### **PL/2021/10007 141 Hight Street, Broad Hinton.**

Full Planning Application for tree works subject to a Tree Preservation Order. The proposal requires reduction and shaping of 5 Beech trees and Lawson Cypress'. 2 Lawson cypress' to be felled. No objection. Awaiting Wilts.

### **PL/2021/09227 Broad Hinton House, Broad Hinton.**

Full Planning Application for a proposed extension to a single storey workshop alternative scheme to that permitted under application 18/07561/FUL. No objection.

### **PL/2021/09885 Coruscant House, Post Office Lane, Broad Hinton.**

Full Planning Application for the proposed demolition of an existing bungalow and the erection of a replacement residential dwelling with a basement and a detached garage with office above, including associated works. No objection. Agreed by Wilts.

### **PL/2021/10042 Mayfield, Post Office Lane, Broad Hinton.**

Full Planning Application for the proposed erection of single storey rear, side and front extensions, a front porch, bay windows, façade changes to the house and annex including the erection of a detached garage. Objection. Awaiting Wilts.

### **PL/2021/10758 Wren House, Broad Hinton.**

Full Planning Application for tree works subject to a Tree Preservation Order. The proposal requires reduction and shaping of 1 Beech, 1 Field Maple, 1 Copper Beech. 1 Norway Spruce and 1 Lawson cypress to be felled which are close to buildings. No objection. Awaiting Wilts.

**PL/2021/11290 Kennet House, Broad Town Hill Road, Broad Hinton.**

Full Planning Application for the proposed erection of a greenhouse.  
No objection. Awaiting Wilts.

**PL/2021/09810 Elm Cross House, Broad Hinton.**

Full Planning Application for the installation of a 1.5 furlong gallop, provision of a new vehicular access, erection of fencing (all retrospective) and the closure of existing vehicular access including landscaping. No objection. Awaiting Wilts.

**6. Highways & Maintenance**

CATG. JG reported on the recent CATG Meeting he had attended, where two projects which the Parish Council had requested had been agreed. One was on the books to occur in the next FY, with the second being one of the reserves. JG stated that the CATG run by AB on behalf of RWB was an enormous improvement over that run by Marlborough. This meeting showed interest and real concern over some of the problems face by the country parishes and the fact that Elm Cross had been adopted as one to be sorted was a major breakthrough.

JG reported that with £1,500 set aside for this project in 2022/23, the situation looked very satisfactory. DL reminded the Meeting that the £500 unspent on road safety this year could be being taken across, so giving a total of £2,000.00. The meeting thanked AB for the professional way she runs these meetings.

Uffcott and Earthline. AG reported that Earthline was preparing a new planning application that was very similar to the one currently under consideration. Members of the public had been offered the opportunity to comment on the Earthline website. AG had spoken to Cllr David Martin of Wiltshire Council and had put in a detailed objection, similar to the one that had been put forward for the ongoing Planning Inspectorate Enforcement Notice Appeal.

In discussion TI asked what was the eventual outcome which the Council hoped to achieve in regards to the dealings with Earthline. He stated that it was unlikely that the outcome would be for Earthline to cease operations as they had too much invested in the site and had a valid licence for a subset of their operations. He felt that if possible, some form of accommodation should be sought to avoid everyone being disappointed. The Chairman reminded the Meeting that the only really viable access for Earthline should be the Red Barn entrance, but this was not popular with Swindon council. Our objection regarding access was the continuous overuse of the by-way as a method of entry for Earthline trucks.

AB summed up the discussion by stating the following:

- Planning officers from Wiltshire Council and Swindon were in discussion about all of this.
- The previous planning applications by Earthline had not given any evidence of the proposed lorry routes
- Hopefully when the new application was submitted, any new routes would be made clear.
- The problem was all about access and this needed a properly thought out and detailed traffic plan.

TI agreed but stated that in the end some form of compromise would be essential.

**7. Footpaths and Maintenance**

Footpath over the Grass at Pitches End. CG reported progress with the proposed footpath over the grass by Pitches End. TI had stated a colleague of his would be able to undertake this work and he asked that if suitable he and his colleague could meet with CG on site on Friday to go over

exactly what was needed. CG agreed to this and stated that once she had figures she would be in a position to put a proposal to the Council and, bearing in mind the land was owned by Wiltshire Council to AB as the Wiltshire rep, at the March 2022 Meeting.....**Action: CG**

Signs. CG also reported that the sign indicating the passage to Fortunes Field from Post Office Lane had been knocked down and she asked for authority from the Council to get Martin heal to replace it. The Meeting voted in agreement and CG was asked to liaise with Martin and the Clerk to agree payment and to achieve this.....**Action: CG & PB**

Verges. LS stated that at this time there was nothing to report on this matter.

## **8. Emergency Planning**

Flooding. LS reported on the situation in regards to the flooding at the three cottages by the well in BH. The central cottage had no problems as excess water from that area drained straight into the well. However the other two cottages were at risk of flooding every time it rained. The larger of the two closest to the church did not pose such a problem, but the smaller one was under significant risk even when the rain was not unduly heavy. The residents had moved from being concerned to being angry at the lack of attention shown by Wiltshire Council on this problem. The CCTV which had eventually been obtained from Wiltshire Council showed very clearly that the pipes from the smaller cottage were badly damaged. No amount of pre-flushing would help here as the pipes were crushed and the joins had been destroyed. Furthermore diverting water from cottages 1 and 3 into the well might possibly overwhelm the capacity of the well and so create a worse situation.

AB responded to this discussion by explaining that Wiltshire Council classified all flooding problems on a scale from 1 to 5 – with 5 being the most severe. Their officers had investigated the 3-cottages problem and these were only classified as 4 and so Wiltshire would not consider undertaking any form of work here. She further stated that Wiltshire Council had a responsibility to keep the roadways clear of flooding but did not have a duty in regards to houses.

After considerable discussion, the Chairman requested of AB that the Council is sent the criteria used to ascertain the different levels of danger from flooding. In particular it would be good to see the definition of a grade 5. AB agreed to send this.....**Action: AB**  
AB admitted that she was at an impasse on this subject. Whilst she was fully sympathetic to the plight of the cottage owners she was unable to order the relevant officers of the Council to undertake any form of remedial work. The Chairman summed up the discussion by asking AB and LS to continue to work together on this problem.

Before leaving the subject of flooding, JG asked to point out that there was another problem in a different part of BH, where because the roadway surface had been raised, rainwater instead of running down the road, now overflowed into the house in question. LS admitted this was her house and she agreed to contact AB as a resident, rather than as a Councillor.

Emergency Plan. Nothing to report at this time.

## **9. Climate Strategy**

DL reported that he had attended a Climate Action Planning workshop set up by Wiltshire Council. Some 40 councillors from across the county had attended and the day had been thoroughly worthwhile. Wiltshire had identified 13 climate change targets which needed consideration and DL felt that as a Council we should consider which of these needed serious addressing at our level. The Meeting also went through the Action Plan template, not all of

which was relevant to this council. However, the blank Action Plan template would be a good starting point and much of the earlier document produced by JG could be merged in.

The workshop also considered the Impact Tool which showed how parishes performed on carbon emissions. As a parish we were poor performers having double the national average when it came to per-household consumption. This was understandable in many ways, but we needed now to involve the residents on this subject, rather than merely talking about it. There was a general feeling that this whole subject should be incorporated into the Neighbourhood Plan and this could be an excellent way of involving the general population.

DL also thought that as a Council we ought to undertake the following actions:

- Share the information from this workshop with the local community through the web site and also the local news.
- Consider organising an action planning workshop with members of the parish
- Rework the plan initially put together by JG into Wiltshire's template
- Stay in close contact with Wiltshire Council on this matter
- Ensure actions on this subject were picked up and formed part of the Neighbourhood Plan

CG felt that the School should definitely be involved and she took an action to liaise with the Head and keep them informed.....**Action: CG**

The Chairman summed up the discussion by thanking all for agreeing to be involved. She felt that to run a Workshop at the same time as getting the Neighbourhood Plan off the ground might involve too many meetings, but this should definitely be incorporated into the Neighbourhood Plan.

## 10. Issues and Action Log

The Chairman went through the list of outstanding actions, and the following had been achieved:

- Balancing Pond. Thames Water had admitted responsibility and agreed to rectify. This would need constant chasing. Ongoing
- Pollarding Tree at Pitchens End. Wiltshire Council had agreed to undertake the necessary pollarding and a TPO had been submitted. Ongoing
- Present consolidated list of data to be held by Clerk on behalf of the Council. This action was still ongoing with support from DL and AG. PB was tasked to have a first look at what might be needed and DL agreed to assist in setting out the parameters. Ongoing
- Emergency Plan. DL and JG to review old Emergency Plan to work out best way of updating. PB to organise an initial meeting on this subject. Action complete
- Neighbourhood Plan. Chairman to speak to an Uffcott resident to try and get him involved for Uffcott. Action complete
- Councillor Responsibilities - Lloyds Bank. PB to liaise with Lloyds Bank concerning change of signatures relating to resignation of AS. Action complete.
- Allotment Bank Account. JG to chivy Allotment Committee to get on with opening their own bank account. Ongoing.
- Review of Elm Cross safety. JG to meet with Steve Hinds of Wiltshire Council to review options to increase safety. Action complete
- Walking Maps. AG and JG to look into the possibility of producing Walking Maps of the area. Ongoing.
- Emergency Plan. LC in conjunction with JG to undertake review of Health aspects of Emergency Plan. Ongoing.

- Climate Strategy. All to familiarise themselves with Wiltshire's ambitions in regards to countering Climate Change. Action complete.
- Climate Strategy. DL to place a Summary of the main points of the Strategy into the Village News. Action complete.
- Climate Strategy. JG to report on quality of work undertaken by his insulation contractor. Ongoing.
- Climate Strategy. AG to report on feasibility of setting up Facebook Marketplace pages. Action complete.
- Climate Strategy. DL to investigate ability of local firms to recycle packaging. Action complete.
- Climate Strategy. AG to set up area on web site explaining what actions Council is taking and how residents can become involved. Ongoing – DL to take this on.
- Climate Strategy. CG to liaise with BH Primary School to see how both can become involved. Action complete.
- Allotment Finance. PB to forward details of Allotment Reserves to JG. Action complete
- Planning. PB to set up a separate Planning Meeting to consider a number of outstanding and complex applications. Action complete
- Verge Cutting. TI to investigate with farmers the possibility of undertaking verge cutting in the Parish. Action complete.
- Flooding. JG to investigate the problem of flooding in Summers Lane. Action complete.
- EV Chargers. DL to discuss with the tenants of The Crown pub the possibility of installing EV Chargers in their car park. DL has discussed, but permission from their landlord is needed. Ongoing.
- Defibrillator Contract. PB to enquire if there would be a substantial increase in the Defib contract in 2022/23. Ongoing.
- Post Box in BH. PB to ensure if possible the new Post Box was installed in time for Christmas. Action complete.
- Combined Parish Web Site. AG to investigate the possible costs of the possible Combined Parish Web Site. Ongoing

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

.....**Action: PB**

### 11. Neighbourhood Plan

The Chairman reminded the Meeting of the Neighbourhood Planning Meeting that had been held on 30 December 21 and she asked AG to go through the salient points for the benefit of those who were not at the meeting.

AG stated that the invitation to residents and organisations in the Parish to take part in the formation of a Neighbourhood Plan Steering Group had been very successful. A total of 21 members had volunteered and included members from all three villages and also included 4 from the Parish Council. Also there was a good mix of backgrounds including landowners, a rep from the BH School and members of the Village Hall trust. Overall this was an excellent grounding on which to start work.

At the 30 Dec 21 Meeting it had been decided that the date for the first full meeting of the Steering Group should be held on 30 Jan 22. The Clerk confirmed that the Village Hall had been booked and it was agreed that if possible this meeting should be held face to face, with those attending taking a lateral flow test beforehand, so that people could start to get to know each other. AG stated that although he had received messages from some in regards to attending the 30 Jan 22

Meeting, he had not heard from all. The Clerk was tasked to send out a Teams invite to all, so that a tally of who could attend could be kept.....**Action: PB**  
AG went over the finance that he had applied for which totalled £1,300 for this FY and this would be available for the setting up. AG had received notice that the application to Locality had been received and was waiting for confirmation that the grant had been awarded.

AG asked about the rules for electing a Chair of the Steering Group and AB mentioned that this should be covered in the Standing Orders. AG confirmed that the rules were in the Steering Group Terms Of Reference. AG thanked DL very much for setting up the IT system for the Steering Group and the Chairman congratulated AG on getting on so very well with the setting up.

## **12. Local News Printer Request**

Although on the Agenda it stated that the Precept should be discussed next, the Chairman thought that owing to the effect the Printer Request would possibly have on the figures in the Precept, this should be discussed next.

The Chairman informed the Meeting that she had received a message from the Local News Committee informing her that the printer used to generate the Local News had died and they were asking the Parish Council for financial assistance in purchasing a new one or contribute to outsourcing printing. This subject was discussed at length at the recent Precept Meeting on 30<sup>th</sup> Dec 21 the recommendation is that the Parish Council purchase a new printer, it will be owned and maintained by the Parish Council and set up in the BH Village Hall where the existing one is. The Local News committee can rent the printer for a proposed £40.00/ month for the use of the printer. The local News provides all ink (if not in the maintenance agreement) and paper, we will have full access. AG and TI have been asked to investigate a suitable printer which will print the same or better quality as the recent outsourced Local News received in December for January. It will need to collate, print at a min of 60 pages per minute, print A3 and have minimal cost for ink, if not, part of the maintenance cost to the PC. All advertising revenue profits presently go the BH Church. As it is a Parish wide publication, WB Councillors suggested we place a condition of supply of this printer where 25% of profits of the Cover Only advertising revenue goes to WB church. This was voted as agreement by Councillors.

TI stated that he had investigated and that a suitable printer undertaking all that the Village News would want, would cost in the region of £5K. The subject of the profits made by the Local News was discussed, as was the problem of paying for the running of the new printer and the speed and quality required to allow the Village News to retain the current quality. In the end the Chairman asked TI and AG to investigate further and to come back to the next Meeting hopefully with a suitable solution.....**Action: TI & AG**

## **13. Precept**

The Chairman reminded the Meeting that the subject of the Precept for the FY 2022/23 had been discussed on 30 Dec 21 and she thanked DL for the very comprehensive way he had put together the sums needed for this next FY. She asked DL to summarise.

DL went over the figures which made up the Precept and which when totalled gave an increase over the current FY figure of 36%. This would represent an increase of £9.46 per household, which when taken with the other aspects of the Council Tax did not appear too onerous. The total sum requested was £13,543.43. JG had undertaken a study of other Precepts demanded by neighbouring Parishes of similar size and in most cases ours was in the region of 50% less.

The Chairman asked the Council to vote on accepting the recommended Precept for the 2022/23 FY and the vote to accept was unanimous. The Clerk was tasked to prepare the necessary paperwork and ensure it was sent off to Wiltshire council in good time.....**Action: PB**

#### **14. Combined Parish Web Site**

AG updated the Meeting on the work he had been undertaking to combine the BH Village Hall web site with the Parish Council site. He had met with Kate Marshall and together they were working on the following aspects of the new site:

1. Produce a new site structure that to make it less focussed on the Parish Council and more on the community as a whole
2. Prototype integration with 3rd party booking system the VH are investigating
3. Produce the new content and site structure changes
4. Reprint domain names to new site

AG stated that although progress had been made, there was still some way to go and he would keep the Council informed as they moved forward.

#### **15. Unattended Land in WB**

DL introduced the subject of the unattended strip of land opposite the Winterbourne pub, which had been the subject of discussion about 2 years ago. At that time it was confirmed that this land was not on the title of the Winterbourne, The Manor, nor Wiltshire Council. Martin Knight had mown it for many years, but now the new owners of the Manor wanted some form of clarification. A survey had been undertaken on the trees on this land by the new Manor owners and one recently had been pruned. One resident had enquired with DL about removing two of the trees on this land and another had approached DL with concerns about ensuring this area is preserved as a village green.

DL was mindful to write to the Land Registry to confirm any ownership and assuming this turned out as negative, one possibility might be for the Parish Council to adopt the land. The cost of the search would be £4 and the Meeting agreed to this sum being spent.

If the land was adopted then the Council would need to check that the insurance currently in place would cover any eventuality regarding that land. DL agreed to look into the whole subject of insurance and management of the space, if adopted. It was also suggested that the Pub look into adopting the land.

AB suggested that the land could be registered as a Village Green which would afford it some protection without having to formally adopt ownership. DL thanked her and would look into this as well.....**Action: DL**

#### **16. Allotments**

There had been no progress in regards to the Allotment committee setting up their own bank account. JG reminded the Meeting that this would formally come to an end at the end of this FY. He asked the Clerk to pay the forthcoming water bill when that was produced.....**Action: PB**

#### **19. Any Other Business**

CG raised the following points:

- In regards to the circulation of Planning Requests, was it planned to do everything on line, or was paper still being used? The Chairman replied that all Planning requests would be put on line, but the Councillor who would have direct involvement would receive a paper copy. LS had also asked for a paper copy if possible.

- The road sign indicating the presence of the School on the road coming from Broad Town was very faded and needed replacing. CG was asked to speak to Martin Cook at Wiltshire Council about a replacement.....**Action: CG**

Was it planned to hold a Village Clean Up this year? This subject would be discussed at the March Meeting.

Dates of Next Meeting. The next meeting would take place on 1 March 2022 starting at 7.30pm. There being no further business, the Meeting closed at 9.47pm