

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Monday 7 September 2026, 7.30pm

Broad Hinton Village Hall

MINUTES

Councillors: Cllr Adrian Smith (AS) (Chair)
Present: Cllr Adam Gilmore (AG) (Vice Chair)
Cllr Louise Skillen (LS)
Cllr Liz Moakes (LM)
Cllr Candace Gaisford (CG)
Cllr David Conroy (DC)

Apologies Cllr Damian Le Gresley (DL)
Cllr Tony Iles (TI)
Cllr Ade Rudler (AR)

Cllr Allison Bucknell (AB) (Wiltshire Council)

Peter Barry (PB) (Clerk)

1. Introduction, Quorum & Declaration of Interests

The Chair welcomed all to the Meeting and informed all that he had received apologies from DL, TI and AR. He declared the Meeting quorate. He asked for declarations of interest, and LS informed the Meeting of her interest in the planning agenda item. The Chair stated that as there were visitors attending the meeting and they were only interested in one topic, this should be covered first.

2. Farming Odour Complaints

Mrs Patricia Salter and Mr Mihai Gal were attending this section of the Meeting. The Chair asked if they would like to brief the Meeting on their complaints.

Mrs Salter stated that the farmer who tended the fields between Broad Hinton and Winterbourne Bassett had spread Biosolids on his fields during the hottest time of the year. The smell was unbearable and all members of the village had to keep their windows closed over that period.

Mr Gal stated that he had lost business at the pub, and even the contractors themselves had cancelled their booking.

AG was able to brief the meeting on the Wiltshire Council / DEFRA guidance. This required the biosolids to be ploughed in within 48 hours of the spreading and the statutory nuisance had to be impacting the community for over a week to be deemed something that required action by Wiltshire Council.

The meeting agreed that the following questions needed to be answered:

- Was this just a one-off action, or was it planned to be an ongoing practice?
- Was the substance treated or untreated? (both are legal but require different plough-in times)
- Is the contractor aware of the impact on the community?

The Council agreed to write to the contractor asking him to clarify the following:

- Is this a one-off or ongoing practice?
- He is asked to raise awareness prior to future spreading and give prior notice.
- Recommend that if possible, this be undertaken in cooler wetter weather.

The Clerk was tasked to draft the letter.....**Action: PB**

Mrs Salter and Mr Gal then left the meeting.

3. Minutes of Parish Council Meeting held on 6 July 2026

The Minutes of the Parish Council Meeting held on 6 July 2026 were agreed by Councillors and subsequently signed by the Chair.

4. Matters Arising from last Meeting.

There were no matters arising from the last Meeting which were not already on the agenda.

5. Issues Log and Actions Outstanding

The Issues Log and Outstanding Actions list was considered by the Meeting and updates given. The following actions were considered:

- Ground Nesting Birds. Places where signage could be erected had yet to be cleared. AR had yet to make contact with the relevant farmers.
- Bus Stop Seats. TI to make contact with Stagecoach to discover where they procured their seats. This had been achieved. Action closed.
- NDP Referendum. AG to make contact with Wiltshire Council over the running of the forthcoming NDP Referendum. This had been achieved. Action closed.
- Church Bells. LM to write a letter of explanation to Jim Gunter. This had been done. Action closed.
- Social Event. The Chair and Clerk had yet to agree a date for a Council social event.
- Councillors Assigned Roles. PB to refresh Councillor Role list and ensure all agree to the final copy. This had been done. Action closed.
- Councillors Assigned Roles. Once all Assigned Roles agreed AG is to post on Council web site.
- Strategic Spending Report. DL to insert a new column in the Strategic Spending Report, outlining the quarter in which the respective funds are expected to be spent. This had been done. Action closed.
- Neighbourhood Plan Update. AG and DL to lead on the production of the finalised NDP document, taking into account the comments from Wiltshire Council. This had been done. Action closed.
- NDP Update – Teams Meeting. Once all comments in final NDP document completed, PB to arrange a Teams meeting to allow Council and Steering Group to finally agree. The meeting had taken place. Action closed.
- AG and LM to post notice on web site and Village News outlining the NDP voting process and what residents need to do to ensure they can vote. This had been done. Action closed.
- A 4361 Speeding. AG to pull together a document referring to the Atkins report on A 4361 speeding, outlining what the Council can and cannot do.
- Bus Stop. PB to write to Wiltshire Council informing them that a bus stop sign has been knocked down and asking it to be replaced.
- Pitches End Footpath. CG to arrange a handyman to clear the overgrown sections of the Pitches End footpath. This had been done. Action closed.
- Welcome Book. LM to circulate for comment the revised Welcome Book, which would be sent to all new arrivals. This had been done. Action closed.
- Emergency Plan Phone. LM and DL agreed to look into the provision of an Emergency Phone, and also which number should be allocated to it.
- Salt Bin on Hackpen Hill. PB to request the Parish Steward empty the Salt Bin on Hackpen Hill which was full of rubbish. This had been done. Action closed.

- Bench Locations. AG, DL and AR to locate suitable positions for the new benches in UF, WB and BH respectively.
- Bus Stop Improvements. AG and TI to investigate what improvements could be made to those Bus Stops owned by the Council.
- Planters. AG and DL to liaise with the residents of UF and WB over the location and provision of Planters at the entrance to the respective villages.
- New Owners of Farmland. TI to liaise with the owners of farmland, where ownership had changed to ensure the suitable upkeep of footpaths.
- Annual Parish Meeting – Residents Letter. PB to write to thank the resident who placed a letter in the Village News extolling the recent Annual Parish Meeting. This had been done. Action closed.
- Annual Parish Meeting – Lessons Learned. PB to ensure Lessons Learned from the Annual Parish Meeting be included as an item at the next Council meeting. This had been done. Action closed.

The Clerk was tasked to update the log which was live on the shared drive.....**Action: PB**

6. Annual Parish Meeting – Lessons Learned

The meeting agreed that the new format of the Annual Parish Meeting had been generally very well received. Over 50 residents had attended and there was positive feedback. However the following points were also noted:

- The audience was largely made up of individuals who are already active in the community. Those attending tended to be group members and there were not too many outside individuals.
- Time keeping needed tightening up. Speakers overran their allotted times.

The following improvements were recommended for next year.

- A countdown timer should be set up on the projector for each speaker to ensure adherence to timings.
- Personal invitations from individual councillors to 2 – 3 people outside the nominated groups to try and broaden attendance.
- Consider combining the event with Village Hall volunteers social event to broaden attendance.
- Give more lead time for planning.

7. Great Western Community Forest Scheme

Mr James Hussey presented this subject to the meeting. The aim of the scheme is to increase the hedgerow and copse planting across the area – Mr Hussey was concentrating on his farm. He made the following points:

- Currently the plan was to increase the hedgerow planting from behind Wroughton Airfield, along the Ridgeway down to Fiddlers Hill. There would also be a small woodland planted, set well into the farm.
- The hedgerows would replace current barbed wire fencing.
- Approx 8,5 kms of hedgerow would be planted with 5 plants per metre, so this was a significant project.
- There was a maintenance plan lasting 5 years with watering at year 2 if needed.
- Funding was to be provided through the Great Western Community Forest scheme, with Wiltshire Council coordinating the work.
- It was hoped this could turn into a community scheme – volunteers would be welcomed.

AG recommended that the school may wish to become involved in this project and he agreed to liaise with the Head of Broad Hinton School.....**Action: AG**

It was also suggested that the scheme should be promoted through the Village News and also if possible, the Youth Club should also become involved.
The Chair closed the discussion by confirming full support from the Council.
Mr Hussey left the meeting at the conclusion of the discussion.

8. Finance Update

Bi-Monthly Finance Update. The Clerk introduced the subject of the Council finances which covered the months of July and August 2026.

In regard to Receipts, the Clerk stated that during the month in question the VAT refund from last year had been received. This was smaller than last year, most likely because less had been spent by the NDP work. There was also a small amount of interest accrued in the Deposit Account.

In regard to Expenditure, it had been a busy couple of months. Apart from the usual sums required for Village Hall hire and the Clerk's salary and expenses, there were a number of other expenses that needed explaining. The sum of £1,000 had been spent on the Bus Stop roof and a similar sum had been gifted to the BH Village Hall as the Council contribution to the new projector system. Monies had been spent on the new Notice Board, as well as printing for the lead up to the NDP referendum.

The consolidated Bank Account broken down by section is set out below

PC Bank Account Balances - as of 1 September 2026

Current Account: £853.59
Deposit Account (Total): £18,122.78 made up of
 Deposit Account (General): £4,535.57
 Allotments: £960.00
 Defibrillators: £2,404.00
 Neighbourhood Plan: £894.97
 Maintenance Savings: £878.66
 Emergency Fund: £800.00
 Donations Fund: £370.00
 Traffic Speed Management: £300.00
 Highways: £2,810.57
 Major Projects: £2626.00
 Notice Boards: £493.01
 Footpaths: £650.00
 Nature Improvements: £100.00
 EV Charger: £300.00

Parish Emergency Assistance Scheme (PEAS). The Clerk reported that he had been informed that after this year, Wiltshire Council would cease to provide equipment such as flood resilient bags to Parish Councils. They would limit the assistance to advice only. The Clerk intended to ask if it might be possible for Wiltshire Council to buy equipment in bulk, funded by individual Parish Councils but hopefully producing an overall saving. He would report back on the advice given by Wiltshire Council.....**Action: PB**

There was also the question of salt housed in the salt bins. AB agreed to find out if Salt was also to be covered by the new decision to end assistance.

Strategic Spending Report. With DL away, there were no questions concerning the Strategic Spending Report. The Chair noted that there had been little change and he wished to pass on his thanks to DL for inserting the new column showing the Quarter in which the spending was scheduled to occur.

9. Planning

In the absence of TI, AG went through the ongoing Planning Applications. He stated that all of the outstanding applications had been passed except for the following, which were still ongoing. These were:

- PL/2025/09767 - The Lodge, Summers Lane, Broad Hinton, Swindon, SN4 9PA
- PL/2026/03462 - The Winterbourne, Winterbourne Bassett, Swindon, SN4 9QB
- PL/2026/03938 – Weir Farmhouse, The Weir, Broad Hinton Swindon SN4 9NE
- PL/2026/05046 – 2 Norborne Road, Broad Hinton, Swindon, SN4 9PT
- PL/2026/05493 – 1 Fortunes Field, Broad Hinton, Swindon SN4 9PW

Letter from Uffcott Resident. A letter had been received by the council from a resident in Uffcott concerning a Planning issue. The four points set out were considered and after discussion, the Clerk was tasked to go back to the resident, giving the correct contacts from Wiltshire Council. He should explain that these matters were beyond the remit of the Parish Council....**Action: PB**

Letter from TI. TI had written to the Council setting out some difficulties with our planning process, which he felt needed discussion. The Chair recommended that this be held over until the next meeting when TI would hopefully be present.

Neighbourhood Plan – Planning for Referendum. AG updated the meeting on the preparations that were underway for the Referendum on the NDP scheduled 24 September 2026. The following points were covered:

- All the required signage, entries onto the Website, and onto Facebook pages and on Notice Boards were in place as required.
- A reminder concerning the need for Photo ID on the day of voting had been issued.
- It was noted that between 500 – 600 residents were on the consolidated Electoral roll. There had been one or two amendments recently.
- In regards to the counting of votes, all postal votes would be counted at County Hall, Trowbridge.
- Physical votes would be counted in the Village Hall, starting some 15 minutes after the polls had closed.
- In regards to communicating the results, the following was to be in place:
 - The results would be announced on the night by the returning officer.
 - Electronic media would be posted on the night of the 24th. Local News would be held until 25 September.
- Two draft communication plans would be prepared – one for a Yes vote and the other for a No vote. AG and LM were asked to prepare the two plans.....**Action: AG & LM**
- Implementation and monitoring approach would be considered at the next Council Meeting.

10. Travel

A 4361. Residents were being consulted following a motorbike accident close to La Strada. The traffic plan was being updated to map all issues across the Parish. There planned to be a full update and proposed next steps at the next Council meeting.

LHFIG. There was nothing new to report on this subject. AB stated that no new schemes would be considered at LHFIG until May 2027. Councils were advised to collect new schemes to be inserted in May.

School Crossing. It was noted that traffic survey strips had been placed across the road at the three areas approaching the school. The next stage would be the sharing of the survey results with the Council, and this would form an Agenda item at the next meeting. It was also noted that two other traffic survey strips had been set up – one opposite the Crown and the other in Winterbourne Bassett.

11. Public Rights of way

Overhanging Vegetation. CG asked if there was a system in place to deal with the problem of overhanging vegetation which could block both footpaths and roadways. She was assured there was a system in place to deal with residents who had not cut back vegetation. This consisted of:

1. A visit from a Councillor.
2. A formal letter from the Clerk informing the resident of the need to cut back.
3. Involvement of Wiltshire Council

A tracker spreadsheet was available to monitor areas that posed a problem.

It was acknowledged that residents with accessibility difficulties would be treated with sensitivity.

Railings surrounding house next to the Crown. LM reminded the meeting that the owner of the house next to the Crown had promised to remove the security fencing that had been in place for years. The Clerk agreed to make contact again with the owner and hopefully achieve a result.....**Action: PB**

12. Emergency Planning

LM briefed the meeting on the following points:

- The gathering of details of vulnerable people would be put off until next month to avoid any overlap with the NDP communications.
- The meeting agreed to the cost of an emergency phone line. This was expected to be in the region of £5 – 6 per month.
- The meeting approved in principle the procurement of a lock up cabinet within the existing budget. DL would be tasked to select the cabinet and install.....**Action: DL**
- The meeting agreed to hold an emergency practice on 30 Jan 27. The following would need to be put in place:
 - Agree a scenario – most likely power and Wi-Fi outage, as was experienced recently.
 - First Aid training. Most likely a 90-minute basic course being run by the Red Cross. AB mentioned that Tockenham had recently undertaken such a task and she would ask for details. LM was asked to set this up.....**Action: LM**
 - The Clerk was asked to ensure the Village Hall had been booked for this event
.....**Action: PB**

Openreach/BT Recent Outage. The meeting noted that there had been no proactive communication from Openreach during the recent Wi-Fi outage, which had lasted for most of one day. AB suggested that the Wiltshire Council emergency planning officer might know of a contact within Openreach and she agreed to enquire. Once a contact had been identified, the Clerk was asked to make contact and ensure he is contacted should a similar set of events occur again.....**Action: PB**

13. Amenities and Infrastructure

There was nothing new under this topic that had not been covered already in the meeting.

14. Strategic Planning

It was noted that many of the topics under this heading had already been discussed in previous items. The following points were briefly covered:

- Children's Amenities. As mentioned above, this was closely tied to the outcome of the NDP Referendum. No action would be taken before the outcome of this.
- Bus Stops. Already covered.
- Benches. With AR not being present there was nothing new to discuss here.
- Planters. The discussion with residents is ongoing on this topic.

15. Comms

The meeting was keen to know how the outcome of the forthcoming NDP referendum would be communicated . With the postal votes being counted in County Hall Trowbridge and the physical votes being counted in the Village Hall in Broad Hinton, there was concern about how the two would tie up to give an overall result. The Returning Officer would announce the results at the count taking part immediately after the polling station closed.

The result would be posted on the Wiltshire Council web site the following day and the result would become effective immediately. The result would also form part of the Wiltshire Council development plan.

16. Any Other Business

Clyffe Pypard. CG asked AB if she knew what was occurring in Clyffe Pypard. It seemed there was a land dispute and at this time the situation was far from clear but had no impact on our Parish

There being no further business the Meeting closed at 9.10pm