

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 1 July 2025, 7.30pm

Broad Hinton Village Hall

MINUTES

Councillors: Cllr Adrian Smith (AS) (Chair)
Present: Cllr Adam Gilmore (AG) (Vice Chair)
Cllr Jim Gunter (JG)
Cllr Candace Gaisford (CG)
Cllr Liz Moakes (LM)
Cllr Damian Le Gresley (DL)
Cllr Tony Iles (TI)

In attendance: Cllr Allison Bucknell (AB) (Wiltshire Council)
Kate Marshall (KM) BH Village Hall
Geoff Martin (GM) BH Village Hall
Mark Miller (MM) Chair NPSG
Ade Rudler (AR)

Apologies Cllr Louise Skillen (LS)

Peter Barry (PB) (Clerk)

1. Introduction, Quorum & Declaration of Interests

The Chair opened the Meeting by welcoming all to the meeting and in particular, he welcomed Councillor Liz Moakes to her first meeting. He also welcomed Kate Marshall and Geoff Martin who were attending to give a presentation on the running of the BH Village Hall. Mark Miller was welcomed as an interested party as there were key decisions to be made over the future funding of the NPSG. Finally Ade Rudler was welcomed as a prospective new Councillor

The Chair declared the meeting quorate and asked if there were any declarations of interest. There were none. Finally the Chair informed the meeting that he had received a note from Councillor Louise Skillen who could not attend as she was on holiday.

2. Minutes of Parish Council Meetings held on 13 May 2025, and the Planning Meeting held on 27 May 2025

The Minutes of the Parish Council Meeting held on 4 March 2025 were agreed and signed off by the Chair. There had also been a Planning Meeting held on 27 May 2025, and the Minutes of this meeting were also agreed

3. Matters Arising from both Meetings.

There were none.

4. Issues Log and Actions Outstanding

The Issues Log and Outstanding Actions list was considered by the Meeting and updates given. The Clerk was tasked to update the log which was live on the Shared Drive.....**Action: PB**

5. Broad Hinton Village Hall Trustee Report

The Chair invited KM to give a short report on the status of the Village Hall and what in her view was needed.

KM made the following points:

- In regards to Resources, at the moment there were 7 Trustees, but it was known that two were retiring at the forthcoming Annual General Meeting.
- The Village Hall could not continue to operate as now with just 5 Trustees
- Regretfully all efforts to recruit volunteers to help in the day to day running of the Hall had been unsuccessful and the current team could not continue without more support.
- Regarding finance, although it appeared that the Hall had not broken even over the past two years, depending on how you set out the finances, the situation was manageable.
- There had been a number of disruptive hirings which had added a to the stress of running the Village Hall.
- Ideally the Trustees were looking for a closer link with the Parish Council and if possible one of the Councillors to become a Trustee.

The Chair thanked KM and asked the Meeting to keep any discussion at the top level as there was no point in trying to resolve detailed operational issues at this stage. He asked Councillors to comment:

- CG asked if thought had been given to obtaining grants. Although this seemed a good idea, grants tended to be for specific projects, whereas the VH need a more ready source of income.
- TI considered that the running of the VH tended to be too insular. A more open approach, with invitations to local businesses to sponsor elements could provide more financial support. A degree of commercial thinking was needed.
- AG thanked the Trustees for their report, and he would volunteer to become the Council member on the VH board. This was welcomed and the Chair suggested this be confirmed later in the meeting.
- LM suggested that much of the paperwork could possibly be amalgamated with the Council paperwork, with the Clerk becoming involved to reduce the admin load.
- JG considered that in future the Council should consider the VH when deciding on the next year's Precept.
- DL agreed with JG and agreed to assist in the running of the VH accounts. He also agreed that the Clerk could become more involved with the admin, but understood this would result in additional running costs to the VH.

The Chair summed up the discussion making the following points:

- The problems the VH trustees were grappling with were not unique. By looking at the accounts in a different light, the financial situation was by no means dire.
- He asked the Meeting to agree to AG becoming a Trustee – this was unanimously agreed.
- Now that the dialogue had been opened this would continue and he recommended a Working Party from the Council be set up to support the VH and recommend possible solutions in the future.
- The Chair asked both KM and GM to thank the current Trustees of the VH for their work and reassure them that they had the Council's support.

At the conclusion of the discussion, both KM and GM left the Meeting.

6. Finance Update

Bi-Monthly Finance Update. The Clerk introduced the subject of the Council finances which covered the months of May and June 2025.

In regard to Receipts, the Clerk stated that the only funds received over the period were the small amounts of interest on the Deposit Account.

In regard to Expenditure, apart from the usual sums required for Village Hall hire and the Clerk's salary and expenses a number of annual subscriptions had been made. The annual rent for the Allotments had been paid, as had the annual insurance premium and the annual CPRE subscription.

The consolidated Bank Account broken down by section is shown under.

PC Bank Account Balances - as of 1 July 2025

Current Account: £50.98
Deposit Account (Total): £17,990.38 made up of
 Deposit Account (General): £2,610.16
 Allotments: £1,007.96
 Defibrillators: £1,204.00
 Neighbourhood Plan: £534.40
 Maintenance Savings: £1,759.19
 Emergency Fund: £600.00
 Donations Fund: £250.00
 Traffic Speed Management: £900.00
 Highways: £2,819.67
 Major Projects: £5,056.00
 Notice Boards: £1,049.98
 Footpaths: £250.00

Reserves. The Clerk informed the meeting that all of the funds which had been previously earmarked for the Reserves had been transferred, and this left the sum of £2,610.16 only in the General Fund.

Future NDP Funding. DL reminded the meeting that over the previous two years significant government funds had been allocated to NDP work, however, as part of the spending review, the government were not funding NDPs. As a result, the expected £3K from Locality would not be forthcoming. DL produced a paper outlining the expected NDP expenditure over the coming year and the sum needed to get the project to referendum. This included VH hire, printing and external consultants' expenses and came to a total of £2,791.00. DL put forward a proposal for the Council to fund the remaining work:

- There was currently £586.40 in the NDP budget, of which £130.00 has been spent on room hire.
- There is the sum of £625.00 in the account for possible Election expenses. Whilst there will be a bill to pay to Wiltshire Council, the sum is unknown, and it will not become payable until the next FY. So, this sum could be used to assist in the NDP expenses.

- It is suggested that the replacement of the final Notice Board in Post Office lane be postponed until next year, so freeing up £1,049.98.
- Finally, the sum of £529.62 be transferred from the Maintenance Savings Reserve to make up the needed sum.

In summary:

Current Allocated Budget	£586.40
Unused Election Budget	£625.00
Notice Board Reserve	£1,949.98
Maintenance Savings Reserve	£529.62
Total	£2,204.60

The Meeting discussed this way forward and upon a vote gave it their unanimous approval. The Clerk was tasked to make the necessary transfers into the NDP Reserve.....**Action: PB**

7. Planning

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

Site Address

WHITE RIDGE COTTAGE, 131, BROAD HINTON, SWINDON, SN4 9PA

Proposal

Proposed Side Extension

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000C1rPx>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Approve with conditions.

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Site Address

5 YEW TREE LANE, BROAD HINTON, SWINDON, SN4 9RH

Proposal

Refurbishment of empty dwelling to include, demolition of existing conservatory & erection of new single storey extension to rear. Conversion of loft space & rear dormer. Solar PV panels to front roof elevation.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CABcn>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Approve with conditions.

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Site Address

The Folly, Post Office Lane, Broad Hinton, Swindon, SN4 9PB

Proposal

Installation of new external half render, part replacement of windows and doors, replacement of bay and arched windows, new porch and modifications to ground floor frontage. External landscaping works

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CbpO1>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Approve with conditions.

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Site Address

Windmill Stud, Burma House, Uffcott, Swindon, SN4 9EY

Proposal

Variation of condition 2 (Approved plans) relating to PL/2024/06584

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000BxyWT>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Awaiting decision.

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Site Address

Land at Boundary House, Winterbourne Bassett, Swindon, Wilts, SN4 9PB

Proposal

Installation of Package Treatment Plant (Retrospective)

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DUTF5/pl202503028?tabset-8903c=2>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection.

Wilts. Approve with conditions.

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Site Address

BARN COTTAGE, SUMMERS LANE, BROAD HINTON, SWINDON, SN4 9PA

Proposal

Scots pine trees x2 - fell

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DyKSb>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection but would like to see trees planted in replacement.

Wilts. Approve with conditions.

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Site Address

Field Barn, Hackpen Hill, Broad Hinton, Swindon, SN4 9NR

Proposal

The development consists of the installation of 20.16 kWp (0.02016 megawatt) of solar panels, located on the existing agricultural building known as Field Barn. This is to supply the residential accommodation and minimise the import demand of the three-phase supply.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DyZEj>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. On Circulation.

Wilts. Prior Approval Not Required.

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Site Address

White Horse House, Post Office Lane, Broad Hinton, Swindon, SN4 9PB.

Proposal

Retrospective application for retention of animal observation shelter / hide for a period of 3 years, including changes to current external appearance.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000E0xuT>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection – Subject to Condition.

Wilts.

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Site Address

2 Fourways, The Weir, Broad Hinton, Swindon, SN4 9NE.

Proposal

Demolition of an existing single storey side extension and double garage and replacement with new two storey side extension with single garage. Proposed rear single storey extension.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000EwjJF>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. On Circulation.

Wilts

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Site Address

ST PETERS HOUSE, BROAD HINTON, SWINDON, SN4 9PA

Proposal

Notification of proposed works to trees in a conservation area, Conifer tree - Fell.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000F8xQT>

Links to Circulation

[Planning Application Circulation Form.docx](#)

BHWBPC. On Circulation.

Wilts

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Parish Council Planning – Roles & Responsibilities. AG and TI introduced a paper they had been working on setting out the Roles and Responsibilities of the Council when it came to advising on Planning Applications. The purpose of the document was to clarify how the Council gave responses back to Wiltshire Council, the Local Planning Authority.

There was considerable discussion over the responsibility of members of the Council, when it came to informing neighbours of any new application. AB informed the Meeting that it was Wiltshire Council's responsibility to inform any neighbours who could be affected by the application. Nevertheless, it was agreed that the Council needed to address the business of informing the public generally and this could be achieved by placing Planning Applications onto the web site, and the Notice Boards.

The Chair asked if any member had any further comments on the paper - there being none. It was agreed that the paper should be adopted and become part of the Policy Documents library. AG was asked to re-write the paper as a Policy and bring it to the next meeting for final endorsement.....**Action: AG**

8. Highways & Maintenance

LHFIG. JG reported that the change to the speed limit to 50mph at Gadbourne Banks on the A 4361 had been approved and the Council's contribution to this change would be £875.00. This was less than had been expected and the Meeting thanked both JG and TI for their efforts in achieving this change.

Speed Awareness. This had really split into two separate areas which are reported below:

- a. Community Speedwatch. The team had now been formed by two residents of Yew Tree Lane and AG. AG was able to report that two sessions had already been carried out on YTL and two alleged speeders caught!! With the clear success, more volunteers were forthcoming and generally AG felt extremely positive about this venture.
- b. Speed Indicator Devices. Before any devices could be erected the 30mph posts on which the system would be mounted needed upgrading to 4m. This was the responsibility of Wiltshire Council. Wiltshire Council had replaced the posts with the posts of the same height. AG had contacted Wiltshire Council to find out when they were planning on doing the job correctly. Once the posts had been suitably upgraded, the device was ready to be mounted.

9. Footpaths and Maintenance

Footpaths. JG reported that the Wiltshire Council scheme for reporting the state of Footpaths and other Rights of Way was still not available and so he had nothing further to report.

AS asked if possible that the grass banks on the road into WB be cut back, as visibility was now restricted and it was becoming dangerous. TI agreed to take this on and ensure the banks were cut back. DL noted that some residents including himself were pleased that the banks in areas not critical to road safety had been left to grow this year to benefit wildlife.

MyWilts Feedback. There was nothing to report on this subject.

10. Emergency Planning

LM reported that she had started to understand the scope of the emergency planning task. JG agreed to work with LM, bringing her up to speed and assisting her where necessary. He informed the meeting that there was nothing to report on this subject right now.

AB informed the meeting that Tockenham had produced a comprehensive Emergency Plan and, if it would help, she would obtain a copy. The Chair thanked AB and noted that this might be useful in the future.

11. Neighbourhood Development Plan Update

AG gave an update on what had happened in the NDP since the last Meeting. The problem with the Finances had already been agreed and he was grateful for that. The team was currently working through the over 200 individual comments that had been received on the Reg 14 consultation.

There were 30 comments where discussion was needed with Wiltshire Council and a meeting had been set up to go over these.

Links with the Consultant were on hold at present until the financial side had been clarified.

In the future, meetings have been set up with the school and other stakeholders. This would lead naturally onto the Regulation 16 – 17 work.

12. Working Groups – agreements on Leads

The Chair stated that he was keen to get those involved with the various Working Groups nominated and he went through the current top-level list identifying those who would lead. The following was agreed in regards to leads:

- Planning – TI
- Travel – JG
- Public Rights of Way – CG
- Emergency Plan – LM – but with considerable assistance from others
- Financial Planning – DL
- Strategic Planning – All
- Amenities/ Infrastructure – AG
- Farm Liaison – AS
- Comms – AG; AS; LM

13. Coopting of New Member

AR was asked how he thought he could contribute to the Council, and for any comments having been present throughout this meeting. He replied that he felt he could certainly add to the efforts being made in many areas and that he was particularly interested in environmental issues and projects. AR then left the meeting.

The Chair asked members for their comments, and it was unanimously agreed that AR would make a very useful addition to the Council. He was duly co-opted.

14. Any Other Business

The Chair asked if there was any other business. There being none the Clerk reminded all that the next Meeting would be held on 2 September 2025

There being no further business the Meeting closed at 9.00pm