

# BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 6 January 2026, 7.30pm  
Broad Hinton Village Hall

## MINUTES

**Councillors:** Cllr Adrian Smith (AS) (Chair)  
**Present:** Cllr Adam Gilmore (AG) (Vice Chair)  
Cllr Liz Moakes (LM)  
Cllr Damian Le Gresley (DL)  
Cllr Candace Gaisford (CG)  
Cllr Ade Rudler (AR)  
Cllr Tony Iles (TI)  
Cllr Louise Skillen (LS)

Cllr Allison Bucknell (AB) (Wiltshire Council)

**In Attendance** Geoff Martin (GM)  
David Conroy (DC)

Peter Barry (PB) (Clerk)

### 1. Introduction, Quorum & Declaration of Interests

The Chair welcomed all to the Meeting and with no apologies, declared the Meeting quorate. He asked for declarations of interest, and LS informed the Meeting of her interest in Planning as she has submitted a planning application (PL/2025/09767) and TI in the Neighbourhood Development Plan as he owns land allocated in the plan (site W3).

The Chair welcomed GM and DC who were both attending as potential Councillors. With only one vacancy brought about by the resignation of Jim Gunter, he went on to explain how the system of co-opting would take place. This would require a period when the need for a new Councillor would be advertised and following that, interviews would take place and a member chosen.

### 2. Chair's Introduction

The Chair informed the meeting that he had one particular request regarding the dates of future meetings. Normally meetings always took place on the first Tuesday of every other month. But Tuesdays were particularly difficult for him and he asked if Councillors would consider moving future meetings to a Monday. The Clerk had contacted all Councillors beforehand and all were happy to change to a Monday. This change was then formally agreed. The Clerk was tasked to send out new calling notices and also re-book the meeting room in the BHVH. **Action: PB** (Clerk's Note: Future meetings now scheduled for 2 March; 11 May; 6 July; 7 September; 2 November. Start time remains at 7.30pm, except for 11 May which has a 7.00pm start).

The Chair mentioned that during Covid, Councils were allowed to use online meetings and there might be times when he would have to join the meeting remotely. AB reminded the meeting that decisions have to be made at face to face meetings, although central government has announced it's intention to amend legislation to allow decisions to be made by online attendees.

### 3. Minutes of Parish Council Meetings held on 4 and 24 November 2025

The Minutes of the Parish Council Meetings held on 4 and 24 November 2025 were agreed and signed off by the Chair.

### 4. Matters Arising from both Meetings.

There were none arising from the meetings. However, the Chair asked the meeting to consider the Community Governance Review issued by Wiltshire Council where our Council had been asked to consider a number of areas of governance where changes might be asked for in relation to boundaries, governance, council title etc... The Chair asked if anyone had any points, as it did seem that the system as currently run fitted in well with Wiltshire Council's desires.

DL noted that in our title there was no reference to Uffcott and thought might be given to including this. However, the meeting felt that adding Uffcott would make our title over long. The meeting had no other points.

The Chair thanked the meeting and agreed that he and the Clerk would respond to Wiltshire Council.....**Action: AS & PB**

The Chair asked AG to present a new Councillor Co-option Policy that defines the process for co-opting new Councillors. The Chair asked if all were content with the contents of the policy, that a vote be taken to adopt the policy. The meeting was content and the vote to accept was unanimous. AG and the Clerk were tasked to publish on the Shared Drive....**Action: AG & PB**

### 5. Issues Log and Actions Outstanding

The Issues Log and Outstanding Actions list was considered by the Meeting and updates given. The following actions had been completed by Councillors since the last meeting:

- Planning policy paper: AG had completed the writing of the Planning Policy paper and presented it to the Council.
- Signpost Replacement: AR had completed all the work on the replacement signpost.
- Village Hall in an Emergency: AG and LM had liaised with the Village Hall Committee over the use of the Village Hall in an emergency. A meeting had been arranged.
- Data Privacy Policy: AG had drafted out a Data Privacy Policy paper for the Council to consider.
- Emergency Committee: AG had liaised with the Village Hall Committee and an emergency committee had been set up.
- Updated Precept Review: DL had revised the first draft of the 2026 – 27 Precept and presented it to the Council.
- Regulation 15 Review: AG had successfully negotiated with interested parties to ensure the size of the green space was sufficient to include a multi sports facility.
- Bus Stops: CG had found a suitable contractor and was in the process of obtaining a quotation for the re-roofing of the La Strada bus stop.
- Handing over of Footpath requirement: CG and AR had successfully negotiated the hand over of the Footpath work from JG.

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

### 6. Finance Update

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

In regard to Receipts, the Clerk stated that the only income during this period was the 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, there were a number of other expenses that needed explaining. There was a small amount of additional expenditure on the signpost, and AR was able to inform the meeting that this was now complete and the signpost was in position. The meeting thanked AR for his hard work on this. There was also the expenditure on the Christmas tree at the Well in BH, which had been accounted for.

There had been expenditure in the NDP account for the planning consultant who had advised on the Regulation 16 preparation.

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

**PC Bank Account Balances - as of 1 November 2025**

Current Account: £513.07  
Deposit Account (Total): £21,054.36 made up of  
    Deposit Account (General): £8,948.90  
    Allotments: £795.00  
    Defibrillators: £1,204.00  
    Neighbourhood Plan: £1,831.22  
    Maintenance Savings: £1,229.57  
    Emergency Fund: £600.00  
    Donations Fund: £250.00  
    Traffic Speed Management: £0.00  
    Highways: £2,819.67  
    Major Projects: £3,126.00  
    Notice Boards: £0.00  
    Footpaths: £250.00

Strategic Spending Report. DL took the meeting through the figures which had changed little from last meeting. A summary of the relevant figures is laid out below:

Total Strategic Spending planned for 2025-2026	<b>£11,617.50</b>
Planned spend not yet paid out	<b>£6,702.67</b>
With the total Reserve balance being	<b>£11,914.41</b>
Deducting what is not yet paid out, Effective Reserves are	<b>£5,211.74</b>

Precept 2026 – 27 Review. DL explained that he had amended the figures to take into account the discussion at the last meeting. In particular, he had increased the sum allocated to Major Projects to take into account the plan for a possible playground. LM thought that the sum increase was too small and that the Council ought to be bolder in its approach. But there was also concern at raising the sum too much as it was already feared that the general increase from Wiltshire Council rates would likely to be high.

TI suggested that planning for a possible playground should be split into two. The large sum needed for the initial setting up of the playground should be raised by approaching businesses in the area for donations. The Council could then take on the cost of running of the playground. TI

proposed a working group be formed with him and LM to bring a firmer proposal to the next Council meeting. AG added that if Pitchens End field is the location for the proposal, then the work group proposal would need to cover ownership and maintenance of the land (currently Wiltshire Council), as well as any planning permissions required. The meeting thought this an excellent approach and it was recommended that LM and TI work together on this and bring to the next meeting.

.....**Action LM & TI**

The Chair asked if the meeting was content with the figures as set out by DL and all agreed. The Clerk was tasked to send off the relevant paperwork for the 2026 - 27 Precept to Wiltshire Council

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

## **7. Planning**

TI took the Meeting through the Planning Applications and Decisions that had occurred since the last meeting in July. LM declared an interest in the last item.

- BURMA HOUSE, UFFCOTT, SWINDON, SN4 9EY  
Single storey rear extension (BHWBPC. No Objection. Wilts. Awaiting decision.)
- THE MANOR, WINTERBOURNE BASSETT, SWINDON, SN4 9PU  
Subsequent Variation of condition 2 (approved plans) and Condition 3 to allow for changes to roofing material, and new structural steel and addition of bat and bird boxes to the plans (BHWBPC. No Objection. Wilts. Approve with Conditions.)
- HEWGAR HOUSE, BROAD HINTON, SWINDON, SN4 9PA  
Erection of a carport. (BHWBPC. No Objection. Wilts. Approve with Conditions.)
- BURMA HOUSE, UFFCOTT, SWINDON, SN4 9EY  
Residential dwelling & garage. (BHWBPC. No Objection. Wilts. Awaiting decision.)
- MARLBOROUGH HOUSE, BROAD HINTON, SWINDON, SN4 9PA  
G1 Dismantle the large Horse Chestnut and large Cypress group. T1 Dismantle the dead Ash tree. T2 Beech - Reduce crown by 2-3m on the garden side. Reduce weight of branch ends. G2 Beech group - Reduce crown by 2-3m. Reduce the crowns to match the tree closest to the house. (BHWBPC. No objection. Wilts. No objection)
- Unit 1B, Uffcott Farm, Uffcott, Wiltshire, SN4 9NB  
Change of use from office unit to 1 bedroom holiday let (Retrospective) (BHWBPC. No objection to this application and support diversification of rural businesses. Wilts. Awaiting decision.)
- SCHOOL HOUSE, WINTERBOURNE BASSETT, SWINDON, SN4 9QB  
Single story rear extension. (BHWBPC. No objection. Wilts. Awaiting decision.)
- 2 RICKYARD COTTAGES, SUMMERS LANE, BROAD HINTON, SWINDON, SN4 9PS  
Notification of proposed works to trees in a conservation area. (BHWBPC. No objection. Wilts. Awaiting decision.)
- Forge Lee, Blacksmiths Yard, Post Office Lane, Broad Hinton, Wilts, SN4 9PB  
Use of office and storage ancillary to Forge Lee as ancillary single residential annexe. Retrospective consent for recent associated changes to the building. (BHWBPC. No objection. Wilts. Refused. Appeal. Approved with conditions)

- The Lodge, Summers Lane, Broad Hinton, Swindon, SN4 9PA  
The construction of a self-build dwelling and associated infrastructure.. (BHWBPC. On circulation. Wilts.)

In discussion DL stated that the last application should be reviewed against the NDP Reg 16 policies, in particular BHWB 7. The planning statement had not referenced our NDP which now has some weight as it has reached Reg 16.

Planning Consultation Policy Paper. AG had produced a new Policy paper covering how the Council should approach Planning applications. The current system relied on comments from each Councillor going to TI, who then sent off the majority decision to Wiltshire Council as soon as the majority was reached. The new Policy sets a fixed time period that allows for residents comments to be heard by the Council.

Councillors had been sent the first draft of the paper prior to the meeting and the Chair asked if there were any comments or alterations needed. In discussion the following amendments were agreed:

- Para 3 final paragraph: After – ‘In cases of significant local interest, the Wiltshire Councillor’ insert – ‘covering this parish’.
- Para 5.1. Insert new second bullet - The Parish Clerk (or a delegated officer) will publish the planning applications to the Parish Council web site.
- Para 5.2 first bullet. After ‘A clear deadline’ insert – ‘10 days before planning consultation deadline’.
- Para 8.2 . Insert new second bullet - If a councillor has a personal or household planning application, then they should also declare an interest and step aside.
- At very end – amend adoption date to 6 January 2026

The Chair asked if after the amendments proposed had been inserted, the meeting was content, that a vote be taken to adopt the paper. The meeting agreed and the vote to accept was unanimous. AG and the Clerk were tasked to add this paper to the Shared Drive.

.....**Action: AG & PB**

Neighbourhood Plan Update. AG stated that following the Parish Council’s approval of the Regulation 15 documents, these had been sent to Wiltshire Council. There would now be a 6 week Regulation 16 consultation run by Wiltshire Council to allow residents and other stakeholders to comment. The Regulation 16 consultation had been widely publicised both on the Parish Council web site, social media and on notice boards. Hard copies of the document had been placed in the BH Village Hall and also at the Clerk’s house if any residents want to examine a hard copy. The consultation runs from the 5<sup>th</sup> January to the 16<sup>th</sup> February 2026.

The meeting expressed their support and gave their thanks to the Steering Group for all their hard work on this project.

## 8. Travel

LHFIG. There was nothing to report on this subject. At the moment it was unclear who would take over this subject from JG. The Chair suggested this should be addressed at the Strategy Meeting and with a new Councillor joining, a suitable person could be found.

AB reported that the altering of the speed limit signs on the A4361 at the Gadbourne Banks area was in hand. Wiltshire Council liked to order new signs in large batches and this was just waiting for other future changes to be addressed.

Bus Stops. CG stated that she was still waiting for the quotation for the re-roofing of the La Strada bus stop, but there was nothing else to report

## **9. Public Rights of way**

Footpaths. There was nothing new on this subject, but it was agreed that whoever took over this subject would need to speak in detail to JG.

## **10. Emergency Planning**

LM reported that work was underway in the construction of an overall plan. The first meeting of the planning group would be held on 26 Jan 2026 in LM's house.

Road Closures. LS stated that she had received a consultation from Wiltshire Council on whether Parish Council's needed powers to close roads in the event of flooding. She was surprised and felt strongly that this should be the task of the police only. The meeting agreed and this aspect should be included in the Emergency Plan.

## **11. Amenities and Infrastructure**

AG went through the areas listed under this heading:

- Police. CG stated that she remained in contact with the Police Liaison Officer, but there was nothing to report at this time. The usual quarterly parish report had not been received.
- Allotments. There was nothing to report on this subject. There was discussion over the holding of the Allotment financial deposits as a Reserve in the Council accounts. But with the Council having ultimate responsibility for the Allotments, it was agreed that this was sensible.
- Village Hall. The first meeting of the Village Hall committee and the Council to discuss the use of the Village Hall in an emergency is to be held on 21 January 2026 in the Clerk's house. AG also reported that the new heating in the Village Hall would be installed in February 2026. The final quote had not been received, but it was known that there was certainly sufficient funds to cover the costs. It might be that an element of the sum granted by the Council might be used for heating-related purposes such as improved window insulation in the meeting room. It was agreed that the Council would need to be informed, but nothing should be done now until things became clearer.
- Schools. Nothing to report.

## **12. Strategic Planning**

The initial meeting of the Strategic Planning Group had still not taken place and a date needed to be found.

## **13. Comms**

There were a number of subjects discussed on the matter of communications and the following points were noted:

- Parish Council Updates. The meeting felt that the Council needed to improve communication with residents. Just putting a copy of the Minutes on the web site was not sufficient. The Chair agreed to link with LM to ensure there was a summary of the Council's actions that could be put into the Village News .....**Action: AS & LM**

- Annual Parish Meeting. It was generally agreed that in past years attendance at the Annual Parish Meeting had been poor. AG noted that the purpose of the APM was to bring the parish together and we should consider inviting other community groups to the meeting where they can present. AG agreed to look into this and ensure maximum publicity be given to the event.....**Action: AG**

#### **14. Data Protection and Privacy Policy**

AG stated that although the Council had a policy on data protection, but it didn't cover data privacy adequately. AG presented an update policy that covers Data Protection and Privacy. The Chair asked if all were content with the contents of the policy and the following amendments were suggested:

- Para 9 – Record Retention. Under Record Type, amend 'Employee Records' to Employee and Volunteer Records.'
- Para 9 - Record Retention. Under How Long We Keep it, amend to '6 years after employment or volunteer ends.'
- Para 12. It was agreed that the Clerk should remain as the Freedom of Information Officer.

The Chair asked if after the amendments proposed had been inserted, the meeting was content, that a vote be taken to adopt the policy. The meeting agreed and the vote to accept was unanimous. AG and the Clerk were tasked to place the agreed paper on the Shared Drive.

.....**Action: AG & PB**

#### **15. Village Clean Up**

It was agreed that last year, because the date of the Clean Up had not been publicised until too late, and turn-out, particularly in BH, had been disappointing. The meeting agreed that this year the Clean Up should be held on Saturday 14 March 2026, starting at 9:30am. AG was asked to link with Uffcott and LM agreed to provide a poster that could be put on Notice Boards, Parish Council website, social media and also in the Village News.....**Action: AG & LM**

#### **16. Co-opting New Councillors**

The Chair asked the potential new Councillors to introduce themselves, which they did. The Chair covered briefly the policy which had been set out earlier in the meeting. This included:

- Advertising
- Interviewing
- Discussion and Decision
- The co-opting.

AG and the Clerk were tasked to cover the Advertising both on the web site and Notice Boards.

.....**Action: AG & PB**

#### **17. Reports from Wiltshire Council**

The Chair asked AB is she had any points she wished to raise from Wiltshire Council. AB mentioned two:

- Closure of Purton and Compton Bassett Re-cycling Centres. AB stated that Wiltshire Council had decided not to renew the contracts for the running of these two Re-cycling Centres, but to open a new one close to Royal Wootton Bassett, which would be Council run. The whole subject would be discussed further at the next Wiltshire Council meeting later in January 2026.
- Car Parking Charges. There was to be a price review, but this whole subject was proving difficult to obtain agreement.

### **13. Any Other Business**

Ground Nesting Birds. AR raised the subject of ground nesting birds and that dog walkers should be made aware. TI asked that AR find out the critical dates and the Clerk was tasked to bring this subject to the next meeting.....**Action: AR & PB**

There being no further business the Meeting closed at 9.15pm