

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 1 March 2022, 7.30pm
In the Broad Hinton Village Hall

MINUTES

Councillors: Cllr Alex LaRoche (AL) (Chairman)
Present: Cllr Jim Gunter (JG) (Vice Chairman)
Cllr Damian Le Gresley (DL)
Cllr Louise Skillen (LS)
Cllr Lesley Catling (LC)
Cllr Tony Iles

Apologies: 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 Chairman had received two apologies – Cllr Candace Gaisford. The Meeting was declared quorate. There were no declarations of interest.

2. Minutes of Parish Council Meeting held on 4 January 2022

The Minutes of the 4 January Meeting were agreed and were signed off by the Chairman. The Chairman also signed off the Minutes of the 2 November and 7 September Meetings, which had been held via Teams due to Covid.

3. Matters Arising.

There were no matters arising that were not covered elsewhere in the Meeting.

4. Finance Update

The Clerk introduced the subject of the Council finances by explaining there were now four specific sections of the Deposit Account which were - Defibrillator; Allotment; Neighbourhood Plan and Maintenance Savings. The last two were new and the Maintenance Savings needed explanation. This was a cumulation of the unspent funds from the current FY which were saving towards expected larger future maintenance costs within the parish. The meeting noted that in the next FY the sum of £850.00 could be increased by approx. £320.00 (£800.00 less £480.00, which was expected to be recovered through rental charges) which had been earmarked for the Village News printer that was now not required. It was noted that a sum of well in excess of this amount could be needed towards the construction of the Pitches End footpath. The Clerk stated that all other aspects of the Account were as expected with outgoings and income easily explainable. The Bank balances were shown as under.

PC Bank Account Balances - as of 1 March 2022:

Current Account: £220.55
Deposit Account (Total): £12,900.77 made up of
Deposit Account (General): £6,351.36

Deposit Account (Allotments): £2,044.41
Deposit Account (Defibrillators): £1,315.00
Neighbourhood Plan: £1,315.00
Maintenance Savings: £850.00

Before leaving the subject of the Accounts, the Meeting wished to give a vote of thanks to TI for his generous gift of the snacks at the Neighbourhood Planning Steering Committee meeting.

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/2021/09801 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.

The Meeting was informed that owing to the need for answers to the Environment Agency objection, this would need to go out to consultation again once all the information had been received.

PL/2021/10007 141 High 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. Agreed by 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. Awaiting 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. Agreed by 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. Agreed by Wilts.

PL/2022/00680 Hewgar House, Broad Hinton.

Full Planning Application for the proposed erection of one and a half storey side and rear extension to existing garage, garage conversion to gym and boot room, single storey rear extension and solar panels to proposed rear roof. No objection. Awaiting Wilts.

PL/2022/01056 Church of St Peter Ad Vincula, Broad Hinton.

Full Planning Application for tree works in a Conservation Area. The proposal requires the felling of a Common Horse Chestnut which has Horse Chestnut disease and a health and safety issue. No objection. Awaiting Wilts.

6. Highways & Maintenance

CATG. JG opened the discussion by asking AB about the extra funding that he understood CATG was being allocated. AB explained that the plan was to give CATG extra money to allow more local projects such as foot paths to be undertaken. But at this time there were no details available and we would have to wait to see the outcome in the next FY.

The Chairman thanked both AB and JG for the work they had undertaken to secure the required improvements to the Elm Cross junction. JG went through the details of the upgrade, which included re-siting and improving all of the signage. The good thing was that this was planned for next summer, so the long wait would soon be over.

This would hopefully be followed by improvements to the WB turn. There would be no change to the speed limit, but again the signs would be replaced and improved. LC wondered if it would be possible to include a sign warning of Single Track Road, which would warn drivers who wanted to go beyond the actual village of WB. The meeting was uncertain about this and at this juncture it looked unlikely.

The Meeting discussed the closing of the A 4361 within the next week and the effect of large vehicles diverted through WB. LS informed the Meeting that the Stagecoach bus website made no mention of the required diversion. LS also mentioned that there was possible industrial action planned on the buses next month and she agreed to keep all informed.....**Action: LS**

7. Footpaths and Maintenance

Footpath over the Grass at Pitches End. With CG away, the Chairman reported on the Pitches End path. CG had received a number of quotes and she had applied for funding from Royal Wootton Bassett Area Board to allow the work to be scheduled. In order to adhere to the required Wiltshire Council building standards, this was going to be an expensive project, and the maximum grant we could expect would be in the order of £5,000.00. The final cost would be considerably more. AB stated that she was working on achieving us the full £5,000.00. She also enquired if CIL funding had been investigated and she promised to look into this possibility and report back.

8. Emergency Planning

Flooding. LS reported on the situation with regards to the flooding at the three cottages by the well in BH. It was known that the centre cottage has sufficient drainage as in this case the excess water was allowed to drain into the Well. There was a proposal that the cottages on either side be set up with a similar system, but it this plan was deemed to be an environmental hazard and so had to be dropped. The Council was left to going back to considering the current drains and how to improve them. The whole problem of designation of damage levels was discussed in detail and the following points were brought out:

- LS explained that currently the drains in that area were designated by Wiltshire Council as Level 4 damage, when to qualify for any work to be undertaken they had to be at Level 5 damage.
- Both LS and the Chairman felt very strongly that the report designating them at Level 4 was out of date and wrong, and a new designation was needed to requalify them to Level 5. They also felt that at the time of the report the damage level was designated incorrectly as the survey photos clearly showed they should be Level 5..
- JG stated one section of the pipe had completely dislodged at a joint, severely restricting flow.
- AB stated that she thought it unreasonable to state the damage level as wrong, as none of us were drainage experts. She furthermore felt that in this case when the damaged pipe was surrounded by concrete, it was correctly assessed as Level 4.
- AB went on to say that very regrettably she had gone as far as she was able to on this subject. She had enquired with all of the relevant people within Wiltshire Council and was not in a position to go any further.
- TI suggested that if Wiltshire Council were not in a position to do anything, then it was down to the Parish Council to operate as far as they could. He also stated that in his view the problem lay in the ineffectiveness of the soakaway. When these had been inspected, even though it was known that at this time the water table was relatively low, there was still standing water in the soakaway. It was clear that the soakaway was unable to accommodate the volume of water that was filling it. He felt that self help was really the only way to go.
- TI went on to say that if the Environmental Agency would not allow the overflow from the soakaway to be routed into the Well, then the only other option was to upgrade the soakaway.
- AB said that even that would not be countenanced by Wiltshire Council as in their view the drains were working at the specified level. It is therefore Wiltshire Council's view that this is a problem to be solved by the residents. Regrettably the residents and Wiltshire Council were at loggerheads and each felt the other responsible for finding a solution.
- JG stated that prior to 2018 this problem had not appeared and so something must have happened since that date. He also recommended that the property owners connect to the well drain within their garden so obviating any need to involve the Council. But it was pointed out that the drain did belong to the Council, so this could not really work.
- TI stated that in his view this was exactly why Parish councils needed sufficient funds which we don't have, to be able to take on this type of problem outside Wiltshire Council's authority. If the current status quo remained this subject would be on the Agenda forever.
- LS felt that a great deal of time and effort was being spent on this one subject and that if the Council was suddenly faced with a much larger catastrophe, we might find that precious time and funds had been whittled away.
- TI said that in his view the residents would be much better placed putting the funds they were about to expend on solicitors towards finding a real solution to this problem.

In conclusion The Chairman asked LS to stay in touch with the residents, but inform them that in the view of the Council it needed an approach from all concerned and that we were unable to achieve any solution on our own.

Emergency Plan. JG stated that there was no up to date Emergency Plan, but that such events as power cuts and loss of phone signal already had emergency numbers available and that it was really down to individuals to make contact as needed.

Both TI and DL stated that following Storm Eunice, there was a large tree in WB close to the road which now constituted a major hazard. The tree was split and a large section was in danger of falling into the road. Its location was causing a problem as at the moment no one was prepared to take ownership of the tree and its problems. Both Wiltshire Council and Catherine Pullen denied any responsibility. DL was asked to investigate by looking at Wiltshire Council Mapping and try and identify the true owner. If necessary he would need to investigate via the Land Registry and come to a clear solution.....**Action: DL**
Returning to the subject of the Emergency Plan, JG was asked to form a group who could be contacted in times of emergency and he agreed to do this.....**Action: JG**
He agreed that the contact details of those on the group should be updated.

9. Climate Strategy

The Chairman opened the discussion on Climate by informing the Meeting of a contact known to her who had bought a Thermal Imaging camera which would allow residents to see which areas in their properties were leaking heat and which needed attention. The contact hired out this device to his village for the sum of £10 for every 48 hours. The Chairman suggested we could do something similar to help combat climate change. DL noted there were also cheaper plug in devices specific to either iPhone or Android. The Meeting agreed that this could be very useful, but in a village such as ours, where many of the properties were old, it would most likely be an expensive but useful exercise.

LS stated that she had seen an article which listed a number of relatively small projects that could be undertaken and which together once completed might make a difference. The Meeting thought this an excellent idea and asked LS to liaise with DL on this subject.....**Action: LS**

10. Neighbourhood Plan Steering Committee

In the absence of AG, the Chairman reported on the progress of the Neighbourhood Plan. The full Steering Committee had met on two occasions and had formed up well. At the second meeting a SWOT analysis had been undertaken and AG has consolidated the results of this exercise.

The steering Group has split into village groups and will identify who from each village wished to be involved with the subjects needing investigation. These groups would plan to meet monthly and the whole group will also come together monthly to keep the impetus going. The Chairman stated that things were moving quickly and that much of that had to do with the excellent work being undertaken by AG. It was planned that a report would be furnished to Councillors at each Council meeting.

11. 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. DL had identified a course which would allow PB to learn what was needed in this Action. PB had been in touch with Community First to see if in their view this was the best course. Assuming it was PB would book himself on and hopefully be in a position to complete this task. Ongoing

- Allotment Bank Account. JG was able to report that the Allotment Committee were meeting with the Bank this month to finalise the setting up of their own bank account. JG also reported that it was hoped that in time the Allotments would have their own dedicated water supply which would stop them having to pay Thames Water for disposal costs when in fact there should be none. Ongoing.
- 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. DL to set up area on web site explaining what actions Council is taking and how residents can become involved. Ongoing.
- 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.
- Combined Parish Web Site. AG to investigate the possible costs of the possible Combined Parish Web Site. Ongoing.
- Vexatious Letter. DL & PB to put together a suitable letter to end the vexatious period or to provide an amendment to the Standing Orders - for consideration at the next Meeting. As reported later in Meeting – Action complete.
- Reserve Deposit Account. DL and PB to introduce a new section within the Deposit Account for the special reserves that are to be accumulated. Action complete
- Pitchen Ends Footpath. CG to bring forward a costed proposal for the completion of the footpath by Pitchen End. Ongoing
- Footpath Sign. CG to arrange with Martin Heal the repair of the Footpath sign by Fortunes Field and PB to arrange payment. Action complete
- Climate Strategy. CG to liaise with the School over involvement with the Climate Strategy initiative. Ongoing
- Neighbourhood Plan. PB to send out Teams invite to all those who will make up the NP Steering Committee. Action complete.
- Printer. TI and AG to investigate the proposal to purchase a Printer and report back at the next Meeting. Action complete.
- Precept. Upon agreement of the Precept sum, PB to prepare and send off the necessary paperwork to Wiltshire Council. Action complete
- WB Unattended Land. DL to investigate the matter of adopting the unattended land in WB. Action complete.
- Allotment Water Bill. PB to pay the Allotment Water Bill once presented. Action complete.
- Road Sign. CG to investigate the replacement of the faded School road sign on the road through BH. Ongoing.

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

.....Action: PB

12. Jubilee Planning and Update

Broad Hinton and Uffcott. The Chairman outlined the following activities on Sunday 5 June for which planning was underway:

- Chris Ladd had been approached regarding the use of the cricket club and bar. There would be a cricket match and the bar would be open from 11am till 3pm.
- Kate Huggins had been approached in regards to organising a cake stand – this was in hand.

- Chris O’Neil had been approached for the use of the large marquee, chairs and tables. This was in hand.
- There would be music and a cricket match.
- There would be a bring your own lunch and The Chairman agreed to approach The Crown to organise a food van to also attend.....**Action: AL**

Winterbourne Bassett. At the moment the following was arranged for Sunday 5 June:

- A Jubilee tree would be planted in the churchyard at 11am
- There would be a special service on the church on that Sunday to link with the tree planting.
- There would be a bring-your-own lunch in The Winterbourne car park
- There would be music played by Kings of Knowing.

LC stated that in WB there was enthusiasm for the lighting of a Beacon. The Barclay family who had recently moved into the Manor in WB were happy to foot the bill. It was thought that this should incorporate the three parishes and the ideal location would be on the Ridgeway within the Parish boundary. LC was asked to coordinate this activity with the Barclays and liaise with James Hussey over the location of the Beacon. Timings would need to be considered. LC was reminded about such items as insurance.....**Action: LC**
Comms will be needed for all of the above for publication in the Local News and social media

.....**Action: AG**

Funding. The Chairman stated that there were no funds earmarked for this, but the Council needed to be seen to be involved. The Meeting agreed to allocate £150.00 for the BH bunting and flags as well as £70.00 for similar items for WB.

13. Unattended Land in WB

DL informed the Meeting that he had received confirmation from the Land Registry that the piece of land opposite The Winterbourne did indeed belong to no one. He had then looked into the matter of turning it into a Village Green. However it appears that to qualify for such a designation it is necessary to prove that the land has had “20 years of lawful sports and pastimes”. This will be difficult to prove as 20 years is a long time.

The Meeting was grateful to DL for the work and effort he has put into this and it was suggested that he and LC coordinate their efforts together with LC giving what assistance she could to prove what that land had been used for over the past 20 years.....**Action: LC**
It was recommended that DL approach the Village Green and Rights of Way officer in Wiltshire Council.

Turning to the Well in BH, LS was able to confirm that this too belonged to no one and was officially unattended land. Whilst the Council saw no merit in adopting it, LS was asked to approach the owners of the three cottages to see if unofficially they would consider applying for legal ownership.....**Action: LS**

14. Vexatious Letter

The Chairman reminded the Meeting that there was an area of wording in the Vexatious Complaint Policy which did not sit easily with the way the Council likes to operate. DL and the Clerk had been tasked to offer a re-wording of the specific section and a draft had been submitted for consideration. The Chairman went over the re-wording and the Meeting unanimously accepted them. The Chairman signed a hard copy of the revised policy and the Clerk was tasked to update the version of this policy on the Shared Drive and website.....**Action: PB & AG**

15. Allotment Update - Finance

JG informed the Meeting that the Allotment Committee had scheduled a meeting with their bank in early March to finalise the setting up of their own bank account. The Clerk stated that he had put pressure on the Chairman saying that it was essential that this bank account be in place before the end of this FY. It was therefore hoped that either just before the end of the FY or in April at the latest we would be in a position to transfer the majority of the Allotment Account monies to the new bank account.

16. Area Clean Up

The subject of an Area Clean up was discussed. DL reported that the WB church was having a clean up of the churchyard and surrounding area on 12 March, but the idea of linking with them did not seem sensible. The date of 19 March was chosen as the best date with everyone gathering at 9.30am. DL was asked to link with JG on coordinating the two areas and the JG suggested the pubs are again approached about supplying bacon sandwiches at the end of the working time.....**Action: DL & JG**

DL would coordinate the requirement for bacon sandwiches in WB. The meeting considered that between the villages there was enough equipment for this year’s clean up, but JG was asked to liaise with Wiltshire Council over the collection of the bulk rubbish after the clean up day.....**Action: JG**

17. Any Other Business

AB mentioned that a face to face meeting of the Area Board was to take place at 6pm on 15 March 2022 in the Bushton Village Hall. All Councillors would be welcomed.

Dates of Next Meeting. The meeting would incorporate the Annual General Meeting as well as the next Parish Council Meeting. These would take place on 10 May 2022 with the AGM starting at 7pm. The Council Meeting would be scheduled to start at 7.30pm, but would follow on from the AGM.

There being no further business, the Meeting closed at 9.05pm