



## BRATTON PARISH COUNCIL

**Chair** Jeff Ligo, 2 Grange Court, Bratton, Wiltshire, BA13 4TU 01380 831237

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**Clerk** Nicola Duke, 6 Shetland Close, Westbury, Wiltshire, BA13 2GN 01373 864127

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Minutes of a meeting of the Parish Council held on **Tuesday 13<sup>th</sup> February 2018**  
in the Pavilion on the Village Green at 7.15 pm.

**Present:** Cllr Jeff Ligo (Chair), Cllr Nicky Morris, Cllr M Bolt, Cllr Freddy Forsyth, Cllr Steve Ridley, Cllr Terry Sims, Cllr Amanda Callard and Cllr Phil Whitaker.

**In attendance:** Nicola Duke (Parish Clerk), Mr Mike Manson and Wiltshire Councillor Jerry Wickham.

### Open Forum to hear from members of the public

#### Village updates

Police report – PCSO Caroline Wright – report previously circulated.

Wiltshire Council and Westbury Area Board – Cllr J Wickham reported the following:

- The Area Board had approved the grant for the brush cutter at the Community Orchard.
- Wiltshire Council was planning improvements to the information boards at The White Horse.
- He has taken forward the issue with the trees at Melbourne House (as reported at the last meeting) and liaised with the landowner and relevant officer at Wiltshire Council. Cllr Wickham highlighted the need for officers and parish councillors to check that tree applications were submitted by the landowner.
- He provided some planning updates, reported that the application for development at Oxford House had been revised to provide 3 dwellings, as opposed to 4 and that the decision would now be made by 7 March 2018. Due to the significant changes to the application revised plans would be issued for consultation. The application relating to 1a Lower Road was expected before the Planning Board in March
- Wiltshire Council would be setting its 2018/19 budget the following week and, if approved, there would be a 5.99% increase on the council tax bill - 3% on social levy and 2.99% on council tax. It was noted that 2018/19 was the last year in which the social care levy would apply.

Pavilion on the Village Green – Steve Lloyd had confirmed there was no report.

	AGENDA ITEM
17/131	<b>Apologies for Absence</b> Cllr T Goode due to work commitments, which were accepted.
17/132	<b>Declarations of Interest and Dispensations to Participate</b> None
17/133	<b>Minutes</b>

	The minutes of a previous meeting of the Council held on <b>9<sup>th</sup> January 2018</b> were approved for accuracy and adopted with one amendment to include the level of council tax increase per household (proposed Cllr Morris, seconded Cllr Sims).
17/134	<p><b>Committee, Clerks and Council representative reports</b></p> <p>a) <u>Chairman of the Bratton Recreation Ground Committee</u> – a copy of the report had been circulated to members and is appended to the minutes. Mr Manson spoke to his report, drawing out the key points therein.</p> <p>b) <u>Parish Clerk</u> – an update on actions agreed at previous meetings had been circulated to members and was noted. It was agreed that the Clerk would chase Wiltshire Council regarding the suggestion of allocating land at Pear Tree Orchard for housing and progress the allocation of a Neighbourhood Plan liaison officer from Wiltshire Council. Both items would be added to the Action List under brought forward items.</p> <p>c) <u>Cllr Callard re: Jubilee Hall</u> – Cllr Callard reported some dates for note - the AGM 19<sup>th</sup> March, Spring Ball with Swing Band 24<sup>th</sup> March, Fete 14th July, Hilly run 12th May, Gin evening 19<sup>th</sup> June. She reported that the heating was due to be installed on 20th February. It was agreed that the Clerk would progress the proposal that she meet with the Treasurer to provide assistance with the accounting procedures.</p>
17/135	<p><b>Planning and Licencing applications</b></p> <p>Members resolved the Council's comments on applications received as listed below:</p> <p><b>18/00914/TCA</b> – 36 Lower Road, Bratton, Westbury, BA13 4RQ – reduce purple plum by up to 50% - Leave to Tree Officer.</p> <p><b>18/01281/TCA</b> – Pond Croft, Imber Road, Bratton, BA13 4SH – fell 3 willow trees, fell 3 ash trees, fell nut tree – Leave to Tree Officer.</p> <p><b>18/01286/TCA</b> – Mill House, 1a Lower Road, Bratton, BA13 4RG – reduce height and crown of 2 ash trees, 1 willow tree and 1 walnut tree – Leave to Tree Officer.</p>
17/136	<p><b>Planning decisions</b></p> <p>Members noted the decisions of the LPA as listed:</p> <p><b>17/10795/TCA</b> – 10 Lower Road, Bratton, BA13 4RG – works to trees in a conservation area – No objection – to receive an update on correspondence with Wiltshire Council following letter of concern from owner of Bratton House.</p> <p><b>17/11976/TCA</b> – Melbourne House, Melbourne Street, BA13 4RL – works to trees in a conservation area – No objection.</p> <p><b>17/12251/LBC</b> – 1 Melbourne Street, Bratton, BA13 4RN – formation of access off Emms Lane, laying out of car parking, erecting means of enclosure, removal of green house, removal of corrugated iron lean to wood shed retaining the brick outside – Approve with conditions</p> <p><b>17/12012/FUL</b> – 1 Port Way, Bratton, BA13 4SZ – detached car port and extended drive – Approve with conditions</p>

17/137	<p><b>Highways issues and Parish Steward tasks</b></p> <p>a) Outstanding Highways issues or log new matters – Cllr Ridley reported that rubbish had been dumped along Lower Westbury Road (half way up the hill on the bank). The Clerk would report this to myWiltshire. The Chair asked members to send items such as this to the Clerk for action as soon as possible or log on the myWiltshire app and report them themselves.</p> <p>b) Parish Steward attention – members had been provided with the latest priority sheet and members noted that there was insufficient time for the Steward to attend to all the work which was being identified. It was noted that there were proposals for the Council to purchase additional outside services to be considered later on the agenda. The Clerk reported that she was now receiving the Steward’s completed priority lists.</p>																																												
17/138	<p><b>Financials</b></p> <p>a) Council expenditure as listed was approved with one exception relating to the invoice from Grant Thornton (proposed Cllr Morris, seconded Cllr Bolt). The Chair spoke to members regarding this invoice, expressing concern at the amount involved and it was agreed that this payment would not be approved at the current time, with the Clerk being instructed to obtain an itemised bill:</p> <table border="1" data-bbox="252 929 1430 1854"> <thead> <tr> <th>Payee</th> <th>Detail and statutory power</th> <th>Amount</th> <th>Chq no</th> </tr> </thead> <tbody> <tr> <td>Nicola Duke</td> <td>Salary January 2018 <i>LGA 1972 s 112</i></td> <td>£306.68</td> <td>2483</td> </tr> <tr> <td>HMRC</td> <td>PAYE January 2018 <i>LGA 1972 s 112</i></td> <td>£595.48</td> <td>2484</td> </tr> <tr> <td>R Jordan</td> <td>Parish maintenance January 2018 <i>OSA 1906 ss 9,10</i></td> <td>£75.00</td> <td>2485</td> </tr> <tr> <td>British Gas</td> <td>Electricity Pavilion on the Green <i>LGA 1972 s 133</i></td> <td>£108.88</td> <td>2487</td> </tr> <tr> <td>HMRC</td> <td>Re-issue cheques 2377 / 2412 <i>LGA 1972 s 112</i></td> <td>£423.32</td> <td>2492</td> </tr> <tr> <td>Mike Manson</td> <td>Expenses – key cutting Rec Ground <i>LGMPA 1976 s 19</i></td> <td>£20.00</td> <td>2488</td> </tr> <tr> <td>Peter Brabner</td> <td>Expenses – attending to moles Pavilion Green <i>OSA 1906 ss 9,10</i></td> <td>£37.23</td> <td>2493</td> </tr> <tr> <td>W G &amp; P Matthews</td> <td>Hedgecutting <i>LGMPA 1976 s 19</i></td> <td>£90.00</td> <td>2489</td> </tr> <tr> <td>Rialtas Business Solutions</td> <td>Annual subscription and Alpha software <i>LGA 1972 s 111</i></td> <td>£240.00</td> <td>2490</td> </tr> <tr> <td>William Miller</td> <td>Mowing the village green <i>OSA 1906 ss 9,10</i></td> <td>£80.00</td> <td>2491</td> </tr> </tbody> </table> <p>b) The Financial Report to 1<sup>st</sup> February 2018 had been circulated to members and was noted. It was confirmed that the Clerk would work with the Internal Auditor</p>	Payee	Detail and statutory power	Amount	Chq no	Nicola Duke	Salary January 2018 <i>LGA 1972 s 112</i>	£306.68	2483	HMRC	PAYE January 2018 <i>LGA 1972 s 112</i>	£595.48	2484	R Jordan	Parish maintenance January 2018 <i>OSA 1906 ss 9,10</i>	£75.00	2485	British Gas	Electricity Pavilion on the Green <i>LGA 1972 s 133</i>	£108.88	2487	HMRC	Re-issue cheques 2377 / 2412 <i>LGA 1972 s 112</i>	£423.32	2492	Mike Manson	Expenses – key cutting Rec Ground <i>LGMPA 1976 s 19</i>	£20.00	2488	Peter Brabner	Expenses – attending to moles Pavilion Green <i>OSA 1906 ss 9,10</i>	£37.23	2493	W G & P Matthews	Hedgecutting <i>LGMPA 1976 s 19</i>	£90.00	2489	Rialtas Business Solutions	Annual subscription and Alpha software <i>LGA 1972 s 111</i>	£240.00	2490	William Miller	Mowing the village green <i>OSA 1906 ss 9,10</i>	£80.00	2491
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	<p>to establish a Treasury Management Policy for the Council's reserves.</p> <p>c) Members considered an in principle approval for the allocation of funds to the refurbishment of the kitchen in the Pavilion and this was approved at a level of £2,020 to fund both the planned work to the kitchen and the toilet. This approval was subject to the provision of final quotes. It was noted that this allocation would come from the £4,000 currently earmarked for the Pavilion.</p> <p>d) The Clerk reported that the new accounting software package was now ready to 'go live'. Some difficulties had been experienced in ensuring the layout matched the Council's accounts. Given the proximity to the financial year end the Clerk suggested that the system go live from 1 April 2018, rather than allocate time and funds to allow for the past year to be data input. This was agreed.</p>
17/139	<p><b>Allotments</b></p> <p>Cllr Sims reported on:</p> <p>a) Provision of a water supply – the sum of £400 had been allocated towards this project and Cllr Sims would arrange for the Clerk to be provided with written quotations.</p> <p>b) Installation of a shed – given the cost of the shed Cllr Sims recommended that this be left for future consideration. It was agreed that the Clerk would investigate the potential for grant funding.</p> <p>It was confirmed that two plots remained vacant.</p> <p>It was noted that the allotments at Millditch had not been invoiced for some years and the Clerk confirmed that this had been reported to her and she was working on establishing a tenant list.</p>
17/140	<p><b>Parish and grounds maintenance</b></p> <p>a) Members had been provided with information on the cost of providing additional bins in the parish and the cost of arranging for the bins to be emptied and considered how to proceed. Members discussed the report and it was proposed by Cllr Callard, seconded by Cllr Ridley and resolved to purchase three replacement bins for the parish at a total cost of £1,458.02 plus vat. Following further debate it was resolved to purchase an additional bin for below the Pavilion next to the grit bin at a cost of £390 plus vat with a revenue allocation being made of £130.02 plus vat for the annual cost of emptying (proposed Cllr Callard, seconded Cllr Whitaker). It was suggested by Cllr Callard that liaison with the school to enhance litter awareness could be useful and this was agreed.</p> <p>b) Leaf clearance contracts – the Clerk confirmed that the leaf clearance contract for 2018 had been finalised with assistance from Mr Brabner and would form part of the tender process for outside services in March.</p> <p>c) Grass cutting contracts – the Clerk reported that she had located the appropriate file and tender documents would be issued by the end of February 2018.</p> <p>d) Grounds maintenance proposals for 2018/19 – the Clerk had reported that the Council had allocated the sum of £5,000 towards uplifting the level of grounds maintenance in the parish during 2018/19. It was proposed that a) the Clerk obtain indicative costings for expected additional tasks from Idverde and b) the Clerk advertise for 'expressions of interest' from local self employed contractors who may be able to offer between 6 and 10 hours a week of support to the council. The results would then be assessed in March for the Council to determine the most appropriate way forward. Members discussed the proposals and it was agreed that further information was required as to the work which would be undertaken in the 6-10 hours mentioned to. It was agreed that a meeting should be arranged with Mr Jordan who currently carried out some parish maintenance</p>

	in the village.
17/141	<p><b>Neighbourhood Plan</b></p> <p>Members received a report from the Chair and considered the recommendations contained therein:</p> <ol style="list-style-type: none"> <li>1. The Council confirms its commitment to the development of a Neighbourhood Plan for the civil parish of Bratton.</li> <li>2. The Council confirm the membership of the Steering Group.</li> <li>3. The Council nominate three Councillors to serve on the Steering Group.</li> <li>4. The Clerk be asked to produce a preliminary report for the next meeting on the procedure for identifying and registering a list of community assets set out in the Localism Act 2011.</li> </ol> <p>Cllr Callard, Cllr Morris, Cllr Whitaker and Cllr Forsyth were nominated as members of the Steering Group and the recommendations were duly resolved (proposed Cllr Callard, seconded Cllr Ridley).</p>
17/142	<p><b>Members' Reports</b></p> <p><u>Cllr Ligo</u> (Chair) - had circulated a preliminary report on the schedule of meetings for the municipal year 2018/19 and the Clerk tabled a copy of the Clerk's' imesheet to date. The Chair spoke to his report highlighting the pressure he saw in the current schedule of meetings and the hours which needed to be allocated to preparing for, attending and actioning the routine meetings. He proposed a revised schedule of meetings for 2018/19 and this was discussed. Following debate it was agreed that the meeting would go into confidential session to discuss the Clerk's hours.</p> <p><u>Cllr Ridley</u> – asked for a calendar of procedural review and the Clerk confirmed that she would issue a copy of the schedule to members.</p>
17/143	<p><b>Correspondence</b></p> <p><u>CPRE</u> re: Wiltshire and The Hills Group Best Kept Village Competition 2018 – the Clerk reported that Mr Brabner had kindly agreed to continue in his role leading this project.</p>
17/144	<p><b>Meeting schedule</b></p> <p>The date of the next meeting was noted as Tuesday <b>13<sup>th</sup> March 2018 at 7.15 pm</b> in the Pavilion.</p>
17/145	<p><b>Confidential Information</b></p> <p>Certain items were expected to include the consideration of exempt information and the Council therefore resolved (proposed Cllr Ligo, seconded Cllr Callard) "That, in accordance with Section 100a(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12a of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>Agenda Item 17/146 – Reason for exclusion – Employment matters relating to agenda item 17/142 – Schedule of meetings report.</p>

17/146

**Employment Matters relating to schedule of meetings**

The Clerk provided further information on the timesheet which had been tabled, highlighting the key areas where time was being spent. The Chair reported on comments he had received from members of the public regarding the proposed change to the schedule of meetings. Members debated the proposal regarding the schedule of meetings taking into account the information provided by the Clerk and noting the additional work on areas such as the Recreation Ground and the Neighbourhood Plan.

The Chair proposed the recommendations as outlined in his report:

1. That the Council adopt a reduced schedule of meetings for the municipal year 2018/19 as listed:

**Proposed Schedule of Meetings for Municipal Year 2018/19**

Date	Meeting and statutory business
8 May 2018	Annual General Meeting – election of Chair and vice Chair – approval of 2017/18 accounts
8 May 2018	Annual Parish Meeting
10 July 2018	Ordinary Meeting
11 September 2018	Ordinary Meeting
13 November 2018	Ordinary Meeting – Budget setting
9 January 2019	Ordinary Meeting – setting of Parish Precept
3 March 2019	Ordinary Meeting

2. That the Clerk be delegated to pay all invoices submitted to the Council in the sum of £500 or less provided
  - (a) Two of the three Councillors authorised to certify invoices agree and
  - (b) The expenditure involved is contained within the budget set by the Council.
  - (c) The Clerk circulate a financial statement to all members in months without a meeting

This was seconded by Cllr Sims and the proposal put to the vote and resolved (6 in favour, 2 against).

There being no further business the meeting was closed at 9. 10 pm.