



BRATTON PARISH COUNCIL

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

Email: Jeff.ligo@bratton-parish.co.uk

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

Email: nicola.duke@bratton-parish.co.uk

Minutes of a meeting of the Parish Council held on **Tuesday 13th March 2018**
in the Pavilion on the Village Green at 7.15 pm.

Present: Cllr Jeff Ligo (Chair), Cllr Nicky Morris, Cllr Mike Bolt, Cllr Steve Ridley, Cllr Terry Sims, Cllr Amanda Callard, Cllr Tim Goode and Cllr Phil Whitaker.

In attendance: Nicola Duke (Parish Clerk), Mr Peter Brabner, Mr Steve Lloyd and 11 members of the public.

Open Forum to hear from members of the public

Anne Curtis re Oxford House – spoke to Members regarding the planning application for Oxford House, registering her objection to the plans and drawing attention to issues relating to traffic generation, highway safety, conservation and the historic importance of the Victorian house which, in her view, should be retained and preserved.

John Bartram re Oxford House – thanked the Chair for his comments to Wiltshire Council regarding the retention of Oxford House. He commented that the Wiltshire Council planning website was poor and members of the public would have found it difficult to view the plans without the assistance of Cllr Wickham. He suggested that the Parish Council may wish to raise this issue with the planning authority.

Village updates

Police report – PCSO Caroline Wright had sent in a report, which had been circulated to Members.

Wiltshire Council and Westbury Area Board – Cllr J Wickham had sent apologies due to holiday.

Pavilion on the Village Green – Steve Lloyd reported that the Pavilion was seeing a slight increase in bookings and there were no particular problems with the building. It was reported that there were continuing problems with British Gas in terms of correspondence, meter readings and invoices. It was noted the contract was due to expire in 2019. Further quotations were being sought for the planned work to the kitchen. Mr Lloyd reported that the self closing mechanisms on the gates either side of the Pavilion were no longer operational and he suggested replacing them with a rising hinge. Mr Lloyd offered to seek quotes for this work and this was approved.

	AGENDA ITEM
17/147	Apologies for Absence Cllr Freddy Forsyth had presented apologies for absence due to work commitments, which were accepted.

17/148	<p>Declarations of Interest and Dispensations to Participate None.</p>
17/149	<p>Minutes The minutes of a previous meeting of the Council held on 13th February 2018 were approved for accuracy and adopted (proposed Cllr Ridley, seconded Cllr Morris).</p>
17/150	<p>Committee, Clerks and Council representative reports</p> <ul style="list-style-type: none"> a) The draft minutes of the Bratton Recreation Ground Committee meeting held on 26th February 2018 had been circulated to Members and were noted. These would be adopted following their approval for accuracy by the Committee at its next meeting. b) The Clerk had circulated the action sheet from the February meeting, which was noted. It was reported that the Annual Parish Meeting would take place on Tuesday 8th May 2018 in the Jubilee Hall. The Clerk would arrange for an Annual Report to be provided. Cllr Callard presented apologies in advance. c) Cllr Callard re: Jubilee Hall – Cllr Callard reported that the Chair of the Committee had been in touch with Cllr Ridley to enable him to access to the website. The Clerk confirmed that she was in the process of arranging a meeting with the Treasurer. Cllr Callard reported that the AGM was scheduled for Monday 19th March at 7.30 pm and it was agreed that the Chair would attend in the absence of Cllr Callard. The following event date were noted - Spring Ball 24th March , Hilly Run on the 12th May, Fete on the 14th July, Gin tasting evening on 19th June. It was reported that the caretaker had resigned and a replacement would be sought. It was also reported that local organisations were to be asked to identify ideas for events at the Village Fete.
17/151	<p>Planning and Licencing applications Members resolved the Council’s comments on applications received as listed below:</p> <p>17/07736/FUL - Amended plans Oxford House, Bratton – proposed development of 3 dwellings (reduced from 4) – Members discussed the application, taking into consideration the comments made by members of the public and the Chair proposed that the Parish Council objects to the application on the grounds of policy, traffic and conservation. Members discussed the proposed objection. Following debate, the objection was seconded by Cllr Whittaker and resolved on the following grounds:</p> <p>The Council objects to the above application on the following grounds</p> <p>Policy</p> <p>The application does not meet the policy aspirations of the Core Strategy namely:-</p> <p>Development at Large Villages will be limited to that needed to help meet the housing needs of the settlement.</p> <p>Traffic</p> <p>The development of 3 four/five bedroom homes would attract too much traffic to an already</p>

	<p>busy single carriageway village road without footpaths.</p> <p>Conservation</p> <p>The Council would wish to see the retention of the Victorian house on the site. The property is clearly capable of restoration and improvement and its retention would underscore the historical importance of this part of Bratton and enhance the conservation area. The Council is of the view that the property merits preservation.</p> <p>The Chair expressed concern at the way in which the consultation on the revised plans had been carried out by Wiltshire Council. The Chair thanked the public for attending.</p> <p>18/02114/TCA – 4 Southay, Bratton, BA13 4RT – reduce cotton easter in height by 2 metres and prune sides by half a metre – Leave to Tree Officer.</p> <p>18/01867/FUL – 15, Southay, Bratton, BA13 4RT – opening of the secondary garden entrance, erection of two sets of garden gates and associated posts and widening of the kerbs – No objection.</p> <p>18/02391/TCA – 23 Lower Road, Bratton, BA13 4RG – pollard maple tree – Leave to Tree Officer.</p>
17/152	<p>Planning decisions</p> <p>Members noted the decisions of the LPA:</p> <p>18/00914/TCA – 36 Lower Road, Bratton, BA13 4RQ – works to trees in a conservation area – No objection</p> <p>17/04647/VAR – Land between 1a Mill House and 1 Lower Road, Bratton, BA13 4RG – Variation of condition 14 of planning permission W/12/02101/s73 to allow for alterations and additions to the approved dwelling – Approved with conditions. The Chair provided Members with an update on the planning committee meeting at which the application had been discussed and outlined for Members the rationale behind the granting of permission. Cllr Ridley proposed that a letter of objection and concern should be sent to Wiltshire Council in respect of how the application had been handed by the Local Planning Authority and this was seconded by Cllr Ligo and resolved. The Chair would liaise with the Clerk in respect of the wording.</p> <p>18/01281/TCA – Pond Croft, Imber Road, Bratton, BA13 4SH – works to trees in a conservation area – No objection</p> <p>18/01286/TCA – Mill House, 1a Lower Road, Bratton, BA13 4RG – works to trees in a conservation area – No objection</p>
17/153	<p>Highways issues and Parish Steward tasks</p> <ul style="list-style-type: none"> a) Highway issues – Cllr Goode reported that all the grit bins in the parish needed to be re-filled following the recent snow. b) Parish Steward - a copy of the list prepared for the March visit had been circulated to Members and was noted. The Clerk reported that she had now obtained a copy of the recently completed task list, although Wiltshire Council had advised the Parish Council that the steward visit schedules were delayed as a result of the recent bad weather.

17/154

Financials

a) Council expenditure as listed was approved (proposed Cllr Sims, seconded Cllr Whittaker). Members noted the re-listing of the invoice from Grant Thornton following receipt of an itemised bill (previously circulated). The Chair explained the rationale behind the advance payment to Aspire Defence, which was to enable the Parish Council to print its monthly contribution to the Churchman as a separate insert. This would enable residents to be provided with a more detailed report on Council business and activities. This course of action was approved and the payment duly authorised.

Payee	Detail and statutory power	Amount	Chq no
Nicola Duke	Salary February 2018 <i>LGA 1972 s 112</i>	£626.89	2494
HMRC	PAYE February 2018 <i>LGA 1972 s112</i>	£175.03	2495
Nicola Duke	Expenses and allowance to March 2018 <i>LGA 1972 s 112</i>	£164.47	2496
R Jordan	Parish maintenance February 2018 <i>OSA 1906 ss9,10</i>	£75.00	2502
Grant Thornton	External Audit 2016/2017 – requested timesheet previously circulated by the email of 22/02/2018 <i>LGA 1972 s 151</i>	£1465.20	2486
Cllr Ligo	Reimburse Churchman insert printing <i>LGA 1972 s 111</i>	£58.50	2497
Euro Environmental	Legionella inspection report <i>LGA 1972 s 133</i>	£144.00	2498
Peter Lankester	Expenses war memorial project <i>War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133</i>	£992.08	2499
Oakley Garden Machinery Ltd	Grillo CL75 Brush mower <i>OSA 1906 ss 9,10</i>	£2644.00	2500
Aspire Defence	Copying for Churchman insert (advance payment) <i>LGA 1972 s 111</i>	£34.13	2501
British Gas	Electricity supply Pavilion <i>LGA 1972 s 133</i>	£94.42	2503
SSE	Electricity supply Recreation Ground <i>LGA 1972 s133</i>	£229.25	2504

b) The Financial Report to 28th February 2018 had been circulated to Members together with the supporting bank statements and was noted.

17/155	<p>Accounts year ending 31st March 2018</p> <p>Members addressed the administrative and governance tasks relating to the preparation and submission of the accounts year ending 31st March 2018 including:</p> <ul style="list-style-type: none"> a) Appointment of the Internal Auditor – it was proposed by Cllr Callard, seconded by Cllr Morris and resolved to appoint Kevin Rose IAC Auditing Solutions Ltd as the Internal Auditor for the financial year ending 31st March 2018. b) Review of the Risk Registers – the Risk Registers had been circulated to Mmbers and it was approved with a further review for risk register number 7 to take account of the General Data Protection Regulations which were due to come into force in May 2018. Cllr Ridley would provide the Clerk with an update in relation to a technical risk for the website. c) Review of the Fixed Asset Register (FAR) – the FAR had been circulated to Members and was approved (proposed Cllr Ligo, seconded Cllr Morris). d) Review of the Council’s Financial Regulations – the Regulations had been circulated to members and were re-approved with no change being required (proposed Cllr Ligo, seconded Cllr Callard).
17/156	<p>Allotments</p> <p>Cllr Sims reported on:</p> <ul style="list-style-type: none"> a) Provision of a water supply – Cllr Sims had received one response to his request for quotations to install a water supply, which had been circulated to Members and was noted to be £400, which was within the budgetary allocation. It was proposed by Cllr Sims, seconded by Cllr Goode and resolved to approve the quotation under Financial Regulation 11.1 9 (h) and 10.3. b) Installation of a shed – Cllr Sims reported that the project to install the shed would be progressed in the future, once the need had been established with tenants.
17/157	<p>Parish and grounds maintenance</p> <p>Proposals for the additional work required for 2018/19 had been prepared by Mr Brabner, circulated to Members and were discussed.</p> <p>The Clerk reported that she had issued the additional work for indicative tenders and two responses had been received. The Clerk reported that Contractor A had indicated a rate of £17.61 per hour and Contractor B had indicated a rate of £25.00 per hour. Based on Mr Brabner’s initial assessment of the additional work (200 hours per annum) required this represented an annual cost of either £3,522 or £5,000, which would be within the budgetary provision. The Clerk confirmed that further work was required in order to ascertain that none of the work on the list was the responsibility of the principal authority.</p> <p><i>Standing Orders were suspended in order to enable Mr Brabner to address the meeting.</i></p> <p>Mr Brabner provided Members with background as to how the work listed had been identified and quantified. The Chair thanked Mr Brabner for his input and reported that the indicative quotes would be considered in confidential session later in the agenda. Cllr Callard sought confirmation that the work list was not ‘gold plating’ but required and this was confirmed.</p> <p><i>Standing Orders were re-instated.</i></p>

17/158	<p>Neighbourhood Plan</p> <p>a) A report on Assets of Community Value had been circulated to Members and was noted. The report would be referred to the Steering Group for detailed attention.</p> <p>b) The Clerk reported that she had submitted an application for the designation of the Neighbourhood Area (being the civil parish of Bratton) and a request for a Liaison Officer to Wiltshire Council and had received confirmation of receipt. The Neighbourhood Planning team was now processing the application for the Neighbourhood Area and a liaison officer would be allocated. Two Members had also been invited to attend Wiltshire Council’s Neighbourhood Planning –Getting Started workshop, which had been scheduled for 29th March between 9.30 am and 1.00 pm at County Hall. It was agreed that Cllrs Morris and Whittaker would attend. The Clerk also recommended that, as one of the first steps, the Parish Council asks Wiltshire Council to conduct a Housing Needs Assessment Survey for the parish. This would provide information as to the housing need for Bratton. It was confirmed that the survey was the responsibility of Wiltshire Council in terms of production, assessment and cost although the parish would be responsible for its delivery to each household. This recommendation was approved.</p>
17/159	<p>Members’ Reports</p> <p>Cllr Ligo – asked any Member who wished to contribute to the insert into the Churchman to provide copy to him as soon as possible. Cllr Goode asked for thanks to be recorded to residents who had assisted with road clearance and help with stuck cars during the recent snow.</p> <p>Cllr Goode – drew attention to the fact that the dog poo bins were not being emptied in accordance with the contract (weekly) and were overflowing. The Clerk reported that she was in touch with Wiltshire Council in respect of this although no response had been forthcoming as yet.</p> <p><i>At this point Standing Orders were suspended in order to enable a member of the public to ask a question.</i> The resident asked for an update on the planned housing along the B3098, which was given and the Chair agreed that he would include this information in the Churchman insert.</p> <p><i>Standing Orders were then re-instated.</i></p>
17/160	<p>Correspondence</p> <p>a) Lt General Sir Maurice Johnston KCB CVO OBE re: Planning application 17/07736/FUL, Oxford House – Members received and noted the correspondence.</p> <p>b) Bratton Silver Band re: request to book the village green for the Picnic in the Park on Saturday 7th July 2018 from 6.30 pm – Members considered the request, which was approved.</p>
17/161	<p>Meeting schedule</p> <p>The date of the next meeting was noted as Tuesday 10th April 2018 at 7.15 pm in the Pavilion. It was noted that the Chair had presented apologies for this meeting due to holiday. Cllr Ridley also presented advance apologies due to holiday.</p>

17/162	<p>Confidential Information</p> <p>Certain items were expected to include the consideration of exempt information and the Council resolved (proposed Cllr Callard, seconded Cllr Morris) "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 17/163 – Reason for exclusion – Employment matters (Clerk’s appraisal) Agenda Item 17/164 – Reason for exclusion - Commercial contracts (Grounds maintenance)</p>
17/163	<p>Clerk’s appraisal</p> <p>Members received an update from Cllr Morris regarding the Clerk’s appraisal (which had taken place on 5th March 2018) and it was agreed that Cllr Morris would circulate the final report to Members for referral to the next meeting on 10th April 2018.</p>
17/164	<p>Grounds maintenance 2018/19</p> <p>The Clerk tabled the quotation responses for the Parish Council’s grass cutting for 2018/19 which were noted as below. It was noted that 5 quotations had been sought and 2 received.</p> <p>Greensward - £2,140 plus vat to collect grass and £1,680 plus vat for a fortnightly cut without grass being collected <i>idverde</i> – £1,415.80 plus vat to collect grass and £1,210.20 plus vat without grass being collected William Miller – no response Fairways – no response Richard Dent - no response</p> <p>The Clerk reported that the current grass cutting arrangement was budgeted at £1,200 per annum. It was confirmed that the grass did not need to be collected and agreed to increase the cuts to 16 per season.</p> <p>Following discussion it was proposed by Cllr Goode, seconded by Cllr Whittaker and resolved to award the contract for grass cutting for 2018/19 to <i>idverde</i> at an annual cost of £1,600 for 16 cuts.</p> <p>Members then discussed the indicative costs for the additional work as outlined under agenda item 17/157 above and it was proposed by Cllr Goode, seconded by Cllr Callard and resolved to use <i>idverde</i> for the additional work at the quoted price of £17.61 per hour. It was agreed that Cllr Goode would liaise with Mr Brabner to plan a monthly calendar of tasks, which would be approved in advance by the Council with the work order being issued by the Clerk.</p>

There being no further business the meeting was closed at 9.00 pm.