



BRATTON PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on **Tuesday 11th September 2018**
in the Pavilion on the Green, Bratton at 7.15 pm.

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

In attendance: Nicola Duke (Parish Clerk), Mr Steve Lloyd, Mr Peter Brabner, Cllr Jerry Wickham, Mrs Rachel Ridley, Mr Ken Davis and Mr Mike Manson.

Open Forum to hear from members of the public

Village updates

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

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

- Agricultural building Capps Lane – the enforcement team had confirmed that planning permission was required and works have been stopped
- Manor Fields – the enforcement team had declared that the netting erected will need to be removed
- Boundary review Wiltshire Council – it had been suggested, based on the population and likely growth of Wiltshire, that the workload of individual councillors would increase quite significantly. The review was recommending that the number of councillors remains the same. Cllr Wickham had been informed that his electoral division would need to expand and areas would be moved around. Some parishes may find they were under a new Area Board. A consultation was open until the 5th November 2018.
- The next Area Board meeting was due on 18th September 2018.

Pavilion on the Village Green – Steve Lloyd reported the following:

- Council had been asked to consider the replacement of the toilets in the Pavilion. Information on this had been circulated to members. The Chair confirmed that this was an agenda item.
- The redundant fittings in the toilets had been removed and would be disposed of to tip as required. Repairs were needed to the soil vent pipe as this had been damaged by children playing. Mr Lloyd confirmed that this was not dangerous but repairs would be made within the next month.

- There were no other issues to report.

	AGENDA ITEM
2018/35	<p>Apologies for Absence and to consider the reasons given None.</p>
2018/36	<p>Declarations of Interest and Dispensations to Participate Cllr Whittaker declared an interest in planning application 18/07743/OUT as he had once been involved professionally with this site.</p> <p>Cllr Bolt declared an interest in the planning application 18/07443/OUT as a neighbour to that property.</p>
2018/37	<p>Minutes of Council Meetings The minutes of a meeting of the Parish Council held on 10th July 2018 (previously circulated) were approved for accuracy and adopted (proposed Cllr Morris, seconded Cllr Forsyth).</p>
2018/38	<p>Committee, Clerk's and Council representative reports</p> <ol style="list-style-type: none"> a) The Chairman of the Bratton Recreation Ground Committee had provided a report, which had been circulated to members and is appended to the minutes. Mr Manson drew attention to the state of the pitch, reporting that some mole runs had worked their way up to the surface. This had created some wide cracks on the pitch which was causing issues for players. This had been rectified by filling the gaps with sand but this was an ongoing issue. Mr Manson asked permission to spend £100 on a set of ground markers, which would make the lining of the pitch easier. Cllr Ligo proposed that £100 be added to the Committee's capital budget to cover this cost. This was seconded by Cllr Morris and resolved. Mr Manson drew members' attention to the Quiz Night on September 22. b) The Clerk had circulated a report on actions agreed at previous meetings. The repair to the broken stones had now been completed. c) Cllr Forsyth reported that he had missed the June and July meetings of the Jubilee Hall due to work commitments. He had attended the August meetings. The main items discussed had been the training of those involved in food preparation in food hygiene; an issue with car parking behind the Hall; the takings from the fete were down by about half on the previous year with a total of about £400; security and review of CCTV was ongoing; the future use of the cloakroom by the Clerk as an office for the Parish Council, which would have internet and telephone access; the 50th anniversary of the management of Hall by the Jubilee Hall Committee was coming up and the Council was asked to send a note of congratulations; the heating required some repair; an extraordinary meeting had been held to arrange new signatories for the accounts. Cllr Ligo commented on the plans for an office for the Clerk, which

	<p>would also provide some secure storage for documents and possibly a photocopier.</p> <p>d) The Clerk had circulated information from Mr Sharland on the plans to connect water to the Church, which was noted. The Chair drew attention to the need for the Council to be indemnified against any work and Cllr Goode drew attention to the need to protect the trees. Cllr Callard stated that a tree survey should be required. It was agreed that Cllr Whittaker, with the assistance of Cllrs Callard and Goode, would liaise with the PCC (Peter Sharland) to take this forward. It was noted that the Parish Council supported the principle of this work.</p> <p>e) Mr Lloyd had spoken about the plans for the refurbishment of the toilets at the Pavilion on the Green and requested Council approval for the required expenditure of £150 (information previously circulated). It was proposed by Cllr Callard, seconded by Cllr Goode and resolved that this be granted, with the cost to be met from the established earmarked reserves for the Pavilion.</p>
2018/39	<p>Planning applications, decisions and appeals</p> <p>Members considered the parish council's response to the below listed planning applications:</p> <p>Application Number: 18/07279/FUL Site Location: 4 Portway Bratton Wilts BA13 4SZ Applicant: Mr B Horsley Proposal: Removal of garage and erection of annexe for additional accommodation PC comment: No observations</p> <p>Application Number: 18/07563/TCA Site Location: 31 Manor Fields Bratton Westbury Wiltshire BA13 4ST Applicant: Mr Michael Pearce Proposal: Field Maple tree - pollard to 4m PC comment: Leave to Tree Officer</p> <p>Application Number: 18/07443/OUT Site Location: Land Adjacent Kajha Millditch Bratton BA13 4SX Applicant: Mrs Jennifer Mayne Proposal: Conversion of existing building on site that is used for storage into a 2 bedroomed bungalow. PC comment: Comment only - the development would result in an increase in residential accommodation contrary to the statement on the application and the site was outside of the village boundary limit and therefore contrary to Core Policy 2 of the Wiltshire Core Strategy <i>Note – Cllr Whittaker left the room during the debate on this application.</i></p> <p>Application Number: 18/08179/TCA Site Location: 1 Gilberts Mead Bratton Westbury Wiltshire BA13 4TX Applicant: Mr Derek Pike Proposal: T1- Acer - 2M overall canopy reduction T2 - Ash - 2 - 3 m reduction T4 - Ash - 3m height reduction & 2 - 3 m canopy reduction T5 Cherry - Remove limb over boundary. 1m overall reduction PC comment: Leave to Tree Officer</p>

	<p>18/08247/TCA Site Location: Brook Cottage 7 Lower Road Bratton Westbury Wiltshire BA13 4RG Applicant: Mr Paul Skelton Proposal: Hazel trees (x18) & one Alder tree - coppice Willow trees (x3) & one Alder tree - pollard Sycamore trees (x4) - fell & one Sycamore tree - thin Elder tree - thin Blue Western Cedar tree – fell PC comment: Leave to Tree Officer</p> <p>Members noted the decisions of the Local Planning Authority as listed:</p> <p>Application Number: 18/05492/VAR Site Location: Oxford House, 12 The Butts, Bratton Proposal: Variation of condition 2 on 17/07736/FUL to allow for changes to the design of the proposed houses Approve with Conditions</p> <p>Application Number: 18/06577/FUL Site Location: 8 Court Orchard Bratton Westbury Wilts BA13 4RY Proposal: Demolition of existing outhouse and build single storey extension Approve with Conditions</p> <p>Application Number: 18/07194/TCA Site Location: Scotts Farm 8 Bury Lane Bratton Westbury Wiltshire BA13 4RD Proposal: Fell 1 Apple Tree No Objection</p> <p>Application Number: 18/07563/TCA Proposal: Field Maple tree - pollard to 4m No Objection</p> <p>Application Number : 18/06694/FUL Site Location: 9 Imber Road Bratton Westbury BA13 4SH Proposal: Proposed roof alterations and rear extension. Decision: Approve with Conditions</p> <p>Wiltshire Council – Housing Site Allocations Plan – members noted that a Planning Inspector has been appointed to undertake an independent examination into the soundness of the Plan.</p>
2018/40	<p>Neighbourhood Plan for Bratton The Chair had provided a report on the future direction and options for the neighbourhood plan for Bratton, which had been circulated to members and was discussed. The Chair introduced and spoke to the report; drawing attention to the Steering Group’s meeting with a Liaison Officer at Wiltshire Council. This had resulted in the provision of a significant amount of information, which had been shared with the Steering Group. Cllr Ligo highlighted to members the complexity of Neighbourhood Planning and the issues surrounding the proposed site at the western edge of the village (36 houses at site 321), which the Council had objected to. The independent examination into that proposal would be carried out before the completion of the Neighbourhood Plan. As a result of these issues the Chair had felt a</p>

	<p>review of the process would be beneficial.</p> <p>Members discussed the report and the comments made by the Chair and noted his suggestion that a meeting of the Steering Group be convened.</p> <p>Mrs Ridley, a member of the Steering Group, addressed the recommendations contained in the Chair’s report. Mrs Ridley had presented apologies for a meeting held on 2 August, due to a family commitment. She supported the Chair’s comments in respect of the need for committed external support and a high level of community engagement. She agreed with the Chair’s recommendation that site 321 be rejected for development and offered her support in engaging the community to ensure residents were aware of the site and the implications arising from any potential development.</p> <p>Mr Ken Davis, a member of the Steering Group, suggested that the Council could focus on producing an Action Plan, rather than a Neighbourhood Plan which would address a wider number of village issues. This was felt to be a good idea but lacked the legal certainty of a formal Neighbourhood Plan.</p> <p>Cllr Callard reminded members that consideration had been given to the appointment of a consultant. Cllr Ridley suggested that the Council try again to engage the village to garner the level of support amongst the community.</p> <p>Cllr Morris drew attention to the need to protect other sites in the Parish which may come forward for development and the significant changes to the National Planning Policy Framework, which could result in the adjustment of policies within the Core Strategy and the emerging Local Plan. She felt this underscored the need for a Neighbourhood Plan. Cllr Callard supported the view that the Plan should be taken forward.</p> <p>Mrs Ridley suggested that a member of the Steering Group write to each resident in the Parish to underline what the Neighbourhood Planning process was about. She stated that she would be happy to sign her name to that letter.</p> <p>The Chair suggested that the next steps were to:</p> <ul style="list-style-type: none"> a) Arrange a meeting of the Steering Group b) Agree Terms of Reference for the Steering Group c) Focus on engagement with the village taking up Mrs Ridley’ suggestion d) Potential engagement for a consultant <p>This was agreed with the Chair and Clerk being asked to work on the draft agenda and suggested dates.</p>
2018/41	<p>Parish Council website</p> <p>Members considered the content of the Parish Council website – <i>minute reference 2018/23 refers- deferred from July meeting</i>) and Cllr Ridley reported that the current website could be accessed by local groups and guidance was available on how to do this. Cllr Ridley would write a piece for the next newsletter. He was working on</p>

	<p>proposals for advertising and wider content for the website.</p> <p>The Chair reminded members that they needed to establish and use their Parish Council email addresses.</p>
2018/42	<p>Leaf clearing contract</p> <p>The Clerk reported that, to date, no quotations had been received for the leaf clearing contract 2018/19. This meant that Iverde were the only potential contractor available for the work. A quote was awaited. It was proposed by Cllr Ligo, seconded by Cllr Ridley and resolved to delegate authority to the Clerk to spend up to the budgeted amount to arrange for the leaf clearance to be carried out.</p>
2018/43	<p>Code of Conduct</p> <p>Members considered the adoption of an updated Code of Conduct for Bratton Parish Council, referring to the report circulated by the Parish Clerk.</p> <p>It was proposed by Cllr Callard, seconded by Cllr Morris and resolved to adopt the NALC Model Code of Conduct for Bratton Parish Council.</p>
2018/44	<p>White Horse Churchman</p> <p>The Chair reported on the meeting which had taken place to discuss the future of the White Horse Churchman. The Treasurer for the Bratton Parochial Church Council had requested that the Council raise the amount of financial support for the Churchman from £200 to £400 to cover additional costs incurred in producing the WHC commercially. The Council had been in discussion with the PCC regarding the future of the WHC (see minute 2018/29 July). It was noted that it had been agreed to incorporate the Council's news within the body of the Churchman thereby saving the Council £38.73 per edition.</p> <p>It was proposed by Cllr Ligo, seconded by Cllr Forsyth and resolved to increase the grant allocation to the White Horse Churchman to £400 per annum.</p>
2018/45	<p>Christmas 2018</p> <p>Members considered the arrangements for the Christmas lights switch on event 2018 and Cllr Goode confirmed he was prepared to work on the event again this year. He had been in touch with the groups who had been involved in 2017. Cllr Goode would discuss the date of the event with the working group once established and it was noted that the fund raised from 2017 of £400 was available for spend during 2018. Cllr Goode reported that the lights needed to be replaced and that this was likely to cost £500, as well as a more effective lighting system being needed for the market stalls. It was confirmed that, with the £400 raised last year, the total budget for the event was £900. It was agreed that Cllr Whittaker would assist Cllr Goode.</p>
2018/46	<p>Electoral Review of Wiltshire – Warding Arrangements</p> <p>Members had been provided with information pertaining to the electoral review of Wiltshire and considered the consultation response to be made to Wiltshire Council.</p>

	Following debate it was agreed to respond to state that any electoral division including Bratton should remain within the Westbury Community Area.																																							
2018/47	<p>Financials</p> <p>a) Members approved Council expenditure as listed (proposed Cllr Morris, seconded Cllr Ridley):</p> <table border="1"> <tr> <td>Nicola Duke</td> <td>Salary August 2018</td> <td>£688.63</td> </tr> <tr> <td>HMRC</td> <td>PAYE August 2018</td> <td>£200.22</td> </tr> <tr> <td>Nicola Duke</td> <td>Clerk's expenses April – September 2018</td> <td>£115.74</td> </tr> <tr> <td>PCC St Peter and St James</td> <td>Monday Gang – annual contribution</td> <td>£135.00</td> </tr> <tr> <td>Wiltshire Council</td> <td>Planning application fee <i>Repaid by Bratton PCC</i></td> <td>£231.00</td> </tr> <tr> <td>Valletta Surfacing Ltd</td> <td>Surfacing works Recreation Ground</td> <td>£4,668.00</td> </tr> <tr> <td>Viridian Landscapes</td> <td>Repair to wall below Village Green</td> <td>£400.00</td> </tr> <tr> <td>Cllr J Ligo</td> <td>Expenses – book purchase</td> <td>£10.00</td> </tr> <tr> <td>Adriana Cleaning Services</td> <td>Cleaning – Recreation Ground</td> <td>£52.00</td> </tr> <tr> <td>Peter Lankester</td> <td>Paint – white lines – Rec Ground</td> <td>£90.00</td> </tr> <tr> <td>Steve Lloyd</td> <td>Expenses – Pavilion</td> <td>£19.60</td> </tr> <tr> <td>Oakley Garden Machinery</td> <td>Spring for Grillo – Rec Ground</td> <td>£9.85</td> </tr> <tr> <td>Pitchmark</td> <td>Wheel Marker – Rec Ground</td> <td>£479.99</td> </tr> </table> <p>b) Members had been provided with the Financial Reports to 31st August (bank reconciliation to follow on receipt of bank statement), which were noted.</p> <p>c) The Clerk reported that online banking had now been established, log in details were still required for the Chair. The Chair and Clerk would investigate options for changing the bank account.</p> <p>d) Members considered approval of monthly payments for the cleaning of the Recreation Ground Pavilion until the end of the financial year – up to the budgeted amount of £200.00. This was approved (proposed Cllr Callard, seconded Cllr Goode).</p>	Nicola Duke	Salary August 2018	£688.63	HMRC	PAYE August 2018	£200.22	Nicola Duke	Clerk's expenses April – September 2018	£115.74	PCC St Peter and St James	Monday Gang – annual contribution	£135.00	Wiltshire Council	Planning application fee <i>Repaid by Bratton PCC</i>	£231.00	Valletta Surfacing Ltd	Surfacing works Recreation Ground	£4,668.00	Viridian Landscapes	Repair to wall below Village Green	£400.00	Cllr J Ligo	Expenses – book purchase	£10.00	Adriana Cleaning Services	Cleaning – Recreation Ground	£52.00	Peter Lankester	Paint – white lines – Rec Ground	£90.00	Steve Lloyd	Expenses – Pavilion	£19.60	Oakley Garden Machinery	Spring for Grillo – Rec Ground	£9.85	Pitchmark	Wheel Marker – Rec Ground	£479.99
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2018/48	<p>Correspondence</p> <p>a) Bratton Heritage Barn – members noted the letter sent by the Chair to the Museum of English Rural Life (copy previously circulated). The Chair reported that he had experienced delays in getting a response.</p> <p>b) Savills – members considered a letter from Savills re Gales Ground (copy previously circulated) and it was agreed to respond to thank Savills for its interest and report that the Council was working on a Neighbourhood Plan.</p> <p>c) Reeves Orchard –Cllr Callard reported that she had received requests to borrow the juicer (from Steeple Ashton and the other for an event in Maiden Bradley). These requests were discussed and approved, subject to confirmation that appropriate insurance was in place. Cllr Callard would liaise</p>																																							

	<p>with Cllr Goode in terms of collecting the machine and the Clerk would check the requirements of the insurance cover. It was noted that the equipment should be added to the asset register at a value of £500.</p> <p>d) Olivia Pickford – re litter around the village – members noted her suggestion that she erect some posters around the village and this was agreed, with it being suggested that she should contact also Peter Brabner (Tidy Bratton Group). It was agreed to suggest to Miss Pickford that that a poster be designed by the school with the Council arranging production.</p>
<p>2018/49</p>	<p>Date of next meeting Members noted the date of the next meeting as Tuesday 13th November 2018.</p> <p>Cllr Goode reported on the death of Liz Seymour whose family had been involved with the parish for 80 years. He advised members of the funeral arrangements. The Council expressed its sympathy to the deceased family.</p> <p>The Chair reported that he had been informed by the police that the ex-clerk had appealed against the Court’s Order requiring the repayment of the £26,900 under the Proceeds of Crime Act.</p>

There being no further business the meeting was closed at 8. 50 pm.