



BRATTON PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on **Tuesday 10th January 2017**
in the Pavilion on the Village Green commencing at 7.15 pm

Present: Cllr A Callard (Chair), Cllr D Edwards, Cllr J Bertram, Cllr J Ligo, Cllr T Goode, Cllr K Miller, Cllr R Pearce, Cllr T Butt and Cllr Paul Chappell-King

In attendance: Ms N Duke (Parish Clerk), Mrs S Newton (Locum Clerk) and 12 members of the public.

The Chair introduced the new clerk and expressed the Council's thanks to Sharon Newton.

The Chair also reported on the sad death of Mr Witcombe and expressed the Council's condolences to Mrs Witcombe. The funeral arrangements were confirmed.

Open Forum

Mrs Margaret Hall – had submitted some questions regarding financial controls to the Chair. The Chair stated that the Council had been horrified to learn that the financial controls had not been in place and had been working hard to put this right. A copy of the Financial Regulations would be sent to Mrs Hall.

Village Updates

Recreation Ground – Mr Manson had circulated a written report, which was summarised. He reported that football was going well, that there was an on-going problem with moles and a volunteer had been engaged to roll the pitch. There were now 8 volunteers running the recreation ground. A bid had been submitted to the Westbury and Trowbridge Area Boards for grants towards equipment purchase and replacement. An update on the project to extend the car park was given and the reasons for the planned extension outlined. Mr Manson spoke regarding finances, stating that he was unsure as to the exact situation regarding the Recreation Ground finances. The Chair reported that this was being worked on. Mr Manson reported that the skateboard ramp had been badly damaged and was now dangerous for users and passers-by. The option to lay the ramp flat was not felt to be appropriate in the longer term as it would still present a target for vandals. Mr Manson reported that the Recreation Ground Committee had not supported the installation of a skate ramp and stated that it was rarely used. He asked the Parish Council to decide the way forward and confirmed that it presented a health and safety issue. It was agreed that the long term future of the skate ramp would be added to the agenda for February and that the immediate health and safety issue would be attended to. It was agreed that the action to make the ramp safe would be delegated to the Clerk to solve. The ramp would be closed until the long term repair and future plans had been confirmed.

Pavilion on the Green – Mr Lloyd reported that bookings continued as usual and there were no problems to report. A quote was expected for the repair to the railings. He requested that the Pavilion have the same style of financial reporting as the other organisations. Hall users had had to be reminded that a condition of use was to leave the hall clean and tidy.

Jubilee Hall – Mrs Witcombe thanked the Parish Council for its support for the hall. She reported that the hall was continuing to be well used and bookings were up but that support was needed to meet the running costs. She asked the Parish Council to consider a grant allocation of £3,000 to assist with this. Mrs Witcombe confirmed that without this support the hall would find it difficult to continue and asked the Parish Council for the financial support requested in order to ensure the sustainability of the hall. The Chair confirmed that this would be discussed under agenda item 2016/269.

	AGENDA ITEM																		
16/262	<p>Apologies for Absence Cllr J Wickham due to ill health.</p>																		
16/263	<p>Declarations of Interest and Dispensations to Participate Cllr Miller declared an interest in agenda item 16/268 relating to grass cutting.</p>																		
16/264	<p>Minutes The minutes of a previous meeting of the Council held on 13th December 2016 were approved for accuracy and adopted (proposed Cllr Chappell-King, seconded Cllr Pearce) and a meeting of the Staffing Committee held on 7th December 2016 were approved for accuracy and adopted (proposed Cllr Butt, seconded Cllr Goode).</p>																		
16/265	<p>Action Updates There were none.</p>																		
16/266	<p>Planning applications 16/11242/FUL - The Gables 18 Westbury Road Bratton Westbury Wiltshire BA13 4TE - Proposed drop kerb – Support (proposed Cllr Ligo, seconded Cllr Butt). 16/11644/FUL and 16/12064/LBC– The Court House, 26 Court Lane – increase height of chimney by approx. 1m. – Support (proposed Cllr Miller, seconded Cllr Goode).</p>																		
16/267	<p>Highways issues and Parish Steward tasks It was noted that the Parish Steward had visited the village on 4th and 5th January 2017. Cllr Goode reported that there was an overhanging beech hedge along the Lower Road end of the footpath between Lower Road and Berry Lane. <i>At this point Standing Orders were suspended in order to allow members of the public to speak.</i> Mr Lloyd reported that there was a pothole in the footpath between the Jubilee Hall and the stores towards the far end, which needed filling in. It was noted this was the responsibility of Selwood Housing. Mr Manson clarified that the footpath from Lower Rd to Berry Lane alongside Peach Tree Cottage had an overgrown privet hedge. <i>At this point Standing Orders were reinstated.</i> Cllr Bartram asked for the clearance of gullies to be left as a standing item on the list for the Parish Steward.</p>																		
16/268	<p>Financials</p> <ul style="list-style-type: none"> The below listed Council expenditure was approved (proposed Cllr Butt, seconded Cllr Miller): <table border="1"> <tbody> <tr> <td>Cllr J Bartram</td> <td>Reimbursement of Maplin sign</td> <td>£83.48</td> </tr> <tr> <td>Sharon Newton</td> <td>December/January admin support</td> <td>£112.00</td> </tr> <tr> <td>Steve Lloyd</td> <td>Work to Recreation Ground</td> <td>£20.15</td> </tr> <tr> <td>Greenacres</td> <td>Grounds maintenance Cricket Field</td> <td>£96.00</td> </tr> <tr> <td>Mr Jordan</td> <td>Parish maintenance</td> <td>£72.00</td> </tr> <tr> <td>Bratton General Maintenance Services</td> <td>Leaf clearance of footpaths</td> <td>£180.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> A report on the plans for the financial administration of the Council from February 2017 	Cllr J Bartram	Reimbursement of Maplin sign	£83.48	Sharon Newton	December/January admin support	£112.00	Steve Lloyd	Work to Recreation Ground	£20.15	Greenacres	Grounds maintenance Cricket Field	£96.00	Mr Jordan	Parish maintenance	£72.00	Bratton General Maintenance Services	Leaf clearance of footpaths	£180.00
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	<p>had been circulated to members and was considered. The following matters were resolved (proposed by Cllr Butt, seconded by Cllr Chappell-King):</p> <ol style="list-style-type: none"> a. The proposed schedule of financial reporting was approved for appropriateness b. The proposal to alter the correspondence address for the bank from the Chair to the Clerk was approved c. The recommendation that on line banking remain suspended for the foreseeable future was approved <p><i>(Policy number 16/268) (No financial implication) (Statutory provision – LGA 1972 s 150 / 151)</i></p> <p>The Chair also asked for invoices to be sent to the Clerk in time for them to be listed on the agenda, confirming that invoices and receipts presented on the night would no longer be paid at the meeting.</p> <ul style="list-style-type: none"> • Members noted that the council had received an acknowledgement of receipt for the Annual Return for the year ending 31st March 2016 from external auditor.
16/269	<p>Parish Council budget and precept 2017/2018</p> <p>Members considered the proposed budget and precept request for 2017/2018. Members discussed the request for a £3,000 support grant from the Jubilee Hall. Members noted the importance of ensuring effective management of the council’s assets. Following debate it was proposed by Cllr Ligo that the precept be set at £37,270 (to include an allocation of £3,000 for the Jubilee Hall) for 2017/2018. This was seconded by Cllr Butt and resolved.</p> <p><i>(Policy no 16/269) (Statutory provision LGA 1972 s150)</i></p>
16/270	<p>Recreation Ground</p> <p>A report had been circulated from Cllr Ligo regarding health and safety requirements at the Sports Pavilion and members considered the recommendation that consultants be engaged to carry out a legionella risk assessment at the pavilion. Three quotations had been sought and two had been received. Cllr Ligo proposed that GES Water be appointed to carry out the assessment at a cost of £390.00 plus vat. Cllr Miller stated that the recreation ground was in receipt of a grant from the council and that the cost should be met from these funds. He also noted that legionella was mainly associated with the use of showers and suggested that the showers were switched off to avoid these costs. Cllr Ligo’s proposal was seconded by Cllr Bartram and resolved (one against).</p> <p><i>Policy number 16/270) (Budgetary allocation – Revenue Funds) (Statutory provision –LGMPA 1976 s 19)</i></p>
16/271	<p>Members Reports</p> <p><u>Cllr Butt</u> – spoke regarding the fact that the dog waste bins had not been emptied routinely over the Christmas and New Year period, noting this to be a general problem throughout the year. This issue had been previously raised with Cllr Wickham who had agreed take this up with Wiltshire Council. It was agreed that this issue be delegated to the Clerk to investigate.</p> <p><u>Cllr Chappell-King</u> – raised the issue of the situation with the local pub and Cllr Goode reported that the brewery had some couples who were interested in taking it on. Cllr Goode suggested that a meeting with Moles Brewery could be useful, especially as the lease was now due. It was agreed that the clerk would issue an invitation for them to attend the next meeting of the Parish Council.</p>

16/272	<p>Clerks Report</p> <p>A report from the Parish Clerk on actions resulting from the recent Internal Audit report had been circulated to members and was considered. The recommendation that a timetable of actions be prepared for the February meeting was approved. Members further considered a report relating to the management of the Council’s IT and data and following debate it was proposed by Cllr Goode, seconded by Cllr Butt and resolved that Microshade VSM be appointed to operate a hosted IT solution at a cost of £180.00 per annum.</p> <p><i>(Policy number 16/272) (Budgetary provision – Revenue budget, Sundries) (Statutory provision – LGA 1972 s 111)</i></p> <p>Cllr Ligo reminded members that the council was aiming to achieve the Local Council Foundation Award by the end of the current financial year. The Clerk reported that it would be necessary to await the external auditor’s report before confirming submission timetables, although work would commence on ensuring the criteria were met in readiness.</p>
16/273	<p>Correspondence</p> <p><u>CPRE Best Kept Village Competition 2017</u> – the Clerk reported that the Council had received an email containing information relating to the competition for 2017. It was agreed to pass this information onto Peter Bradner, who had led the village entry in 2016.</p>
16/274	<p>Meeting schedule</p> <p>The date of the next meeting was noted as Tuesday 14th February 2017 at 7.15 pm in the Pavilion on the Village Green.</p>
16/275	<p>Confidential Information</p> <p>It was proposed by Cllr Goode, seconded by Cllr Chappell-King and resolved “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>Cllr Ligo spoke to oppose the proposal noting that Standing Orders required members to be informed of the nature of the business to be discussed. The Chair confirmed the following reasons, confirming that she had been instructed not to discuss the second item in public session:</p> <ul style="list-style-type: none"> • Engagement of new clerk – contractual details • Legal proceedings – update <p>After debate the Chair put the matter to the vote and it was resolved (6 in favour, 2 against).</p> <p>Agenda items 16/276 and 16/277</p>
16/276	<p>Contractors quotations</p> <p>The item had been dealt with under agenda item 16/270 earlier in the meeting.</p>
16/277	<p>Employment matters</p> <p><u>Engagement of new clerk</u> – the clerk would provide the Chair with a copy of the model contract for clerks, which would be sent to the Staffing Committee for a recommendation to the February Council meeting.</p> <p><u>Legal proceedings</u> – the Chair reminded members of the confidential nature of the report about to be given and provided an update. The Chair further tabled an update from the insurance</p>

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There being no further business the meeting was closed at 9. 00 pm.