



## Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 16 JULY at 7.45pm**

Joyce Turner, Clerk to the Council, Clerk: [clerk@burbage-pc.org.uk](mailto:clerk@burbage-pc.org.uk) 01672 563718

The Public and Press are invited to attend this meeting

**7.45 pm** To receive a report from Wiltshire Council - if available.

To receive a Police Report – if available.

To receive Village Hall report – if available

To receive Speedwatch report – if available

To receive questions from members of the public – not to exceed five minutes.

(These may be answered verbally at the meeting or later in writing at the Chairman's discretion).

## AGENDA

Item:

Clerk/Councillor

**665** Receive and accept apologies for absence:

**666** Receive Declarations of Interest or requests for dispensation.

**667** Receive and confirm as a true record the draft Minutes of Meeting held on Monday 11<sup>th</sup> June, 2018

**668** Correspondence received since the last meeting:

**669 Neighbourhood Planning Steering Group:**

**GP**

a) Correspondence

b) Update on Neighbourhood Development Plan

**670 Planning Committee:**

**AF**

a) Correspondence:

b) Receive report of Issues outstanding from the previous minutes:

c) Consider any new and existing applications for planning:

Reference	Location	Applicant	Proposed Work	Comments to WC by
<b>18/04565/FUL</b>	3, Eastcourt	Mr Camp	Construction of an oak framed garden room	<b>22/06/2018</b>
<b>18/04822/FUL</b>	34 Eastcourt	Mr Robert Cady	Installation of below ground Swim Spa in garden to side elevation of dwelling house.	<b>06/07/2018</b>
<b>18/05225/FUL</b>	Forest View, 4, Marlborough Rd Stibb Green	Mrs Debbie Brown	Single Storey Rear Extension, Side Extension, Front Extensions. Detached garden room.	<b>17/07/201</b>
<b>18/05433/FUL &amp; 18/06056/LBC</b>	30, High Street	Mr Richard Outhwaite	Single Storey Rear Extension	<b>26/07/2018</b>
<b>18/05537/FUL</b>	Warren Lodge, Savernake Forest	Mr & Mrs Franklin	Proposed New Wall to replace Existing Front Boundary Fence, Hedge and New Gates	<b>27/07/2018</b>
<b>18/05646/FUL</b>	Mount Pleasant 58 High Street	Mr Robert Randall	Replace existing bungalow and garage with a two storey dwelling and detached garage	<b>02/08/2018</b>
<b>18/05650/FUL</b>	22 Martingale Road	Mrs Billy Morrison	Single storey rear extension	<b>30/07/2018</b>

d) Proposal to empower the group of Councillors inspecting each property during the summer break to make a decision on behalf of the Parish Council, as long as a minimum of 4 Councillors agree.

e) Arrange date for upcoming planning visits:

**671 Village Open Spaces Committee:**

**AW**

a) Correspondence:

b) Receive report of Issues outstanding from the previous minutes:

See Annexe A below

- c) Discuss the issue with bonfires affecting neighbouring properties
- d) Proposal to alter the areas of grass cutting in the village, by adding some new areas and removing some current ones
- e) Playground inspection rota until next meeting:-
  - 14<sup>th</sup> July – Cllr Chris Wheeler
  - 21<sup>st</sup> July – Cllr Colling
  - 28<sup>th</sup> July – Cllr Fellows
  - 4<sup>th</sup> August – Cllr Giddings
  - 11<sup>th</sup> August – Cllr Pearce
  - 18<sup>th</sup> August – Cllr Terry
  - 25<sup>th</sup> August – Cllr Thornton
  - 1<sup>st</sup> September – Cllr Andrew Wheeler
  - 8<sup>th</sup> September – Cllr Chris Wheeler

**672 Finance & Policy Committee:**

**GP**

- a) Correspondence:
- b) Receive report of Issues outstanding from the previous minutes:  
See Annexe A below
- c) Proposal that the Parish Council take a summer break, from after the Parish Council meeting on Wednesday 11<sup>th</sup> July until the Parish Council meeting on Monday 10<sup>th</sup> September.

**673 Clerk/Finance /RFO Report:**

**Clerk/RFO**

- a) Correspondence:
- b) Receive report of Issues outstanding from the previous minutes: None
- c) Receive current liquidity statement & Bank Reconciliation for 30<sup>th</sup> June, 2018:
- d) Approve purchase of 8 copies of The Good Councillor's Guide at £3.49 each
- e) Review invoices from Community Heartbeat
- f) Note receipts since last PC Meeting
- g) Approve new payments:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
16/07/18	100623	P353C	Burbage News – donation to Gala 2018	300.00	300.00	
16/07/18	100624	P354C	Bawden Managed Landscapes – grass cutting June 18	536.18	643.42	107.24
28/07/18	100625	P355C	Clerk's salary/BB/phone July 2018	352.50	352.50	
16/07/18	100626	P356C	PAYE for Clerk July 2018	85.20	85.20	
16/07/18	100627	P357C	WALC – 8 copies Good Councillor's Guide	27.92	27.92	
16/07/18	100628	P358C	Mr P Gill – Internal Audit May 2018	45.00	45.00	
16/07/18	100629	P359C	Bawden Managed Landscapes – grass cutting July 18	536.18	643.42	107.24
16/07/18	100630	P360C	Burbage News – ½ page July 2018	15.00	15.00	
28/08/18	100631	P361C	Clerk's salary/BB/phone August 2018	352.50	352.50	
11/08/18	100632	P362C	PAYE for Clerk August 2018	85.20	85.20	
<b>Totals</b>				<b>2,335.68</b>	<b>2,550.16</b>	<b>214.48</b>

**674 Next Meetings:**

**Clerk**

- a) Full Council **Monday 10<sup>th</sup> September 2018** at 7.45pm in the Church Centre
- b) Committee Meetings: **Monday 24<sup>th</sup> September 2018** from 7.45pm in the Church Centre (if required)

**Joyce Turner**

Clerk to the Council

**Annexe A – Actions outstanding from previous Minutes**

**Actions currently in progress**

Planning	Who	When	Updates

Open Spaces	Who	When	Updates
<p>1. CCTV cameras Cllr Pearce to collect all the information from Mr Mike Rowland. Cllr Colling to use his March article in the Burbage News to ask for a volunteer to take this project over.</p>	SC	Oct  Mar 18	Ongoing  Will review after the Neighbourhood Plan referendum
<p>2. Replacement roundabout sign – the Clerk asked Wiltshire Council to replace the damaged sign at the Hungerford approach to the roundabout. Chased several times by the Clerk. Wiltshire Council say it is in progress. Cllr Stuart Wheeler has chased it again.</p>	Cllr Wheeler	Oct	Ongoing New sign erected by Wiltshire Council  COMPLETE
<p>3. Plaque for Jubilee Tree bench – Cllr Chris Wheeler has purchased the plaque, and will install it, and replace the missing slat on the bench</p>	CW	Sep	The timber for the bench repair has been cut, ready to be inserted. The plaque is ready to be installed.
<p>4. Parish Steward – 5 main tasks for the Parish Steward are:-</p> <ol style="list-style-type: none"> <li>1. The Wolfhall junction issues</li> <li>2. Footpath from Old Bakery to Manor Farm</li> <li>3. Flooding at the bottom of Westcourt</li> <li>4. The damaged culvert at East Sands</li> <li>5. Verge towards Fir Green Lane overgrown</li> </ol> <p>Further issues:-</p> <ol style="list-style-type: none"> <li>1. Signpost to Westcourt on Pewsey/Burbage road just before Harepath is leaning dangerously toward the road</li> <li>2. Bottom of Westcourt is still flooding after heavy rain</li> </ol>	AW		<p>Ongoing</p> <ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Promised to widen path</li> <li>3. Ongoing</li> <li>4. Ongoing</li> <li>5. Will be cleared</li> </ol> <p><b>Parish Steward visits to Burbage:</b> 13<sup>th</sup>, 14<sup>th</sup>, and 18<sup>th</sup> June 11<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> July 5<sup>th</sup>, 6<sup>th</sup>, and 10<sup>th</sup> September</p> <p>Cllr Andrew Wheeler to try to meet the Steward to talk through the outstanding items, and also discuss the weeds growing in the footpaths, during the June visits</p>

<p>5. A report that some trees have been cut down on the Parish Council land by the playground, without permission, by a resident whose property adjoins the land. The Clerk was asked to check the Parish records for the title deeds to this land.</p> <p>Letter received stating that a previous resident had been asked to remove the trees by the Parish Council. The Clerk was requested to ask for copies of the letters quoted</p> <p>The Clerk has written to the resident again, and asked for a reply by 30<sup>th</sup> April.</p>	Clerk	Nov	<p>The title deeds show that the Parish Council is the owner of the land</p> <p>The Clerk was asked to contact WALC for advice.</p> <p>Cllr Colling to mention potential new trees in the Burbage News</p>
<p>6. Request from Mr Philip Marsh for bus shelters in Burbage for travellers heading southbound, particularly by Seymour Pond. Persimmon Homes were asked to build a shelter, but have declined. They suggested applying to their charity for the funding. The Clerk was asked to check with Wiltshire Council if a bus shelter would be permitted at that location</p> <p>The Clerk to chase Wiltshire Council for a response.</p>	Clerk	Apr	<p>Ongoing</p> <p>Review in June 2019 when the land is transferred to Wiltshire Council/Burbage Parish Council</p>
<p>7. New litter bin for playground – It is proposed to site the new litter bin in the small children’s area of the playground. Cllr Andrew Wheeler would arrange for this to be carried out.</p>	AW	Dec	Litter bin to be installed in its new location by 18 <sup>th</sup> June
<p>8. Drainage problems and blocked drains in Eastcourt Road and Wolfhall Road - Cllr Andrew Wheeler was asked to report the issues to Wiltshire Council via the MyWiltshire page, with photographs.</p>	AW	Jan	Ongoing for the Parish Steward The drains were jetted by Wiltshire Council. Cllr Colling to raise the ongoing issues with CATG
<p>9. Repairs needed in the playground – the basketball back plates need replacing, and one net needs to be replaced.</p> <p>Cllr Andrew Wheeler volunteered to try to find suitable back plates for the basketball nets, and to look at the top plate.</p> <p>The playground large gates need combination locks installing, to prevent the gates being left open.</p>	<p>AW</p> <p>AW</p> <p>CW</p>	<p>Jan</p> <p>May</p> <p>Jul</p>	<p>Ongoing</p> <p>Prices for new back plates vary from £56 to £108. Proposal to order the £56 plates. Proposed Cllr Chris Wheeler, seconded Cllr Andrew Wheeler, approved unanimously. The Clerk was asked to place the order.</p> <p><b>Action Clerk</b></p> <p>Cllr Chris Wheeler was authorised to purchase two locks.</p>

10. Update on Martingale Road and Seawards correspondence  Cllr Chris Wheeler has tried to speak to the replacement contact again, and has chased for a response.	CW	Asap	Ongoing
11. Re-siting the defibrillator at the Three Horseshoes. Potential need to move the defibrillator from the Three Horseshoes as Wadworth is selling it.	SC	Apr	Ongoing  Cllr Chris Wheeler volunteered to look at the condition of the steps and the rail, and at the potential to fit the defibrillator to the wall of the Old Bakery
12. The offer from Mr William Titmus to buy a memorial bench to be sited at the top of Long Drove was discussed. The land belongs to Mr Peter Blanchard. The Clerk was asked to write to Mr Blanchard to ask for permission to put the bench in the suggested location; and to stress that he would not be expected to be responsible for the maintenance of it.	Clerk	May	The Clerk has written to Mr Blanchard, but no reply has yet been received.  Mr Titmus to try writing to Mr Blanchard himself
13. Complaints from Mr & Mrs Lang about grass on privately owned property outside their garden fence being cut back			Cllr Colling, Cllr Chris Wheeler, and the Clerk visited the site. Mr Lang was asked to send a copy of the ownership document. This was circulated to all Councillors. Cllr Chris Wheeler spoke to Bawden, and reminded them that this area is not on the grass cutting plan. Clerk to attempt to clarify the exact boundary with Wiltshire Council
14. Damaged footpath signs to be replaced.	SC	Jul	Cllr Colling is in the process of checking which signs need to be replaced.  Ongoing
15. Village sweep	SC & Clerk	Jul	Cllr Colling to put together a map and a specification for the proposed work. The Clerk was asked to find some potential contractors.

Finance & Policy	Who	When	Status