



BRATTON PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on **Tuesday 9th January 2018**
in the Pavilion on the Village Green at 7.15 pm.

Present: Cllr Jeff Ligo (Chair), Cllr Nicky Morris, Cllr T Goode, Cllr M Bolt, Cllr F Forsyth, Cllr Steve Ridley, Cllr T Sims, Cllr Amanda Callard and Cllr Phil Whitaker.

In attendance: Nicola Duke (Parish Clerk), Mr S Lloyd, Wiltshire Councillor J Wickham.

Open Forum to hear from members of the public - None

Village updates

Police report – previously circulated.

Wiltshire Council and Westbury Area Board – Cllr J Wickham reported that the next CATG meeting was scheduled for Friday 12th January and the next Area Board meeting was due for the beginning of February. He provided an update on building work at 1a Lower Road, reporting that work was still going on in contravention of the planning permission and informing members that the planning officers were working on this for referral to the committee. He also provided an update on the planning application at Oxford House, reporting that the developer had been given an extension until March 2017 for the submission of additional proposals.

Pavilion on the Village Green – Steve Lloyd reported that the bookings at the hall were continuing well and the latest financial position had been circulated to members. There were two electricity payments due amounting to about £135.00. He reported that potential improvements to the kitchen had been considered and the quotes to date indicated a refurbishment could be achieved for approx. £950 - £1,200. Mr Lloyd asked for approval in principle to proceed with the work. Future work included a plan to renovate the two toilets to one larger one with baby changing facilities. Mr Lloyd referred to the Christmas sign on the outside of the south wall noting that the wall been drilled into for the electric cable and reporting that the management committee had not had prior knowledge of this work. Cllr Goode confirmed that he would affect a repair to the hole out when the Christmas tree was taken down. Mr Lloyd further reported that he had concerns over number of keys which were in circulation as this represented a security issue and reported that this would be monitored and the locks changed if necessary.

	AGENDA ITEM
17/119	Apologies for Absence None
17/120	Declarations of Interest and Dispensations to Participate None

17/121	<p>Minutes</p> <p>The minutes of a previous meeting of the Council held on 12th December 2017 were approved for accuracy with two amendments and adopted (proposed Cllr Morris , seconded Cllr Sims). Cllr Ridley asked whether his question relating to the Jubilee Hall accounts had been addressed during the meeting and it was confirmed that this had been raised and an answer received and issued to members. There was also the addition of the word ‘review’ at minute reference 17/116.</p>
17/122	<p>Committee, Clerks and Council representative reports</p> <ul style="list-style-type: none"> a) To receive a report from the Chairman of the Bratton Recreation Ground Committee – Mr Manson had sent his apologies. He had informed the Chair that he had nothing to report but asked for the Council to approve the proposed budget provision for the Recreation Ground Committee. b) To receive an update from the Clerk on actions agreed at previous meetings and discuss any matters arising – there was nothing additional to report. c) To receive a report from Cllr Callard re: Jubilee Hall – Cllr Callard reported that she had not been in attendance at the last meeting as she had been asked to stand down by the Chairman due to her commitments elsewhere. Cllr Callard reported that another councillor would therefore be required to stand as representative and outlined the responsibilities required of the committee members. Members expressed concern at the high level of commitment and suggested that the role of the parish councillor representative was not to be involved in the day to day events of the committee. Following discussion it was agreed that the Council would write to the Management Committee to state it recognised the difficulty raised by the Chairman but wished to see Cllr Callard remain in post as the Council’s representative. It was agreed to clarify the Council’s understanding that the representative was a committee member in a liaison capacity. Cllr Ridley expressed the view that more detail was needed in the accounts which were provided. Cllr Callard reported that she had suggested that the Clerk could assist the Committee with the presentation of the accounts. It was agreed that the Clerk would include this offer of help in the letter to the Management Committee together with asking for a copy of the latest audited accounts and assurance that financial information had been lodged with the Charity Commission in accordance with the regulations.
17/123	<p>Planning and Licencing applications</p> <p>Members resolved the Council’s comments on applications received as listed below:</p> <p>17/11251/LBC – 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 – No comment.</p> <p>17/11976/TCA – Melbourne House, Melbourne Street, Bratton, BA13 4RL – reduce Eucalyptus, fell Cherry and reduce Holly – leave to Tree Officer.</p> <p>17/12012/FUL – 1 Port Way, Bratton, BA13 4SZ – detached car port and extended drive –the clerk would send out the information and members were asked to send initial comments to the clerk.</p> <p>Members referred to the letter from Mr Owen at Bratton House regarding the cutting back of his trees by a neighbour (previously circulated via email) and this was discussed. It was agreed that the correspondence should be sent to Wiltshire Council in order to register the parish council concerns and request further investigation. Cllr Wickham would ascertain the correct contact at Wiltshire Council.</p>

17/124	<p>Planning decisions</p> <p>Members noted the decisions of the LPA:</p> <p>17/10760/TCA – Southay House, 15 Southay, Bratton, BA13 4RT – works to trees in a conservation area – No objection</p> <p>17/10795/TCA – 10 Lower Road, Bratton, BA13 4RG – works to trees in a conservation area – No objection – it was noted that this referred to the discussion under agenda item 17/123 above and the decision was therefore noted without being accepted.</p> <p>17/10920/TCA – Yew Tree Farm, 51 Lower Road, Bratton, BA13 4RQ – works to trees in a conservation area – No objection</p> <p>17/11350/TCA – 49 Manor Fields, Bratton, BA13 4ST – works to trees in a conservation area – No objection</p>																																												
17/125	<p>Highways issues and Parish Steward tasks</p> <p>a) To discuss any outstanding Highways issues or log new matters – none.</p> <p>b) To list any items requiring Parish Steward attention at the next visit and receive a copy of the list prepared for the steward’s next visit (copy attached) – the Clerk reported that the Parish Steward was due to visit on 10th and 11th January 2018 and the task list had been prepared in liaison with Mr Brabner. The clerk would email members a copy of the list. It was confirmed that the Parish Steward had been asked to check the grit bins.</p> <p>c) To receive an update from Wiltshire Council re: Mr Silman’s footpath request (November and December minutes refer) – the Clerk reported that Wiltshire Council’s engineer, Kirsty Rose, had agreed to prepare a costed plan for the Council to consider.</p>																																												
17/126	<p>Financials</p> <p>a) Council expenditure as listed was approved (proposed Cllr Callard, seconded Cllr Goode):</p> <table border="1" data-bbox="252 1211 1428 1693"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> <th>Chq no</th> </tr> </thead> <tbody> <tr> <td>Nicola Duke</td> <td>Salary December 2017</td> <td>£641.54</td> <td>2475</td> </tr> <tr> <td>HMRC</td> <td>PAYE December 2017</td> <td>£160.38</td> <td>2476</td> </tr> <tr> <td>Roman Glass Ltd</td> <td>Repair to broken pane at the Pavilion</td> <td>£99.22</td> <td>2473</td> </tr> <tr> <td>Jubilee Hall</td> <td>Deposit for BRG hall hire 2018</td> <td>£25.00</td> <td>2474</td> </tr> <tr> <td>Radstock Town Council</td> <td>Photocopying</td> <td>£120.92</td> <td>2477</td> </tr> <tr> <td>Bratton Plant Centre</td> <td>Christmas Tree</td> <td>£96.00</td> <td>2478</td> </tr> <tr> <td>Alison Smith</td> <td>Christmas event – café supplies</td> <td>£106.89</td> <td>2479</td> </tr> <tr> <td>R Jordan</td> <td>Parish maintenance November 2017</td> <td>£75.00</td> <td>2480</td> </tr> <tr> <td>R Jordan</td> <td>Parish maintenance December 2017</td> <td>£93.75</td> <td>2480</td> </tr> <tr> <td>British Gas</td> <td>Pavilion electricity</td> <td>£26.33</td> <td>2481</td> </tr> </tbody> </table> <p>b) To receive and consider Financial Report to 2nd January 2018 – the report had been circulated to members and was noted. It was noted that the clerk was liaising with the internal auditor to develop a process for online banking. It was reported that a bank transfer to the current account was required and had been prepared, together with the re-issue of unbanked HMRC cheques. It was agreed to explore a Treasury Management Policy as part of the year end process.</p>	Payee	Detail	Amount	Chq no	Nicola Duke	Salary December 2017	£641.54	2475	HMRC	PAYE December 2017	£160.38	2476	Roman Glass Ltd	Repair to broken pane at the Pavilion	£99.22	2473	Jubilee Hall	Deposit for BRG hall hire 2018	£25.00	2474	Radstock Town Council	Photocopying	£120.92	2477	Bratton Plant Centre	Christmas Tree	£96.00	2478	Alison Smith	Christmas event – café supplies	£106.89	2479	R Jordan	Parish maintenance November 2017	£75.00	2480	R Jordan	Parish maintenance December 2017	£93.75	2480	British Gas	Pavilion electricity	£26.33	2481
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17/127	<p>Budget and Precept 2018/2019</p> <p>A copy of the adjusted budget (following the decisions taken at the December meeting) had been circulated together with options for the precept for 2018/19. The papers were discussed with members noting the predicted out turn position, the precept options and the expected financial position at the year end for 2017/18.</p> <p>It was proposed by Cllr Callard, seconded by Cllr Goode and proposed that the precept be maintained at the current rate of £75.65 per Band D equivalent household and set at £37,632. The proposal was put to the vote but defeated with 3 voting in favour and 6 voting against.</p> <p>It was proposed by Cllr Ridley, seconded by Cllr Whitaker and proposed that the precept for 2018/19 be reduced by 6% and set at £35,357. This was put to the vote and resolved with 6 voting in favour and 3 against.</p> <p>It was therefore resolved that:</p> <ol style="list-style-type: none"> 1. The Council's budget be set at £45,607 for the financial year 2018/19 2. The Council's precept for the financial year 2018/19 is set at £35,357 - representing a 6% reduction for a Band D equivalent household. <p>The difference between the budget and the precept would be funded from unallocated reserves as outlined in the clerk's report.</p>
17/128	<p>Members' Reports</p> <p><u>Cllr Ridley</u> – reported that members needed to use the parish council email addresses in order to not be in contravention of the new data protection regulations. Cllr Ridley offered assistance for any member needing help with the set up process. It was noted that the clerk's email address needed to be changed on official correspondence.</p> <p><u>Cllr Goode</u> – reported that a working party date for the Orchard had been arranged for the 27th January 2018 at 1.30 pm. He reported that 12-13 volunteers would be working to clear patches around the old apple trees and cut the ivy back to resurrect the trees. The overgrowth at the bottom of the steps would also be attended to.</p> <p><u>Cllr Sims</u> – reported that he had obtained some quotations (approx. £400) to install water to the top of the allotments. The clerk confirmed that there were sufficient funds available for this work in the current year's budget. Cllr Sims would provide the clerk with the details of the proposals. It was confirmed that two plots remained vacant.</p> <p><u>Cllr Morris</u> – reported that she had received information on the mobile library service, which was due to continue in Bratton. The clerk confirmed that promotional information had been received and would be sent out to the Chair for posting in the village and on the website.</p> <p><u>Cllr Ligo</u> – asked for comments as to information to be included in the White Horse Churchman. Cllr Ridley expressed the view that communication in the parish was poor. Cllr Goode suggested that the White Horse Churchman permit local business advertising. Cllr Ligo confirmed that he was liaising with Mr Manson regarding future editions of the magazine and changes which could be made.</p> <p><u>Cllr Bolt</u> – reported that the Duke pub wished to run a monthly quiz and would like to contribute the proceeds to parish projects. This was welcomed and Cllr Goode reported that the Church Institute was in need of roof repairs.</p>
17/129	<p>Correspondence</p>

	None.
17/130	Meeting schedule Members noted the date of the next meeting as Tuesday 13th February 2018 at 7.15 pm in the Pavilion.

There being no further business the meeting was closed at 8.35 pm.

DRAFT