

**Draft Minutes of ordinary meeting of Britford Parish Council held Thursday  
11<sup>th</sup> November 2021 at 7.30pm at Britford Memorial & Community Hall.**

**Present:** Derek Finnis (Chair), Jane Ranaboldo, Enid Alston.

**Also present:** Jay McGowan (clerk), plus 2 members of the public.

**Start Time: 7.30pm**

**Public session**

A parishioner enquired where the Wessex water discharge site is on River Avon. *Derek Finnis will meet with the parishioner privately to discuss this further.*

It was noted the ditch by The Old Bakery had become congested and needed to be cleared.

**Agenda**

**21.06.01 Apologies** – Tim Bonallack, Martin Sturgeon and Cllr Clewer

**21.06.02 Vacancies in Parish Council Office – Two.**

**21.06.03 Declaration of Interest:** Members to disclose their interests in matters to be discussed and to decide requests for dispensation. *None.*

**21.06.04 To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussion only, no decisions can be taken)**

**21.06.05 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public.**

**Item 21.06.09 Contract of Employment** – it was decided to consider and review the updated contract in a closed session.

**21.06.06 Minutes of Parish Council Meetings**

- a) Minutes of ordinary BPC meeting held 16<sup>th</sup> September 2021 to be approved and signed.  
**Resolved:** *All attending members in agreement of the Minutes to be a true and accurate record. Signed by Chairman.*

**21.06.07 Matter Arising.**

- a) Dog waste bins – to receive an update on the progress and if permission has been granted by landowners of possible locations. **Resolved:** *To consider a new location of Betts Lane as the junction of Britford Lane and Lower Road would cause a Highway issue.*
- b) Speed Indicator Device – to consider the possibility of a Parish Council owned SID. The possibility of sharing a device has been considered in the past but not acted upon.  
**Resolved:** *Attending members decided it would be better to have a Parish Council owned SID. All attending members agreed. Action: Cllr Finnis would contact Graham Axtell at Highways to discuss if it would be feasible and consider locations.*

- c) Overgrown vegetation along Lower Road – Overgrown vegetation is causing a potential risk to both drivers and pedestrians. *Reported by clerk – case number: 00045229. Work completed and case now closed. No Action required.*
- d) Sluice House – Wiltshire Council has been in contact with property owners regarding repairs. Wiltshire Council have again been in contact with the landowners and have been assured repairs will start before Christmas. **Resolved:** The Parish Council will keep on monitoring the situation. *No action required.*
- e) Parish Steward Visit – this will take place 16<sup>th</sup> November 2021. **Action:** [Cllr Bonallack will liaise with the Parish Steward.](#)
- f) Community Resilience Plan – To discuss the legal requirements for volunteers. Having reviewed the Parish Council insurance policy, the Clerk can confirm volunteers are insured under the Employer’s Liability.
- g) Queen’s Platinum Jubilee Celebrations – to consider holding joint celebrations with neighbouring villages at Ebbfest. Meeting to be held in December to discuss any plans. **Resolved:** Attending members decided it would be better to hold joint celebration with the Parish Council, St Peter’s Church and Memorial Hall Trustees. A committee will be formed to organise the event.
- h) Consultation on draft Climate Strategy and ‘Our Natural Environment Plan’ – Survey completed and submitted by Cllr Ranaboldo. *No further action required.*
- i) Members attended Neighbourhood Planning event 9<sup>th</sup> November 2021 – to receive an update. Cllr Finnis and Cllr Ranaboldo attended the meeting and discussed the need for either a Neighbourhood Plan or a Village Design Statement. **Action:** [Cllr Ranaboldo to get a quote for advice on a Neighbourhood Plan.](#)
- j) Payment for hall hire – clerk is still waiting for invoice. *No action required.*

**21.06.08 Planning.**

- a) **To consider a response to the current Planning Applications received.** None
- b) **To consider a response to any Planning Applications received between publishing of the agenda, and date of the meeting.** None
- c) **To note decisions made by Wiltshire Council since last meeting.** None.

**21.06.09 Contract of Employment** – To review the Contract of Employment for Parish Clerk. *Moved to closed session.*

**21.06.10 Website Publications** – To review that latest publication guidelines received by NALC. The Clerk will ensure the website is compliant with the guidelines as much as possible considering the constraints of the current website. Considerations for an updated website will be discussed at a future meeting.

**21.06.11 Finance**

- a) Bank reconciliation July – September 2022. *Approved and signed by Chairman and Clerk*
- b) Budget for 2021/2022 – to review – *deferred to 6th January 2022 meeting.*
- c) Precept - to agree Precept for 2022/2023 – *deferred to 6<sup>th</sup> January 2022 meeting.*
- d) To approve schedule of Payments – *payments agreed and approved.*

Date	Payee	Amount	
15/11/2021	Hill Data Systems	£9.48	DD
30/11/2021	Staffing Costs	£250.00	TFR – To be raised

15/12/2021	Hill Data Systems	£9.48	DD
31/12/2021	Staffing Costs	£250.00	TFR – To be raised

#### 21.06.12 Forthcoming Meetings

- a) Southern Wiltshire CATG – 17<sup>th</sup> November 2021 at 6pm: TEAMS – *Chairman to attend*
- b) Southern Wiltshire Area Board Parish Council event – 18<sup>th</sup> November 2021 at 7pm: TEAMS – *Clerk to attend*

#### 21.06.13 Correspondence

- a) Wiltshire Council’s Community Environment Toolkit – to circulate the brochure to council member.
- b) Change of Administration at Salisbury City Council – a three-way administration has been formed. Leaders of the Liberal Democrat and Labour groups, Victoria Charleston and Ian Tomes, and Independent Annie Riddle will continue to work together. The current focus of the new administration is a four-year strategy to support the vision of building a green inclusive city.
- c) TTRO 7680. C12 Stratford Tony Road, Coombe Bissett from its junction with Drove Lane for approx. 600m in a westerly direction. This will come into operation on 10<sup>th</sup> December 2021 from 9.30hrs to 15.30hrs for 1 day.

#### 21.06.14 Any other business

- a) It has been noted the composter and fence has been removed from Thatch Cottage.
- b) Delegation of duties to Clerk – to consider the delegation of all planning applications with deadlines which expire before the next scheduled meeting.

#### 21.06.15 To note date of next ordinary BPC meeting.

Thursday 6<sup>th</sup> January 2022  
Thursday 3<sup>rd</sup> March 2022  
Thursday 5<sup>th</sup> May 2022  
Thursday 14<sup>th</sup> July 2022  
Thursday 8<sup>th</sup> September  
Thursday 3<sup>rd</sup> November 2022

#### Meeting closed to public

**21.06.09 Contract of Employment** – To review the Contract of Employment for Parish Clerk.  
**Resolved:** All attending members agreed to updated contract. *Signed by Chairman and Clerk.*

#### 21.06.16 To Close the meeting

**Finish Time: 8.50pm**

DRAFT