

BROAD HINTON AND WINTERBOURNE BASSETT PARISH COUNCIL MEETING

Tuesday 4 March 2025, 7.30pm
In the Broad Hinton Village Hall

MINUTES

Councillors: Cllr Adam Gilmore (AG) (Vice Chairman)

Present: Cllr Jim Gunter (JG)
Cllr Candace Gaisford (CG)
Cllr Louise Skillen (LS)
Cllr Damian Le Gresley (DL)
Cllr Tony Iles (TI)
Cllr Lesley Catling (LC)

Cllr Allison Bucknell (AB) (Wiltshire Council)

Apologies Cllr Alex LaRoche (AL) (Chairman)

Peter Barry (PB) (Clerk)

1. Introduction, Quorum & Declaration of Interests

The Vice Chairman welcomed all to the meeting. The Meeting was declared quorate. The Vice Chairman stated that the Chairman sent her apologies and was unable to make the meeting. He had spoken to the Chairman and she was happy for him to chair in her place. There were no declarations of interest.

2. Minutes of Parish Council Meetings held on 7 January and 15 February 2025

The Minutes of the Parish Council Meetings of 7 January and 15 February 2025 were agreed and signed off by the Vice Chairman.

3. Matters Arising.

There were none.

4. Finance Update

Council Accounts. The Clerk introduced the subject of the Council finances which covered the months of January and February 2025.

The only Receipts that had occurred in the period was the interest accrued on the Deposit Account and one Allotment rent.

In the Payments section for the two months, apart from the usual sums paid for the Clerk's Salary and Expenses as well as the Village Hall hire the following had been paid. The annual subscription for the Friends of the Ridgeway as well as the donation to the White Horse Cricket Club as agreed at the previous meeting. Under the NDP payments section, a significant sum had been paid for the printing of the Reg 14 document.

The consolidated Bank Account broken down by section is shown under.

PC Bank Account Balances - as at 1 March 2025

Current Account: £406.89

Deposit Account (Total): £15,941,33 made up of
Deposit Account (General): £4,418.01
Allotments: £827.96
Defibrillators: £1,283.00
Neighbourhood Plan: £881.40
Community Shop: £163.50
Maintenance Savings: £2,200.00
Emergency Fund: £400.00
Donations Fund: £150.00
Traffic Speed Management: £400.00
Highways: £1,819.67
Major Projects: £3,000.00
Notice Boards: £147.79
Footpaths: 250.00

2025 Projects. DL opened the discussion by stating that there were funds allocated to the various Reserves and there needed to be a plan to invest these funds into projects. Although individually, the sums in each Reserve were not great, outwardly it may look bad that we are not making the investments without any good reason.

AG stated that currently there were three distinct projects for which funds would be needed. These were:

1. The introduction of gateways at each entrance to the three villages. These tended to be expensive, and so currently it would not be possible to fund all that would be needed.
2. Speed Indicator Devices (SIDs). One system would be affordable.
3. New seats at the WB Bus Stop.

In discussion it was decided that the gateways project was too expensive, and the bus stop seating needed more research. However, before any further decisions were made the Meeting considered that a longer term investment plan needed to be put in place for the Reserves. AG recommended a small working group be set up to consider longer term projects. These would most likely be more expensive and funds could either be built up over a period of time, or by increasing the Precept for to obtain the necessary funding. None of this would be needed until the Working Group produced their proposals.

After discussion, DL, JG and CG volunteered to form the Working Group, with their first task being to set out the Terms of Reference – what are the main goals.....**Action: DL, JG, CG**
AG suggested that “Chapter 13 - Funding, Projects and Monitoring” would be a good place to start as it included a list of projects that had been identified through consultation with the community.

WB Defibrillator. The Clerk explained that MedUK, the company under contract to maintain all three defibrillators had undertaken their annual inspection within the last two weeks. Whilst the defibrillators in BH and UF were in perfect working order, the one in WB had developed a fault and this needed rectification. It seems that the heating pad in the case had failed and so the defibrillator had suffered in the cold weather, however the Defib remained in full working order. MedUK recommended replacing both the case and the Defibrillator.

The quotation for a full replacement came to £1,729.00, which was more than was currently in the Defib Reserve. DL went over his recommendation for paying this. This is set out below:

Currently in Defib Reserve		£1,283.00
Add 2025 contribution when new Precept is paid	£1,200.00	£2,483.00
Subtract annual maintenance fee	-£892.50	£1,590.50

This is £138.50 short.

Treat Cabinet replacement separately (costs £450.00). Move £450.00 from Maintenance Saving Reserve (currently standing at £2,200.00) to Defib Reserve to pay for the new cabinet.

After payment the sum of £311.00 will be carried forward to start the saving up for the next Defib replacement – likely to be BH.

The Meeting considered all of this plan and on voting gave it their unanimous agreement. The Clerk was ordered to contact MedUK and agree the way forward.....**Action: PB**

5. Planning

TI took the Meeting through the Planning Applications and Decisions that had occurred since the last meeting in January.

Site Address

YEW TREES, 153 YEW TREE LANE, BROAD HINTON, SWINDON, SN4 9PN

Proposal

Erection of oak framed garden room extension

Link to Both Applications

[PL-2024-09010 153 Yew Tree Lane](#)

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000009dF0P>

Links to Circulation Form

[Planning Application Circulation Form.docx](#)

BHWBPC No objection

Wilts. Approve with Conditions.

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Site Address

Corusant House, Post Office Lane, Broad Hinton, Swindon, SN4 9PB

Proposal

Variation of condition 2 (Approved Plans) relating to PL/2023/06382.

Link to Both Applications

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000B6rpi>

Links to Circulation Form

 [Planning Application Circulation Form1.docx](#)

BHWBPC No objection

Wilts. Approve with Conditions.

Site Address

Forge Lee, Blacksmiths Yard, Post Office Lane, Broad Hinton, Swindon, Wilts, SN4 9PB

Proposal

Use of home office and storage ancillary to Forge Lee as ancillary single residential annexe. Retrospective consent for recent associated changes to the building.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000B6rpi>

 [PL-2025-11500 Forge Lee, Blacksmiths Yard](#)

Links to Circulation Form

 [Planning Application Circulation Form.docx](#)

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Approve with Conditions.

Site Address

WHITE RIDGE COTTAGE, 131, BROAD HINTON, SWINDON, SN4 9PA

Proposal

Proposed Side Extension

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000C1rPx>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Awaiting decision.

Site Address

5 YEW TREE LANE, BROAD HINTON, SWINDON, SN4 9RH

Proposal

Refurbishment of empty dwelling to include, demolition of existing conservatory & erection of new single storey extension to rear. Conversion of loft space & rear dormer. Solar PV panels to front roof elevation.

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CABcn>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Awaiting decision.

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Site Address

The Folly, Post Office Lane, Broad Hinton, Swindon, SN4 9PB

Proposal

Installation of new external half render, part replacement of windows and doors, replacement of bay and arched windows, new porch and modifications to ground floor frontage. External landscaping works

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CbpO1>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection

Wilts. Awaiting decision.

Site Address

Windmill Stud, Burma House, Uffcott, Swindon, SN4 9EY

Proposal

Variation of condition 2 (Approved plans) relating to PL/2024/06584

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000BxyWT>

 [PL-2025-00339 Windmill Stud, Burma Ho, Uffcott](#)

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. Respond as Comment -

- Scale of the development has doubled since the outline and reserved matters applications.
- Bat and bird boxes no longer appear on elevations attached to application but are referenced on site plan.

Wilts. Awaiting decision.

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Site Address

BURMA HOUSE, UFFCOTT, SWINDON, SN4 9EY

Proposal

Group of sycamore trees - fell

Links to the Application

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CuJCL>

Links to Circulation

 [Planning Application Circulation Form.docx](#)

BHWBPC. No objection.

Wilts. Awaiting decision.

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This application may be under permitted development as we did not receive the application, however we did receive the confirmation via the weekly determined list.

PL/2025/00219 - Prior Notification - Building

Address: Uffcott Farm, Uffcott, Wilts

Proposal: Proposed agricultural barn for hay, straw and agricultural machinery

Applicant Name: Julia RJ Hussey & Sons

Case Officer: Audrey Lo

Decision Date: 20 February 2025

Decision: Prior Approval Not Required

Application Link:

<https://development.wiltshire.gov.uk/pr/s/planningapplication/a0iQ300000BpKmL>

6. Highways & Maintenance

LHFIG. JG reported that the change to a limit of 50mph at Gadbourne Banks had been delayed as the legal notice advertising this change had been held up by another similar request from Broad Town. By linking with the Broad Town project, we would reduce the cost and this was thought to be worthwhile.

There was then discussion over the possible change to a 50mph limit on the section of road between BH and WB. It was agreed that the council would support the main straight south of Elm Cross remaining at the national speed limit, but as the crest of the hill north of the WB turn was approached, this should change to 50mph. That particular hill was extremely dangerous with cars cresting it too fast. The 50mph would then remain past Berwick Bassett through to Winterbourne Monkton.

There was discussion over the reporting of potholes to LHFIG, but it was agreed that the best approach was to keep reporting on the MyWilts web site.

Speed Awareness. AG reported on the Community Speedwatch Scheme, where a number of residents had received training and this was almost complete. Once the training has been complete the scheme would begin. Ideally more volunteers were needed, but the existing volunteers would start and then advertise for more to join.

Returning to the discussion over gateways versus Speed Indication Devices (SID), after considerable discussion it was decided to purchase a mobile SID system and this would be first set up in Yew Tee Lane. Discussion would be needed with Wiltshire Council over the positioning of the SID in other locations – particularly the ability to move from BH to both WB and UF. AG had received two quotes for devices and would liaise with the Clerk to order the SID. Insurance for the SID would need to be added to the council's existing policy and the Clerk was tasked to obtain insurance quotes..... **Action AG & PB**

7. Footpaths and Maintenance

Footpaths. JG reported that he was still in the process of reviewing the Rights of Way book that had been purchased and so the audit of the footpaths was still ongoing.

MyWilts App. The Meeting was grateful to AB for supplying historical flytipping data which highlighting the hotspots for fly tipping. These were Vize Lane (WBIN4, BHIN2), the layby at BH on the A4361, and the path that runs up to the Ridgeway from the A4361 at WB. This was an

ongoing problem, but Wiltshire Council have been quick to remove litter when reported on the MyWilts app.

Bank Opposite The Old Post Office, BH. The Meeting was briefed on the erosion of the bank opposite The Old Post Office in BH. The trees on the bank have Tree Preservation Orders and the roots of trees 4, 5 and 6 were becoming exposed and eventually would become dangerous. As this was all situated on the road verge, a Wiltshire Council responsibility, LS was asked to report on the MyWilts web site**Action: LS**

8. Emergency Planning

Update on the Yew Tree Lane Flooding Issue. It was noted that the ditch on Yew Tree Lane had been professionally dug out by Wiltshire Council and was now in an excellent condition. LS was asked to inform the residents most affected and the Clerk was tasked to ensure the Parish Steward kept this ditch well maintained.....**Action: LS & PB**

9. Neighbourhood Development Plan Update

Feedback from 1 March Local Meeting. AG reported on the meeting of residents held on 1 March 2025, to update all on then pre-submission Regulation 14 process. The NDP document and supporting documents had required a significant amount of effort and the Meeting wished to congratulate all in the NDP Steering Group for an extremely professional result.

The Meeting itself had been attended by some 50 residents and the whole atmosphere was very encouraging. There were a number of excellent questions asked by attendees, who were encouraged to submit them as part of the consultation so that they could be responded to formally. AG reported that he had attended the Tuesday coffee morning in the Village Hall and had spoken to several residents all of whom seemed very content with the way the NDP process was being handled and would submit consultation forms.

10. Issues and Action Log

The Vice Chairman went through the list of outstanding actions:

- Revision of Traffic Plan. JG, AG and TI to get together to arrange revision of out of date Traffic Plan. **Cancel - it will be covered as a wider review of traffic and transport.**
- Traffic Calming Measures. AG to introduce the idea of gateways at the entrance to the villages as a traffic calming measure . **Complete – the council decided to consider in context of a wider review of traffic**
- Footpath from Fox Row to Manor in WB. DL to investigate who is responsible for cutting back the hedgerows that border the footpath running from the Manor to Fox Row in WB. **Complete**
- Yew Tree Lane Speedwatch Results. AG to put the results of the recent Yew Tree Lane Speedwatch results onto the Parish Web site and announce the CSW scheme. **Ongoing**
- Bus Routes Update. AG to publicise the new revised bus routes and timetables as widely as possible. Keep updating the community on progress getting the 49 through Broad Hinton village. **Complete**
- Footpaths/ Rights of Way Audit. JG to liaise with respective farmer over the improvements needed to BHIN 3a and complete the audit of the Rights of Way book. **Ongoing**
- Emergency Plan – SSEN Funding. JG to ensure the decision to abandon the idea of applying for Emergency Funding from SSEN is reflected in the revised Emergency Plan. **Complete**

- Web Site Alterations. AG and DL to organise the setting us up with a .gov.uk domain for our email address and web site rather than the .org.uk that we currently have. **Ongoing**
- Missing Bus Stop Sign. AG to contact Wiltshire Council concerning the missing bus stop sign at the Weir Farm/ Uffcott bus stop. **Ongoing**
- BH Well Enhancement. CG to discuss with residents who overlook the BH Well, ways of enhancing the area. **Ongoing**
- Provision of Storage Containers. TI to investigate the possibility of finding an unused storage container within Tonic premises. **Complete**
- Precept. PB to send off the completed Precept paperwork to Wiltshire Council within the correct timescale. **Complete**
- Deployment of SIDs. AG to speak to AB concerning how and where SIDs can be deployed. **Complete**
- Uncontrolled Hedges. AG to maintain a log of vegetation that is encroaching on highways and rights of way, and contact residents of their responsibilities. **Complete**
- Parish Steward and Drainage Ditches. PB to liaise with Parish Steward to ensure drainage ditches, particularly around YTL were kept free of foliage. **Complete**
- Notice for Recruitment of new Councillors. AG to ensure notices are placed in Local News, Noticeboards and the Web Site calling for new Councillors to stand for election. **Complete**

AG proposed that the Uncontrolled Hedges log should be reviewed in each council meeting as a standing agenda item. The Meeting thought this an excellent idea and AG agreed to help the Clerk put the spreadsheet on the Shared Drive.....**Action: AG & PB**

The Clerk would be sending out an amended Action list once the Minutes had been agreed. The Clerk was also tasked to put an updated list of Actions onto the Shared Drive.**Action: PB**

11. Parish Steward Tasking

The Clerk stated that as he had now worked up a good relationship with the Parish Steward, it was sensible to put his tasking onto a more formal footing. AG and PB had created a spreadsheet with recurring tasks included. Councillors could enter tasks which they wished the Parish Steward to undertake. The Clerk would inform the Parish Steward of new tasks a couple of days before he was due to visit.

The Meeting thought this an excellent idea and AG agreed to help the Clerk put the spreadsheet on the Shared Drive.....**Action: AG & PB**

12. Local Elections 2025

AG informed the Meeting that guidance had been produced by Wiltshire Council concerning the forthcoming election. It was made clear that all Councillors terms of office automatically end at the next election. If a Councillor wishes to stand for re-election, they must submit nomination papers by 2nd April 2025 for the upcoming election on the 1st May 2025. If there are more candidates than Council seats, a ballot would be held. Nomination forms must be handed in, in person to a Wiltshire Council office and the Clerk had agreed to take all nomination forms to the Wiltshire Council office well before the closing date, as this would allow any errors to be rectified before the deadline . The key dates were;

- Nominations open – 12th March 2025
- Nominations close – 2nd April 2025
- Election – 1st May 2025

13. Village Clean Up

The date chosen for the annual village clean up was 15th March 2025 starting at 9.30am. Regrettably this date had missed being advertised in the Village News so the Clerk was tasked to put a suitable notice on all of the notice boards, encouraging residents to take part.....**Action: PB**

Volunteers would gather at The Crown and The Winterbourne and be allocated areas to clean. It was confirmed that sufficient black bags and other equipment was available. TI offered to arrange the picking up of the full plastic bags once the event ended at around midday. Both The Crown and The Winterbourne would be serving coffee and hot rolls for the volunteers afterwards.

14. Fibre Broadband

Openreach had confirmed that they were in the process of introducing fibre broadband in BH and WB. The exact date when the system would go live was uncertain, but it was suggested that those who wished to know, log onto the Openreach web site, click on 'introduction of fibre' and having put in their postal code, click on the 'keep me informed' button.

15. Village Hall Heating

The Clerk had received a letter from the BH Village Hall Committee, informing the Council that the current heating system in the Village Hall had failed totally and would need to be replaced at a cost of around £25,000. It was known that Wiltshire Council would assist, but would be looking for a substantial donation from the Parish Council. AB stated that Wiltshire Council would expect parish councils to financially support such a key community facility when Wiltshire Council were being asked to provide funds.

The Meeting discussed what could be afforded and eventually it was agreed unanimously that the sum of £2,500 should be donated under the following conditions:

- The sum of £2,500 would be taken from the major projects reserve
- Validity period: April 2025 – March 2026
- Purpose: Grant is for installation of a replacement heat pump. Use for any other project or heating technology must first be agreed with the parish council
- Conditions to release grant: Village hall trustees have signed a contract with a suitably qualified installer

The Meeting agreed to all of these stipulations and the Clerk was tasked to liaise with the Village Hall Committee.....**Action: PB**

16. Any Other Business

The Chairman asked if there was any other business. JG asked the Meeting to agree to a new proposal from the Allotment Committee. They wished to create a small pond in the very corner of the Allotments to introduce amphibians into the area, who would hopefully eat the slugs. The Meeting was supportive of increasing biodiversity but concerned about the safety aspect, although it was acknowledged that the Allotments were out of bounds to children. Nevertheless, the Meeting asked for a Risk Assessment to be undertaken by the Allotment Committee before any final decision be made. JG agreed to go back to the Allotment Committee and make the necessary arrangements.**Action: JG**

There being no further business the Meeting closed at 9.40pm