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|  | **NORTH BRADLEY PARISH COUNCIL**  **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON**  **MONDAY, 2 MAY 2022 AT**  **NORTH BRADLEY PROGRESSIVE HALL** |

**COUNCILLORS PRESENT**

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| Cllr Bernard Clarkson (BC) |
| Cllr Tom Conner (TC) |
| Cllr Roger Evans (Chairman) (RE) |
| Cllr Mrs Jenny Joyce (JJ) |
| Cllr Mrs Pam Kettlety (PK) |
| Cllr Mrs Lee Lee (LL) |
| Cllr Horace Prickett (HP) |
| Cllr Russell Willsmer (RW) |
| Mrs Karin Elder (Clerk) |

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| **Item** | **Record** | | | |
| 16 | **APOLOGIES** Nick Crangle (NC), Francis Morland (FM) and Mrs Viv Regler (VR) | | | |
| 17 | **MEMBERS’ DECLARATIONS OF INTEREST**  JJ recorded an interest in a donation request from Autumn Leaves  Before adjourning the meeting RE addressed the Parish Council. He said that the Council could not function without the contribution that all the councillors make, and he thanked them all for their continued support.  RE stepped down from the proceedings. | | | |
| 18  18.1  18.2 | **ELECTION OF OFFICERS**  **CHAIR**  The Clerk requested nominations for Chairperson. A nomination was received from PK for RE seconded by HP. All in favour. There being no other nominations, RE was duly elected as Chairman of North Bradley Parish Council. RE accepted and thanked the Councillors for their vote of confidence and support and said that he would continue to do his very best.  **VICE CHAIR**  HP nominated LL, seconded by RW. All in favour. There being no other nominations, LL was elected as Vice Chair. LL accepted the position and thanked the Councillors. | | | |
| 19 | **ADJOURNMENT OF MEETING FOR MEMBERS OF PUBLIC AND THE ANNUAL PARISH MEETING –** 19:40  HP, as Unitary Wiltshire Councillor updated the Council about ongoing discussions regarding a Yarnbrook/West Ashton relief road. Enquiries are being made by Ashton Park developers about siting of machinery and offices. HP has emphasised to Wiltshire Council that no traffic counts have taken place in recent years on Yarnbrook and West Ashton Roads. A metro-count is currently taking place on Westbury Road approaching North Bradley.  A TLHFG (CATG) meeting took place 28 April. Traffic calming on Woodmarsh continues to be a top priority. TLHFG will be contributing £10K, PC contributing £9K. This will be put forward for consideration at next meeting in September. | | | |
| 20  21  22  23 | **MEETING RECONVENED AT 19.57**  **REVIEW OF SUB-COMMITTEES**  Refer to Appendix  **REVIEW OF PREPRESENTATIVES ON EXTERNAL COMMITTEES**  Refer to Appendix  **MINUTES**  The minutes of the meeting held on Monday 4 April, having been circulated previously, were approved, and signed as a true record of the meeting. | | | |
| 24 | **MATTERS RISING** | | | |
| 24.1  24.2 | 6.3 Bridleway sign completed, ready for Parish Steward to instal with new pole.  13.11 Dog fouling – some Clean Up signs, LL ordered, received and distributed at the meeting to Councillors for posting around the parish. | | | |
| 25 | **DEVELOPMENT CONTROL – APPLICATIONS RECEIVED**  PL/2022/02912 Single storey extension at 9 College Gardens North Bradley No objection | | | |
| 26 | **DEVELOPMENT CONTROL - DECISIONS MADE BY WILTSHIRE COUNCIL**  None | | | |
| 27  27.1  27.2  27.3  27.4  27.5 | **CORRESPONDENCE**  Email 27 April WC Development Services – Planning Appeal against 16/0054791 houses on Drynham Lane – Clerk to resubmit objections.  Email 29 April, BLB Solicitors Confirmed that the PC’s application to register land southeast of Church Lane (The Allotments) in the PC’s name has now been completed. Copies of the Title Register are retained by The Clerk and LL.  Letter from Autumn Leaves requesting a donate for Queen’s Jubilee celebration. Councillors resolved to make a donation of £50 when account details are provided to the Clerk.  LL reminded councillors of a previous jubilee celebration when children were given an engraved medallion. She will research the possibilities of a similar gift. | | | |
| 28 | **NEIGHBOURHOOD PLAN - REVIEW**  LL confirmed that Ken McColl and David Feather are willing to be on a Steering Group to review the plan. David King, reference his email 7 April, would be willing to consult on the plan. His estimated costs would be £16K. The PC has already used the maximum grant funding. Any financial support may come from the Community Infrastructure Levy, but any contributions will not be forthcoming in immediate future. LL will organise a meeting of the steering group towards the end of May. She will invite Trowbridge Cllr Graham Hill who has had experience of neighbourhood planning. | | | |
| 29  29.1  29.2  29.3  29.4  29.5 | **REVIEW OF POLICIES AND PROCEDURES**  **Code of Conduct**  Having been circulated previously, the document was reviewed and considered in no need of amendment.  **Standing Orders**  Having been circulated previously, the document was reviewed, and councillors resolved to add on Section 3 “unless a bank holiday falls on the date, and then it would be the second Monday *if required”.*  **Financial Regulations**  Having been circulated previously, the document was reviewed and considered in no need of amendment.  **Asset Register**  Having been circulated previously, the document was reviewed and considered in no need of amendment.  **Financial Risk Assessment**  Having been circulated previously, the document was reviewed, and councillors resolved to add *Dual Authorisation of Payments* into the Finance Section to meet financial regulations. | | | |
| 30  30.1  30.2  30.3  30.4  30.5  30.6  30.6  30.8  30.9  30.10  30.11 | **MAINTENANCE** –  BC reported that now the Parish Steward is back to a Monday Tuesday routine he has caught up on the back load of tasks. The Rising Sun roundabout circle is due to be repainted but may take a year.  Protection bollards for Meridian Way have been ordered.  Virgin Media are replacing a broken manhole cover outside 25 Church Lane.  A resident complained about loose scalpings outside the allotments entrance. It may be that water board are waiting for them to settle before tarmacking.  Requests to Parish Steward’s WC Highways team:  Instal a new post at the Heywood Road bus stop for a new bus company sign.  Instal a new post for The Rank red dog bin for a replacement sign being supplied by PC.  If the mosquito machine is available, clear the grass from Southwick Road path from The Rank.  Any progress on Drynham Lane ditch to clear the road drains at Woodmarsh roundabout? This was surveyed 29.03.22.  Clerk to chase Danny Everett, WC regarding blocked pipe at the balancing pond.  Overgrowth at Longs Arms bus stop and litter at Brokerswood layby have been reported on the MyWiltshire system. | | | |
| 31 | **FINANCE**  The following payments having been previously circulated, were approved and will be paid on-line: | | | |
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|  |  | **Payee** | | **Amount** |
|  | 31.1 | K Elder Salary, office/travel expenses April | | £527.83 |
|  | 31.2 | HMRC April | | £122.00 |
|  | 31.3 | Mirage - Bridleway sign | | £96.00 |
| 32 | **DATE OF NEXT MEETING Monday 6 June 2022, 19:30 at the Progressive Hall.** | | | |
| 33 | The meeting closed at 21.05  Signed ………………………… | | Date …………………… | |

**2022-2023**

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| **SUB-COMMITTEES** | **REPRESENTATIVE** |
| **Planning & Development**  Tom Conner  Jenny Joyce  Pam Kettlety  Russell Willsmer  **Footpaths**  Bernard Clarkson  Jenny Joyce  **Newsletter Editorial**  Roger Evans  **Website**  Nick Crangle  **Social Media**  Russell Willsmer  **Village Clean up**  Lee Lee to co-ordinate  **Allotments**  Viv Regler  Jenny Joyce  **Neighbourhood Planning**  Lee Lee  Horace Prickett  Pam Kettlety  (Plus David Feather, Ken McColl, Karin Elder)  **Land for burials task group**  Jenny Joyce  Pam Kettlety  Russell Willsmer  **War Memorials**  Horace Prickett | **North Bradley Peace Memorial Hall**  Horace Prickett  **Emergency Action Planning**  Roger Evans  Horace Prickett  **Parish Steward**  Bernard Clarkson  **Speedwatch**  Nick Crangle  Roger Evans  **Trowbridge Area Board**  Roger Evans  Anyone else available  **Community Area Transport Group**  Roger Evans  **Wiltshire Area Localised Planning Alliance**  Roger Evans  Lee Lee  Russell Willsmer  Horace Prickett  **WALC representative**  Roger Evans  Anyone else available  **Wiltshire Council Transport**  Horace Prickett  **North Bradley Primary School**  Russell Willsmer  **Daubeny House**  Roger Evans  Russell Willsmer  **Progressive Hall**  Jenny Joyce  Russell Willsmer |