Broughton Gifford Parish Council

The Stone Barn, 104a The Common, Broughton Gifford, Wiltshire, SN12 8LY Tel: 07939 879488

Chairman: Councillor Martin Hooper Clerk: Karen Spence

All Parish Council Meetings are open to the Public and Press

Wednesday 8th October 2025

To All Members of Broughton Gifford Parish Council

Dear Councillor,

You are summoned to a meeting of Broughton Gifford Parish Council, at Broughton Gifford Village Hall on Wednesday 8th October 2025 at 7:30pm. The meeting will consider the items set out below.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email [clerk@bgpc.org.uk](mailto:clerk@bgpc.org.uk) or phone 07939 879488. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status, and any disability; Crime and Disorder, Health and Safety and Human Rights).

Before the meeting there will be a public session to enable the people of Broughton Gifford to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

* Film, photograph, or make an audio recording of a meeting.
* Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
* Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk on 07939 879488 or [clerk@bgpc.org.uk](mailto:clerk@bgpc.org.uk) at least 24 hours before the meeting so that every effort may be made to provide access.

Karen Spence Parish Clerk

Friday 3rd October 2025

# PUBLIC QUESTION TIME

This section begins at 7:30pm and, at the Chairman’s discretion may last up to 15 minutes. It is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

There may be an update from the new Wiltshire Councillor for Melksham if in attendance.

Agenda

# PRELIMINARIES

2526/091. **Co-Option of Councillors**

For Council to receive and consider verbal applications from prospective co-opted councillors to fill vacancies left following the election on 1st May 2025 and subsequent co-option at the July 2025 meeting. For any newly co- opted councillors to sign declaration and acceptance of office. (Press and public to be excluded for any councillor deliberation)

2526/092. **Acceptance of apologies for absence:**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

2526/093. **To receive declarations of interests:**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

2526/094. **Dispensations:**

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

2526/095. **Exclusion of the Press and Public:** Standing Order #1r vii

The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Council is asked to discuss excluding the Press and public for any item listed on the below Agenda.

# PREVIOUS MEETING

2526/096. **Previous meeting minutes:**

To receive and sign the minutes of the ordinary council meeting held on 15th September 2025 (Previously circulated) LGA 1972 Sch 12 para 41(1)

**Matters Arising:**

* Review of Action log
* Laptop/operating system
* Village Gates
* Update re Aldi proposed development (invite to Melksham TC meeting)
* SSEN attendance at future meeting. Defibrillator training.
* Date for Finance Committee meeting to consider recommended budgets

# FINANCE

2526/097. **Invoices:** Council is asked to note/approve the following expenditure:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authority** | **Payee** | **Description** | **NET** | **VAT** | **GROSS** |
| Paid invoices – authorised at last meeting or paid on Standing Authority | | | | | |
| LGA 1972 s111 | Karen Spence | Clerk Salary 30/09/2025 | 654.91 | - | 878.97 |
| LGA 1972 s111 | Tony Cooper | Expenses September 2025 | 210.87 | 42.18 | 253.05 |
| LGA 1972 s111 | Parish Council Websites | Website hosting/support | 192.00 | 38.40 | 230.40 |
|  |  |  |  |  |  |
| To be approved for payment | | | | | |
| LGA 1972 s111 | Tony Cooper | Expenses | TBC |  |  |
| LGA 1972 s111 | Parish Online | Mapping Software | 56.00 | 11;20 | 67.20 |
|  |  | **Total to authorise** | **£TBC** | **£TBC** | **£TBC** |

1. **Receipts:** For Council to note receipts of £10060.97 for September 2025 (Precept 2/2 £9557.92; Cemetery £250.00).
2. **Account Balances:** – **As at 30th September 2025**

Current account: £ 23,293.54

Savings account: £ 50,675.63 Total all balances: £73,969.17

1. **Sign off for bank reconciliation:** For Councillor Griffiths to sign off September reconciliation.

# PLANNING

2526/098. **Planning:**

1. *At the time of publication of this agenda there were no applications for Council to consider. Any applications received between publication of the agenda and the meeting may still be discussed.*

(Please note in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body.)

2526/099. **Planning Decisions:** At the time of publication of this agenda, there were no planning decisions (made since the previous meeting) for Council to note.

# VILLAGE MAINTENANCE

2526/100. **Parish Steward:**

For Council to note that the list of works carried out by the Parish Steward on the October visit.

2526/101. **Parish Steward:**

Council is asked to consider a list for the November visit. The Parish Steward can only complete works listed in appendix 1. (Page 6)

*To note: the next dates for the Parish Steward to attend Broughton Gifford are 3rd and 4th November 2025.*

2526/102. **Village Maintenance Report (standing agenda item):**

For Council to receive a report from Councillor Cooper and to consider any items related to village maintenance.

This item will include a discussion about the current state of maintenance of the drainage ditch at the rear of Newleaze as highlighted at the previous meeting.

**COMMONS/CEMETERY/FOOTPATHS**

2526/103. **Speed Indicator Device**:

For Council to receive an update on progress reference Speed Indicator Device (if available). This will include an update from the clerk about the requirement to submit a Highways Improvement Request to LHFIG in respect of the installation.

**ADMINISTRATION**

2526/104. **Review of Policies and Procedures (Financial Regulations and Standing Orders):**

For Council to consider/approve an updated version of the Standing Orders and to receive an update on things highlighted for further clarification in the draft Financial Regulations.

If these are approved, Council is then asked to consider and agree a date for the Finance Committee to meet and consider proposed budgets for 2025/26

2526/105. **Committees and Representatives:**

Council is asked to review representation to enable updating and re-publication of the list (deferred from previous meeting.

2526/106. **Clerk contract and working arrangements:**

For Council to receive a brief report from the clerk proposing steps that need to be taken in respect of working arrangements once she has relocated. regarding a forthcoming change in her personal circumstances and to consider proposed options for future operation of the post.

2526/107. **Stone Barn (standing agenda item):**

For Council to receive an update (if available) on progress towards the improvements to the Stone Barn.

2526/108. **Village Fireworks:**

For Council to give formal approval for the bonfire and fireworks display on Saturday 1st November 2025 and to delegate responsibility for viewing/checking the insurance document (once available) to Councillor Monk.

2526/109. **Items for Parish magazine & Notice Boards:**

Councillors are asked to inform the Clerk which items it wishes her to highlight in the village magazine and notice boards from the meetings minutes:

2526/110. **Notice of items to be taken into consideration at the next meeting in September:**

Councillors are asked to highlight any further items.

*If Councillors have been approached by parishioners with an issue/item for Council to investigate, please can Councillors send it to the Clerk within 6 clear days of the next meeting. If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before the 1st July 2025 as per Standing Orders.*

2526/111. **Correspondence:**

There were no emails forwarded to all Councillors for Council to note and acknowledge since the previous meeting.

2526/112. **Date of the next meeting:**

Council is asked to note that the next meeting will be held on Wednesday 12th November 2025 at 7:30 pm in the village hall. All are welcome to attend.