



## BRATTON PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on  
**Tuesday 8<sup>th</sup> July 2025** at 7.15 pm in the Jubilee Hall.

**Present:** Cllr Keith Rayward (Chair), Cllr Cathy Elliott, Cllr Eddie Cole, Cllr Phil Whittaker and Cllr Karen Lewis-Jones.

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor Mike Phillips, Mr M Manson (Chair, BRGC), Mr R Drummond (Chair, NPSG) and 2 members of the public.

### Open Forum

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- The applicant for **PL/2025/04902** - 5 Luccombe Terrace, Imber Road, Bratton, Westbury, BA13 4SJ - Construction of 2no. raised decks within the curtilage of a dwellinghouse spoke to the Council in support of the application, providing background information.
- A representative from the Bratton Community Brass Bands spoke to the Council in respect of agenda item 29, providing background on the Band's links with the parish and its current organisational structure.

### Village updates:

- Wiltshire Council and Westbury Area Board – Cllr Mike Phillips reported the following:
  - Wiltshire Council had developed its framework direction for the next 10 years, the priorities which had been set were read out and could be viewed at the draft document on the WC website. This document would be considered by Full Council in a few weeks' time.
  - WC had been able to resolve flooding issues outside the Rec Ground at Trowbridge Road. The issue, which was not due to a mains water leak had been resolved by BT sealing a manhole cover.
  - Noted that the Referendum on the Bratton NDP had been scheduled for 17<sup>th</sup> July 2025 and further noted that central government funding for NP's had been withdrawn.
  - Reported that the metro count strips evident in the parish were part of a national scheme to regularly review traffic volumes and speeds throughout the UK.
  - Reported that dogs and cats were now legally required to have micro-chip information kept up to date, and that a resident in a nearby Parish had been fined £500 for not doing so..
  - Provided information on WC's Clean Air Policy and the drive to find residents and organisations willing to host equipment for a particle survey. Information would be provided to the Council post meeting.

- That WC had adopted a zero-tolerance policy towards fly tipping and that householders could be held responsible and were therefore advised to ensure that any contractors held appropriate waste carrier licenses and insurance.
  - The Chair asked Cllr Phillips for any information he had regarding the reported £5m deficit in the WC budget. Cllr Phillips reported that this information had only come to light after the election and appeared to relate to an accounting issue. He had no further information at this stage, although he reported that WC had a legal duty to operate a balanced budget and therefore resources may need to be allocated from reserves.
- Police Report – PCSO Alice Moore was not in attendance. The Chair reported that the PCSO had recently been involved in matters relating to the bike track in the MOD woods and the broken sign at the Millditch allotments.

	AGENDA ITEM
2025/19	<b>Apologies for Absence and to consider the reasons given</b> Cllr Lloyd due to ill health, accepted.
2025/20	<b>Declarations of Interest and Dispensations to Participate</b> None.
2025/21	<b>Minutes of Council Meetings</b> The minutes of the Annual Council Meeting held on <b>13<sup>th</sup> May 2025</b> were approved for accuracy and adopted (proposed Cllr Elliott, seconded Cllr Cole).  The minutes of a Neighbourhood Plan Steering Group meeting held on <b>12<sup>th</sup> June 2025</b> had not been circulated and the Chair of the SG would arrange for a copy to be sent out.
2025/22	<b>Co-option of Parish Councillors</b> Members considered the co-option of parish councillors to fill the 3 vacancies following the Ordinary Election of May 2025 (copy of Co-option Procedure previously circulated) and considered the application from Mr David Waller (following an informal meeting with the candidate in May 2025). It was proposed by Cllr Rayward, seconded by Cllr Whittaker and resolved to co-opt Mr David Waller to the Parish Council. The Parish Clerk would liaise with the new member to complete the necessary paperwork.
2025/23	<b>Committee and Council representative reports</b> Members received reports on the following:  a) Bratton Recreation Ground Committee – Mr Mike Manson - Draft minutes of meeting held on 23 <sup>rd</sup> June 2025 had been circulated to members together with a report from Mr Manson. Mr Manson spoke to his report, a copy of which is appended to the minutes. Members queried the assets held by the BRGC, which it was felt important to ask the Committee members to review given the high

	<p>number of items of equipment held and insured at the Rec Ground. It was noted that other organisations in the village also owned equipment and some consolidation could therefore take place. Members had regard to two recommendations from the Committee:</p> <ul style="list-style-type: none"> <li>a. That Mr Noel Kew be co-opted as a Committee member – Resolved (proposed Cllr Rayward, seconded Cllr Lewis-Jones).</li> <li>b. That the sum of up to £700 plus vat be allocated to enable necessary repairs to be carried out on the Bomag roller – This was agreed, subject to the costs being met from the BRGC reserves given the lack of budgetary provision for this work. The necessary authorisation for this expenditure had been included within the payments due list and would be authorised under agenda item 27 d).</li> </ul> <p>b) LHFIF and Highways matters – the Chair had provided a report and members had regard to two items:</p> <ul style="list-style-type: none"> <li>a. Relocation of Primary School direction sign on B3098 – it was noted that the necessary works had been booked in with WC contractor. It was not clear when the works would be carried out as a utility survey would be required in the first instance.</li> <li>b. Topographical and Video Survey of Court Lane/B3098 junction – the Topographical Survey work had been considered following complaints from residents about damage caused by lorries in the location. The desirability for an additional video survey was discussed, and agreed that it would be worthwhile to create a record of the extent of the issue. The Chair had circulated the 3 options and the associated process before the meeting and it was resolved to proceed with Option 2 for a 7-day 12 hour survey, with the PC contribution of 30% to be met from the EMR LHFIF and the balance by WC Highways (proposed Cllr Rayward, seconded Cllr Cole). It was noted that it would be important for the survey not to start until after the end of the school summer holidays. The Chair would liaise with LHFIF accordingly to take this forward.</li> </ul> <p>c) Website Working Group – The Chair reported that a meeting needed to be arranged as the group had not met for a long time. He asked that the Clerk be present at the meeting, which would also review the website content post the NDP referendum. The Clerk would arrange a meeting.</p> <p>d) Emergency Planning Working Group – The Chair reported that his focus had lain with the Neighbourhood Plan work however, he would look to progress this in time for a report to be presented to the next Council meeting in September 2025.</p> <p>e) Village Green Committee – Draft minutes of meeting held on 23<sup>rd</sup> June 2025 had been circulated to members and members also considered establishing a Terms of Use and Contract for the formal hire of the Village Green. It was agreed to refer this to the VGC for finalising. The Committee would also progress the works required to the rota cone, which required a new bearing at a potential</p>
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	<p>cost of £1,000 at its next meeting and it was noted that an allocation from the CIL fund may be required to enable this work to be carried out. The youth shelter project was also progressing and Cllr Elliott had been successful in her grant application to the Area Board; the PC would now be asked to authorise the necessary draw down of s106 funds to allow for the installation of the base (agenda item 27g).</p> <p>f) Tidy Bratton Group – The Chair reported that the group had carried out a tremendous amount of work, for which volunteers were thanked. The working group was next due to meet on Saturday 12<sup>th</sup> July however, the Chair advised caution given the extreme temperatures forecast for the weekend. It was reported that the shelving and hangers in the Tidy Bratton containers had now been installed.</p> <p>g) Bratton VJ day representation – The Chair reported that a PC representative was required for ceremonial purposes. It was agreed to nominate Cllr Lloyd in the first instance, with Cllr Cole as stand in if required.</p>
<b>2025/24</b>	<p><b>Parish Council Projects Updates and Reports</b></p> <p>Members noted the previously circulated brought forward list and discussed the below listed project:</p> <p>Christmas Lights Switch on Event – It was reported that Cllr Cole had checked the lights which had been previously erected around the village green and had managed to put them in a usable condition. Nw bulbs were required – all the originals being missing, at an anticipated cost of up to £450. Poles and rigging would be required for proper installation. Altogether, an expenditure of £2,000 was anticipated. Following debate, it was agreed that this would be prudent use of CIL funds, and a budget to progress the works was therefore allocated from this reserve (proposed Cllr Rayward, seconded Cllr Lewis-Jones).</p>
<b>2025/25</b>	<p><b>Planning applications and consultations</b></p> <p><b>PL/2025/04902</b> - 5 Luccombe Terrace, Imber Road, Bratton, Westbury, BA13 4SJ - Construction of 2no. raised decks within the curtilage of a dwellinghouse (retrospective) – Support (proposed Cllr Elliott, seconded Cllr Cole).</p> <p><b>PL/2025/04774</b> - Land North of Westbury Road, Bratton, Wiltshire - Erection of 6 No. dwellings and associated works – Support (proposed Cllr Rayward, seconded Cllr Cole).</p> <p><b>PL/2025/04488</b> – Pickers Palmers Farm, Capps Lane, Heywood, BA13 4NE - Prior approval under Part 3 Class Q for the Conversion of barn to 1 dwelling – Amended Plans/Additional Information – Comment: That the Highways Department was asked to review the application to consider the impact of traffic generation from an increased number of properties at the site, given the nature and topography of Capps Lane (proposed Cllr Rayward, seconded Cllr Cole).</p>

	<p><b>PL/2025/04813</b> - Land north of Westbury Road and West of Court Orchard, Bratton - Variation of conditions 4 (Approved Plans) , 7 (LEMP) and 8 (Ecological Parameters Plan) relating to application PL/2021/05259 – Support (proposed Cllr Rayward, seconded Cllr Lewis-Jones).</p> <p><b>PL/2025/05475</b> - 5 Upper Garston Lane, Bratton, BA13 4SN - T1 - Section fell Beech tree – Leave to Tree Officer.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) – None.</p>
<b>2025/26</b>	<p><b>Neighbourhood Plan for Bratton</b></p> <p>Mr Drummond provided an oral report and members noted that the Neighbourhood Development Plan Referendum would take place on 17<sup>th</sup> July 2025. Mr Drummond also reported that the result would likely be known that evening and he hoped there would be a good turnout of voters.</p> <p>Mr Drummond reported that the NPSG had last met on 5<sup>th</sup> June 2025 and discussed what came next for the group. It had been agreed to refresh the membership and advertise for new members. The next step post referendum would be to begin planning for the review of the NDP, which would need to be undertaken within the next 2 to 3 years. Another element of the post referendum work required was to ensure that any actions encapsulated within the NPD for Parish Council attention were duly addressed.</p> <p>It was noted that it had taken 8 years to complete the NDP and progress it to referendum stage and all those involved in the process were sincerely thanked for their efforts.</p>
<b>2025/27</b>	<p><b>Financial Reports</b> (reports previously circulated)</p> <p>Members received, noted and adopted items a) to d) below (proposed Cllr Elliott, seconded Cllr Cole).</p> <ul style="list-style-type: none"> <li>a) Schedule of payments and receipts to 30<sup>th</sup> June 2025.</li> <li>b) Bank reconciliation statements as at 30<sup>th</sup> June 2025.</li> <li>c) Budget Report as at 30<sup>th</sup> June 2025. The Clerk was asked to provide more detail regarding nominal codes 4120, 4130 and 4150 which were showing as overspent against budget.</li> <li>d) Council Reserves as at 30<sup>th</sup> June 2025.</li> </ul> <p>In considering the Budget Report under item c) above Members had regard to the BRGC element of the budget and its expenditure to date. It was agreed that the Clerk and Chair would liaise with the Chair of the Committee to discuss methods of providing a higher level of budgetary control. The discussion would also cover how best to authorise</p>

	<p>expenditure, given that the budget was already expected to be in a deficit over and above the allocated contribution from the PC.</p> <p>e) Payments due for June to be paid in July were approved – 23 payments at a total of £5,201.19 (proposed Cllr Lewis-Jones, seconded Cllr Whittaker). The funds to carry out the necessary repair to the Bomag roller as approved under agenda item 23a) were included in the list.</p> <p>f) Members considered a request to draw down the annual grant budgeted for the Jubilee Hall Management Committee in the amount of £3,250 (Members noted that the insurance costs included in the annual budget have been paid direct by the JHMC for 2025/26). The request was approved and the Clerk would arrange for the necessary transfer of funds (proposed Cllr Lewis-Jones, seconded Cllr Cole).</p> <p>g) Members considered the process for the allocation of CIL monies and approved the draw down of s106 funds in support of the purchase and installation of the youth shelter (proposed Cllr Rayward, seconded Cllr Lewis-Jones). The Clerk would submit the necessary request to Wiltshire Council.</p>
<b>2025/28</b>	<p><b>Wiltshire Independent Remuneration Panel (IRP) - Scheme of city, town and parish allowances</b> (copy previously circulated)</p> <p>Members considered the report regarding schemes of allowances and agreed that it was not appropriate for members of Bratton Parish Council to be paid an allowance. The Clerk would reply to Wiltshire Council accordingly.</p>
<b>2025/29</b>	<p><b>Bratton Community Brass Band – Use of the Village Green</b></p> <p>Members received a report from the Chair following correspondence relating to the Picnic in the Park event (6<sup>th</sup> July 2025) and considered the BPC relationship with the Bratton Bands going forward (previously circulated). The Chair reported that there had been a significant change of personnel and a shift towards a more national focus. This had resulted in the BCCB sending a proposal to the Parish Council to regulate the relationship between the two organisations. Members acknowledged the special relationship the BCCB had with the village and the cultural service it provided and agreed that recompense would be appropriate. Having discussed the matter, members agreed it would be best to proceed with the current status quo namely that:</p> <ul style="list-style-type: none"> <li>• BPC would support events put on by the BCBB for the benefit of the Parish (viz the Picnic on the Green concert);</li> <li>• BPC would consider favourably requests from the BCBB for grants from the BPC (the last being toward the instrument storage in the Church Institute),</li> <li>• BPC would apply for musical support to Parish events on an individual basis (note – the Remembrance tide commemorations will continue to be funded by the Bratton Branch of the Royal British Legion).</li> </ul> <p>The Chair would reply to the BCCB accordingly.</p>

<b>2025/30</b>	<b>Correspondence</b> Local resident re: bike tracks in MOD woods. Members noted the content of the report from the resident and it was agreed that the Chair would prepare a response to the correspondence.
<b>2025/31</b>	<b>Bratton Parish News</b> Members agreed the below listed items for inclusion in the next edition of the BPN: <ul style="list-style-type: none"> <li>• Planning information</li> <li>• Information from Cllr Mike Philips re: dog and cat microchipping and fly tipping</li> <li>• Air Quality box hosts</li> <li>• Update on LHFIG and highway matters</li> <li>• Co-option of new parish councillor and vacancies remaining</li> </ul>
<b>2025/32</b>	<b>Parish Council Calendar</b> The calendar of parish council meetings and events had been circulated to members and was noted.
<b>2025/33</b>	<b>Date of next meetings</b> Tuesday 9 <sup>th</sup> September 2025 – Jubilee Hall.

There being no further business the meeting was closed at 9.25 pm.

#### APPENDIX 1 – REPORT FROM BRATTON RECREATION GROUND COMMITTEE

##### PITCHES

The football and cricket pitches are in good condition. We are investigating if there are affordable solutions to improve drainage at the top of the adult and junior football pitches.

The cricket square is in excellent condition and has been used for many matches. Its quality, and that of the outfield, is such that for a second year we have hosted several Wiltshire CC junior matches.

##### TEAMS USING THE GROUND

Unfortunately Bratton FC have folded due to the loss of several players and the retirement of their two managers. However Westbury Celtics FC have reformed and will play home games on Sunday mornings on the adult pitch from September, with training starting on Wednesday evenings in August. A request from St Andrews FC, from North Bradley, to use the junior pitches for their two U11 teams and one U12 team has been accepted. They have already started training on Monday and Tuesday evenings.

Bratton CC and Trowbridge CC 3<sup>rd</sup> XI have continued to use the Ground. Wiltshire CC junior teams, both male and female, have also been using the Ground.

##### FIXTURES

The crossover from football to cricket went well in April/May, thanks to flexibility when arranging fixtures by all teams involved. Both cricket teams have been able to play a total of 11 home matches so far, and only one fixture has been cancelled due to rain. Wiltshire CC junior teams have played four matches here so far, with three matches to come.

### EQUIPMENT

The Ransomes triple gang cylinder mower formerly used by our contractor was delivered on 12 March. The Rec Ground volunteer team are using and maintaining it successfully. They have had to replace one hydraulic pipe, with a lot of assistance from Dusty Millier, and have sharpened the blades themselves. Unfortunately the Bomag wicket roller, which is very old, requires a repair that will cost about £600.

The cricket nets which were damaged in the winter storms will be repaired and reinforced soon. Most of the cost of doing so will be paid by insurance. The nets are currently usable.

### BUILDINGS

All the buildings and their facilities are in good condition. St Andrews FC have installed their own storage container (smaller than the existing one) at the Ground, adjacent to the existing container.

### COMMITTEE MEMBERSHIP

The Committee unanimously wish to co-opt Mr Noel Kew, who has considerable knowledge of ground drainage, and request the Parish Council's approval of this.

### FINANCE

The excess of expenditure over income for FY 24/25 was unusually large due to awaiting payment of the Football Foundation grant (of £1705) for the container and awaiting payment of some football invoices. The budget for FY 25/26 includes an excess of expenditure over income of about £2300, although this was set before the changes to football team usage and we hope that this excess will reduce below £2000, which is the allowance for the Rec Ground in the Parish Council budget.

[Mike Manson](#)

M P Manson, Chairman, Bratton Recreation Ground Management Committee



APPENDIX 2 – LIST OF PAYMENTS DUE FOR PAYMENT IN JULY 2025

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
BT	Phone and broadband	43.07
Idverde	BRG bin collections	33.79
Ideal Grounds Maintenance	Grounds maintenance	106.00
HMRC	PAYE/NI June	465.44
Nicola Duke	Salary June	1070.88
Wiltshire Pension Fund	Pension contributions June	367.97
Gooding Accounts	Payroll fee June	20.00
Allstar Fuel	BRG Fuel	103.00
Footfall Direct	BPN printing	160.00
Emma Edmonson	BRG Cleaning	30.00
Steve Lloyd	BRG filter element for mower	36.44
Cllr Rayward	Reimburse costs of allotment signs	112.73
OVO Energy	BRG electric May- June	77.77
Mike Manson	BRG expenses as per invoices	211.15
Peter Sharland	BRG expenses sawdust and cleaning supplies	49.65
Wiltshire Council	LHFIG contribution Imber Road 30 mph extension	900.00
Water Business	Gales Ground allotments Dec 2024 – June 2025	66.92
Water Business	BRG Water Dec 2024 – June 2025	322.47
Cllr Elliott	Reimburse grass pegs	18.50
Cllr Cole	Reimburse Gales Ground allotment costs for water comp	55.47
Bratton Bicycle and Garden	Maintenance for Ransome mower	140.00
Bratton Bicycle and Garden	Costs for maintenance to Bomag roller (pre-authorise)	700.00
Wessex Water	Millditch allotments Dec 2024 – June 2025	109.94
	<b>Total of 23 payments</b>	<b>£5,201.19</b>