

**GREAT BEDWYN PARISH COUNCIL**  
**Notice of Meeting and summons to attend**

**NOTICE IS HEREBY GIVEN that a Meeting of Great Bedwyn Parish Council will be held on Thursday 9 November 2017 in the Memorial Hall, Frog Lane, Gt. Bedwyn commencing at 7.30pm**

Charles Howell, Chairman of the Great Bedwyn Parish Council  
**077360825577 clerk@greatbedwyn-pc.gov.uk**

3 November 2017

**At 7pm, prior to the meeting, the public are invited to meet with councillors informally. Local Wiltshire councillor, Stuart Wheeler will be invited to attend.**

**Agenda**

1	<b>Welcome &amp; public participation</b> – 20 minutes (in addition to informal session)
2	<b>Apologies for Absence.</b> (2 minutes)
3	<b>Minutes</b> - To receive and sign as a true record the Minutes of the meeting held on the 14 September 2017 previously circulated. (3 minutes)
4	<b>Declarations of Interest</b> - To receive declarations of any pecuniary or non-pecuniary interests in respect of any item contained in this Agenda.(3 minutes)
5	<b>Appointment of Vice-Chairman</b> Motion from Cllr Howell to thank Karen Gardner for her service to the council. The Council will appoint a new vice-chairman (5 minutes)
6	<b>Unpaid Officer to the Council</b> Proposal to create the role of unpaid officer to the Council and discussion interim arrangements until such time a new clerk has been appointed. ( 5 minutes)
7	<b>Appointment of Unpaid Officer</b> Proposal to appoint a member of the Council to fill the role of unpaid officer and unpaid Responsible Finance Officer to the Council. (5 minutes)
8	<b>Appointment of Clerk (Proper Officer), RFO and Data Protection Officer.</b> The Council will discuss and agree the recruitment process for a new Clerk (Proper Officer) (LGA, 1972), Responsible Finance Officer (LGA 1972) and Data Protection Officer (GDPR 2018) (8 minutes).
9	<b>Appointment of members to the Finance Committee</b> Proposal to appoint at least, two new members to fill the vacancies on the Finance Committee. (3 minutes)
10	<b>Resignation of clerk.</b> Motion from Cllr Howell to thank Jo Pike for all she has done for the council Motion from Cllr Barry to investigate the circumstances of the clerk's departure in order to stop the situation happening again. Initially to compile interactions between Councillor Williams and the former clerk. Report to be circulated before the next meeting. (8 minutes)
11	<b>Budget setting</b> – The Council will receive reports from the follow Councillors Cllr Bushby – Great Bedwyn pre-school Cllr Nicholson – Playground Cllr Howell – Village Handyman Cllr Barry – continue s137 grants for good causes at the same level as last year. Cllr Thornton – Incident camera The Council will discuss the budget reports and budget setting process. (10 minutes)
11	<b>Allotment Lease</b> The Council will review and reach an agreement on a new lease with Ramsbury Estates for the provision of allotments in Back Lane. The Council has a statutory duty to provide allotments under the The Allotments and Small Holdings Act 1908, s.23.1 (5 minutes)

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12	<b>Housing Survey</b> The Council will discuss and approve the wording for the Housing Needs Survey. (5 minutes)																																																												
13	<b>Planning</b> Councillor Clack to report (5 minutes) 17/07721/FUL 6, Railway Terrace...Two storey extension 17/08518/TCA Granary Road...tree work 17/08690/TCA The Glebe House...fell pear tree 17/08679/TCA Tree work, Manor Farm 17/08551/FUL 36,Farm Lane...single story extension 17/08413/FUL 88A,Church Street...Change of use 17/09395/LBC...17/09186/FUL.... 7 Church St single story extension/alterations to cottage																																																												
14	<b>Parking Survey</b> To receive report from Cllr Howell on lack of progress following Cllr Gardner’s resignation. Cllr Howell to propose that survey be postponed until we have a new clerk in place and are able to construct and test a data base and are able to input data. (3 minutes)																																																												
15	<b>Finance (3 minutes)</b> <b>Finance Report –</b> Bank balances – Treasurer’s Account £10817.63 Business Int. Account <u>£14486.30</u> <u>£25303.93</u> <b>To approve the following payments</b> <u>Payments made to an authorised contract</u> <table><tr><td>CPRE</td><td>1374</td><td>36.00</td></tr><tr><td>Ramsbury Estates</td><td>1375</td><td>250.00</td></tr><tr><td>Playsafety Ltd</td><td>1379</td><td>105.00</td></tr><tr><td>Clerk salary</td><td>1380</td><td>544.45</td></tr><tr><td>Clerk expenses</td><td>1381</td><td>22.10</td></tr><tr><td>Cancelled</td><td>1385</td><td>0.00</td></tr><tr><td>Clerk expenses</td><td>1386</td><td>32.55</td></tr><tr><td>Last Landscaping</td><td>1387</td><td>1236.00</td></tr><tr><td>Clerk Salary &amp; holiday pay</td><td>1389</td><td>1249.84</td></tr><tr><td>HMRC - paye</td><td>1390</td><td>167.07</td></tr><tr><td>Grant Thornton - audit</td><td>1391</td><td>240.00</td></tr><tr><td></td><td></td><td>3883.01</td></tr></table> <u>Other payments</u> <table><tr><td>Great Bedwyn pre-school grant</td><td>1376</td><td>250.00</td></tr><tr><td>Link Scheme grant</td><td>1377</td><td>300.00</td></tr><tr><td>Youth Club</td><td>1378</td><td>100.00</td></tr><tr><td>Place Studio Ltd (GBNDP)</td><td>1382</td><td>7694.96</td></tr><tr><td>H Sheehan (GBNDP)</td><td>1383</td><td>180.00</td></tr><tr><td>Post Office - BKVC</td><td>1384</td><td>86.14</td></tr><tr><td>Youth Club</td><td>1388</td><td>100.00</td></tr><tr><td></td><td></td><td>8711.10</td></tr></table>	CPRE	1374	36.00	Ramsbury Estates	1375	250.00	Playsafety Ltd	1379	105.00	Clerk salary	1380	544.45	Clerk expenses	1381	22.10	Cancelled	1385	0.00	Clerk expenses	1386	32.55	Last Landscaping	1387	1236.00	Clerk Salary & holiday pay	1389	1249.84	HMRC - paye	1390	167.07	Grant Thornton - audit	1391	240.00			3883.01	Great Bedwyn pre-school grant	1376	250.00	Link Scheme grant	1377	300.00	Youth Club	1378	100.00	Place Studio Ltd (GBNDP)	1382	7694.96	H Sheehan (GBNDP)	1383	180.00	Post Office - BKVC	1384	86.14	Youth Club	1388	100.00			8711.10
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