

GREAT BEDWYN PARISH COUNCIL

Notice of Parish Council Meeting

You are hereby summoned to the Full Council meeting of Great Bedwyn Parish Council. Held on Thursday 13th July 2023 in the Memorial Hall, Frog Lane, Gt. Bedwyn commencing at 7:30. **The public are welcome to attend the informal session prior to the meeting from 7.00pm**

The public should request any supplementary information noted on this agenda from the Clerk who will be happy to supply a copy in advance of the meeting. It is not possible to display this information on our website or noticeboards.

Clair Wilkinson, Clerk to Great Bedwyn Parish Council, 6th July 2023, clerk@greatbedwyn-pc.gov.uk

AGENDA – Full Parish Council Meeting

1. To vote on a Chairman for the council for the period until May 2024
2. To vote on a Vice Chairman for the council for the period until May 2024. (Not a legal requirement)
3. **Public recess.** A maximum of **15** minutes for members of the public to address the council with regards to items on the agenda. A member of the public shall speak for no longer than 5 minutes. A question to the council does not require a response at the meeting or start a debate or discussion. The Chairperson may direct that a verbal or written reply be given. *
4. **To vote on holding agenda item 27 as a confidential item. The chairman is to read the following statement and request a proposer for the vote.**

Exempt items

Certain items are expected to include the consideration of exempt information the full council meeting is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item restricted:

Item 27. Staff back pay for additional hours worked and proposed increase in monthly hours.

Reason for Restriction:

Schedule 12(A) Local Government Act 1972, Paragraph (1,2,3):

1. **Information relating to any individual.**
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that
4. information).

Condition:

Information is not exempt if it is required to be registered under-

- The Companies Act 1985
- The Friendly Societies Act 1974
- The Friendly Societies Act 1992
- The Industrial and Provident Societies Acts 1965 to 1978
- The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)
- The Charities Act 1993 Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

5. **To vote to co-opt any candidates for Councillor.** [See supplementary information for candidate details.](#)
6. **To receive apologies from Cllrs with reason and vote on their approval.**
7. **Councillors to state any declarations of interest for agenda items.**
8. **Review and approve May 2023 Full Council minutes.**
9. **Review Action points from May 2023 Full Council minutes.**
10. **To approve the draft Flood Plan created By Mr Hitchman and reviewed by the Council's Village Safety committee.** [See supplementary information for the draft plan.](#)
11. **Verbal update on work carried out so far on project for 1 speed indicator device for 4 locations within Great Bedwyn and update on next steps. The council is to vote on any item required, in order to proceed with this project.**
12. **FINANCE. To formally note for the minutes of the Internal Auditors report for 2022/23 and approve the Clerk/RFO's actions or recommendations.** [See supplementary information for the auditors' report and any recommendations.](#)
13. **FINANCE. To approve the councils' asset register for the year ending 31.3.23** [See supplementary information for the register.](#)
14. **FINANCE. To approve the Clerk and RFO as approvers on the council's Unity bank account – omitted from May meeting.**
15. **FINANCE. To formally note the bank reconciliations carried out by a Cllr each quarter for the councils' bank accounts.** [See supplementary information for the reports.](#)
16. **FINANCE. Discussion and vote on approving £125 costs for the handyman to attend a RoSPA playground inspection course. There is an optional examination at the end of the course for £120.00. VAT to be added to both costs.**
17. **FINANCE. VILLAGE HALL GRANT FUND. To formally note the quote from the successful contractor for the work, in order to transfer the £45,000 CIL funds to the project. (Original requirement for the transfer of funds)** [See additional information for the quote.](#)
18. **FINANCE. Discussion and vote on whether to grant up to £1000 to Great Bedwyn Church for tree maintenance within the cemetery.**
19. **Discussion and vote on whether to request Wiltshire Council's Local Highways and Footpaths Improvement group carry out work at St Mary's Field to project verge from damage.** [See supplementary information for the damage and details of the LHFIG groups.](#)
20. **To approve the new council policy on Complaints.** [See supplementary information for the policy.](#)
21. **Approve the councils' annual risk assessments.** [See supplementary information for the risk assessments.](#)
22. **To approve the proposed pricing structure for the allotment tenancy fees – report from Allotment Committee.** [See supplementary information for the report and new fee structure.](#)
23. **Playground update from Cllr Nicholson if required.**
24. **To formally note for the minutes the outcome of the Clerks delegated power to approve the costs with Last's for cutting the cemetery grass.** [See supplementary information for the costs.](#)
25. **To acknowledge the written report from Cllr Wyatt on the Great Green Bedwyn Project if received.**
26. **To vote on the retrospective approval of costs from the Great Green Bedwyn Project since the March 23** [See supplementary information for any payments.](#)

27. **CONFIDENTIAL ITEM. To approve staff back payment for extra hours worked and proposed increase in monthly hours. See confidential supplementary information.**

28. **FOR INFORMATION. Planning report – applications received since last meeting.** (For information only. Planning committee to report on voting decisions) Visit www.wiltshire.gov.uk/planning-building-control/planning for full application details. GBPC comments are in brackets.

PL/2023/02399 1 Bedwyn Common, Marlborough, SN8 3HZ Modification of planning obligation Removal of S106 Agreement on K/39300, following the grant of planning permission for the annexe to become an independent dwelling (PL/2021/07810 and appeal decision APP/Y3950/W/22/3296421). (No comment)

PL/2023/03274 Wynend, 50 Church Street, Great Bedwyn, Marlborough, Sn8 3pq G1 - group of Leylandii trees - fell G2 - mixed Conifer trees - fell T3 and T4 - 2 x Willow trees - re-pollard. (No objection)

PL/202/03312 45 Church Street, Great Bedwyn, Marlborough, SN8 3PQ. Loft Conversion and Rear Dormer (No comment)

PL/2023/03196 Tottenham House and Estate, Savernake, Wilts, SN8 3BE. Internal alterations, reconfiguration, restoration and refurbishment throughout the Main House including the change in use of some rooms; and other associated and ancillary works. (No comment)

PL/2023/03154 6 Forestry Houses, Forest Hill, Great Bedwyn, SN8 3LW. Change of use from C3 (residential) to C1 (residential + studio + AirBnB) (Objection)

PL/2023/03635 Bahama, 6, Great Bedwyn, Marlborough, SN8 3LP (No comment)

29. **FOR INFORMATION. Planning applications processed by Wiltshire Council since the last meeting:** (For information only)

PL/2023/02044 39 Church Street, Great Bedwyn, Marlborough, Sn8 3pq WCC approved with conditions.

PL/2023/01792 Meadow View, 62A Church Street, Great Bedwyn, Marlborough, SN8 3PF WCC approved with conditions.

PL/2023/02235 Old School House, 150 St Katharines, Savernake, SN8 3BG WCC approved with conditions.

PL/2023/03274 Wynend, 50 Church Street, Great Bedwyn, Marlborough, Sn8 3pq WCC had no objections.

PL/2023/03312 45 Church Street, Great Bedwyn, Marlborough, SN8 3PQ WCC approved with conditions.

PL/2023/03196 Tottenham House and Estate, Savernake, Wilts, SN8 3BE WCC approved with conditions.

30. **Finance report** – See information from RFO below. (The public can request this information from the Clerk)
Payments and income since last meeting:

Great Bedwyn Parish Council Finance Report 6th July 2023

Payments Since Last Meeting

Date	Payee	Description	Gross £	VAT £	Net £
23/05/2023	The Three Tuns	King's coronation event: Picture quiz	99.01		99.01
23/05/2023	@59 Band	King's coronation event: Band evening performance	250.00		250.00
25/05/2023	Volunteer	King's coronation event: Bake off pizzas	91.21		91.21
25/05/2023	Volunteer	King's coronation event expenses	542.26		542.26
25/05/2023	Climate Officer	March & April hours	450.00		450.00
25/05/2023	Cllr Wyatt	GGB website costs 2 years	172.80		172.80
25/05/2023	Volunteer	King's coronation event expenses	604.41		604.41
07/06/2023	Clerk & RFO	May salary & expenses & March expenses	487.31		487.31
07/06/2023	HMRC	Employee Tax/NI	110.40		110.40
07/06/2023	DCK Accounting	May payroll	36.00	6.00	30.00
07/06/2023	Handyman	May hours & expenses	265.95	3.33	262.62
07/06/2023	Volunteer	May expenses: Fuel for playing field grass cutting	33.44	5.58	27.86
08/06/2023	Vision ICT	SSL certificate annual renewal	60.00	10.00	50.00
08/06/2023	Auditing Solutions Ltd	Internal Audit	492.00	82.00	410.00
08/06/2023	Great Bedwyn Memorial Hall	GBPC Hall hire Apr'22-Mar'23	325.50		325.50
22/06/2023	James de Wesselow	Jockey Green grass cutting	130.00		130.00
22/06/2023	Royal Mail Group	PO box annual fee	396.00	66.00	330.00
27/06/2023	Great Bedwyn Memorial Hall	GBPC Hall hire Oct'20-Mar'22	291.00		291.00
27/06/2023	Clerk & RFO	Staff salaries	443.17		443.17
27/06/2023	HMRC	Employee Tax/NI	110.60		110.60
27/06/2023	DCK Accounting	June payroll	36.00	6.00	30.00
27/06/2023	Clerk	June Expenses	20.24	1.17	19.07
04/07/2023	Vision ICT	Hosted 12 email accounts Sept '23 - Aug '24	259.20	43.20	216.00
04/07/2023	Handyman	June Hours & Expenses	233.50		233.50
04/07/2023	Last Landscaping	Grass cutting churchyard Q1 2023-24	1,026.00	171.00	855.00
30/06/2023	Unity Trust Bank	Service charge Q1 23-24. 3mths @ £6 p/mth	18.00		18.00
		Total	6,984.00	394.28	6,589.72

Bank Reconciliation at 6th July 2023

			£	£
Balance b/fwd at 4 May 2023			100,614.39	
Receipts			1,777.91	
Payments				6,984.00
Balance c/fwd 6 July 2023				95,408.30
			<u>102,392.30</u>	<u>102,392.30</u>
<u>Balance per bank statements</u>				
TSB Business Account	51634	06/07/2023	245.00	
TSB Saving Account	7018306	06/07/2023	35,400.02	
Unity Business Account	20460060	06/07/2023	59,818.28	
				95,463.30
Less outstanding cheques / unapproved payments on Unity				
	Chq 300001		55.00	
				55.00
Balance at 6 July 2023				<u>95,408.30</u>

31. Items for next agenda.

Powers that allow the council to act;

Item 16. Rospa course.

Item 17. Church grant for tree maintenance.

Item 22 allotment fees

Item 24 Grass cutting

Item 27. Staff back pay and increase of hours.

*Standing Orders section 3, items e, f, g & h. Approved May 2021 **Local Government Act 1972

Signed: Clair Wilkinson, Parish Clerk