

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 9th November 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. Copies will not be available on the evening of the meeting.

Clair Wilkinson, Clerk to Great Bedwyn Parish Council, 2nd November 2023, clerk@greatbedwyn-pc.gov.uk

AGENDA – Full Parish Council Meeting

1. **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. *
2. **To vote to co-opt any candidates for Councillor.** See supplementary information for candidate details.
3. **To receive apologies from Cllrs with reason and vote on their approval.**
4. **Councillors to state any declarations of interest for agenda items.**
5. **Review and approve September Full Council minutes.**
6. **Review Action points from September Full Council minutes.**
7. **To discuss and vote on feedback to be given to Wiltshire Council on the new timetable from Marlborough to Great Bedwyn and the effectiveness of the “On-demand” bus service.**
8. **If applicable - To approve the draft emergency plan created by the Safety Committee representatives.** See supplementary information for the draft plan. This item will be discussed if the relevant information is received prior to the meeting.
9. **If applicable - To review and approve the proposed questionnaire on congestion and pedestrian safety within the parish.** See supplementary information for the draft if available.
10. **FINANCE. Review the budget and precept requirements for the 2024/25 financial year. Cllrs to come to the meeting with items for inclusion for projects for 24/25.** See supplementary information for details provided by RFO. **To vote on approval of the budget and precept if appropriate to do so.** Deadline to vote is 11th Jan 24 full council meeting.
11. **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.
12. **FINANCE. Discussion and vote on making a donation to the Bedwyn Footpath Group of £1000.** See supplementary information for their grant submission.
13. **FINANCE. To approve the frequency of which the council will look at the budget vs expenditure report and make decisions based on the figures.** Report is available for review as supplementary information.
14. **FINANCE. To look at new quoted costs of emptying the dog waste bins along the canal (x2) and costs of emptying the play area bins.** See supplementary information for updated information.
15. **FINANCE. To vote on whether to renew the Community First annual membership at £40.00 per year.** See supplementary information for the services they provide.

16. **FINANCE.** To review and vote on the updated agreement from the Handyman, with an increase of hourly rate to £20ph from Nov 23.
17. **FINANCE.** To review and vote on internal auditor quote for 2024 onwards. See supplementary information for the quotes.
18. To review and vote on the final external audit report from PFK Littlejohn and approve the response from the RFO. See supplementary information.
19. To discuss and vote on the proposed Terms of Reference document (TOR) to enable the Safety Committee to legally convene and hold Committee meetings as required. See supplementary information for more information. Note – there are items to request to the LHFIG group at WCC if the committee is formed. A meeting can be convened to vote on this for submission. (White lines, pavement extending and White marker gates on Browns Lane)
20. To approve the new council policy on co-options. See supplementary information for the policy.
21. To approve the updated Financial Regulations document. See supplementary information.
22. Playground update from Cllr Nicholson if required.
23. To acknowledge the written report from Cllr Wyatt on the Great Green Bedwyn Project if received.
24. To vote on the retrospective approval of costs from the Great Green Bedwyn Project since the September 23 See supplementary information for any payments.
25. Discussion and vote on any changes to be made on the grass cutting arrangements for the playing field. (Cllr Nicholson) See supplementary information for further information. Updated information to review and vote on, with new quotes for the work for 2024 onwards.
26. Discussion and vote on any response to send back to Wiltshire Council with regards to the draft local plan and housing allocation. See supplementary information for further information.
27. **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/2023/06634 4. CASTLE ROAD, GREAT BEDWYN. Double height extension to rear of property, with open plan kitchen/dining on the ground floor, and a pitched roof master bedroom and en-suite on the first floor. (No objection)

PL/2023/07900 Pumphouse Cottage, Crofton, Change of use from vacant, former cottage tied to pumping station employment, to Kennet & Avon Canal Trust administration office on upper floor with visitor refreshment facilities on ground floor. (No objection)

PL/2023/08153 11 FARM LANE, GREAT BEDWYN. T1 Oak - Crown lift by 3m and 15% crown reduction (No comment)

PL/23/08682. MANDEVILLE, 48 CHURCH STREET, GREAT BEDWYN T1: Conifer: Fell, out grown its location and clients plans to re-landscape.

PL/2023/08641. 21 Coster View, Great Bedwyn. Single storey rear extension.

PL/2023/08781 LAND WEST OF, GRANARY ROAD, GREAT BEDWYN. T281 Lime - Crown raise to 4m. T282 Goat Willow - Prune to clear roof by 2m. T283 T284 - Dead Spruce - Fell to ground level.

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

PL/2022/09356. Land at Rosemary Close, Great Bedwyn. Approved with Conditions by WCC

PL/23/05545 D.L. Lemon (Wiltson) Limited, Burial Drove, Wilton Approved with Conditions by WCC

PL/23/05844 WALNUT TREE HOUSE, BACK LANE, GREAT BEDWYN, No objection by WCC

PL/23/06013 26 Spaines, Great Bedwyn, Approved with Conditions by WCC

PL/23/06367 42 Hillside, Brook Street, Great Bedwyn, Approved with Conditions by WCC

PL/23/06941 ASH TREE HOUSE, BACK LANE, GREAT BEDWYN, No objection by WCC

PL/2023/07446 15 FAIRFIELD, GREAT BEDWYN No objection by WCC

29. **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 31st October 2023					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
19/09/2023	Handyman	Handyman hours & expenses Jul & Aug	416.15		416.15
19/09/2023	Climate Officer	Climate Officer hours May-Aug	525.00		525.00
19/09/2023	Pandora Signs	Addition of logging facility to speed sign	270.00	45.00	225.00
19/09/2023	CPA Horticulture	Playground bark	1,182.00	197.00	985.00
21/09/2023	WALC	Play Area Inspection training for handyman	150.00	25.00	125.00
21/09/2023	PKF Littlejohn	Annual External Audit	252.00	42.00	210.00
26/09/2023	Clerk & RFO	September salaries	514.75		514.75
26/09/2023	HMRC	September payroll Tax/NI	128.40		128.40
26/09/2023	DCK Accounting	September payroll	36.00	6.00	30.00
28/09/2023	Playsafety Limited	Annual playground inspection	119.40	19.90	99.50
28/09/2023	Clerk	Aug & Sept Expenses. Mileage for budget work, stamps, printing & laminating sheets	132.66	15.91	116.75
05/10/2023	Volunteer	Aug & Sept expenses: Fuel for playing field grass cutting	56.20		56.20
05/10/2023	Great Bedwyn Parish Council	Transfer from TSB savings a/c to unity current a/c	35,435.84		35,435.84
05/10/2023	Great Bedwyn Parish Council	Transfer from TSB current a/c to unity current a/c	195.00		195.00
12/10/2023	Handyman	September handyman hours and expenses	244.41		244.41
19/10/2023	Clerk & RFO	October salaries	514.35		514.35
19/10/2023	HMRC	October payroll Tax/NI	128.80		128.80
19/10/2023	DCK Accounting	October payroll	36.00	6.00	30.00
19/10/2023	The Wiltshire Bobby Van Trust	Grant	100.00		100.00
19/10/2023	Clerk	Clerk's October Expenses. Printer supplies, envelopes & 2nd class stamps for allotment lease renewals	43.78	2.30	41.48
31/10/2023	Unity Trust Bank	Service charge Q2 23-24. 3mths @ £6 p/mth	18.00		18.00
31/10/2023	Great Bedwyn Parish Council	Transfer from Unity current a/c to Unity savings a/c	48,909.34		48,909.34
		Total	89,408.08	359.11	89,048.97
Bank Reconciliation at 31st October 2023					
			£	£	
Balance b/fwd at 7 Sept 2023			46,384.11		
Receipts			101,740.18		
Payments				89,408.08	
Balance c/fwd 31 Oct 2023				58,716.21	
			148,124.29	148,124.29	
Balance per bank statements					
TSB Business	51634	31/10/2023	145.00		
TSB Saving Ac	7018306	31/10/2023	75.41		
Unity Busines	20460060	31/10/2023	9,571.46		
Unity Savings	20482873	31/10/2023	48,909.34		
			58,701.21		
Less outstanding cheques / unapproved payments					
	Chq 300001		55.00		
				55.00	
Add cash payments not yet cleared through bank					
	Allotment rent		70.00		
				70.00	
Balance at 31 Oct 2023			58,716.21		

30. **Clrs to state any items for the next agenda.**

MEETING ENDS

For information only - Powers that allow the council to act;

Item 9. Questionnaire printing LGRA 1997 s.30 / HA 1980 s.274A

Item 10. Precept LGA 1972 S150 s4.

Item 12. Donation to footpath group LGA 1972 s.137

Item 14. Dog bins LA 1983 S5

Item 15. Community First LGA 1972 s.137

Item 16. Handyman agreement. A variety of legislation cover this expenditure, depending on the task in hand.

Item 25. Grass cutting. HA 1980 s.96

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

Signed: Clair Wilkinson, Parish Clerk

Next council meeting Thursday 11th January 2024 7.30pm, Village Hall.