

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 23rd May 2024 in the Memorial Hall, Frog Lane, Gt. Bedwyn commencing at 7:30. **The annual council meeting precedes this meeting at 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, 09 May 2024, 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. *
Cllr H Cooper will provide feedback of the meeting with WCC Transport with regards to the “On Demand” bus service issues as part of public recess.
- 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.** To note the resignation of Cllr Wyatt.
- 4. Councillors to state any declarations of interest for agenda items.**
- 5. Review and approve March 24 Full Council minutes.**
- 6. Review Action points from March 24 Full Council minutes.**
- 7. FINANCE.** To formally note the bank reconciliations carried out by a Cllr since the last meeting for the councils’ bank accounts. See supplementary information for the reports.
- 8. FINANCE.** Updated discussion on training of Parish Cllrs and vote on any funds to spend. See supplementary information.
- 9. FINANCE.** To further the discussion and vote if required on local “Citizens Advice” style provision within the parish from the January meeting. See supplementary information for suggested item and progress report.
- 10. FINANCE.** To review the quote from our website supplier Vision ICT on updating the contact page. See supplementary information as part of the improvements of item 9 on the agenda.
- 11. FINANCE.** To approve grass cutting costs of £35 plus VAT per cut to Tactical Facilities Management to regularly cut the play area grass. 18 cuts per season, pro rata for 2024 May onwards.
- 12. FINANCE.** To approve and sign off part 1 of the AGAR. See supplementary information.
- 13. FINANCE.** To approve and sign off part 2 of the AGAR. See supplementary information.
- 14. FINANCE.** To approve writing off a cheque from an allotment tenant that was never cashed. See supplementary information.
- 15. FINANCE.** To ratify the approval of purchasing aqua-sacs and the quarterly work hours for the handyman for flood risk checks. See supplementary information.
- 16. PLANNING.** Updated item - Review of Planning Committee decision making processes and the proposed development of a planning checklist for committee members. (Requested by Cllr White) See supplementary information. Item moved from March meeting.

17. **ALLOTMENTS.** Initial discussion and vote on whether the council feel purchasing allotment land would have long term benefit to the council and the allotment tenants. To discuss the possibility of making an approach to the current landlord to discuss further.
 18. **SAFETY.** To approve the final costs and specifics for the white marker Gates at Browns Lane. [See supplementary information.](#)
 19. To approve any new council policies. Anti-Corruption and Bribery Policy. [See supplementary information.](#)
 20. Clerk to report on any feedback forms from the Doctors Surgery that require a council discussion/agenda item or for Cllrs information purposes. [See supplementary information.](#)
 21. **Playground update** from Cllr Nicholson if required.
 22. **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 9th May 2024					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
12/03/2024	Tactical Facilities Management Ltd	Dog waste bin empties February	51.55	8.59	42.96
12/03/2024	Handymen	Feb handyman hours	140.00		140.00
12/03/2024	Ramsbury Estates Ltd	Allotment rent for 1 Jan 24 - 30 Jun 24	250.00		250.00
21/03/2024	Clerk	March expenses. Printer Ink, A4 envelopes & paint for seesaw	27.49	3.55	23.94
21/03/2024	Clerk & RFO	March staff salaries	546.61		546.61
21/03/2024	HMRC	March payroll Tax/NI	136.60		136.60
21/03/2024	DCK Accounting	March payroll	36.00	6.00	30.00
21/03/2024	Ramsbury Estates Ltd	Allotment rent for 25 Sep 23 - 31 Dec 23 part 2	4.11		4.11
28/03/2024	DCK Accounting	Payroll Year End submission 2023-2024	36.00	6.00	30.00
31/03/2024	Unity	Service charge Q4 23-24. 3mths @ £6 p/mth	18.00		18.00
03/04/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	5,000.00		5,000.00
11/04/2024	Pandora Signs	Speed device, data logging facility, solar kit & delivery	4,044.00	674.00	3,370.00
16/04/2024	Last Landscaping	Grass cutting churchyard Q4 2023-24	1,026.00	171.00	855.00
16/04/2024	Phil Duckett	Gate/fence work at the allotments	700.00		700.00
16/04/2024	Handymen	Handyman March Hours	120.00		120.00
16/04/2024	Tactical Facilities Management Ltd	March grass cutting and dog bin empties	526.75	87.79	438.96
16/04/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	5,000.00		5,000.00
18/04/2024	AET Flood Defence Ltd	50 Aqua-sacs plus delivery	244.80	40.80	204.00
18/04/2024	Clerk April Expenses	HP printer ink, post box for surgery and lawn mower	114.98	19.16	95.82
25/04/2024	Clerk & RFO	April staff salaries	546.81		546.81
25/04/2024	HMRC	April payroll Tax/NI	136.40		136.40
25/04/2024	DCK Accounting	April payroll	36.00	6.00	30.00
25/04/2024	Wiltshire Association of Local Councils	Annual subs WALC & NALC 2024-25	573.68	95.61	478.07
25/04/2024	Great Bedwyn Parish Council	Internal transfer current to savings a/c	10,000.00		10,000.00
25/04/2024	Great Bedwyn Memorial Hall	Hall hire for council meetings Jan-March 2024	19.00		19.00
02/05/2024	Information Commissioner's Office	Annual data protection fee renewal	35.00		35.00
		Total	29,369.78	1,118.50	28,251.28
Bank Reconciliation at 9th May 2024					
			£	£	
			54,280.62		
		Balance b/fwd at 5 Mar 2024	35,872.53		
		Receipts			
		Payments		29,369.78	
		Balance c/fwd 9 May 2024		60,783.37	
			<u>90,153.15</u>	<u>90,153.15</u>	
Balance per bank statements					
		TSB Business A/c	51634	09/05/2024	145.00
		TSB Saving A/c	7018306	09/05/2024	75.93
		Unity Business A/c	20460060	09/05/2024	11,332.70
		Unity Savings A/c	20482873	09/05/2024	49,541.49
					61,095.12
Less outstanding cheques / unapproved payments					
		Chq 300001	55.00		
		OLB 9	256.75		
					311.75
		Balance at 9 May 2024			<u>60,783.37</u>

23. Cllrs to state any items for the next agenda.

MEETING ENDS

FOR INFORMATION. Planning applications voted on by GBPC and any WCC decisions. Visit www.wiltshire.gov.uk/planning-building-control/planning for full application details and any Wiltshire Council decision. You can view all planning committee minutes on our website [Meetings Dates, Agendas and Minutes - Great Bedwyn Parish Council \(greatbedwyn-pc.gov.uk\)](#) to view the results of GBPC's votes.

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

- Item 8. Training LGA 1972 s111
- Item 9 Citizens Advice LGA 1972 s137
- Item 10. Website update LGA 1972 s.142
- Item 11 Grass cutting HA 1980 s.96
- Item 15. Flood prevention. PHA 1936 s260
- Item 17. Allotment land requirement. LGA 1972 s.124(1)
- Item 18. White Marker gates LGA 1972 s.136

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

Signed: Clair Wilkinson, Parish Clerk

Next council meeting 11th July 2024 7.00pm, Village Hall. Frog Lane. Great Bedwyn.

*Society of Local Council Clerks.