

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 11th January 2024 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 January 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. *
2. **Vote on item 24 as a CONFIDENTIAL item**

Exempt items

Certain items are expected to include the consideration of exempt information Finance Committee 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 24 To approve the changes to staff salary levels (as per the National Recommendation) and back pay to April 2023.

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 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 1999 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).

3. **To vote to co-opt any candidates for Councillor.** [See supplementary information for candidate details.](#)
4. **To receive apologies from Cllrs with reason and vote on their approval.**
5. **Councillors to state any declarations of interest for agenda items.**
6. **Review and approve November Full Council minutes.**
7. **Review Action points from November Full Council minutes.**
8. **To approve the draft emergency plan and the draft flood plan created by the Safety Committee representative after their December meeting.** [See supplementary information for the draft plan.](#) This item will be discussed if the relevant information is received prior to the meeting.
9. **To discuss the issue of flooding around Manor Farm and any steps/action the PC can take.** (Taken from December Safety Committee meeting)
10. **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.](#)
11. **FINANCE.** Approve Delegated powers to the Clerk to arrange the signing of the new allotment land lease with a solicitor.
12. **FINANCE.** Approval of the purchase of £500 of sandbags for use in the parish and the approve the costs of up to £100 on the handyman's quarterly schedule for a maximum of 5 hours of work as Flood Safety Officer.
13. **FINANCE.** Approval of second Speed Indicator Device (SID) from allocated funds for 2023/24 costing £3090 with spare battery or £3650 with solar charging panel. Both options are within the allocated funds budget [See additional information for quote.](#)
14. **FINANCE.** To vote on what type of credit or debit card for the council to use for purchases. Unity Credit card, or TSB Debit card. [See additional information for the specifics of each.](#)
15. **FINANCE.** Discussion on training of Parish Cllrs. What is available and how it can be booked/paid for? (Requested by Cllr White)
16. **FINANCE.** Grant discussion. Can the PC fund the services of an expert in "Citizen's Advice" matters to visit the Parish on an occasional basis to advise residents. (Requested by Cllr White)
17. **Bedwyn News editor discussion.** To discuss now the BPN editor can speak to Cllrs. (Requested by Cllr White)
18. **ALLOTMENTS.** To approve the purchase of a replacement gate and fencing from the 2023/24 budget. [See additional information for quotes.](#)
19. **PLANNING.** Review of Planning Committee decision making processes and the proposed development of a planning checklist for committee members. (Requested by Cllr White)
20. **Report from Cllr Wyatt on the last Pewsey Area Board meeting.** (Requested by Cllr Wyatt)
21. **To discuss and vote on the final 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.](#)
22. **To approve any new council policies.** None for this meeting.
23. **Playground update from Cllr Nicholson if required.**
24. **STAFF & HR. CONFIDENTIAL ITEM.** **To approve the changes to staff salary levels (as per the National Recommendation) and back pay to April 2023.** [See supplementary information](#)
25. **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 \(greatbedwyn-pc.gov.uk\)](https://www.greatbedwyn-pc.gov.uk/Meetings-Dates-Agendas-and-Minutes) to view the results of GBPC's votes.

26. **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 2nd January 2024					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
07/11/2023	Allbuild	Cut football field	420.00	70.00	350.00
07/11/2023	Last Landscaping	Grass cutting churchyard Q2 2023-24	1,026.00	171.00	855.00
07/11/2023	WALC	Annual subs WALC & NALC 2023-24	548.40	91.40	457.00
14/11/2023	Handyman	Handyman hours & expenses Oct	235.28		235.28
14/11/2023	Bedwyn Footpaths Group	Grant	1,000.00		1,000.00
16/11/2023	PCAP	Transfer remaining GGB funds to the PCAP group	1,003.01		1,003.01
28/11/2023	Clerk & RFO	November staff salaries	514.55		514.55
28/11/2023	HMRC	November payroll Tax/NI	128.60		128.60
28/11/2023	DCK Accounting	November payroll	36.00	6.00	30.00
07/12/2023	Hugh Davies	Handyman hours & expenses Nov	264.80		264.80
07/12/2022	Vision ICT	Annual website hosting and support Feb 24-Jan-25	161.26	26.88	134.38
19/12/2023	Clerk & RFO	December staff salaries	514.55		514.55
19/12/2023	HMRC	December payroll Tax/NI	128.60		128.60
31/12/2023	Unity	Service charge Q3 23-24. 3mths @ £6 p/mth	18.00		18.00
Total			5,999.05	365.28	5,633.77
Bank Reconciliation at 2nd January 2024					
			£	£	
Balance b/fwd at 31 Oct 2023			58,716.21		
Receipts			1,034.96		
Payments				5,999.05	
Balance c/fwd 2 Jan 2024				53,752.12	
			<u>59,751.17</u>	<u>59,751.17</u>	
Balance per bank statements					
TSB Business A/c	51634	02/01/2024	145.00		
TSB Saving A/c	7018306	02/01/2024	75.57		
Unity Business A/c	20460060	02/01/2024	5,025.56		
Unity Savings A/c	20482873	02/01/2024	49,204.14		
			54,450.27		
Less outstanding cheques / unapproved payments					
	Chq 300001		55.00		
	December staff salaries		514.55		
	HMRC Dec Tax/NI		128.60		
			698.15		
Balance at 2 Jan 2024			<u>53,752.12</u>		

27. **Cllrs to state any items for the next agenda.**

MEETING ENDS

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

Item 11. Allotment lease. LGA 1972 s.124(1) or s222

Item 12. Sandbags/Flood work PHA 1936 s.260(1) LGA 1972 s.136

Item 13. SID LGRA 1997 s.30 / HA 1980 s.274A

Item 14 Debit or credit card LGA 1972 s.111

Item 15. Training LGA 1972 s111

Item 16 Grant LGA 1973 s137 or s142 2a) depending on specific organisation funded.

Item 18. Allotment gates SHAA 1908 s.26

*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 14th March 2024 7.30pm, Village Hall.