

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 July 2024 in the Memorial Hall, Frog Lane, Gt. Bedwyn commencing at 7:30. [An informal chat session begins 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, 02.07 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. **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 May 23rd Full Council minutes.**
6. **Review Action points from May 23rd 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.** Re-approve updated section 2 of the AGAR for the external audit. [See supplementary information.](#)
9. **FINANCE.** To review the quote from our website supplier Vision ICT on updating the contact page or updating the website to Wordpress and re-designing it. To also consider other quotes obtained from other suppliers for the same work. [See supplementary information.](#)
10. **FINANCE.** To review whether the council needs a logo and discuss and vote on any actions to take to achieve this. (Item requested by Cllr White) [See supplementary information.](#)
11. **FINANCE.** Review of the cash book vs the budget document. [See supplementary information.](#)
12. **FINANCE.** Discuss and approve 6 hours of overtime each for the Clerk and the RFO to conclude work on updating Financial Regulation and Standing Orders to the newest versions.
13. **Approval of Cllr D Cooper joining the Safety Committee.**
14. **To approve any further Cllrs joining the Planning Committee.**
15. **To review and approve any response to our MP with regards to Railway issues raised by Bedwyn Passenger Trains Group on 10th May.** (Item requested by Cllr D Cooper) [See supplementary information.](#)
16. **To review and approve any changes to staff contracts with relation to the NALC national standard contract.** [See supplementary information.](#)
17. **To review the planters in the village centre with a view to improving maintenance or removal. To vote on the proposed course of action.** [See supplementary information.](#)
18. **ALLOTMENTS.** To review and approve progress made with new tenancy agreements for all tenants. [See supplementary information.](#)
19. **ALLOTMENTS.** To discuss a vote on whether to split the larger plots into smaller plots so more tenants can benefit from the allotments. [See supplementary information.](#)

20. **PLANNING. 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 May meeting.
21. **ALLOTMENTS. To discuss any feedback received from the allotment landowner with regards to GBPC's approach to discuss purchasing the land.** [See supplementary information.](#)
22. **SAFETY. To discuss and vote on whether to request WCC remove the double yellow lines from outside the Primary School.** (Item requested by Cllr D Cooper)
23. **To approve the annual risk assessments and approve any updates/changes to be made.** [See supplementary information.](#)
24. **To review any feedback from the first free session for children at Oxenwood. Arranged by Community First.** [See supplementary information.](#)
25. **To approve any new council policies. Asset register Policy.** [See supplementary information.](#)
26. **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.](#)
27. **To ratify the letter sent to a landowner with regards to access to land for drainage clearance.** [See supplementary information.](#)
28. **Playground update from Cllr Nicholson if required.**
29. **Discuss and vote on whether to approve an extra recommended grass cut costing £400.00 plus VAT by Tactical Facilities Management.** [See supplementary information.](#)
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 2nd July 2024					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
09/05/2024	Tactical Facilities Management Ltd	April grass cutting and dog bin empties	539.64	89.94	449.70
09/05/2024	Vision ICT	SSL certificate annual renewal	60.00	10.00	50.00
09/05/2024	Community First	Annual Membership	40.00		40.00
16/05/2024	Handyman	Handyman April hours & expenses	332.32		332.32
16/05/2024	Street Master	2 square bin liners	132.00	22.00	110.00
28/05/2024	Staff salaries	May salaries	546.61		546.61
28/05/2024	HMRC	May payroll Tax/NI	136.60		136.60
28/05/2024	Chiseldon Parish Council	Chapel room hire for annual internal audit	20.00		20.00
10/06/2024	DCK Accounting	May payroll	36.00	6.00	30.00
13/06/2024	Do The Numbers Ltd	Annual Internal Audit	250.00		250.00
13/06/2024	Handyman	Handyman April hours & expenses	200.46		200.46
13/06/2024	James de Wesselow	Jockey Green area grass cutting	130.00		130.00
20/06/2024	Drone Environmental Ltd	Ariel flood area inspection and report	1,980.00	330.00	1,650.00
20/06/2024	Tactical Facilities Management Ltd	May grass cutting and dog bin empties	806.35	134.39	671.96

20/06/2024	Ramsbury Estates Ltd	Allotment rent for 01/01/24-30/06/24	250.00		250.00
27/06/2024	Staff salaries	June salaries and expenses	594.44	1.33	593.11
27/06/2024	HMRC	June payroll Tax/NI	136.80		136.80
27/06/2024	DCK Accounting	June payroll	36.00	6.00	30.00
30/06/2024	Unity Trust Bank	Quarterley service charge	18.00		18.00
02/07/2024	Royal Mail	PO Box annual fee	424.20	70.70	353.50
02/07/2024	Tactical Facilities Management Ltd	June grass cutting	475.20	79.20	396.00
02/07/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	7,000.00		7,000.00
02/07/2024	Unity Trust Bank	Unity multipay card set up fee	50.00		50.00
02/07/2024	Lloyds Bank	Unity multipay card monthly fee	3.00		3.00
02/07/2024	Community First	Annual Insurance 2024-25	767.22		767.22
		Total	14,964.84	749.56	14,215.28

Balance b/fwd at 9 May 2024			60,783.37		
Receipts			435.15		
Payments				14,964.84	
Balance c/fwd 2 July 2024				46,253.68	
			<u>61,218.52</u>	<u>61,218.52</u>	
Balance per bank statements					
TSB Business A/c	51634	02/07/2024	145.00		
TSB Saving A/c	7018306	02/07/2024	76.11		
Unity Business A/c	20460060	02/07/2024	4,796.75		
Unity Savings A/c	20482873	02/07/2024	49,866.46		
			54,884.32		
Less outstanding cheques / payments not yet approved on unity:					
	OLB 31		321.59		
	OLB 32		272.85		
	OLB 33		136.80		
	OLB 36		424.20		
	OLB 37		475.20		
	TFR 4		7000.00		
			8,630.64		
Balance at 2 July 2024			<u>46,253.68</u>		

31. 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 \(greatbedwyn-pc.gov.uk\)](http://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 9 Website LGA 1972 s.142
- Item 12 Overtime LGA 1972 s 112(2)
- Item 17. Planters. LGA 1894 s.8(1)(i)
- Item 29. 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 12th September 2024 7.00pm, Village Hall. Frog Lane. Great Bedwyn.

*Society of Local Council Clerks.