

GREAT BEDWYN PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
MEETING HELD ON 13 JANUARY 2022 7.30PM
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Clack, Cllr Nicholson, Cllr Younger, Clair Wilkinson, Parish Clerk, and 5 members of the public.

To note that Cllr Fry had resigned from the council.

412.22 – 1. Welcome and public participation

Queen's Jubilee – a resident asked whether the Parish Council is going to arrange an event? Cllr Barry advised there is a proposed sum of £3000 in the 2022/23 council budget but this will need volunteers to put the event together. The council will publicise that they are looking for organisers for this event. This will be added to the next Parish News. A fete and parade had been held previously which was a success. The school could be approached to participate. The Friends of the Church were also looking to hold a summer event. The PC may be able to organise the closing of any roads with Wiltshire Council.

The work of Eric and his efforts to keep the area neat and tidy was raised by a resident. Cllr Barry had recently spoken to Eric at length and thanked him for his efforts over the years. It was felt that Eric would like everyone in the Parish to contribute towards keeping the area neat and tidy. There is a sum of money proposed for the 2022/23 budget to engage a Parish Handyman to enable more local work to be carried out.

413.22 – 2. Apologies for absence and vote to approve them.

Apologies were received from Cllr Wyatt who did not feel that a face-to-face meeting was appropriate due to rising Covid numbers and from Cllr Sheerin who had a personal matter to attend to.

A proposal was made to approve these apologies. The proposal was seconded and all Cllrs were in favour.

414.22 – 3. Co-option of Councillors

There were no candidates.

Cllr Barry has an action to write an article for the next Parish News to encourage more residents to come forward for co-option.

415.22 – 4. Approval of Minutes from 11th November 2021

Page 1 - Amendment to public recess comments with regards to clarity over Bedwyn Dyke Field. The resident felt that no further support should be given until Little Bedwyn sought to do so.

Page 4. Planning application PL/2021/08759 & PL/2021/09089. The application was not withdrawn. The application was approved by Wiltshire Council.

The minutes of the meeting of 11th November 2021 were proposed as an accurate record of the meeting with the above amendments. The proposal was seconded and all Cllrs were in favour.

416.22 – 5. Review of action points from last meeting

Owner	Minute ref	Action
Cllr Barry	395.22-5	Add a budget line item for 2022/23 budget for bench repairs/maintenance. DONE, will be discussed as part of the budget item
Cllr Barry	395.22-5	Investigate accurate costs for metred electricity supply for Xmas lights. To be added to Jan 2022 agenda for consideration for 2022 event. DONE, to be added to future agenda for consideration for Xmas 2022
Cllr Barry	395.22-5	Check the current Christmas lights work ready for installation DONE, lights did not work so repairs were made.
Clerk	395.22-5	Request open spaces map from WCC. DONE, Cllrs have the map.
Clerk	398.22-8	Add Parish logo agenda item to Jan 2022. DONE, but moved to future agenda when there are less items to be discussed.
Clerk	399.22-10	Add Cllrs “soft skills” list to Standing Orders. DONE, new S/Os provided to Cllrs and on website.
Cllr Fry	402.22-12	Talk to Drs surgery to ensure defib is in good working order and ask if they can provide more defib training. DONE, there has been a request to GBPC for funding for the defib maintenance and further training will go ahead when Covid allows.
Clerk	403.22-13	Add “green info” board agenda item to Jan 22 agenda. DONE, to be added to future agenda when there are less items to be discussed.
Cllr Fry	403.22-13	Ask if the old Drs surgery board can be used for the new info board. DONE, no, the board cannot be used.
Clerk	403.22-13	Add re-siting of the local history plaque movement to Jan 2022 agenda. DONE, there is no appetite to review the placing of the plaque by GBPC, the Clerk is to report back to the resident that there are no plans to discuss moving the plaque.
Clerk	404.22-14	Send 2021/22 budget to all Cllrs. DONE
Cllr Younger and Clerk	404.22-14	Cllr Younger to provide quotes for disabled allotment access for Jan 2022 agenda. Clerk to add item to the next agenda. Moved to March 2022 agenda.
Cllr Barry	404.22-14	Add budget item for 2022 Queen’s Jubilee to 2022/23 budget for consideration. DONE
Cllr Nicolson	404.22-14	Review current playground budget and repairs currently needed. Make recommendations to Cllr Barry prior to Jan 2022 meeting DONE.

Owner	Minute ref	Action
Clerk	404.22-14	Add review of playground inspection report to Jan 2022 agenda DONE
Clerk	408.22-18	Add Flood Plan to Jan 2022 agenda DONE
Clerk	412.22-22	Add items listed to Jan 2022 agenda DONE

417.22 – 6. Declarations of interest. There were none.

418.22 – 7. Approve vexatious and habitual complainer policy

A proposal was made to approve and adopt this policy. The proposal was seconded and all Cllrs were in favour.

419.22 – 8. Approve the budget for 2022/23 Financial Year.

Note – the completed and final documents relating to the budget for 2022/23 are on the Parish Council's website www.greatbedwyn-pc.gov.uk

After a discussion over the items to be included within the budget and the values allocated to them, the proposal for the 2022/budget was as follows:

A proposal was made to approve the following items for the 2022/23 budget:

Admin and Staff – no changes from 2021/22

Allotments – increase of costs for maintenance, waste disposal and strimming work. Also new gate posts, signage and removal of overhanging trees. A further amount of £5,000 for wheelchair access to the site.

Playground – increase of costs for further bark, maintenance work on equipment, and bench repairs. £3000 may be taken from reserves for larger repairs and there is already £7,500 in reserves for future replacement costs.

Parish Maintenance – Increase budget to £10,000 to allow the introduction of a parish handyman. To come from reserved funds for 2022/23 then be added to future budgets as regular expenditure.

Other – Grants fund of £3,700. Plus moving a further £2,865 from reserves for grants. £3,000 for the Queen's Jubilee costs. £1,000 for improvements to the Parish Council website. £550 for new/replacement noticeboards. £250 to refurbish the Victorian lamppost. £500 for Christmas lights and £9,000 for an electricity supply for the Christmas lights. £25,000 for Village Hall expansion project. Doctor's surgery defibrillator maintenance £135.00. Green Great Bedwyn initiative £6,170 (100% covered by National Lottery grant). Traffic management £3,500.

The proposal was seconded and all Cllrs were in favour.

It should be noted that:

- CIL funds cannot be used for daily running costs
- CIL was underspent in 2021/22 Financial year. Could be up to £72,000 spent in FY 2022/23 subject to the Council having the ability to plan and complete projects.
- It is also forecast that once reserves and CIL are used for extra funding for items such as the parish handyman; future precepts would need to rise accordingly to cover these costs.
- Funds for a possible 3 defibrillators should be looked at in 2022/23.

420.22 – 9. Approval of Precept request to Wiltshire Council for 2022/23 Financial Year.

A proposal was made to request £22,000 from Wiltshire Council for the 2022/23 precept, which is a 0% increase from 2021/22. The proposal was seconded and all Cllrs were in favour.

421.22 – 10. Playground Inspection Report. Cllr Nicholson.

Decision to be made on when to replace wooden beams with splits in the wood. The original oak would now be replaced with treated pine which doesn't have such longevity. The £3000 in the budget for 2022/23 should cover this requirement.

It was noted that fence posts rot regularly and will be subject to ongoing replacement.

There are no high-risk items on the last external report from Sept 2021, but there are some medium risk items.

Cllr Nicholson will arrange for a site visit from the Playground repairs company to provide a quote on repairing all medium risk items. Will be brought back to Full Council meeting for a decision on work to be carried out.

The bark will continue to be topped up regularly.

422.22 – 11. Flood Action plan requirements

Cllr Barry suspended Standing Orders so Mr Hitchman could participate in the discussion.

A new Emergency Response plan needs to be created which GBPC currently don't have.

The Clerk has a blank draft plan that can be used.

This project requires a co-ordinator who can work with the Flood Group and Wiltshire Council to ensure all relevant documents are available to residents.

Mr Hitchman has agreed to bring the 2014 plan up to date before handing it over.

The PC did have a snow emergency plan but the location of this is currently unknown.

The PC need to understand the ongoing responsibilities for flood prevention to ensure they can commit to them regularly – to include items the new handyman could undertake.

Some critical pipework may need cleaning – liaise with Wiltshire Council for who is responsible for this.

There may need to be an additional budget item for regular work.

Mr Hitchman is to create a regular maintenance schedule of works that the PC can hopefully commit to.

The Clerk has an action point to add this to the March 2022 agenda for a follow up, so progress can be made.

423.22 – 12. Together for our Plant update from Cllr Wyatt.

The written report was received from Cllr Wyatt and there were no questions or comments. The job advert had been published and has had 3-4 good applicants so far.

424.22 – 13. Approve delegated powers for expenditure for Green Great Bedwyn Project.

A proposal was made to approve delegated powers for the Clerk, along with Cllr Wyatt and Cllr Barry for expenditure for the following:

- Zoom for 12 months (including £23 discount)= £120
- Project officer pay=£3750 (about £300/month)
- Questionnaire software (Survey monkey) 10 months at £25/month) = £250

- Printing costs (subject to getting quotes) = at least £675
- Third party Insurance = £100
- Village hall hire and refreshments for 4 meetings = £400
- Travel and expenses costs - very hard to estimate - estimated= £400
- Payment to Parish News - tbc agreed
- Heat Sensitive Camera estimate £450. Depending on survey results.

The proposal was seconded and all Cllrs were in favour.

To note that the Clerk, Cllr Wyatt and Cllr Barry must be in agreement via email on items requiring expenditure before any purchase or agreement can be entered into. Items will be brought to the next applicable council meeting for retrospective approval.

425.22 – 14. Approve delegated powers for Cllrs responsible for the allotment to have the power to discuss and decide whether to approve a free plot to the school if requested.

A proposal was made to give delegated powers to Cllrs Younger, Clack and Wyatt to make any such decision on providing an allotment plot to the school free of charge if appropriate to do so. This power lasts until January 2023.

426.22 – 15. Decision to approve funds to the volunteers in the village who will maintain the village centre planters.

A proposal was made to provide £50 annually to the volunteers in order to plant up the village planters. The proposal was seconded and all Cllrs were in favour.

427.22 – 16. Planning report

Cllr Clack gave the planning report as follows:

- PL/2021/05546. The Maltings. Refurbishment of existing buildings & erection of 3 dwellings. Highways work a concern. – No white lines at end of Castle Road. T junction is dangerous. Parking provision doesn't meet regulations. No further comments but objected originally.
- PL/2021/10476. 42 Brook St. Proposed work to trees in a conservation area. No comment.
- PL/2021/10212. 5 Church Street. 2 storey rear extension, new rooflights in existing pitched roof and internal alterations. No comment
- PL/2021/10266. Tottenham House. Reserved matters – landscaping, access, etc for 17/12461/OUT. No comment
- PL/2021/10582. Tottenham House. Reserved matters – landscaping, access etc for 17/12461/OUT. No comment
- PL/2021/10733. 23 Stokke Common. Single storey full height glazed extension, & first floor master bedroom extension. Extension over existing thatched roof over first floor extension. No comment.
- PL/2021/11131. Glebe House. Tree works. No comment
- PL/2021/10170. Rear of 86/87 Church St. Single storey 3 bed house. Concerns over encroaching on nearby houses. Out of keeping with the local area. No other garden building in the area. Query over boundary extension. Flood risk. Object.

428.22 – 17. Finance report. Cllr Barry gave the finance report as follows to 11/1/22:

Cheques since last meeting:

Date	Payee	Description	Cheque #	Gross £	VAT £	Net £
23/10/2021	Elise Younger	Councillor Expenses. Stamp and envelopes	1625	2.86		2.86
23/10/2021	Nina Hempstock	RFO Expenses. 2nd class std and lrg ltr stamps. Ltr and C5 envelopes	1626	15.36	0.67	14.69
23/10/2021	Clair Wilkinson	Clerks Expenses. Large 1st class stamps and laminating sheets	1627	14.40		14.40
11/11/2021	HMRC	Employee Tax October	1628	192.60		192.60
23/11/2021	DCK Accounting	Payroll November	1629	30.00	5.00	25.00
23/11/2021	Sylvia Wyatt	Councillor Expenses. Expenses for bench and plaque	1630	114.50		114.50
23/11/2021	A Ford	Cutting bushes and strimming at allotments	1631	120.00		120.00
23/11/2021	Staff Salaries	Salary for Clerk and RFO November	1632 & 1633	457.20	0.00	457.20
30/11/2021	Great Bedwyn Memorial Hall	Defib Grant	1634	340.80	56.80	284.00
26/11/2021	PCC of Great Bedwyn	Grant for church bells	1635	2,000.00		2,000.00
26/11/2021	Allotment tenant	Refund of allotment deposit	1636	25.00		25.00
10/12/2021	HMRC	Employee Tax December	1637	69.80		69.80
10/12/2021	Staff Salaries	Salary for Clerk and RFO December	1638 & 1639	416.26	0.00	416.26
10/12/2021	Vision ICT	Annual subs website hosting and support	1640	150.00	25.00	125.00
10/12/2021	DCK Accounting	Payroll December	1641	30.00	5.00	25.00
07/01/2022	Marlborough.News LTD	Advert P/T project officer climate action	1642	25.00		25.00
07/01/2022	Ian Barry	Councillor Expenses. Christmas lights repairs and connection to mains	1643	188.16	29.02	159.14
11/01/2022	Last Landscaping	Grass cutting 3rd Quarter 2021	1644	1,309.20	218.20	1,091.00
Total				5,501.14	339.69	5,161.45

Bank Reconciliation at 11 Jan 2022

£ £

Balance b/fwd at 10 Nov 2021	101,473.70	
Receipts	8,907.15	
Payments		5,501.14
Balance c/fwd 11 Jan 2022		104,879.71
	<u>110,380.85</u>	<u>110,380.85</u>

Balance per bank statements

Account	51634	03/01/2022	44,608.11
Account	7018306	28/12/2021	<u>62,220.76</u>
			106,828.87
Less outstanding cheques			
	1577	30.00	
	1606	40.00	
	1621	22.50	
	1630	114.50	
	1637	69.80	
	1640	150.00	
	1642	25.00	
	1643	188.16	
	1644	<u>1,309.20</u>	
			1,949.16
Balance at 11 Jan 2022			<u><u>104,879.71</u></u>

429.22 – 18. Items for the next agenda

It was noted that Risk Assessments are due in March. These will be carried out outside the meeting and a report given on the findings and any remedial work required in the March meeting.

The meeting closed at 9.21pm.

Date of next meeting: Thursday 10th March 2022, Village Hall, Starting 7.30pm

Action Points

Owner	Minute ref	Action
Cllr Younger and Clerk	404.22-14	Cllr Younger to provide quotes for disabled allotment access for Jan 2022 agenda. Clerk to add item to the next agenda.
Clerk and Cllrs	412.22-1	Publicise the need for an organiser to put together a Queens Jubilee event. The school to be approached to be asked if they wish to participate.
Cllr Barry	414.22-3	Write an article for the Bedwyn Parish News on the need for more residents to be co-opted as Cllrs
Clerk	419.22-8	Make sure the approved 2022/23 budget figures are on the council's website
Clerk	421.22-8	Add consideration for 3 defib costs annually into future council meeting.
Cllr Nicholson	421.22-10	Arrange for quotes for playground repairs. To advise Clerk when the item needs to be on a council agenda.
Clerk	422.22-11	Bring the Flood Action Plan item back on March agenda for follow up & progress. Liaise with Mr Hitchman.
Clerk	429.22-18	Add items listed to next agenda.