

# GREAT BEDWYN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

### HELD ON 12 MAY 2022 8.09PM

### IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Nicholson, Cllr Wyatt, Cllr Younger, Cllr Sheerin (Vice Chairman), Cllr Shill. Clair Wilkinson - Parish Clerk, and 2 members of the public.

Before the meeting officially began, Cllrs Barry, Younger and Wyatt conveyed their sadness over the passing of Cllr Jenny Clack at the beginning of May 2022. The councillors shared their fond memories of Jenny, her good-natured approach to helping everyone and her dedication to the council. As our longest-serving councillor, she will be missed by us all.

#### **451.22 – 01. Welcome and public participation**

A resident had a number of points to address:

- Echoed the council's comments about Cllr Clack.
- Mentioned the unpleasant issue of dog fouling around the Drs surgery area. It was asked if the council could write a specific piece for the Bedwyn News. Cllr Barry advised the council would be happy to include this in the minutes of the meeting as a point of note.
- The problem with vehicles parking on pavements. He believes the Government is changing the law in 2022 to make this unlawful. Prams and wheelchairs struggle in Great Bedwyn where vehicles are parked on pavements. Cllrs agreed with the concern and were open to ideas and said that it could be considered on a future agenda as a topic of discussion.
- His disagreement with the statement in the Parish News that becoming a Parish Cllr was easy. He found this not to be the case when he applied to be co-opted and further claimed that the council's activities were illegal. Cllr Barry requested that the resident cease the ongoing raising of the issue to the parish council which has no further avenues to explore. Further raising of this issue will be treated as vexatious complainant behaviour and will follow the council's policy on this matter. [It should be noted that any member of the public may at any time raise complaints about councillors' conduct to Wiltshire Council and matters of suspected illegality to the police.]

#### **452.22 – 02. Co-option of Cllr.**

Mr Scott Shill indicated he would like to be considered for co-option having previously confirmed he matched the joining criteria as set out by law.

Mr Shill addressed the council with information about himself and his goals for the council should he be co-opted.

The public were then asked to leave for Cllrs to vote on the co-option.

**A proposal was made to co-opt Mr Shill as a Great Bedwyn Parish Cllr. The proposal was seconded and all Cllrs were in favour.**

Cllr Shill returned to the meeting and signed the Declaration of Acceptance of Office document.

The other 2 residents did not return to the meeting.

**453.22 – 03. Apologies for absence and vote to approve them.** None

**454.22 – 04. Declarations of interest.** None

### **455.22 – 05. Approval of the Extraordinary meeting minutes from 28 February 2022**

No changes

The minutes of the meeting of 28 Feb 2022 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

### **455.22 – 06. Approval of Minutes from 10 March 2022**

No changes

The minutes of the meeting of 10 Mar 2022 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

### **456.22 – 07. Review of action points from last meeting** (completed items in grey)

Owner	Minute ref	Action
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. DONE
Clerk	419.22-8	Make sure the approved 2022/23 budget figures are on the council's website DONE
Cllr Nicholson	421.22-10	Arrange for quotes for playground repairs. To advise Clerk when the item needs to be on a council agenda. DONE. Painting wooden areas quoted for. Cllr Nicholson to raise a new agenda item for further repairs.
Clerk	422.22-11	Bring the Flood Action Plan item back on March agenda for follow up & progress. Liaise with Mr Hitchman. Now May agenda. Now July agenda.
Clerk	435.22-5	Ask Ward Cllr Wheeler about shutting High Street for a Jubilee event. DONE. Not possible to shut High Street as it's a bus route.
Clerk	436.22-7	Update the Complaints policy as detailed and load onto the website DONE
RFO	437.22-8	RFO to check with insurance company the level of cover for the play area – vandalism, theft and public liability etc. DONE. Levels ok.
Clerk	437.22-8	Clerk to update Play Area RA with required changes DONE.
Clerk/Cllr Sheerin/Cllr Barry	437.22-8	Clerk to update Wiltshire Council on damaged bollard - DONE Clerk to add to next agenda the consideration of the maintenance levels of the shed area and the ownership of the strimmer - DONE Cllr Sheerin and Cllr Barry to fully review the Open Spaces Risk Assessment and come back to council with suggestions/comments. Moved to July 2022
Clerk	438.22-9	Add maintenance grant request from the Drs surgery for their defib to May agenda. DONE
Clerk	439.22-10	Update Financial Regulations as approved and load onto the website. DONE
Cllr Wyatt	441.22-12	To draft a survey response to the North Wessex Downes AONB survey and sent to all other Cllrs for approval before submitting. DONE
Clerk	446.22-17	Advise resident of update in regard to the tree. Ask after size of sapling and protection. DONE. Will add to future agenda when response known.

Owner	Minute ref	Action
Cllr Nicholson	446.22-17	To locate a suitable site for the apple tree. DONE. Cllr Nicholson has a site in mind. Enquiries will need to be made before siting the tree.
Cllr Wyatt	446.22-17	Advise Clerk when an item for new copse of trees should be added for consideration. Item to be removed. Cllr Wyatt to request a new agenda item when the matter is to be discussed further.
Clerk	447.22-18	Provide information on speed calming signs. Add to next agenda for consideration. ONGOING INVESTIGATIONS AT PRESENT.
Clerk	447.22-18	Add traffic survey results to the council website DONE
Clerk	448.22-19	Invite Tottenham Estate to talk to the council about their long-term plans. PENDING
Clerk	450.22-21	Arrange annual council meeting for May 2022 DONE

#### **457.22 – 08. Annual review of council’s Open Spaces risk assessment and vote on any appropriate action to take.**

Cllr Sheerin is to get this completed as soon as possible. Items scoring over 15 will be reviewed for updated actions to take.

#### **458.22 – 09. Annual review of council’s Financial risk assessment and vote on any appropriate action to take.**

Cllrs had reviewed the document prior to the meeting.

A proposal was made to approve this risk assessment for the next 12 months. The proposal was seconded and all Cllrs were in favour.

#### **459.22 – 10. Annual update from local LINK scheme.**

Cllrs had read the review prior to the meeting. There were no comments or concerns.

#### **460.22 – 11. Finance. Approve grant request of £165.00 from the Doctors Surgery to fund the annual maintenance package for the defibrillator.**

A proposal was made to approve this grant of £165.00 to the surgery. The proposal was seconded and all Cllrs were in favour.

#### **461.22 – 12. Approve grant request for £150 to Sarah Richardson via the LINK scheme to fund a Jubilee picnic event.**

A proposal was made to approve this grant of £150 for the Jubilee picnic. The proposal was seconded and all Cllrs were in favour.

#### **462.22 – 13. Approve Section 1 of the AGAR for the annual external audit – Annual Governance Statement.**

A proposal was made to approve section 1 of the AGAR. The proposal was seconded and all Cllrs were in favour.

The document was signed as appropriate.

### **462.22 – 13. Approve Section 2 of the AGAR for the annual external audit – Accounting Statement.**

A proposal was made to approve section 2 of the AGAR. The proposal was seconded and all Cllrs were in favour. The document was signed as appropriate.

### **463.22 – 14. Approval additional 4 hours employment per month for the Responsible Financial Officer, backdated to April 2022.**

Cllr Barry briefed the council that the RFO hours needed to be increased from 10 per month to 14 per month. One extra duty is the need for a monthly update of budget vs expenditure so that Cllrs can monitor the councils spending and ensure budgeted funds are spent as required.

**A proposal was made to approve the additional 4 hours employment per month for the RFO, backdated to April 2022. The proposal was seconded and all Cllrs were in favour.**

The Clerk is to make sure the RFO's job description and contract is updated.

### **464.22 – 14. Approval of delegated powers for the Clerk, with guidance from Cllr Nicholson to spend £300 on the purchase of preservative solution for the wooden area of the playground; and hire a contractor to apply the solution.**

A proposal was made to approve this delegated power for £300 expenditure on the play area. The proposal was seconded and all Cllrs were in favour.

### **465.22 – 14. "Together for our Planet" update from Cllr Wyatt.**

Good progress has been made. The survey is now complete and results are being reviewed. The thermal energy surveys have ended for the year as the weather is now too warm.

Events are planned to help people learn more about aspects of energy savings.

Grant funding from ARK has been approved. Will be looking to create a garden that slows the effects of flooding.

### **466.22 – 15. To note the delegated power expenditure of the Great Green Bedwyn project grant funds since the March meeting.**

These were:

- £479.88 March 17<sup>th</sup> – Purchase of Infrared camera and Zoom Pro annual subscription.
- £750.00 April 8<sup>th</sup> – Climate Officer contract payment for Feb and March hours work.

The expenditure was noted and there were no comments or concerns.

### **467.22 – 16. Contract renewal for grass cutting at Recreation field, play area and cemetery.**

Tenders had gone out but only one quote had been received from Last's.

The council agreed that 3 quotes should be obtained to ensure best value for money for the contract.

It was suggested that Last's be approached to do the next quarter of cutting at their new rate of £1230 plus VAT per quarter and the council would endeavour to review 3 quotes in July.

**A proposal was made to approve the next 3 months grass cutting from Last's at a cost of £1230 plus VAT per quarter and the council will review the tender at the July meeting. The proposal was seconded and all Cllrs were in favour.**

## 468.22 – 17. Approval of plans for council’s owned strimmer and the Footpath group.

A proposal was made to sell the strimmer to the footpath group for £1. The proposal was seconded and all Cllrs were in favour.

Cllr Sheerin will provide the invoice details to the RFO and the RFO will ensure the strimmer is no longer mentioned on the council’s insurance.

## 469.22 – 18. Planning report. Cllr Younger gave the planning report as follows:

- Cllr Younger was voted in as Chairman for the committee for the forthcoming year.
- 5 residents attended the meeting.
- 63 Church Street has been approved by Wiltshire Council with conditions to be met.
- 8-9 High Street was voted to object to the planning application and request the planning officer from Wiltshire Council visit the site.

## 470.22 – 19. Finance report. Cllr Barry gave the finance report as follows to 29/04/22:

### Great Bedwyn Parish Council Finance Report 29 Apr 2022

#### Cheques Since Last Meeting

Date	Payee	Description	Cheque #	Gross £	VAT £	Net £
09/03/2022	Karina Nicholson	Play area sign	1659	41.88	6.98	34.90
31/03/2022	Clair Wilkinson	Clerks salary March	1660	253.40		253.40
31/03/2022	Nina Hempstock	RFO Salary March and Expenses (Feb-M	1661	150.23		150.23
09/03/2022	DCK Accounting	Payroll March	1662	30.00	5.00	25.00
31/03/2022	HMRC	Employee Tax March	1663	63.20		63.20
17/03/2022	Ramsbury Estates	Allotments Rent	1664	250.00		250.00
17/03/2022	Information Commissioner	Data protection fee	1665	40.00		40.00
17/03/2022	Sylvia Wyatt	Infrared camera and Zoom VC standard	1666	477.89	17.98	459.91
08/04/2022	Ruth Larkin	Great Green Bedwyn Climate Officer	1667	750.00		750.00
01/04/2022	Last Landscaping	Grass cutting Jan-Mar 2021-22	1668	1,309.20	218.20	1,091.00
29/04/2022	Clair Wilkinson	Clerks salary April and Expenses	1669	260.78		260.78
29/04/2022	Nina Hempstock	RFO Salary April	1670	137.80		137.80
29/04/2022	HMRC	Employee Tax April	1671	17.88		17.88
29/04/2022	DCK Accounting	Payroll April	1672	36.00	6.00	30.00
			<b>Total</b>	<b>3,818.26</b>	<b>254.16</b>	<b>3,564.10</b>

### Great Bedwyn Parish Council Bank Reconciliation at 29 Apr 2022

Balance b/fwd at 03 Mar 2022	102,347.65	
Receipts	11,246.00	
Payments		3,818.26
Balance c/fwd 29 Apr 2022		109,775.39
	<u>113,593.65</u>	<u>113,593.65</u>

#### Balance per bank statements

Account	51634	25/04/2022	50,543.45
Account	7018306	10/04/2022	62,282.60
			<u>112,826.05</u>

#### Less outstanding cheques

1577	30.00
1606	40.00
1642	25.00
1657	444.00
1667	750.00

1668	1,309.20
1669	260.78
1670	137.80
1671	17.88

There were no comments or questions.

#### **471.22 – 20. Items for the next agenda.** None

The meeting closed at 9.37pm.

**Date of next meeting: Thursday 14 July 2022, Village Hall, starting 7.30pm.**

#### **Action Points**

<b>Owner</b>	<b>Minute ref</b>	<b>Action</b>
Clerk	422.22-11	Bring the Flood Action Plan item back on March agenda for follow up & progress. Liaise with Mr Hitchman. Now May agenda. Now July agenda.
Clerk	447.22-18	Provide information on speed calming signs. Add to next agenda for consideration. Pending.
Clerk	448.22-19	Invite Tottenham Estate to talk to the council about their long-term plans. Pending.
Cllr Sheerin	457.22-08	Complete the Open Spaces Risk Assessment for the July meeting
Clerk	460.22-11	Make arrangements with the RFO to issue £165 grant funding to the Drs surgery for defib maintenance
Clerk	461.22-12	Make arrangement with RFO to issue £150 grant funding to Sarah Richardson and the LINK scheme for the Jubilee picnic
Clerk	463.22-14	Work with RFO to increase monthly hours from 10 to 14. Arrange back pay and change JD and contract.
Cllr Nicholson and Clerk	464.22-14	Work together to make arrangements for wood preservative treatment to be carried out in play area under delegated powers
Clerk	467.22-16	Advise Last's of next quarter grass cutting arrangements and ensure 2 further quotes are received for July meeting.
Cllr Sheerin and Clerk	468.22-17	Pass invoice details to RFO for strimmer sale and ensure RFO has altered council insurance policy.