

# GREAT BEDWYN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

### HELD ON 14 JULY 2022 7.30PM

### IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Cooper, Cllr Kane, Cllr Nicholson, Cllr Shill, Cllr Sims, Cllr Younger, Clair Wilkinson (Parish Clerk) and 11 members of the public.

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

A representative from Bruce Boats highlighted how they are raising money to refurb the Wharf and provide a disabled toilet. Over £10,000 raised to date and the charity owner will match any donations received. They also spoke in favour of items 10 (Parish Council grant for Bruce Boats) to support their “care for carers” initiative and item 11 (Parish Council funding of defibrillator for the Wharf).

The chairman of the Village Hall Committee spoke about the village hall as the only community asset for room hire in the village apart from the church. Hall bookings have recovered since Covid and it is now in use 7 days a week, daytime and evening. They have received a legacy from the British Legion of £45,000 to be used to extend the facility. The plan is for an independent meeting room extension which can be linked to the main hall measuring 9 by 5 meters and also to upgrade the kitchen. The project costs will be a 6 figure sum and the committee would like to present this soon with a view to requesting Parish Council funding (using CIL funds).

#### **473.22 – 02. Co-option of Cllrs**

Mr Dom Cooper, Mrs Hayley Kane, and Mr Paul Sims all addressed the council with their reasons for wanting to be a Cllr. All candidates had previously confirmed they matched the legal criteria required to be a Parish Cllr.

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

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

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

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

The public returned to the meeting. Cllrs Cooper, Kane and Sims returned to the meeting and signed the Declaration of Acceptance of Office document.

#### **474.22 – 03. Apologies for absence and vote to approve them**

Cllr Wyatt & Cllr Sheerin are away.

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

#### **475.22 – 04. Declarations of interest**

Cllrs Kane and Barry have a potential pecuniary interest in item 495.22 – 24 on the agenda so will leave the room during this item.

#### **476.22 – 05. Approval of Minutes from 12 May 2022**

No changes.

The minutes of the meeting of 12 May 2022 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

#### 477.22 – 06. Review of action points from last meeting (completed items in grey)

Owner	Minute ref	Action
Clerk	422.22-11	Bring the Flood Action Plan item back onto agenda for follow up & progress based on draft to be received from Mr Hitchman. Pending. Clerk to follow up with Mr Hitchman.
Clerk	447.22-18	Provide information on electronic Speed Indication Devices for the village. Investigate pricing and WCC permissions required for village entry gates on Browns Lane, similar to those on Forest Hill. Both with a view to addressing speeding. Pending. Clerk to send out information collated so far so Cllrs can review pricing and designs etc.
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. DONE
Clerk	460.22-11	Make arrangements with the RFO to issue £165 grant funding to the Drs surgery for defib maintenance. DONE
Clerk	461.22-12	Make arrangement with RFO to issue £150 grant funding to Sarah Richardson and the LINK scheme for the Jubilee picnic. COMPLETED. GRANT NOT CLAIMED
Clerk	463.22-14	Work with RFO to increase monthly hours from 10 to 14. Arrange back pay and change JD and contract. DONE
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. Pending handyman being contracted.
Clerk	467.22-16	Advise Last Landscaping of next quarter grass cutting arrangements and ensure 2 further quotes are received for July meeting. Quotes not yet obtained. We will work with Last until end of season. Review quotes over winter for 2023 season.
Cllr Sheerin/Clerk	468.22-17	Pass invoice details to RFO for strimmer sale and ensure RFO has altered council insurance policy. DONE

#### 478.22 – 07. Annual review of Parish Council's Open Spaces risk assessment and vote on any appropriate action to take

The risk assessment was reviewed following completion by Cllr Sheerin. There are no items scoring over 15 which required a council decision.

**A proposal was made to approve the risk assessment for Open Spaces as complete. The proposal was seconded and all Cllrs were in favour.**

#### 479.22 – 08. Vote on securing the services of a Handyman on a self-employed basis

Cllr Younger attended both interviews and provided feedback. Based on skill set and ability to be productive straight away, her recommendation was for Mr Mabarrak to be contracted in the role of Handyman with immediate effect.

She noted that both candidates presented themselves well.

**A proposal was made to offer the role of self-employed handyman to Mr Mabarrak. The proposal was seconded and all Cllrs were in favour.**

**A proposal was made to appoint delegated powers to the Clerk to arrange the drafting, hourly pay, approval and signing of the contract for the handyman not to exceed the 22/23 budgeted figure for the handyman. The proposal was seconded and all Cllrs were in favour.**

Points to note: The Clerk will manage the contract with and the workload of the handyman. Selected Cllrs will be on hand to monitor to assist – specifically Cllrs Younger, Sims, Nicholson and Cooper. Cllr Younger will focus on the

allotments, Cllr Nicholson the play area and Cllrs Sims and Cooper other areas. The logistics of this work will be discussed outside of the meeting. It was noted that references will be required.

#### **480.22 – 09. Finance. Review grant request from the church for tree maintenance and church roof and clock repairs**

Cllrs had received the request and costs from the PCC prior to the meeting.

A discussion was had: The annual council grant fund is £3,600, with a discretionary additional emergency fund of around £2,865 taking the total fund to £6,465. The church has been awarded around £5,000 in grants from GBPC over the past 3 years. The ambiguity within the law on providing funds to churches in general terms was also discussed.

**A proposal was made to approve £2210.00 to the church as a grant to cover the tree maintenance work. The proposal was seconded and all Cllrs were in approval.**

#### **481.22 – 10. Finance. Review grant request of £250.00 from Bruce Boats to provide a trip to local people (previously approved prior to Covid19 but not allocated)**

**A proposal was made to approve this grant of £250 to Bruce Boats. The proposal was seconded and all Cllrs were in favour.**

Points to note: It was noted in relation to this grant request, and all other beneficiaries that grants from the PC should be awarded only where they benefit the Parish.

#### **482.22 – 11. Finance. Review grant request for funding for a defibrillator arranged by Bruce Boats to go on the Wharf**

A discussion was had over the current defib locations at the Village Hall and the Doctors' Surgery and whether a defib at the wharf was required. The PC has voted to provide maintenance cost cover for the existing defibrillators when requested.

**There was no proposer to support funding a defib in the location of the Wharf.**

It was then discussed whether the Wharf could have signage placed to direct people to the other nearby locations. The council suggested that Bruce Boat's was welcome to come back to the council with proposals for signage.

#### **483.22 – 12. Finance. Review grant request from the Bedwyn Footpath Group for £1,000 for new tools and leaflet printing**

**A proposal was made to approve this grant of £1,000 to the Bedwyn Footpath Group. The proposal was seconded and all Cllrs were in favour.**

#### **484.22 – 13. Finance. Approve £956.30 for a new gate and fencing to provide disabled access to the allotments, supplied and installed by Phil Duckett**

**A proposal was made to approve £956.30 for a new gate and fencing for the allotment. The proposal was seconded and all Cllrs were in favour.**

#### **485.22 – 14. Finance. Approval of £48 refund for village centre planter maintenance – plants and soil**

**A proposal was made to approve this cost of £48. The proposal was seconded and all Cllrs were in favour.**

#### **486.22 – 15. Finance. Sign off internal audit report from 2012/22 audit**

Cllrs had received the report in advance of the meeting.

There is a recommendation for the council to regularly move funds from the current account to the savings account to maximise interest income. The RFO is to work out a plan for arranging this.

The RFO was commended on her handling of her first internal audit with the council.

**A proposal was made to approve the internal audit report and for the Clerk and RFO to arrange the actions above. The proposal was seconded and all Cllrs were in favour.**

#### **487.22 – 16. Finance. Vote on £130 ROSPA playground inspection course for handyman**

**There was no proposer to fund this training.** To review in 6 months and book on a course then if appropriate.

#### **488.22 – 17. Finance. To purchase a new rubbish bin for the village centre. £334.97 ex VAT (the current bin lid is missing and cannot be replaced)**

**A proposal was made to purchase a new bin in black with no fixings. The proposal was seconded and all Cllrs were in favour.**

The handyman is to install this and remove and dispose of the old bin.

#### **489.22 – 18. Finance. Retrospective approval of any costs from “Great Green Bedwyn” since the last meeting**

20<sup>th</sup> May payment of £300 to the officer for the project.

**A proposal was made to approve this cost retrospectively. The proposal was seconded and all Cllrs were in favour.**

#### **490.22 – 19. Update from Cllr Wyatt on the Great Green Bedwyn Project**

No update provided.

#### **491.22 – 20. Annual approval of Asset Register**

The council reviewed the asset register:

- Strimmer to be removed
- Remove footpath tools
- Change football goals to read “junior”.
- Keep the £283.00 cost for noticeboards as these relate to the allotments
- The entry for noticeboards in village square should be a quantity of 2.

Cllr Nicholson will fully review the descriptions of items to prepare the documentation for the website.

The document will be formally approved in September but a draft will be loaded to the website in the meantime.

#### **492.22 – 21. Annual review of insurance policy**

There were no issues raised and Cllrs were happy with the coverage of the policy.

#### **493.22 – 22. Playground report from Cllr Nicholson**

Bark will be ordered soon. Need volunteers to spread it.

There are no items requiring attention from the ROSPA report. Wooden items with splits are being monitored for when repairs/replacements are required. Will need to make a decision on when to replace the wooden beams.

#### **494.22 – 23. Bedwyn Beauty apple tree approval**

The village hall committee are happy with the location on the field but cannot be responsible for maintenance.

The resident in question is happy to get the tree planted and watered.

The Parish Council cannot commit to maintenance of the tree.

The Village Hall Chairman is to meet with the resident to approval the final location. The Clerk will update the resident.

#### 495.22- 24. Planning applications voted on

- **PL/2022/04200 - 3 Rosemary Close** (Cllrs Barry & Kane left the meeting for this item.) Proposal for only comments to be submitted. Request for sustainable materials to be used. Double glazed and a form of eco friendly heating. Careful root management of the 2 trees near the extension to be protected.
- **PL/2022/04494 – DL Lemon. Burial Drove.** No comments
- **PL/2022/04828 – Great Bedwyn Railway Station.** No comments
- **PL/2022/05169 – Brew House. 39 Farm Lane.** Tree T2 is on a neighbour’s property. The applicant wishes to crown the tree. The owner of the tree is aware and has objected. Comments to be provided that T2 should not be worked on.

**A proposal was made to approve all the comments provided above. The proposal was seconded and all Cllrs were in favour.**

Note – PL/2022/03531 was not discussed as it was included on the agenda in error.

#### 496.22 – 25. Finance report

Cllr Barry gave the finance report as follows to 12/07/22. There were no comments or concerns raised.

Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
03/05/2022	Community First	Subscription	34.00		34.00
12/05/2022	Allbuild	To install bench as instructed	180.00	30.00	150.00
12/05/2022	Vision ICT	SSL certificate renewal July 2022 - June 2023	60.00	10.00	50.00
20/05/2022	Clair Wilkinson and Nina Hempstock	May salaries and backpay	484.84		484.84
20/05/2022	HMRC	Employee Tax May	79.80		79.80
20/05/2022	Ruth Larkin	GB Climate Officer April Hours	300.00		300.00
20/05/2022	Great Bedwyn Parish Council	Transfer from TSB to Unity	500.00		500.00
31/05/2022	Auditing Solutions	Internal audit	468.00	78.00	390.00
07/06/2022	Great Bedwyn Parish Council	Transfer from TSB to Unity	20,000.00		20,000.00
09/06/2022	The Old School Surgery	Annual defib maintenance	165.00		165.00
09/06/2022	Kara Quigley	Allotment refund deposit and rent	35.00		35.00
16/06/2022	Linda Fry	Plants	50.00		50.00
17/06/2022	James de Wesselow	Jockey Green mowing	130.00		130.00
17/06/2022	Royal Mail Group	PO Box	378.00	63.00	315.00
17/06/2022	HMRC	Employee Tax June	71.40		71.40
17/06/2022	Clair Wilkinson and Nina Hempstock	June salaries	438.12		438.12
22/06/2022	DCK Accounting	May and June payroll	72.00	12.00	60.00
24/06/2022	Ian Barry	Expenses. Notoceboard brackets and screw plugs	24.72	4.12	20.60
28/06/2022	Nina Hempstock	Expenses. Postage, paper, finance folder	48.77	6.06	42.71
07/07/2022	Community First	Insurance	692.73		692.73
09/07/2022	Unity service charges	3 months at £6 per month. April-June	18.00		18.00
			<b>24,230.38</b>	<b>203.18</b>	<b>24,027.20</b>

<b>Bank Reconciliation at 12 July 2022</b>					
				£	£
Balance b/fwd at 29 Apr 2022				109,775.39	
Receipts				20,626.20	
Payments					24,230.38
Balance c/fwd 12 July 2022					106,171.21
				<u>130,401.59</u>	<u>130,401.59</u>
<b>Balance per bank statements</b>					
TSB Business A/c	51634	12/07/2022		27,583.37	
TSB Saving A/c	7018306	12/07/2022		62,313.80	
Unity Business A/c	20460060	12/07/2022		17,061.77	
				106,958.94	
Less outstanding cheques / unapproved payments on Unity					
	1577		30.00		
	1606		40.00		
	1642		25.00		
	OLB 25		692.73		
				787.73	
Balance at 12 July 2022				<u>106,171.21</u>	

#### **497.22 – 26. Confidential item: Review salary spinal points for Clerk and RFO according to the NJC pay scale review**

A proposal was made to alter the pay scales for the Clerk and RFO according to the outcome of the NJC review and backdate accordingly. The proposal was seconded and all Cllrs were in favour.

The Clerk is to generate addendum contract letters to this effect.

#### **498.22 – 27. Confidential item: Review RFO's back dated pay request for additional hours worked.**

A proposal was made to approve the request for additional hours to be paid to the RFO. The proposal was seconded and all Cllrs were in favour.

The additional hours the RFO works to keep up with workload is to be monitored by the Clerk over the next 2 months. If regular additional hours are required, this is to be brought to the Sept meeting.

#### **499.22 – 28. Items for the next agenda**

There is a need to review allocation of Cllrs to the Committees and working groups. This is to be added to the September agenda.

The meeting closed at 10.04pm.

**Date of next meeting: Thursday 8<sup>th</sup> September 2022, Village Hall, starting 7.30pm, with an informal chat from 7.00pm**

## Action Points

Owner	Minute ref	Action
Clerk	422.22-11	Bring the Flood Action Plan item back onto agenda for follow up & progress based on draft to be received from Mr Hitchman. Pending. Clerk to follow up with Mr Hitchman.
Clerk	447.22-18	Provide information on electronic Speed Indication Devices for the village. Investigate pricing and WCC permissions required for village entry gates on Browns Lane, similar to those on Forest Hill. Both with a view to addressing speeding. Pending. Clerk to send out information collated so far so Cllrs can review pricing and designs etc.
Clerk	448.22-19	Invite Tottenham Estate to talk to the council about their long-term plans. Pending.
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. Pending handyman being contracted.
Clerk	467.22-16	Advise Last Landscaping of next quarter grass cutting arrangements and ensure 2 further quotes are received for July meeting. Quotes not yet obtained. We will work with Last until end of season. Review quotes over winter for 2023 season.
Clerk, with Cllrs Kane, Younger, Nicholson, Sims & Cooper	479.22-08	Carry out work required to employ handyman on a self-employed basis.
RFO	486.22-15	Create a plan for regular funds movement from current account to savings account to maximise interest payments.
Clerk	486.22-15	Add item to Sept agenda to allocate Cllrs to committees
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review.
Cllr Nicholson/Clerk	491.22-20	Cllr Nicholson to review asset register and update where possible. Clerk to add to Sept agenda for formal approval.
Clerk	494.11-23	Advise resident of final outcome of planting the Bedwyn Beauty apple tree.
Clerk	497.22-26	Create contract addendum letters for change of salary spinal points.
Clerk & RFO	498.22-27	Monitor RFO extra hours worked to see if monthly hours need adjusting.