

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 10 NOVEMBER 2022 7.30PM

IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Kane, Cllr Shill, Cllr Sheerin (Vice Chairman), Cllr Cooper, Cllr Nicholson, Cllr Wyatt, Cllr Sims, Cllr Sanday, Cllr White, Clair Wilkinson (Parish Clerk) and 9 members of the public.

520.22 – 01. Welcome and public participation

A representative from the Bedwyn Footpath Group thanked the council for a recent grant awarded and made a request to add to the minutes to ask residents to remember to cut back any overgrown hedges that are next to public paths or walkways. Now is the perfect time to do this as it is out of nesting season for birds.

It was also noted to not park on pavements and dropped kerbs as it can make it difficult for those with mobility issues or those with prams and pushchairs to get past.

A resident wished to comment on the village hall expansion plans: They do not agree on the proposed funds required to build the extension. Does not believe the current economic situation has been considered. Would like to see an alternative proposal or a room used at the church.

It was noted that the British Legion set aside these bequeathed funds specifically for an additional room for the village hall. The resident would like to know if this condition of use could be rescinded.

521.22 – 02. Co-option of Cllrs There were 2 residents present who wished to be considered for co-option.

Dawn Sanday. A local to Great Bedwyn. Works for the fire service and involved in local groups. Would like to give something back to the community.

Bruce White. New to the village. Would like to participate more in local life and help shape decisions. Interested in eco-initiatives. Works in communications.

The public were asked to temporarily leave the meeting so a discussion could be had and votes could be taken.

A proposal was made to co-opt Dawn Sanday as a Great Bedwyn Parish Councillor. The proposal was seconded and all Cllrs were in favour.

A proposal was made to co-opt Bruce White as a Great Bedwyn Parish Councillor. The proposal was seconded and all Cllrs were in favour.

The public returned to the meeting and Cllrs Sanday and White were invited to join the meeting.

Both candidates signed the "Acceptance of Office" forms.

522.22.03. Report from Village Hall representative.

Karina Nicholson spoke on behalf of the committee after Mr Braybrooke sent his apologies.

The committee consists of 3 trustees and 12 committee members, representing local clubs and groups.

When the British Legion was sold, funds were given to the group to enable a new room to be built at the hall.

The committee would also like to raise funds to improve the kitchen facilities.

The £40,000 given by the British Legion is not enough to complete works which is why the committee are asking for further funds.

The hall is well booked most days and evenings. The hall is a charity, it is well run and a useful space for everyone.

There is a meeting on the 24th November regarding this that the public can attend. Mr Braybrooke will be in attendance to provide more information.

It was confirmed that a public survey had not been carried out yet to see whether the community feel there is a need for an extra room at the hall.

It is not believed that the terms of use of the British Legion funds can be changed.

It was confirmed that the public can attend meetings held by the village hall committee.

Cllr Barry advised that should the council wish to consider a donation of CIL funds in January, then a Cllr needs to request this as an agenda item. Cllr Cooper proposed this be added to the Jan 23 agenda and invite Mr Braybrooke to attend.

523.22.04 Flood Plan update

Mr Hitchman could not attend the meeting to go over the updated plans.

The working group of Cllrs responsible for village safety will review the plans and come back to the Jan 23 meeting with a proposal on whether to accept the updated plans and whether any changes or additions are required.

Cllr Sanday will also review the documents.

The suggested work items will be looked at to see if the Parish Steward can take on any of the tasks. Budget and staff/Cllr availability need to be considered.

The council thanked Mr Hitchman for his work so far.

524.22 – 05. Apologies for absence and vote to approve them

Cllr Younger is away.

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

525.22 – 06. Declarations of interest

Cllr Barry and Kane have an interest on the planning item with regards to an application. Minute ref 540/22-21.

526.22 – 07. Approval of Minutes from 13 October 2022

The minutes of the meeting of 13 October 2022 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

527.22 – 08. 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. NOVEMBER AGENDA. COMPLETED
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	Review grass cutting quotes over winter for appointment of a contractor for the 2023 season. FOR JAN OR MARCH AGENDA.
Clerk, with Cllrs Kane, Younger, Nicholson, Sims & Cooper	479.22-08	Carry out work required to employ handyman on a self-employed basis. ONGOING

Owner	Minute ref	Action
RFO	486.22-15	Create a plan for regular funds movement from current account to savings account to maximise interest payments. FOR JAN AGENDA.
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review. (From July 22) FOR JAN AGENDA.
Cllrs Sims, Wyatt, Kane.	511.22 – 12	Bring back to Nov 22 meeting an update on SIDs and white speed marker gates. ONGOING. FOR JAN AGENDA.
Clerk	511.22 - 12	Get quotes for the white marker gates to be the same as the ones at Forest Hill and Jockey Green. Chase the WCC Highways contact for information on how the gates are approved. Write to WCC Highways to advise that GBPC will be placing these gates at Browns Lane. ONGOING. Cllr to attend the LHFIG meeting in Jan to present plan to WCC. Cllr Sims to arrange this.
Clerk	512.22 – 13	Arrange with Allbuild the install of the bollards at amended cost and repairs to cobbles. ONGOING, BUT IN HAND.
ALL CLLRS	517.22 – 19	Work on budget figures for 2023/24 and provide to Cllr Barry and the Clerk by the end of Oct 22. DONE
Clerk	517.22 – 19	Ask WCC about CIL dates and expenditure. DONE
Clerk	520.22 – 25	Include allotment tree work quote on Nov agenda for approval. DONE

1 member of the public left at 8.27pm.

528.22 – 09. Appointment of Councillors on committees/responsibilities (for Cllrs not at the October meeting)

The following updated allocations were made:

- **Finance and budgets:** Cllrs Barry and Sheerin.
- **Planning:** Cllrs Younger, Wyatt, Nicholson, Kane, Sims and Sheerin. REMOVAL of Cllr Sheerin.
- **Open Spaces:** Not allocated at this meeting. TO BE MERGED WITH VILLAGE MAINTENANCE GROUP.
- **Play Area:** Cllr Nicholson.
- **Allotments:** Cllr Younger and Wyatt. ADD Cllr White.
- **Staffing:** Cllrs Younger, Sims and Wyatt. REMOVE Cllr Wyatt. ADD Cllr Shill.
- **Village Hall Rep:** Cllr Nicholson.
- **Village Maintenance** (inc. Handyman): Cllrs Kane, Younger, Nicholson, Sims, Cooper.
- **Village Safety** (e.g., speeding, parking, defibrillators, flooding and fire): Cllr Sims, Wyatt and Kane. It was noted that speeding and flooding are the priority issues. ADD Cllr Sanday. REMOVE Cllr Kane. Open spaces map still to be clarified.
- **Green Agenda:** Cllr Wyatt and Sims. ADD Cllr White.
- **Public Communications:** Cllr Kane. ADD Cllr White and Cllr Shill.
- **Events:** ADD Cllr Sanday and Kane.

2 members of the public left at 8.41pm.

529.22-10. Retrospective approval of Great Green Bedwyn expenditure since the October meeting.

No items to approve.

530.22 – 11. Update from Cllr Wyatt on the Great Green Bedwyn Project

A written report was provided from Cllr Wyatt and will be loaded onto the parish council's website at www.greatbedwyn-pc.gov.uk

531.22 – 12. Approval of quote of £350 from Phil Duckett for allotment tree work

A proposal was made to approve the quote of £350 from Phil Duckett. The proposal was seconded and all Cllrs were in favour.

532.22 – 13 Approval of grant request from the Doctors surgery to fund £51 plus VAT for new defibrillator pads

A proposal was made to approve the grant request for £51 plus VAT for defib pads. The proposal was seconded and all Cllrs were in favour.

533.22 – 14. To formally note the conclusion of the external auditor for the 2021/22 audit

The audit was clear except for an error on the 2020/21 publication dates. The conclusion of the audit was formally noted by the council.

534.22 – 15. Proposal to amend Financial Regulations to be in line with Standing Orders

There was a discrepancy over the value of quotes before the council need to consider a more formal tendering policy. The internal auditor advised both amounts should match.

A proposal was made to change both documents to read £25000 as the threshold for quote values. The proposal was seconded and all Cllrs were in favour.

535.22 – 16. Discussion and vote on contracting a self-employed handyman to carry out parish work on behalf of the council

Cllr Kane interviewed the candidate and reported back.

The candidate has relevant experience and lives locally. Cllr Kane is of the opinion that the candidate could successfully carry out the work required in the job specification.

The following is to be obtained from the candidate:

- Evidence they are registered for self-employed tax status with HRMC
- 2 references
- Evidence of appropriate public liability insurance cover. The RFO is checking the amount with the council's insurer.

It was confirmed that reasonable expenses for tool wear would be covered, plus the costs of purchasing any specific tools needed for a job – plus standard expected expenses.

The Clerk will make the offer to the candidate. Cllr Sims will work on a standard job list template. The Clerk will send over the draft list of jobs compiled so far. An on-site Cllr is required for liaison and work checks.

536.22 – 17. Finance. Approval of overspend on allotment work from Phil Duckett

Due to the increased costs of materials and a path being levelled, the original quote was £36.36 over budget.

A proposal was made to approve this extra cost on the invoice for the allotments. The proposal was seconded and all Cllrs were in favour.

537.22 – 18. Playground Update Cllr Nicholson.

Met with the contractor to get a quote for small repairs. Also, a larger quote for items that need replacing. There are a few small areas of rot on wooden items. Any oak removed will now be replaced with treated pine. Needs to be a decision on when these items are replaced.

There is no need to have a new wetpour surface laid. The bark is the right type of surface for this rural play area. Cost at approx. £45000 is also prohibitive.

New rubberised “Tiger mulch” can be added to high wear areas such as the swings. Just a 3x3 metre area. Bark then goes over the top.

There were no red items on the last RoSPA report.

Cllr Nicholson requests the 2022/23 budget amount for playgrounds be moved to the 2023/24 budget.

New budget item for 2023/24 for new junior swings of £3700 to bring them to current standards.

538.22 – 19. Update from working party on SID provision and white speed limit marker gates (SID – Speed Indicator Device)

An initial report from Cllr Sims was provided to all Cllrs in advance of the meeting. Cllr Barry thanks Cllr Sims for his detailed report.

The report proposed 1-2 SIDs at a cost of up to £10,000 sited at any of 4 locations at the entrances to Great Bedwyn. The SIDs would be portable, solar or battery powered, maintainable by the Council and can face in either direction.

There was discussion on moving the Browns Lane site further north – Cllr Sims to discuss with Cllr Cooper. There are still further quotes to be obtained. Also Wiltshire Council have been contacted with regard to erection of poles for the SIDs but have not yet confirmed the approach. Also procedures for maintaining/moving the devices are required.

Cllr Sims will continue preparations with support from Council’s safety committee with the aim of the Council making a decision in Jan 23 meeting.

The provision of white gates is pending but is not dependant on the SID provision (see actions).

Standing Orders were then suspended so a member of the public could advise the council of the SSE Priority Customer information. The Clerk will add details of this to the Nov Bedwyn Parish News and the SSE rep will visit again in Jan 23.

The remaining public left 9.39pm.

539.22 – 20. Finance. Review of budget and precept proposals so far for 2023/24

Cllrs expressed regret that there was inadequate time in the meeting to debate the budget. It was agreed to prioritise the budget discussion in the Jan 23 meeting.

Cllrs have already submitted budget input to Cllr Barry and Cllrs have until the end of the current week to send over any further input. Cllr Barry will prepare a draft budget for review in Jan 2023 meeting. This is the deadline for sending the precept request to Wiltshire Council.

540.22 – 21. Planning applications voted on in the 10 November planning meeting

The planning applications reviewed can be see on the Planning minutes from 10 November.

The new sustainability statement was approved and will be used on planning application comments where relevant.

541.22 – 22. Planning applications decided by Wiltshire Council since the last meeting

These applications and their decisions can be viewed on the 10 November Full Council agenda.

542.22 – 23. Finance report

Cllr Barry gave the finance report as follows to 03/11/2022. There were no comments or concerns raised.

<u>Great Bedwyn Parish Council Finance Report 03 Nov 2022</u>					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
18/10/2022	Last Landscaping	Grass cutting July-Sept Q2 2022-23	1,476.00	246.00	1,230.00
25/10/2022	HMRC	Employee tax Oct	73.40		73.40
25/10/2022	Staff salaries	October	444.96		444.96
25/10/2022	DCK Accounting	Oct payroll	36.00	6.00	30.00
		Total	2,030.36	252.00	1,778.36
Bank Reconciliation at 03 November 2022					
			£	£	
Balance b/fwd at 06 Oct 2022			104,726.24		
Receipts			2,788.73		
Payments				2,030.36	
Balance c/fwd 03 Nov 2022				105,484.61	
			<u>107,514.97</u>	<u>107,514.97</u>	
Balance per bank statements					
TSB Business Account	51634	06/10/2022	30.00		
TSB Saving Account	7018306	06/10/2022	79,977.00		
Unity Business Account	20460060	03/11/2022	27,322.97		
			107,329.97		
Less outstanding cheques / unapproved payments on Unity					
	1577		30.00		
	1606		40.00		
	1642		25.00		
	OLB 68		1,476.00		
	OLB 69		73.40		
	OLB 70		257.68		
	OLB 71		187.28		
	OLB 72		36.00		
			<u>2,125.36</u>		
Plus cheques / cash received but not in bank yet					
Annual Allotment Rent Plot 99C	Chq rec'd		30.00		
Annual Allotment Rent Plot 101	Chq rec'd		45.00		
Annual Allotment Rent Plot 113B	Chq rec'd		35.00		
Annual Allotment Rent Plot 105A	Chq rec'd		40.00		
Annual Allotment Rent Plot 104	Chq rec'd		30.00		
Annual Allotment Rent Plot 106A & 106B	Cash rec'd		60.00		
Annual Allotment Rent Plot 100B	Cash rec'd		40.00		
			<u>280.00</u>		
Balance at 03 Nov 2022			<u>105,484.61</u>		

543.22 – 24. Removal of unrepresented cheques from the finance list

A proposal was made to approve the removal of these unrepresented cheques from the finance list as detailed by the RFO. The proposal was seconded and all Cllrs were in favour.

544.22 – 25. Items for the next agenda

Cllr Nicholson requested the village hall funding request be considered and voted on.

Cllr Shill requested that an Induction plan/pack be approved for creation.

The meeting closed at 10.11pm.

Date of next meeting: Thursday 12 January 2023 Village Hall at 7.30pm, with an informal chat from 7.00pm.

Action Points

Owner	Minute ref	Action
Cllr Nicholson and Clerk	464.22-14	Work together to arrange for wood preservative treatment to be carried out in play area under delegated powers. Pending handyman being contracted.
Clerk	467.22-16	Review grass cutting quotes over winter for appointment of a contractor for the 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.
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Clerk	511.23 - 12	Get quotes for the white marker gates to be the same as the ones at Forest Hill and Jockey Green. Chase the WCC Highways contact for information on how the gates are approved. Write to WCC Highways to advise that GBPC will be placing gates at Browns Lane.
Clerk	512.22 – 13	Arrange the install of the bollards at amended cost & repairs to cobbles.
Clerk	522.22 – 03	Include village hall funding request to the Jan 23 agenda and invite Mr Braybrooke to attend.
Cllrs Sims, Wyatt and Sanday. Clerk	523.22 – 04	Review updated proposed flood plan and bring back to Jan 23 agenda a proposal to adopt the plans, and any changes or amendments required. The Clerk is to formally thanks Mr Hitchman for his work to date on this item.
Clerk Cllr Sims	535.22-16	Make offer of self-employed contract to candidate for Handyman role. Clerk to send Cllr Sims the work allocated so far for the role. Cllr Sims to create a standard job list template.
Clerk	537.22 – 18	Ensure the playground budget requests are included by Cllr Barry in the 2023/24 budget request
Clerk		Send SSE priority service register information to the editor of the BPNews. Also add to Facebook page, noticeboard and website.
Clerk	544.22 – 25	Cllr Shills request for an induction pack. Work with Cllr Barry on agenda to include this on.