

GREAT BEDWYN PARISH COUNCIL
 MINUTES OF THE MEETING OF THE PARISH COUNCIL
 MEETING HELD ON 10 MARCH 2022 7.30PM
 IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Clack, Cllr Nicholson (late arrival), Cllr Wyatt, Cllr Sheerin, Clair Wilkinson, Parish Clerk, and 2 members of the public.

430.22 – 1. Welcome and public participation

No comments

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

Apologies were received from Cllr Younger who did not feel well enough to attend.

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

432.22 – 3. Co-option of Councillors. There were no candidates.

433.22 – 4. Approval of Minutes from 13th January 2022

No changes

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

434.22 – 5. Review of action points from last meeting

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. Can close this item as Clerk and Cllrs now have delegated powers to arrange this work.
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. DONE. 2 volunteers have come forward.
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. Move to next agenda.
Clerk	419.22-8	Make sure the approved 2022/23 budget figures are on the council's website. Up to date figures are available, still need to load onto the website. Move to next meeting.
Clerk	421.22-8	Add consideration for 3 defib costs annually into future council meeting. DONE Added to meeting list.
Cllr Nicholson	421.22-10	Arrange for quotes for playground repairs. To advise Clerk when the item needs to be on a council agenda. PENDING.

Cllr Nicholson arrived 7.37pm.

The Clerk has a new action to ask Ward Cllr Wheeler about closing the High Street for a Jubilee event.

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

436.22 – 7. Approve Complaints policy.

Amendment to be made to show that this policy is about staff of the council and any complaints about Councillors should be addressed to Wiltshire Council Monitoring Officer.

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

437.22 – 8. Annual review of council's risk assessments and vote on any appropriate action to take.

Allotments – no high scoring risks to be considered. No action.

Play area – The high scoring areas of defective equipment risk, deterioration risk and vandalism/theft risk were discussed. Actions already taken by council to mitigate risks are:

- Adequate funds set aside for repairs.
- ROSPA inspects the area once a year and any amber/red items are reviewed and required action completed within 6 months.
- Bark is added annually. ROSPA report looks at wear and tear.
- Insurance provision should cover vandalism and theft. Action for RFO to confirm the cover the policy provides and council to review to ensure it provides adequate provision.
- The area is inspected by someone competent to visually spot any issues that need further investigating – update this part of the RA to show the risk is adequately managed.

Open spaces – full review not yet completed. Items to note:

- The PC's storage area needs the maintenance levels of the external area investigating.
- The ownership and use of the trimmer needs to be determined. An item is to be added to the next meeting to determine this.
- The Clerk has an action to report to Wiltshire Council that the plastic light bollard on the High Street/Church St junction is not securely fastened and is detached every time there is wind.
- Cllr Sheerin and Cllr Barry will fully review the document and Cllr Sheerin will report back in advance of the next council meeting so the item can be concluded.

438.22 – 9. Approval of grant request from Doctors Surgery for £306.00 inc VAT to provide new batteries for the defibrillator on site.

A proposal was made to approve a grant of £306.00 to the surgery for a new defibrillator battery. The proposal was seconded and all Cllrs were in favour.

The further request of the annual maintenance contract fee being covered by the Parish Council was deferred to the May meeting.

439.22 – 10. Approval of amendments to Financial Regulations to support the provision of payment by on-line banking and update the document to have relevant references to the RFO.

The proposed changes were all acceptable. Once further change to be made to item 6.4 to show that payments will be signed or authorised depending on payment method.

A proposal was made to approve the updated Financial Regulations with the extra amendment stated above. The proposal was seconded and all Cllrs were in favour.

440.22 – 11. To note the increase in monthly costs from £25 to £30 from the Council's payroll provider.

This was noted by the council.

441.22 – 12. To determine any response by the council to the North Wessex Downs AONB survey on vehicles on green lanes.

There are concerns over horses being startled due to motor vehicles on lanes but likewise the council wouldn't want to prevent legitimate vehicles from using the lanes.

The council would like to see stronger enforcement measures in place where vehicles should not be on green lanes.

Cllr Wyatt will draft a reply to the consultation and send it around for Cllrs for consideration before submitting.

A proposal was made to approve Cllr Wyatt drafting a response to this survey and sharing with Cllrs before submitting. The proposal was seconded and all Cllrs were in favour.

442.22 – 13. Approve Auditing Solutions Chippenham as the internal auditor for the 2021/22 financial accounts.

A proposal was made to approve Audit Solutions as the internal auditor. The proposal was seconded and all Cllrs were in favour.

443.22 – 14. Retrospective approval of emergency fallen tree removal at allotments. £370 plus VAT by Allbuild. To come from unallocated reserves.

A proposal was made to approve these emergency costs from Allbuild. The proposal was seconded and all Cllrs were in favour.

444.22 – 15. Approval of delegated powers for Clerk and allotment committee Cllrs to make expenditure decisions on work due from remaining 2021/22 budget.

A proposal was made to approve the delegated power to the Clerk and allotment committee Cllrs to make expenditure from the remaining allotment funds. The proposal was seconded and all Cllrs were in favour.

445.22 – 16. Together for our Plant update from Cllr Wyatt. "Great Green Bedwyn" Project

The written report was received from Cllr Wyatt and there were no questions or comments from this.

Cllr Wyatt advised that a contracted appointment had been made for someone to assist with managing this project. There have been 147 responses to the parish wide survey so far.

A full report will follow on the survey as it has only just closed.

There are over 120 comments to review. Some of the comments related to items that the Parish Council can consider. There is a launch event on 23rd March that everyone is invited to attend.

They are hoping to hold events such as an Electric Vehicle Rally; and link up with homes that already have “eco-friendly” homes to demonstrate what changes can be made.

There was interest in improving local recycling and transport links.

The heat loss surveys were very popular.

446.22 – 17. Consider a request to plant a gifted “Bedwyn Beauty” apple tree within the parish.

Cllr Nicholson will look at the land at the Recreation field to determine if there is any available space there.

The council are in favour of this project in principle, but careful consideration will need to be given to the location and future care and maintenance of the tree.

The Clerk is to update the resident to confirm in principle the project and to ask after the expected size of the tree and how it will be protected.

Cllr Wyatt will advise the Clerk on which meeting an item should be added to, to consider the planting of a copse of trees within the parish.

447.22 – 18. Review results of traffic surveys commissioned by Wiltshire Council and vote on next steps.

Browns Lane, Forest Hill and Church St were surveyed. The full results will be published on the council’s website. The worst result was an 85th percentile speed of 37 mph on Browns Lane travelling NE between Castle Road and Wansdyke Road, where 45% of vehicles passed at or below the speed limit, 31% between 31-34 mpg, 23% between 35-44 mph and 2% at 45 mph or higher.

The result of the surveys do not meet the threshold for Wiltshire Police to get involved. This requires the 85th percentile speed to be over 42 mph in a 30 mph zone. The reports suggested that the council may want to set up a Community Speedwatch.

The council discussed the findings and next steps:

- Install form of electric traffic signage to warn traffic of their speed and encourage them to slow down. The Clerk will provide some background information on a previously investigated sign that has performed well.
- Ask Wiltshire Council if the 30mph speed limit signs could be moved further away from the school to warn drivers earlier. This was deemed unlikely to be successful.
- Install white gates with signage at browns Lane entrance to remind drivers of the speed limit.

This item is to be added to the next council meeting for further discussion.

448.22 – 19. Planning report. Cllr Clack gave the planning report as follows:

- PL/2002/00925 32 Castle Road, Great Bedwyn. Rear 2 storey, single storey side, loft conversion, demolish garage & erect bike shed.
Planning Committee voted - No objections – would like a condition of environment credentials to be high, and to investigate carbon reduction build where possible.

450.22 – 21. Items for the next agenda

The annual meeting of the Parish Council was confirmed as needing to take place in May. The Clerk will make appropriate arrangements.

The meeting closed at 8.53pm.

Date of next meeting: Thursday 12th May 2022, Village Hall, Starting 7.30pm

Action Points

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
Clerk	419.22-8	Make sure the approved 2022/23 budget figures are on the council's website
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. Now May agenda.
Clerk	435.22-5	Ask Ward Cllr Wheeler about shutting High Street for a Jubilee event
Clerk	436.22-7	Update the Complaints policy as detailed and load onto the website
RFO	437.22-8	RFO to check with insurance company the level of cover for the play area – vandalism, theft and public liability etc.
Clerk	437.22-8	Clerk to update Play Area RA with required changes
Clerk/Cllr Sheerin/Cllr Barry	437.22-8	Clerk to update Wiltshire Council on damaged bollard Clerk to add to next agenda the consideration of the maintenance levels of the shed area and the ownership of the strimmer Cllr Sheerin and Cllr Barry to fully review the Open Spaces RA and come back to May council will suggestions/comments.
Clerk	438.22-9	Add maintenance grant request from the Drs surgery for their defib to May agenda
Clerk	439.22-10	Update Financial Regulations as approved and load onto the website
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.
Clerk	446.22-17	Advise resident of update in regard to the tree. Ask after size of sapling and protection
Cllr Nicholson	446.22-17	To locate a suitable site for the apple tree
Cllr Wyatt	446.22-17	Advise Clerk when an item for new copse of trees should be added for consideration
Clerk	447.22-18	Provide information on speed calming signs. Add to next agenda for consideration.
Clerk	447.22-18	Add traffic survey results to the council website
Clerk	448.22-19	Invite Tottenham Estate to talk to the council about their long-term plans
Clerk	450.22-21	Arrange annual council meeting for May 2022