

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 9 MARCH 2023 7.30PM

IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Sheerin (Vice Chairman), Cllr Cooper, Cllr Nicholson, Cllr White, Cllr Shill, Cllr Sims, Clair Wilkinson (Parish Clerk) and 10 members of the public.

561.22 – 01. Welcome and public participation.

Resident Patrick Pease was remembered, who sadly passed away. A passionate member of the community who was not afraid to get involved.

Village hall extension update – start construction in May. Carpark work will be completed end of March. Estimates for work are being received and reviewed.

Foxbury Place solid white line needs re-painted. The Clerk advised this had been reported to WCC. If there is no update by the May meeting the council will look to escalate this issue.

Concerns over whether a pipe leading into the river at the Frog Lane location contains sewerage. It was advised that the PC can report to Environmental Health but do not have any priority treatment when making reports. The council urge all residents to report to Env. Health direct with any concerns.

Bus changes coming in April and May. Can we invite either the bus company or WCC to the May meeting to advise what is happening. Residents don't want to lose the bus service. The Clerk is to make enquiries for more information and try to find someone who can attend in May to provide more information.

562.22 – 02. Apologies for absence and vote to approve them

Cllr Wyatt and Younger are away. Cllr Sanday has a work commitment.

It was noted that Cllrs Barry and Kane have resigned from the council.

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

563.22 – 03. Declarations of interest. There were none.

564.22 – 04. Approval of Minutes from 12th January 2023

The minutes of the meeting of 12 January 2023 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

565.22 – 05. Review of action points from last meeting (completed items in grey)

Not covered.

566.22 – 06. Co-option of any candidates for Cllr

There were no candidates.

567.22 – 07. FINANCE. Discuss and approve grants awarded for Coronation activities. £3000 total available.

After a discussion, the following grants/donations were approved:

- £100 to plant a memorial tree with plaque at the Doctors Surgery garden

- Bedwyn Cinema Group. £200 to show the coronation on the big screen and provide refreshments
- St Mary's church. £200 to provide canapes to accompany the bell ringing
- St Mary's church. £200 to provide special teas for those visiting the church during the coronation
- Major Luke Turrell's project for a day's worth of activities and plans, drawing together all local groups. £1400.
- St Mary's church will research, purchase, and distribute a commemorative item for children in the parish. £400.
- £500 will be retained by the council to provide a memorial bench in a public location.
- A commemorative bench for the school grounds was not approved on the basis that this was not accessible to the whole community.

An agenda item will be on the May agenda to approve a bench and public location.
Groups are reminded that the funds will not be available until 1st April earliest.

568.22 – 08. FINANCE. Discuss and approve requested grants for the Doctors surgery to cover replacement defibrillator pads and replacement outside bin.

A proposal was made to approve the costs of £51.60 for replacement defib pads but not the costs of the replacement bin (£120). The proposal was seconded and all Cllrs were in favour.

569.22 – 09. FINANCE. Approve costs of £10.20 for expenses for the Clerk for stamps. (Lost receipt)

A proposal was made to approve the expenses costs of £10.20 for the Clerks expenses. The proposal was seconded and all Cllrs were in favour.

570.22 – 10. FINANCE. Review and approve credit card for staff use for purchases. Recommendation from the internal auditor.

The Unity credit card via Lloyds was reviewed. The set-up cost is £50 with a monthly fee of £3.00. The balance is automatically cleared each month from the Unity bank acc. Spending limits can be set up.

A proposal was made to approve the addition of 1 card The proposal was seconded and the majority of Cllrs were in favour.

The RFO is to check with TSB on whether they offer a card at competitive costs before proceeding.

571.22 – 11. FINANCE. Approval of £135.00 for the hire of a diesel-powered jet washer for cleaning the play area.

A proposal was made to approve the expenditure of the jet washer hire. The proposal was seconded and all Cllrs were in favour.

572.22 – 12. FINANCE. Approve costs of £150 to replace the stolen wooden bollard from the village centre.

A proposal was made to approve the costs of £150 to replace the bollard. The proposal was seconded and all Cllrs were in favour.

573.22 – 13. Playground update if required. None.

574.22 – 14. To vote on the grass cutting tender for the following year.

The 2 quotes provided were reviewed. The council would like to understand more on where the current contractor cuts and the schedule for the work. They would like the Clerk to be provided with the dates for the work.

The quote from Last's was approved for the next 3 months in order to maintain continuity.

The Clerk will contact Last's for the information required and the item will be on the May agenda for further consideration.

A proposal was made to approve the costs from Last's for the next 3 months only. The proposal was seconded and all Cllrs were in favour.

575.22 – 15. Report from Great Green Bedwyn.

The report was received and noted. There were no comments or questions.

576.22 – 16. Approve the proposed Terms of Reference for the Great Green Bedwyn Group.

A proposal was made to approve the TOR for the GGB. The proposal was seconded and all Cllrs were in favour.

577.22 – 17. Approve the additional installation costs for the posts for the SID device.

Wiltshire Council contractor had not supplied the additional labour costs on the original quote.

A proposal was made to approve the new total cost of £3321.61 to allow the install work of the SID posts to go ahead. It was also proposed that the Clerk in consultation with Cllr Sims had delegated powers to approve an additional £500 spending on this project if required. The proposals were seconded and all Cllrs were in favour.

578.22 – 18. Planning applications voted on in the 9 March planning meeting.

The planning applications reviewed can be seen on the Planning minutes from 9 March on the council's website.

579.22 – 19. Planning applications decided by Wiltshire Council since the last meeting

These applications and their decisions can be viewed on the 9 March Full Council agenda which is on the council's website.

580.22 – 20. Finance report

| Great Bedwyn Parish Council Finance Report 28 February 2023 | | | | | |
|--|----------------------|---|-----------------|---------------|-----------------|
| Payments Since Last Meeting | | | | | |
| Date | Payee | Description | Gross £ | VAT £ | Net £ |
| 05/01/2023 | Climate Officer | GB Climate Officer Nov & Dec Hours | 900.00 | | 900.00 |
| 12/01/2023 | Allbuild | To install ballards as requested | 1,800.00 | 300.00 | 1,500.00 |
| 12/01/2023 | Glasdon UK Ltd | New bin, lock and liner | 350.99 | 58.50 | 292.49 |
| 12/01/2023 | Last Landscaping | Grass cutting Oct-Dec Q3 2022-23 | 1,476.00 | 246.00 | 1,230.00 |
| 19/01/2023 | Cllr Nicholson | Expenses. Playground bolt caps. 2 packs, sizes M10 & M12 | 5.72 | | 5.72 |
| 31/01/2023 | HMRC | Employee tax Jan | 150.60 | | 150.60 |
| 31/01/2023 | Clerk and RFO | Staff Jan salaries including backpay | 753.76 | | 753.76 |
| 31/01/2023 | DCK Accounting | Jan payroll | 36.00 | 6.00 | 30.00 |
| 02/02/2023 | Cllr Wyatt | Expenses to Jan, GGB. Zoom renewal, domain, paper, ink post-its, flipchart, apple juice | 302.30 | 23.99 | 278.31 |
| 02/02/2023 | Handyman | Handyman hours and expenses Jan | 239.10 | | 239.10 |
| 02/02/2023 | Clerk | Clerks' Expenses Oct-Jan. Printer ink and postage | 35.36 | | 35.36 |
| 09/02/2023 | Allotment Tenant | Allotment plot 99C. Refund deposit and rent | 55.00 | | 55.00 |
| 16/02/2023 | Allotment Tenant | Allotment plot 110-C1. Refund deposit. | 25.00 | | 25.00 |
| 24/02/2023 | HMRC | Employee tax Feb | 80.20 | | 80.20 |
| 24/02/2023 | Clerk and RFO | Staff Feb salaries | 472.47 | | 472.47 |
| 28/02/2023 | DCK Accounting | Feb payroll | 36.00 | 6.00 | 30.00 |
| 28/02/2023 | Safeguard Europe Ltd | Roxil wood protection cream | 199.78 | 33.30 | 166.48 |
| | | Total | 6,918.28 | 673.79 | 6,244.49 |
| | | | 6918.28 | 673.79 | 6244.49 |

| Bank Reconciliation at 28 February 2023 | | | |
|--|----------|-------------------|-------------------|
| | | | |
| | | £ | £ |
| Balance b/fwd at 05 Jan 2023 | | 102,983.15 | |
| Receipts | | 317.00 | |
| Payments | | | 6,918.28 |
| Balance c/fwd 28 Feb 2023 | | | 96,381.87 |
| | | <u>103,300.15</u> | <u>103,300.15</u> |
| Balance per bank statements | | | |
| TSB Business Accou | 51634 | 28/02/2023 | 245.00 |
| TSB Saving Account | 7018306 | 28/02/2023 | 80,215.32 |
| Unity Business Acc | 20460060 | 28/02/2023 | 16,765.00 |
| | | | <u>97,225.32</u> |

There were no questions or comments on the finance report.

581.22 – 21. Items for the next agendas

There were none from Cllrs. The Clerk will add items for the memorial bench and further grass cutting quote considerations.

The meeting closed at 8.39pm.

Date of next meeting: Thursday 11th May 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. COMPLETED |
| Clerk | 467.22-16 | Review grass cutting quotes over winter for appointment of a contractor for the 2023 season. ADD TO MAY AGENDA |
| RFO | 486.22-15 | Create a plan for regular funds movement from current account to savings account to maximise interest payments. PENDING |
| Clerk | 487.22-16 | Add ROSPA playground inspection course to an agenda in 6 months' time for review. (From July 22) PENDING |
| Clerk | 512.22-13 | Arrange the install of the bollards at amended cost & repairs to cobbles. COMPLETED |
| Cllrs Sims, Wyatt and Sanday. Clerk | 523.22-04 | Review proposed flood plan and bring to council to adopt the updated plans. Formal thank you to Mr Hitchman for his work to date on this item. PENDING. |
| Cllr Barry | 551.22-07 | Update budget as per minute and publish on parish council's website. DONE |
| Clerk | 551.22-08 | Submit precept to Wiltshire Council. COMPLETED |
| Clerk/RFO and Cllr Sims | 555.22-11 | Council staff to work with Cllr Sims to arrange the purchase of the SID items. Clerk to write a news item for the next BPNews. COMPLETED |
| Clerk and RFO | 556.22-12 | Arrange for staff salary increases to be processed. COMPLETED |
| Clerk | 561.22 – 01 | Follow up on Foxbury place line painting. Ask Ward Cllr for assistance |
| Clerk | 561.22 – 01 | Report possible sewerage contamination of river at Hall location. |
| Clerk | 561.22 – 01 | Arrange for speaker to attend May meeting ref changes to bus services |
| Clerk | 567.22 – 07 | Add public commemorative bench to May agenda |
| Clerk | 574.22 – 14 | Follow up with grass cutting contractor and bring back to the May agenda |