

GREAT BEDWYN PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 11 MAY 2023 7.45PM
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Sheerin, Cllr Cooper, Cllr Nicholson, Cllr White, Cllr Wyatt, Cllr Sanday, Cllr Shill, Cllr Sims, Clair Wilkinson (Parish Clerk) and 5 members of the public.

Cllr Cooper acting as Chairman for the meeting as voted in, at the May 23 annual meeting.

582.23 – 01. Welcome and public participation. 5 members of the public including Ward Cllr Wheeler.

A representative from Bedwyn Footpath Group wanted to thank the council for their continued support. Recent funds were used to create a new leaflet that combined all 9 walks in the area.

As part of “No stile Wiltshire” they have been removing stiles and replacing with gates. There are now 20 miles of public rights on way locally with no stiles.

The verge at the top of Forest Hill requires cutting. The Clerk will add this to the Parish Stewards list.

Local concern over the new bus service. It relies heavily on users with mobile phone signal calling or using an app for a bus to be ordered. The current service is ending July 23.

Ward Cllr Wheeler will bring this up with the area board.

The Clerk will get a copy of the information known so far added to the bus stop for information.

A request was made for the Cinema Group to be acknowledged for their work opening the cinema for the hall during the Coronation. Also to Luke Turrell and Anne Ryan for their contributions.

A list will be compiled by the Clerk and Cllrs and added to the next BP news.

3 members of the public left the meeting.

583.23 – 02. Co-option of candidates for Councillor. There were no candidates.

584.23 – 03. 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.

585.23 – 04. Declarations of interest. There were none.

586.23 – 05. Approval of Minutes from 9th March 2023

The minutes of the meeting of 9th March 2023 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

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

Owner	Minute ref	Action
Clerk	467.22-16	Review grass cutting quotes over winter for appointment of a contractor for the 2023 season. ADD TO MAY AGENDA. DONE

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. DONE.
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review. (From July 22) PENDING
Clerk	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance. PENDING but WC Wheeler advised this is on a works list with WCC
Clerk	561.22 – 01	Report possible sewerage contamination of river at Hall location. DONE
Clerk	561.22 – 01	Arrange for speaker to attend May meeting ref changes to bus services. OFFICER UNABLE TO ATTEND ON MEETING DATE. DONE
Clerk	567.22 – 07	Add public commemorative bench to May agenda ALREADY DEALT WITH ON APRIL PLANNING AGENDA.
Clerk	574.22 – 14	Follow up with grass cutting contractor and bring back to the May agenda DONE.

The Clerk will add the approval of the flood plan to the July agenda.

Cllr Sims and Cllr Wyatt will prepare an agenda item to discuss further white lines required with the village for the July agenda.

588.23 – 07 FINANCE. Approve £40 Cllr skills training course and £30 RFO VAT course.

A proposal was made to approve these 2 training costs from the training budget. The proposal was seconded and all Cllrs were in favour.

589.23 – 08. FINANCE. Approve the Governance Statement document for the 22/23 annual external audit (AGAR)

A proposal was made to approve the document as an accurate report from the council for the year 22/23. The proposal was seconded and all Cllrs were in favour.

590.23 – 09. FINANCE. Approve the Accounting Statement document for the 22/23 annual external audit (AGAR)

A proposal was made to approve the document as an accurate report from the council for the year 22/23. The proposal was seconded and all Cllrs were in favour.

591.23 – 10. FINANCE. Considering approving costs to add metal chains to the wooden bollards at the village centre. (due to vandalism/removal of posts)

The costs from 4 suppliers were looked at.

There was no proposal to go ahead with chains for the bollards.

It was noted that the police were involved the last time damage was done to the bollards. It was agreed that this would be followed up if further damage occurred.

592.23 – 11. FINANCE. Review options for maximise council savings by the use of savings accounts.

The council reviewed the 2 recommended options from the RFO.

Option 1 to just have a Unity savings account and close the TSB savings account

Option 2 to open a Unity savings account and keep the TSB savings account. Then move funds quarterly between the 2 savings accounts depending on who had the best interest rate. TSB account will need upgrading to include triple authentication.

A proposal was made to approve option 2 to have 2 savings accounts. The proposal was seconded and a majority of Cllrs were in favour.

The RFO has an action to check the total costs of having these accounts open.

593.23 – 12. FINANCE. Retrospective approval of funds transfer from Unity to TSB £17,583.37 (ref Financial Regulations)

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

594.23 – 13. FINANCE. Approve transfer of £45,000 CIL funds to Unity to allow grant fund to be paid to Village Hall. (ref Financial Regulations)

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

595.23 – 14. FINANCE. To formally note the approved bank reconciliations from April to Dec 22 and Jan to March 23 by a Councillor. (ref Financial Regulations)

The documents showing the signed approval of Cllrs for the above documents were viewed.

A proposal was made to approve the signing of the bank reconciliations as accurate. The proposal was seconded and all Cllrs were in favour.

596.23 – 15. To approve the risk assessment for handyman and volunteer tasks.

A proposal was made to approve this risk assessment. The proposal was seconded and all Cllrs were in favour.

597.23 – 16. Playground update if required. (Cllr Nicholson) Some small maintenance items have been carried out. More repair quotes are required. The wooden items still look good.

Swing set quotes are being obtained. The budget set aside for the current year may not be used so may be requested to be set aside as allocated funds for 2023/24. Will aim to get the monkey bars replaced this year if possible.

598.23 – 17. To vote on the grass cutting tender for the following year.

Quotes were reviewed.

A proposal was made to approve the volunteer work for cutting the play field with the refunding of fuel costs. The proposal was seconded and all Cllrs were in favour.

A proposal was made to approve the costs from Last's for the remainder of the seasons' cuts for the churchyard only and the Clerk is to be given Delegated Authority to approve the final costs in order that work can begin immediately. The proposal was seconded and all Cllrs were in favour.

The final costs for this work are not known due to the Clerk having the authority to make arrangements; however the Last's quote for both sets of work was £4920 per annum plus VAT.

599.23 – 18. Report from Great Green Bedwyn.

Farm walks and talks are being arranged.

They are working on rain garden projects with ARK.

They are holding monthly social meetings for members.

600.23 – 19. Approval of costs from Great Green Bedwyn since the last meeting.

There were no costs incurred.

601.23 – 20. Planning applications voted on in the 9 March planning meeting.

The planning applications reviewed can be seen on the Planning minutes from 11th May on the council's website. 202.23 – 21. Planning applications decided by Wiltshire Council since the last meeting

These applications and their decisions can be viewed on the 11th May Full Council agenda which is on the council's website.

603.23 – 21. Finance report

Great Bedwyn Parish Council Finance Report 4 May 2023					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
09/03/2023	Clerk	Clerk's Feb Expenses. HP ink and postage for posters	5.64	0.50	5.14
09/03/2023	Handyman	Handyman hours Feb	120.00		120.00
09/03/2023	Great Bedwyn Memorial Hall	GGB hall hire, 15th Sept, 2nd Nov, 10th & 18th Jan. Total 9	126.00		126.00
17/03/2023	Ramsbury Estates Ltd	Allotments Rent	250.00		250.00
17/03/2023	Climate Officer	GB Climate Officer Jan & Feb Hours	750.00		750.00
21/03/2023	HMRC	Employee tax March	80.40		80.40
21/03/2023	Clerk & RFO	March salaries	472.27		472.27
21/03/2023	DCK Accounting	March payroll	36.00	6.00	30.00
31/03/2023	Unity Trust Bank	Service charge Q4. 3 months @ £6 p/month	18.00		18.00
11/04/2023	Bedwyn Cinema	King's Coronation Grant	200.00		200.00
11/04/2023	Calne Town Council	Dynamic Cllr training course for Cllr Simms	40.00	6.67	33.33
11/04/2023	Handyman	Handyman March Hours & Expenses	229.72	1.41	228.31
11/04/2023	Last Landscaping	Grass cutting Jan-Mar Q4 2022-23	1,476.00	246.00	1,230.00
11/04/2023	Chiseldon Parish Council	Hire of 2 marquees for Kings Coronation Event	200.00		200.00
11/04/2023	Pandora Signs	Speed device	3,390.00	565.00	2,825.00
11/04/2023	HSS ProService Ltd	Pressure washer hire & delivery	168.00	28.00	140.00
18/04/2023	Old School Surgery	Replacement defib pads	51.60		51.60
21/04/2023	Castle House Joinery Ltd	Coronation memorial bench & delivery	626.69	104.45	522.24
21/04/2023	Allbuild	To replace missing oak post & reset cobbles	600.00	100.00	500.00
21/04/2023	Information Commissioners Office	Annual data protection fee renewal	35.00		35.00
24/04/2023	Great Bedwyn Parish Council	Internal transfer savings to current a/c	45,000.00		45,000.00
28/04/2023	Community First	Insurance cover for marquee hire	28.00		28.00
28/04/2023	HMRC	Employee tax March	110.40		110.40
28/04/2023	Clerk & RFO	April salaries & Expenses	534.28		534.28
28/04/2023	DCK Accounting	April payroll	36.00	6.00	30.00
03/05/2023	Handyman	April Hours & Expenses	464.75		464.75
		Total	55,048.75	1,064.03	53,984.72
Bank Reconciliation at 4th May 2023					
			£	£	
Balance b/fwd at 28 Feb 2023			96,381.87		
Receipts			59,281.27		
Payments				55,048.75	
Balance c/fwd 4 May 2023				100,614.39	
			155,663.14	155,663.14	
Balance per bank statements					
TSB Business A	51634	04/05/2023	245.00		
TSB Saving Acci	7018306	04/05/2023	35,331.59		
Unity Business	20460060	04/05/2023	65,725.79		
			101,302.38		
Less outstanding cheques / unapproved payments on Unity					
	Chq 300001		55.00		
	OLB 15		168.24		
	OLB 17		464.75		
			687.99		
Balance at 4 May 2023				100,614.39	

There were no questions or comments on the finance report.

604.23 – 22. Items for the next agendas

Cllr Sheerin wondered if the surface of Back Lane could be discussed due to the mobility of some residents living there.

The meeting closed at 8.42pm.

Date of next meeting: Thursday 13th July 2023 Village Hall at 7.30pm, with an informal discussion from 7.00pm.

Action Points

Owner	Minute ref	Action
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	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance
Clerk	582.23 – 01	Add Forest Hill cutting to stewards list. Add bus info to bus stop. Compile list of thanks for Coronation with Cllrs input.
Clerk	587.23 – 06	Add Flood plan approval to July agenda
Cllrs Sims and Wyatt	587.23 – 06	Prepare item for July agenda for further white line requirements in the parish
RFO	592.23 – 11	Check the total bank charges for bank accounts the council holds and report back to Cllrs