

GREAT BEDWYN PARISH COUNCIL  
MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON 13 JULY 2023 7.30PM  
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Cooper, Cllr Younger, Cllr Nicholson (late arrival), Cllr White, Cllr Wyatt, Cllr Shill, Cllr Sims, Clair Wilkinson (Parish Clerk) and 3 members of the public.

**605.23 – 01. Vote on Council chairman for the year until May 2024.**

A proposal was made for Cllr White to take the position of Council Chairman. There were no other nominations. The proposal was seconded and all Cllrs were in favour.

**606.23-02. Vote on Vice Chairman for the council for the year until May 2024.**

A proposal was made for Cllr Cooper to take the position of Council Vice Chairman. There were no other nominations. The proposal was seconded and all Cllrs were in favour.

**607.23. 03. Welcome and public participation.** 3 members of the public including Ward Cllr Wheeler.

A resident asked after an update on the proposed bus timetable/system changes. This has been postponed until the end of October 23. The council has placed an updated notice on the bus stop shelter and will add a notice to the train station area to make commuters aware.

Ward Cllr Wheeler leaves the meeting.

**608.23 – 04. Vote to approve agenda item 27 as a confidential item – Staff back pay approval and increase of monthly hours worked.**

Cllr White read schedule 12A of the Local Government Act 1972 stating that the item be held as confidential as it contained information relating to an individual.

A proposal was made that item 27 on the agenda be held as a confidential item. The proposal was seconded and all Cllrs were in favour.

**609.23 – 05. Co-option of candidates for Councillor.** There were no candidates.

**610.23 – 06. Apologies for absence and vote to approve them.**

Cllr Sheerin has a work commitment. Cllr Sanday is unwell.

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

**611.23 – 07. Declarations of interest.** There were none.

**612.23 – 08. Approval of Minutes from 11<sup>th</sup> May 2023**

The minutes of the meeting of 11<sup>th</sup> May 2023 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

## 613.23 – 09. 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. COMPLETED. New contractors in place
RFO	486.22-15	Create a plan for regular funds movement from current account to savings account to maximise interest payments. NEW ACCS SET UP. Procedure for moving funds to be confirmed.
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review. (From July 22) PENDING. DONE. On July agenda.
Clerk	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance. PENDING. Waiting to hear from WCC when GB will have lines painted.
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. DONE
Clerk	587.23 – 06	Add Flood plan approval to July agenda. DONE. Plan approved but emergency plan needs more work. Add to next agenda.
Cllrs Sims and Wyatt	587.23 – 06	Prepare item for July agenda for further white line requirements in the parish. PENDING, add to Aug agenda.
RFO	592.23 – 11	Check the total bank charges for bank accounts the council holds and report back to Cllrs. DONE. Only charges are with Unity current account.

It was noted that it would be helpful if WCC could provide notification for when white lining work was being carried out so residents could be asked to move their cars. The Clerk will pass this on to WCC. Prior notice for road closures also appreciated.

## 614.23-10. Approval of draft flood plan and emergency plan.

**A proposal was made to approve the draft flood plan. The proposal was seconded and all Cllrs were in favour.**

The Clerk has an action to update the document with relevant contact details. The Clerk will publish on the website, FB page and noticeboards.

The safety committee have an action to condense this information so it can be published in an edition of the Bedwyn Parish News.

The safety committee will work on improving the emergency plan/filling in the blanks and the item will be returned to the Sept agenda for approval.

Cllr Sanday to be asked if she would consider being the emergency plan controller.

Residents are to be reminded to call 999 in an emergency to get the experts on site.

## 615.23-11. Verbal update of Speed Indicator Device progress (SID) by Cllr Sims

Positive progress being made. The posts were recently installed by WCC. They will be removed shortly and stored away from site when the special tool arrives. The poles will only be in place when the SID is there. Locations are Forest Hill, Church St and Browns Lane. When the device is at Jockey Green it will use the existing pole for the 30mph sign. A couple of complaints have been received which are being worked through. Of the 100 leaflets dropped to locations near the sites, we have received 3 comments from residents. It was noted by another Cllr that this was a long-term wish of former resident Patrick Pease, to have safer roads within the village and it's hoped that this device will help achieve this.

**616.23 – 12 FINANCE. To formally note the content of the internal auditors' report for the financial year 22/23 and approve recommendations from the RFO.**

A proposal was made to note and approve the content of the report and, also the recommendations from the RFO. The proposal was seconded and all Cllrs were in favour.

It was noted that the internal auditor recommended that the employment risk be checked for the 2 contractors. The council has checked the contractors' self-assessment registration status to ensure they are registered for self-assessment with HMRC for tax purposes.

Cllr Nicholson arrives 20.04.

**617.23 – 13. FINANCE. To approve the councils' asset register for 31.3.23**

A proposal was made to approve the asset register. The proposal was seconded and all Cllrs were in favour.

It was noted that for audit purposes the council's asset register did not have to record depreciation costs the same as a commercial asset register.

**618.23 – 14. FINANCE. To approve the Clerk and RFO as approvers on the Unity bank current account (Omitted from May 23 meeting)**

A proposal was made to approve the Clerk and RFO as approvers on the bank account should Cllrs not be available to approve payments. The proposal was seconded and all Cllrs were in favour.

**619.23 – 15. FINANCE. To formally note the bank reconciliations for the bank accounts for Apr-Dec 22, April to March 23 and for the YTD to 6<sup>th</sup> July.**

The signed copies of the reconciliations had been reviewed by the council.

A proposal was made to formally note these reconciliations as being approved. The proposal was seconded and all Cllrs were in favour.

**620.23 – 16. FINANCE. To vote on approving £125 costs for the handyman to attend a RoSPA playground inspection course. Optional exam at £150 available.**

A proposal was made to approve £125 costs for the handyman to attend this course. The proposal was seconded and all Cllrs were in favour.

If the handyman wanted to fund the exam costs themselves for professional development, then they would be welcome to.

**621.23 – 17. FINANCE. Approval of final condition to release the £45,000 CIL funds to the Village Hall for their extension project.**

The supplied quote from the contractor was reviewed.

A proposal was made to approve this quote as sufficient to proceed with releasing the £45,000 funds. The proposal was seconded and the majority of Cllrs were in favour.

**622.23 – 18. FINANCE. Vote on whether to approve £1000 grant funds to Bedwyn Church for tree work in the cemetery.**

A proposal was made to approve a grant of £1000 for tree work to the church. The proposal was seconded and the majority of Cllrs were in favour.

### **623.23 – 19. Discussion and vote on request from the St Marys Management Company to support an application to Wiltshire Councils Local Highways and Footpaths Improvement group for verge protection measures.**

A proposal was made to submit this request, with no further involvement being confirmed from GBPC at this stage. The proposal was seconded and all Cllrs were in favour.

The Clerk has an action to provide LHFIG information to the council safety committee to see if other areas can be requested for improvements.

### **624.23 – 20. To approve the councils' complaint policy**

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

The Clerk has an action to load this policy to the website.

### **625.23 – 21. Approval of annual risk assessments for Play Area, Allotments, Financial risk and Open Spaces, Assets and Highways.**

Items scoring over 15 on the matrix were reviewed.

The only items scoring over 15 were for the play area and this is due to the nature of the impact of any potential damage/vandalism or decay of items.

Cllr Nicolson confirmed that she will get quotes for faulty items when required, repairs are actioned weekly as required and the area is inspected regularly plus a professional external inspection annually.

A proposal was made to approve all risk assessments for the year. The proposal was seconded and all Cllrs were in favour.

### **626.23 – 22. Approve proposed allotment plot price increases.**

The proposed plot price changes were reviewed. These are split into 4 bandings based on size of plot to ensure fair charges to tenants.

Small £30

Medium £35

Large £40

Extra Large £45

The proposed charges listed above were proposed to be approved from Oct 23 renewals. The proposal was seconded and all Cllrs were in favour.

Cllr Younger was thanked for her efforts in compiling this work.

### **627.23 – 23. Playground update if required. (Cllr Nicholson)**

No update apart from more bark needs ordering.

The Clerk has an action to ask for quotes for emptying the 2 bins on site. Bring back to next agenda.

### **628.23 – 24. Formally note the result of the Clerks delegated power to arrange the contract details with Last's for grass cutting at the cemetery.**

The annual contract price is confirmed at £3492.00 plus VAT

A proposal was made to formally note the contract costs of £3492 plus VAT for Last's grass cutting. The proposal was seconded and all Cllrs were in favour.

### **629.23 – 25. Report from Great Green Bedwyn.**

The written report had been received prior to the meeting which is available on request.

3 main areas being worked on:

1. Farm and Bio-diversity walks.
2. Rain gardens, working with ARK. Funded by Thames Water. 20 gardens are planned including the school and 3 Tunns.
3. Home energy and reducing carbon footprints. Open homes session in Sept.

**630.23 – 26. Approval of costs from Great Green Bedwyn since the last meeting.**

The costs were:

Climate Officer March and April 23 £450.00

Website provision for 2 years. £144.00

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

The residents leave at 20.48.

**631.23 – 27. CONFIDENTIAL Item. To approve backpay and increase of staff hours.**

**A proposal was made to approve the back pay at standard time per hour costs and increase the hours by 6 hours per month. The proposal was seconded and all Cllrs were in favour.**

**632.23 – 28. Planning applications voted on at the 13<sup>th</sup> July planning meeting.**

The planning applications reviewed can be seen on the Planning minutes from 13<sup>th</sup> July on the council's website.

## 633.23 – 29. Planning applications decided by Wiltshire Council since the last meeting.

These applications and their decisions can be viewed on the 13<sup>th</sup> July Full Council agenda which is on the council's website.

## 634.23 – 30. Finance report

Great Bedwyn Parish Council Finance Report 6th July 2023					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
23/05/2023	The Three Tuns	King's coronation event: Picture quiz	99.01		99.01
23/05/2023	@59 Band	King's coronation event: Band evening performance	250.00		250.00
25/05/2023	Volunteer	King's coronation event: Bake off pizzas	91.21		91.21
25/05/2023	Volunteer	King's coronation event expenses	542.26		542.26
25/05/2023	Climate Officer	March & April hours	450.00		450.00
25/05/2023	Cllr Wyatt	GGB website costs 2 years	172.80		172.80
25/05/2023	Volunteer	King's coronation event expenses	604.41		604.41
07/06/2023	Clerk & RFO	May salary & expenses & March expenses	487.31		487.31
07/06/2023	HMRC	Employee Tax/NI	110.40		110.40
07/06/2023	DCK Accounting	May payroll	36.00	6.00	30.00
07/06/2023	Handyman	May hours & expenses	265.95	3.33	262.62
07/06/2023	Volunteer	May expenses: Fuel for playing field grass cutting	33.44	5.58	27.86
08/06/2023	Vision ICT	SSL certificate annual renewal	60.00	10.00	50.00
08/06/2023	Auditing Solutions Ltd	Internal Audit	492.00	82.00	410.00
08/06/2023	Great Bedwyn Memorial Hall	GBPC Hall hire Apr'22-Mar'23	325.50		325.50
22/06/2023	James de Wesselow	Jockey Green grass cutting	130.00		130.00
22/06/2023	Royal Mail Group	PO box annual fee	396.00	66.00	330.00
27/06/2023	Great Bedwyn Memorial Hall	GBPC Hall hire Oct'20-Mar'22	291.00		291.00
27/06/2023	Clerk & RFO	Staff salaries	443.17		443.17
27/06/2023	HMRC	Employee Tax/NI	110.60		110.60
27/06/2023	DCK Accounting	June payroll	36.00	6.00	30.00
27/06/2023	Clerk	June Expenses	20.24	1.17	19.07
04/07/2023	Vision ICT	Hosted 12 email accounts Sept '23 - Aug '24	259.20	43.20	216.00
04/07/2023	Handyman	June Hours & Expenses	233.50		233.50
04/07/2023	Last Landscaping	Grass cutting churchyard Q1 2023-24	1,026.00	171.00	855.00
30/06/2023	Unity Trust Bank	Service charge Q1 23-24. 3mths @ £6 p/mth	18.00		18.00
		<b>Total</b>	<b>6,984.00</b>	<b>394.28</b>	<b>6,589.72</b>
<b>Bank Reconciliation at 6th July 2023</b>					
			<b>£</b>	<b>£</b>	
Balance b/fwd at 4 May 2023			100,614.39		
Receipts			1,777.91		
Payments				6,984.00	
Balance c/fwd 6 July 2023				95,408.30	
			<u>102,392.30</u>	<u>102,392.30</u>	
<b>Balance per bank statements</b>					
TSB Business Account	51634	06/07/2023	245.00		
TSB Saving Account	7018306	06/07/2023	35,400.02		
Unity Business Account	20460060	06/07/2023	59,818.28		
			95,463.30		
Less outstanding cheques / unapproved payments on Unity					
	Chq 300001		55.00		
				55.00	
Balance at 6 July 2023				<u>95,408.30</u>	

There were no questions or comments on the finance report.

### 635.23 – 31. Items for the next agendas.

None.

The meeting closed at 21.03pm.

**Date of next meeting: Thursday 14<sup>th</sup> September 2023 Village Hall at 7.30pm, with an informal discussion from 7.00pm.**

### Action Points

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. PENDING
Clerk	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance
Cllrs Sims and Wyatt	587.23 – 06	Prepare item for July agenda for further white line requirements in the parish
Clerk	606.23 – 07	Add bus change information to train station noticeboard
Clerk	613.23 – 09	Ask WCC to give GBPC and the public plenty of advanced warning when white lines are being painted, or roads are being closed.
Clerk	614.23 – 10	Complete blank spaces in flood plan and publish. Also send to safety committee. Ask Cllr Sanday if she would be the emergency plan main contact.
Cllrs Wyatt, Sanday and Sims	613.23 – 10	Condense the flood plan for the BP News to publish and also work on the emergency plan to be reviewed and approved at Sept meeting.
Clerk	617.23 – 13	Load approved asset register to the website
Clerk	619.23 – 16	Arrange for RoSPA course for handyman to attend
Clerk	621.23 – 18	Work with RFO to get £1000 grant given to church for tree work
Clerk	611.12 – 19	Arrange for St Marys verge issue to be logged with LHFIG. Make sure Cllrs on the safety committee have the details of this group so they can consider recommending further requests to council.
Clerk	623.23 – 19	Load new complaints policy to website.
Clerk	624.23 – 21	Load approved risk assessments to the website
Clerk	627.23 – 23	Ask contractor for costs for emptying 2 bins at the play area.
Clerk	631.23 – 27	Arrange with RFO to update payroll company for backpay and increase of hours