

GREAT BEDWYN PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 14 SEPTEMBER 2023 7.30PM
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Younger, Cllr Nicholson, Cllr White (Council Chairman), Cllr Wyatt, Cllr Shill, Cllr Sims, Clair Wilkinson (Parish Clerk) and 7 members of the public.

636.23. 01. Welcome and public participation. 7 members of the public.

There was a request to improve the flower displays in the pots in the centre of the village. The Clerk will ask the handyman to work on this. Also, a request to trim back an area of overgrown foliage on Back Lane. This will be looked into.

A general request should be submitted to WCC to have the road verges cleared – excess of weeds etc. The Clerk will request the road sweeper visits the whole parish.

The Clerk will ask the Handyman if he is happy for a “meet our handyman” piece can be added with his permission to the next Bedwyn Parish News.

A resident provided a document to the council with the subject of “The collective vision of the parish for the next 10 years”. This will be circulated to Cllrs. Comments from the resident, were that in his opinion the lack of affordable housing was the main focus. The resident also felt that the situation over the boundary line between Little and Great Bedwyn still needs resolving and the question of where extra land can be located to provide additional affordable housing. He asked, should the Parish plan be resurrected and worked on with Little Bedwyn?

Parking and white lines especially in Church Street. Issue with parking on both sides so large vehicles cannot pass. It was questioned about line painting. The Clerk advised that WCC advised that all the white lines would be re-painted but the council has not received the timetable for this yet.

1 member of the public left 19.46

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

638.23 – 03. Apologies for absence and vote to approve them.

Cllr Sanday has a personal commitment. Cllr Cooper has a personal commitment. Cllr Sheeran has a work commitment. **A proposal was made to accept these apologies. The proposal was seconded and all Cllrs were in favour.**

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

640.23 – 05. Approval of Minutes from 13th July 2023

The minutes of the meeting of 13th July 2023 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

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

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. COMPLETED.
Clerk	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance. STILL WAITING FOR CONFIRMATION OF DATES FOR WHOLE PARISH.
Cllrs Sims and Wyatt	587.23 – 06	Prepare item for Sept agenda for further white line requirements in the parish. MOVE TO FUTURE MEETING – Nov or Jan.
Clerk	606.23 – 07	Add bus change information to train station noticeboard. DONE
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. DONE
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. BEING WORKED ON BY CLLR WYATT & SAFETY COMMITTEE NOW. Cllr Sanday to be chased on this item and given 2 weeks to respond before determining a new 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. PENDING Move to Nov.
Clerk	617.23 – 13	Load approved asset register to the website DONE
Clerk	619.23 – 16	Arrange for RoSPA course for handyman to attend DONE. Booked for Nov.
Clerk	621.23 – 18	Work with RFO to get £1000 grant given to church for tree work DONE
Clerk	611.12 – 19	Arrange for St Marys verge issue to be logged with LHFIG. PENDING. Make sure Cllrs on the safety committee have the details of this group so they can consider recommending further requests to council. DONE.
Clerk	623.23 – 19	Load new complaints policy to website. DONE
Clerk	624.23 – 21	Load approved risk assessments to the website PENDING
Clerk	627.23 – 23	Ask contractor for costs for emptying 2 bins at the play area. DONE. On agenda.
Clerk	631.23 – 27	Arrange with RFO to update payroll company for backpay and increase of hours DONE

642.23-07. Approval of emergency plan.

This item is being moved to the November agenda. The plan is being worked on but is not yet complete.

643.23-08. Discussion on white lines in the parish. Approval of printing costs for questionnaire. Need for additional lines. Plus, SID update/discussion and approval of SID manual. Agenda item 17 moved to this item.

Report from Cllr Sims. The SID pilot phase is working well. All required equipment is in place. The Jockey Green placement worked well and recorded the data as required. The device will be moved between all 4 locations as planned. There are many ways to record the data. Can “turn the device off” from flashing up speeds but still record data – to see if this effects drivers’ speeds. Query over Forest Hill location is being worked on.

The SID will be moved to Browns Lane next.

Another volunteer is needed to help move the SID from location to location. The handyman is assisting with this also but 1 more person is required.

A proposal was made to approve draft 1 of the SID install manual. The proposal was seconded and all Cllrs were in favour.

The council thanked Cllr Sims for the time taken to create the document.

The discussion on where to place additional white lines will be moved to Nov or Jan.

The quotes for printing a safety questionnaire were received by the council along with draft 1 of the questionnaire. There needs to be further input and discussion on the content of the questionnaire before it can be approved. The document should have no bias, or emotion and the final form it takes needs approving.

A proposal was made to in principle survey the residents of the parish with regards to road safety. The proposal was seconded and the majority of Cllrs were in favour.

644.23 – 09 FINANCE. To approve the costs of £4.99 to the handyman for strimmer cable. (Lost receipt)

A proposal was made to approve the payment of this expenditure. The proposal was seconded and all Cllrs were in favour.

3 residents left at 20.12

645.23 – 10. FINANCE. Initial discussion on draft budget and precept for 24/25.

Initial thoughts:

No playground extra funds needed for next year.

No allotment extra funds needed for next year.

Add a budget figure of £10,000 to start with for possible outside gym equipment.

Add funds for a feasibility study for a footbridge over the canal bridge. It was noted that Hungerford and Upavon had these. Approximate amount to be determined for this study and added to draft budget.

Increase the grants and donation fund to £10,000.

The RFO will add these amounts to the draft budget so Cllrs can review at the Nov meeting to determine if these amounts should be included in the 24/25 budget and precept.

646.23 – 11. FINANCE. To formally note the bank reconciliations for the bank accounts since the July 23 meeting.

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.

647.23 – 12. FINANCE. Review the historical data of where donations and grants are approved and the quantities involved.

The council reviewed this data. There were no specific comments or requirements noted.

648.23 – 13. FINANCE. Approval Grants and Donations policy.

Some minor changes and additions were agreed on. The Clerk will update the document, send to Cllrs and load to the council's website.

A proposal was made to approve a new grants and donation policy with the changes noted. The proposal was seconded and all Cllrs were in favour.

649.23 – 14. FINANCE. Vote on whether to award a grant to the Bobby Van Trust and the value of the grant.

A proposal was made to approve a grant of £100 to the Bobby Van Trust. The proposal was seconded and all Cllrs were in favour.

650.23 – 15. FINANCE. Review of budget vs expenditure report and how often council should review the document.

This item was moved to the Nov meeting so that members of the Finance Committee could talk the council through it.

651.23 – 16. Discussion and vote on costs obtained to empty the 3 dog bins along the canal. (The Canal Trust is no longer supporting this service)

The only quote obtained to date is £5.00 per bin per collection from Allbuild who are licenced waste carriers for this type of work.

The Clerk is to approach other councils along the canal path in the same situation to share ideas on contractors or try to obtain a collective cost-effective quote.

A proposal was made to secure a 3 month contract with Allbuild to remove the dog waste at a cost of £5.00 per bin per empty. The proposal was seconded and all Cllrs were in favour.

652.23 – 17. To approve a response to the resident who was unhappy with the council's July meeting minutes ref the consultation levels on the SID project.

It was agreed that the council would apologise to the resident, as the resident felt we had fallen short of the desired consultation levels on this project, and that in future the concerned elements of the council would consider public consultation more thoroughly. It was re-iterated that all council meetings, agendas and minutes are public allowing for full information to be sought or questioned at the time.

Cllr White will compile the response for the Clerk to send.

A proposal was made for Cllr White to compile a response to the resident, noting the items above, for the Clerk to send. The proposal was seconded and all Cllrs were in favour.

653.23 – 18. Discuss and vote on the formal creation of a Safety Committee, to hold minutes and have approved powers as term the Terms of Reference.

To hold meetings successfully another Cllr needs to be added to the committee so there is more than the current 3 members.

A draft TOR is to be created by the Clerk and the item is to be brought back to the November meeting for consideration. Cllrs to suggest items for the TOR on powers the committee should have.

654.23 – 19. Playground update if required. (Cllr Nicholson)

Bark ordered and spread. Waiting for annual external inspection which is due in Sept.

Handyman has replaced some of the slats on the climbing equipment. No further funds have been spent.

655.23 – 20. Report from Great Green Bedwyn.

Climate officer has set up a green open homes project where houses will be open to the public to show green initiatives. This is 14th to 16th October. The website is being updated with events. They are also arranging events with local farmers.

656.23 – 21. Approval of costs from Great Green Bedwyn since the last meeting.

There were no costs since the last meeting.

657.23 – 22. Review of grass cutting on playing field.

Now that Marlborough football club are no longer using the pitch regularly it won't be cut as regularly by them. The strimming around the fences and trees also needs doing more often.

The volunteer is still happy to maintain this but is this appropriate for him and effective over a long period of time.

A suggested cost for a ride on mower will be added to the 24/25 budget to see how this effects the councils overall required funds for next year.

Cllr Nicholson is to ask the handyman if he would consider submitting a quote for work for the council which would cover the cost of a ride on mower plus the hours worked. Suggest cost for a mower is £2000 for a 1 year contract. Consideration is needed on green waste disposal. Will the cuttings lay on the ground?

The Clerk is to arrange 2 cuts with Last's for the end of the season.

A proposal was made to approach the handyman for a quote on a year's contract to do this work and for the Clerk to be authorised to make the arrangements for 2 cuts with Last's. The proposal was seconded and all Cllrs were in favour.

2 residents left 21.11.

657.23 – 23. Planning applications voted on at the 13th July planning meeting.

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

A comment was sent back to WCC with regards to requests for mature trees to be cut down, where they are not posing an obstruction. The council does not support this type of application.

It was noted that the Air BnB application at Forestry Houses was approved by WCC, with year-round permission granted.

658.23 – 30. Planning applications decided by Wiltshire Council since the last meeting.

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

659.23 – 31. Finance report

Great Bedwyn Parish Council Finance Report 7th Sept 2023					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
18/07/2023	Great Bedwyn Memorial Hall	Grant for village hall extension	45,000.00		45,000.00
20/07/2023	Cllr Sims	July Expenses. Items for SID poles	28.13	4.69	23.44
20/07/2023	Great Bedwyn Memorial Hall	Council meeting room hire Q1 2023	70.00		70.00
27/07/2023	Staff salaries (incl. overtime)	July salary	1,091.36		1,091.36
27/07/2023	HMRC	July payroll Tax/NI	309.19		309.19
27/07/2023	DCK Accounting	July payroll	36.00	6.00	30.00
28/07/2023	PCC of Great Bedwyn	Grant for tree work	1,000.00		1,000.00
28/07/2023	Clerk	July Expenses. HP printing.	2.99	0.50	2.49
28/07/2023	Community First	Annual Insurance	692.73		692.73
08/08/2023	Volunteer	June-July expenses: Fuel for playing field grass cutting	34.99		34.99
22/08/2023	Staff salaries	August salary	514.35		514.35
22/08/2023	HMRC	August payroll Tax/NI	128.80		128.80
22/08/2023	DCK Accounting	August payroll	36.00	6.00	30.00
07/09/2023	Great Bedwyn Post Office and Shop	King's coronation breakfast supplies	134.00		134.00
		Total	49,078.54	17.19	49,061.35
Bank Reconciliation at 7th Sept 2023					
			£	£	
Balance b/fwd at 6 Jul 2023			95,408.30		
Receipts			54.35		
Payments				49,078.54	
Balance c/fwd 7 Sept 2023				46,384.11	
			<u>95,462.65</u>	<u>95,462.65</u>	
Balance per bank statements					
TSB Business	51634	07/09/2023	245.00		
TSB Saving Ac	7018306	07/09/2023	35,454.37		
Unity Busines	20460060	07/09/2023	11,388.09		
				47,087.46	
Less outstanding cheques / unapproved payments on Unity					
	Chq 300001		55.00		
	OLB56		273.83		
	OLB57		240.52		
	Chq 300003		134.00		
				703.35	
Balance at 7 Sept 2023				<u>46,384.11</u>	

There were no questions or comments on the finance report.

660.23 – 32. Items for the next agendas.

None.

The meeting closed at 21.15.

Date of next meeting: Thursday 9th November 2023 Village Hall at 7.30pm, with an informal discussion from 7.00pm.

Action Points

Owner	Minute ref	Action
Clerk	561.22 – 01	Follow up on Foxbury place line painting. Ask Ward Cllr for assistance. STILL WAITING FOR CONFIRMATION OF DATES FOR WHOLE PARISH.
Cllrs Sims and Wyatt	587.23 – 06	Prepare item for Sept agenda for further white line requirements in the parish. MOVE TO FUTURE MEETING – Nov or Jan.
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. BEING WORKED ON BY CLLR WYATT & SAFETY COMMITTEE NOW. Cllr Sanday to be chased on this item and given 2 weeks to respond before determining a new 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. PENDING
Clerk	611.12 – 19	Arrange for St Marys verge issue to be logged with LHFIG. PENDING. Make sure Cllrs on the safety committee have the details of this group so they can consider recommending further requests to council. DONE.
Clerk	624.23 – 21	Load approved risk assessments to the website PENDING
Clerk	636.23 – 01	Arrange for improvements of village planters. Arrange for handyman to cut back brambles etc near allotments Scan and email the “Collective Vision” document for all Cllrs to review.
Clerk	642.23 – 07	Add Emergency plan review to Nov agenda.
Clerk	644.23 – 08	Add additional white lines/questionnaire to Nov or Jan agenda as required
ALL CLLRS	644.23 – 08	To submit further feedback to the Safety Committee to form the final version of the road safety questionnaire draft.
Clerk	645.23 – 10	Draft budget. Pass items to RFO for inclusion. Investigate costs of feasibility study Bring back to Nov meeting for further review.
Clerk	648.23 – 13	Update Grants and Donations policy and publish once Cllrs received via email for any comments.
Clerk	649.23 – 14	Arrange for RFO to grant £100 to the Bobby Van trust.
Clerk	650.23 – 15	Move the budget vs expenditure item to the Nov agenda
Clerk	651.23 – 16	Arrange a 3 month contract with Allbuild to empty the 3 dog bins along the canal. The Clerk is to talk to other Parish Clerks along the route for ideas/suggestions
Cllr White/Clerk	652.23 – 17	Create reply to resident ref SID consultation, Clerk to send to the resident.
Clerk and ALL CLLRS	653.23 – 18	Cllrs to email items to be included on the Safety Committee TOR for the Nov meeting. The Clerk is to draft the TOR for consideration.
Cllr Nicholson	657.23 – 22	To ask the Handyman if he can prepare a quote for extra grass cutting. For Nov meeting. The Clerk is to arrange 2 interim cuts with Last’s.