

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 13 OCTOBER 2022 7.30PM

IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Barry (Chairman), Cllr Kane, Cllr Nicholson, Cllr Wyatt, Cllr Sims, Cllr Younger, Clair Wilkinson (Parish Clerk) and 3 members of the public.

500.22 – 01. Welcome and public participation

A representative from Bruce Boats advised they will be looking at directional defibrillator signs for the Wharf in 2023 when the area is refurbished to have a new waiting room and toilet with disabled facilities.

A representative from Great Bedwyn Doctor's Surgery Patient Group advised that missed appointments are causing issues and he hoped that the Parish Council could lend support to educating people on cancelled appointments they cannot make.

Cllr Barry advised that he understood Cllr Kane was joining the doctors Patient Group in a personal capacity but if a Cllr wishes to join the group representing the PC then this should be brought to a future meeting for discussion. He also requested that the resident outline the support they would like in practical terms so it can be discussed at a meeting.

There was an alternate resident view which said the PC should be separate from the Doctor's Surgery Patient Group.

A request was made that a Cllr take on the organising of Coronation Celebrations in 2023. Perhaps a committee of interested parties across the parish could work together.

A resident wished to show their support to the provision of speed indicator signs within the parish, and it was noted that Browns Lane appeared the most problematic with regards to speeding vehicles.

501.22 – 02. Co-option of Cllrs There were no residents present who wished to be considered for co-option.

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

Cllr Cooper and Cllr Sheerin are unwell. There was no apology from Cllr Skill.

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

503.22 – 04. Declarations of interest None.

504.22 – 05. Approval of Minutes from 14 July 2022 (Note the September meeting was cancelled out of respect for the passing of Her Majesty Queen Elizabeth II)

The public statement on page 1 with regards to the village hall expansion will remove the reference of £200,000 costs as this was a figure from a previous proposal and not relevant to the current plan. The plan will be an as yet unknown 6-figure sum.

The minutes of the meeting of 14 July 2022 were proposed as an accurate record of the meeting. The proposal was seconded and all Cllrs were in favour.

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

Owner	Minute ref	Action
Clerk	422.22-11	Bring the Flood Action Plan item back onto agenda for follow up & progress based on draft to be received from Mr Hitchman. Pending. Clerk to follow up with Mr Hitchman. Booked in for Nov 22 meeting.
Clerk	447.22-18	Provide information on electronic Speed Indication Devices for the village. Investigate pricing and WCC permissions required for village entry gates on Browns Lane, similar to those on Forest Hill. Both with a view to addressing speeding. Pending. Clerk to send out information collated so far so Cllrs can review pricing and designs etc. DONE. Discussion carried to next meeting.
Clerk	448.22-19	Invite Tottenham Estate to talk to the council about their long-term plans. Pending. ITEM CLOSED – could not reach a contact.
Cllr Nicholson and Clerk	464.22-14	Work together to make arrangements for wood preservative treatment to be carried out in play area under delegated powers. Pending handyman being contracted. ONGOING. MAY BE 2023 NOW.
Clerk	467.22-16	Advise Last Landscaping of next quarter grass cutting arrangements and ensure 2 further quotes are received for July meeting. Quotes not yet obtained. We will work with Last until end of season. DONE. TO BE CARRIED OUT - Review quotes over winter for 2023 season.
Clerk, with Cllrs Kane, Younger, Nicholson, Sims & Cooper	479.22-08	Carry out work required to employ handyman on a self-employed basis. ONGOING
RFO	486.22-15	Create a plan for regular funds movement from current account to savings account to maximise interest payments. ONGOING.
Clerk	486.22-15	Add item to Sept agenda to allocate Cllrs to committees DONE
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review. PENDING
Cllr Nicholson/Clerk	491.22-20	Cllr Nicholson to review asset register and update where possible. Clerk to add to Sept agenda for formal approval. DONE
Clerk	494.11-23	Advise resident of final outcome of planting the Bedwyn Beauty apple tree. DONE
Clerk	497.22-26	Create contract addendum letters for change of salary spinal points. DONE
Clerk & RFO	498.22-27	Monitor RFO extra hours worked to see if monthly hours need adjusting. DONE – NO ACTION NEEDED

506.22 – 07. Appointment of Councillors on committees/responsibilities

The following allocations were made:

- **Finance and budgets:** Cllrs Barry and Sheerin.
- **Planning:** Cllrs Younger, Wyatt, Nicholson, Kane, Sims and Sheerin.
- **Open Spaces:** Not allocated at this meeting.
- **Play Area:** Cllr Nicholson.
- **Allotments:** Cllr Younger and Wyatt.
- **Staffing:** Cllrs Younger, Sims and Wyatt.
- **Village Hall Rep:** Cllr Nicholson.
- **Village Maintenance** (inc. Handyman): Cllrs Kane, Younger, Nicholson, Sims, Cooper.

- **Village Safety** (e.g. speeding, parking, defibrillators, flooding and fire): Cllr Sims, Wyatt and Kane. It was noted that speeding and flooding are the priority issues.
- **Allotments Management:** Cllr Younger and Wyatt. Possibly a third Cllr after next co-option.
- **Playground Management:** Cllr Nicholson
- **Green Agenda:** Cllr Wyatt and Sims. Possibly a third Cllr after next co-option.
- **Village Hall Liaison:** Cllr Nicholson
- **Public Communications:** Cllr Kane and possibly another Cllr after next co-option.
- **Events:** Not allocated at this meeting.

507.22 – 08. Discussion and vote on altering frequency of council meetings

The item was raised by Cllr Sims with regards to the delays that can be faced with council decisions.

After a discussion:

A proposal was made to increase the frequency of council meetings but allow the council to determine what the frequency would be. The proposal was seconded but no Cllrs were in favour. The motion was not carried.

508.22 – 09. Update from Cllr Wyatt on the Great Green Bedwyn Project

There have been a number of surveys and meetings carried out. There are 3 more meetings due. The grant ran for 12 months with a deadline of Jan 2023. Progress has been made with a simple plan being created for support for the parish. There is a need to engage the public further and make it easier to make changes. They have had volunteer help throughout the project.

509.22 – 10. Approval of grant funds to be spent for the Great Green Bedwyn Project

A request has been made to spend £1,500 on further paid work for the Projects Officer to arrange meetings/events for rain gardens, an event held with the school and a talk on improved farming methods.

A request has also been made to spend £1,500 on a website to display the work and results of the project so they can be used in the future. To be linked with GBPC website. Any remaining funds will cover village hall hire.

The group would like to apply for another grant in 2023 from the National Lottery.

A proposal was made to approve £1,500 staffing hours and £1,500 website costs to be spent from the group's grant funds. The proposal was seconded and all Cllrs were in favour.

510.22 – 11. Approval of asset register

A proposal was made to approve the asset register to be displayed on the PC's website. The proposal was seconded and all Cllrs were in favour.

511.22 – 12. Discussion and approval of Speed signs (SIDs) and white gate markers for road safety.

There are funds allocated in the current year's budget for this work. The speed surveys were requested by the PC and carried out by Wiltshire Council to demonstrate the need for traffic calming. Browns Lane is the biggest area of concern to the Cllrs.

SID: The council approved the following work to be done by the committee listed above with responsibility for village safety and brought back to the November meeting with a view to making a decision in the Jan 23 meeting:

- Investigate the purchase of 1 SID. The device should show the speed of the vehicle and be visual – "angry" and "happy" face or similar.
- It's important that the device be mobile so it can easily be moved to other locations.
- The installation costs need to be known. Fixing relevant posts in the ground for the device.
- Maintenance costs need to be known.

- Set up needs to be known. If the device is moved, how will the PC calibrate it to each area?
- How will the PC decide when these are moved and how to move them?
- Can the PC download the data from the devices? Do we want to?
- Decide where to place the device and check who needs to give permission.
- The committee listed above with responsibility for village safety will investigate and bring back to the November meeting. A decision should be aimed for the Jan 23 meeting.

Village gates at Browns Lane:

- The Clerk is to get quotes for the gates to be the same as the ones at Forest Hill and Jockey Green.
- Clerk to chase the WCC Highways contact for information on how the gates are approved.
- The Clerk is to write to WCC Highways to advise that GBPC will be placing these gates at Browns Lane.
- Update to be brought back to the Nov meeting.

1 member of the public left 8.43pm.

512.22 – 13. Approval of quotes to fix cobbles and install new wooden bollards on corner of High Street and Farm Lane

The quote from Allbuild of £350 plus VAT to replace and re-fix the cobbled was reviewed. The 3 quotes to remove the old wooden bollards and replace with 12 new wooden bollards were reviewed.

A proposal was made to accept the Allbuild quote of £350.00 plus VAT to repair the cobbled area. The proposal was seconded and all Cllrs were in favour.

A proposal was made to accept the Allbuild quote of £1,750.00 plus VAT to remove and replace the wooden bollards. However as only 12 are needed (not the 14 quoted) the council proposed the expenditure of £1,500.00 on this work. The proposal was seconded and all Cllrs were in favour.

513.22 – 14. Discussion on whether the Parish Council should take on the creation of a parish fire plan

The council discussed this matter and felt that they did not have the relevant qualifications and skills to understand how to comprehensively create a plan that suited the needs of the area. Statutory bodies such as Dorset and Wiltshire Fire Brigade and Wiltshire Council's Civil Emergency Response teams are better placed to control the local needs and efforts in the event of an emergency.

There was no proposal for the council to create a fire plan.

2 members of the public left at 9pm.

514.22 – 15. Finance. Retrospective approval of £250 from Allbuild to move water containers from Hungerford for allotment plots

A proposal was made to approve this cost from the allotment budget for the current year. The proposal was seconded and all Cllrs were in favour.

514.22 – 16. Finance. Approve purchase of allotment signs (private property and no dogs)

A proposal was made to approve this cost from the allotment budget for the current year. The proposal was seconded and all Cllrs were in favour.

515.22 – 17. Finance. Review and vote on whether to provide a grant to the Wiltshire Citizens Advice Bureau

After a discussion there was no proposal to provide a grant. The council are looking to provide grants with more quantifiable links to the local community.

516.22 – 18. Finance. Retrospective approval of £35 plus VAT to Vision ICT for the landing page on the council website after the passing of Her Majesty Queen Elizabeth II

A proposal was made to approve these retrospective costs of £35.00 plus VAT for the temporary change to the website. The proposal was seconded and all Cllrs were in favour.

517.22 – 19. Finance. Initial discussion of 2023/24 budget

The Jan 23 meeting is the deadline to approve the budget and precept.

The Nov 22 meeting will be the main meeting to review the proposals and make suggested additions/amendments.

The Cllrs representing areas of council work need to provide their budget requests with values to Cllr Barry and the Clerk by the end of October so a draft can be created.

The Clerk is to check with Wiltshire Council the date ranges for CIL expenditure and a list of ways CIL can be spent.

There is around £55K of CIL in the funds currently.

A Coronation budget should be noted as there is not a Cllr for this group currently.

518.22 – 23. Planning applications voted on

It was noted that the planning committee voted to hold their meetings monthly.

- **Consider and vote on Planning application:** PL/2022/06520. Tree work to Kennet and Avon Canal Path. Ash tree crown lift.
No comment.
- **Consider and vote on Planning application:** PL/2022/06761. Tree work. Land adjacent to Foxbury Place. T1 Honey Locust tip lift to 3.5m thus removing branches from roofs, conservatories and gutters.
No comment.
- **Consider and vote on Planning application:** PL/2022/07024. Tree work. 15 Brook Street. 1 Leylandii - Reduce by a third 1 Beech - Reduce by a third.
No comment.
- **Consider and vote on Planning application:** PL/2022/06247. 27 Farm Lane. Great Bedwyn. Rear single storey lean-to extension.
No comment.
- **Consider and vote on Planning application:** PL/2022/16713 McCleod House, Frog Lane New and altered door and window openings, new first floor roof extension, additional roof-lights installed, removal of rear chimney stack.
No comment.
- **Consider and vote on Planning application:** PL/2022/06828 6 Forestry Houses, Forest Hill Demolition of dilapidated garage and replacement (Resubmission of application ref 21/01679/FUL for an alternative roof design).
Comment: Conservation of two adjacent trees with TPOs should need to be considered.
- **Consider and vote on Planning application:** PL/2022/06825 Meadow Cottage, Crofton, Installation of ground mounted solar panels and supporting infrastructure.
Comment: In principle we support, however the application should consider the Grade II listed nature of the property.
- **Consider and vote on Planning application:** PL/2022/06413 The Croft, 94 Church St. Amendment to existing permission 20/08118/FUL to reflect minor alterations to the south-west elevation fenestration and removal of exterior staircase.
No comment.
- **Consider and vote on Planning application.** PL/2022/06483. 4 Spaines. Proposed Garden Cabin/Outbuilding.

No comment.

- **Consider and vote on Planning application.** PL/2022/05745. Lock Cottage, Crofton. Single storey side extension.

No comment.

A proposal was made to approve all the comments provided above. The proposal was seconded and all Cllrs were in favour.

The committee noted that the land behind Church Street that had an application submitted for 1 new dwelling to be built, was rejected on appeal. Planning applications determined since the last meeting were noted.

519.22 – 24. Finance report

Cllr Barry gave the finance report as follows to 06/10/2022. There were no comments or concerns raised.

Great Bedwyn Parish Council Finance Report 06 Oct 2022					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
14/07/2022	Vision ICT	Hosted 10 email accounts Sept '22 - Aug '23	216.00	36.00	180.00
14/07/2022	Last Landscaping	Grass cutting Apr-June Q1 2022-23	1,476.00	246.00	1,230.00
19/07/2022	Clair Wilkinson	June Clerk Expenses. 2nd class stamps, milage for handyman interview, A4 laminating sheets	28.11	1.50	26.61
21/07/2022	WALC	Annual subs	544.67	90.78	453.89
21/07/2022	Elise Younger	Cllr Expenses. Paper for allotment admin.	3.90		3.90
26/07/2022	HMRC	Employee Tax July	218.71		218.71
26/07/2022	Clerk and RFO	July Salaries	987.87		987.87
02/08/2022	GB Climate Officer	May and June Hours	825.00		825.00
02/08/2022	Growmore Services	Strim allotment flood ditch	20.00		20.00
02/08/2022	Planters volunteer	Plants and soil for village planters	48.00		48.00
02/08/2022	Kennet & Avon Canal	Bruces Boats Grant	250.00		250.00
02/08/2022	PCC of Great Bedwyn	Tree maintenance grant	2,210.00		2,210.00
12/08/2022	CPA Horticulture	117x70L bags pine bark	1,080.00	180.00	900.00
12/08/2022	Centrewire Ltd	New allotment gate (£356.00) and delivery (£135.00)	589.20	98.20	491.00
25/08/2022	Bedwyn Footpaths Group	Grant for for new tools and leaflet printing	1,000.00		1,000.00
25/08/2022	HMRC	Payroll Tax	73.20		73.20
25/08/2022	Clerk and RFO	August salaries and expenses	457.12	1.99	455.13
25/08/2022	DCK Accounting	August payroll	36.00	6.00	30.00
25/08/2022	DCK Accounting	July payroll	36.00	6.00	30.00
06/09/2022	Great Bedwyn Parish Council	Transfer from TSB current a/c to Unity current a/c	10,000.00		10,000.00
06/09/2022	Great Bedwyn Parish Council	Transfer from TSB current a/c to savings a/c	17,583.37		17,583.37
07/09/2022	Marlborough News	Climate officer ad. Cheque 1642 lost in post.	25.00		25.00
07/09/2022	Phil Duckett	New gate and fencing at allotments for disabled access	992.66		992.66
13/09/2022	Allotment Tenant	Allotment deposit refund	25.00		25.00
13/09/2022	Value Products Ltd	Safety signs 4 less. No dogs signs x 4	122.47	20.41	102.06
13/09/2022	Ramsbury Estates Ltd	Allotments Rent	250.00		250.00
13/09/2022	Vision ICT	Website changes linked to Operation London Bridge	42.00	7.00	35.00
23/09/2022	Playsafety Limited	Annual playground inspection	113.40	18.90	94.50
23/09/2022	Allotment Tenant	Unpresented cheque 1606, allotment deposit and rent refund	40.00		40.00
23/09/2022	Great Bedwyn Memorial Hall	Great Green Bedwyn Project hall hire, 23rd March, 15th April, 25th May. Total 5.5 hrs.	75.00		75.00
23/09/2022	Vision ICT	Biennial fee for .gov.uk domain renewal - November 2022 to October 2024	78.00	13.00	65.00
23/09/2022	DCK Accounting	September payroll	36.00	6.00	30.00
23/09/2022	HMRC	Employee tax Sept	73.40		73.40
23/09/2022	Clerk and RFO	September salaries	444.96		444.96
30/09/2022	Clair Wilkinson	Clerk's September Expenses. Allotment signs x3, stamps, envelopes & printer ink	68.14	6.83	61.31
30/09/2022	Unity Trust Bank	Service charge for 3 quarters	18.00		18.00
06/10/2022	PKF Littlejohn LLP	External Audit	360.00	60.00	300.00
04/10/2022	Ian Barry	Chair Expenses. Microsoft 365 family subs	79.99	13.33	66.66
		Total	40,527.17	811.94	39,715.23
Bank Reconciliation at 06 October 2022					
			£	£	
Balance b/fwd at 12 July 2022			106,171.21		
Receipts			39,082.20		
Payments				40,527.17	
Balance c/fwd 06 Oct 2022				104,726.24	
			145,253.41	145,253.41	
Balance per bank statements					
TSB Business Account	51634		06/10/2022	30.00	
TSB Saving Account	7018306		06/10/2022	79,977.00	
Unity Business Account	20460060		06/10/2022	24,894.23	
				104,901.23	
Less outstanding cheques / unapproved payments on Unity					
	1577		30.00		
	1606		40.00		
	1642		25.00		
	OLB 67		79.99		
				174.99	
Balance at 06 Oct 2022				104,726.24	

520.22 – 25. Items for the next agenda

Include allotment quote for tree work for approval.

The meeting closed at 9.28pm.

Date of next meeting: Thursday 10 November 2022, Village Hall at 7.30pm, with an informal chat from 7.00pm.

Action Points

Owner	Minute ref	Action
Clerk	422.22-11	Bring the Flood Action Plan item back onto agenda for follow up & progress based on draft to be received from Mr Hitchman. Pending. Clerk to follow up with Mr Hitchman. NOVEMBER AGENDA
Cllr Nicholson and Clerk	464.22-14	Work together to make arrangements for wood preservative treatment to be carried out in play area under delegated powers. Pending handyman being contracted.
Clerk	467.22-16	Review grass cutting quotes over winter for appointment of a contractor for the 2023 season.
Clerk, with Cllrs Kane, Younger, Nicholson, Sims & Cooper	479.22-08	Carry out work required to employ handyman on a self-employed basis.
RFO	486.22-15	Create a plan for regular funds movement from current account to savings account to maximise interest payments.
Clerk	487.22-16	Add ROSPA playground inspection course to an agenda in 6 months' time for review. (from July 22)
Cllrs Sims, Wyatt, Kane.	511.22 – 12	Bring back to Nov 22 meeting an update on SIDs and white speed marker gates.
Clerk	511.22 - 12	Get quotes for the white marker gates to be the same as the ones at Forest Hill and Jockey Green. Chase the WCC Highways contact for information on how the gates are approved. Write to WCC Highways to advise that GBPC will be placing these gates at Browns Lane.
Clerk	512.22 – 13	Arrange with Allbuild the install of the bollards at amended cost and repairs to cobbles.
ALL CLLRS	517.22 – 19	Work on budget figures for 2023/24 and provide to Cllr Barry and the Clerk by the end of Oct 22.
Clerk	517.22 – 19	Ask WCC about CIL dates and expenditure.
Clerk	520.22 – 25	Include allotment tree work quote on Nov agenda for approval.