

GREAT BEDWYN PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 23rd May 2024 7.30PM
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr White (Council Chairman), Cllr Shill, Cllr Sheerin, Cllr H Cooper. Clair Wilkinson (Parish Clerk), and 2 members of the public.

Ward Cllr Wheeler had sent his apologies.

743.24. 01. Welcome and public participation.

No comments from the residents present.

Cllr H Cooper updated the council with regards to a meeting held with a representative of Wiltshire Council regarding the "On Demand" bus service.

She advised the rep that the service was not always available to book when required and that drivers don't always let passengers on who happen to be at collection points. She was advised that requests can be emailed to make an advance booking and there is a number for the driver to call to book a passenger on, as a passenger should never be left stranded and the driver leave.

The Clerk will aim to obtain this email address for residents use and publicise it.

WCC are looking to include a Friday evening service.

3000 people have used the service since Oct 23.

It was decided that GBPC will facilitate a public meeting (Not a council meeting) where Paul Saunders the WCC rep can attend along with a rep from Great Western Railways and The Bedwyn Passenger Trains group. The Safety Committee will have this as an agenda item to progress.

There is also a need for a local safety public event which the Safety Committee will progress.

744.24 – 02. Co-option of candidates for Councillor. No candidates.

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

Cllr Sims is unwell, Cllr D Cooper has a medical appointment, Cllr Sanday is unwell and Cllr Nicholson has a previous commitment. **A proposal was made to accept these apologies. The proposal was seconded and all Cllrs were in favour.**

To note that Cllr Wyatt has resigned from the council. The council noted its thanks to Cllr Wyatt for her years of service.

746.24 – 04. Declarations of interest. None

747.24 – 05. Approval of Minutes from 15th March 2024

The minutes of the meeting of 15th March 2024 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

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

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. CLOSING ITEM AS NO PROGRESS
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. CLOSING
Clerk	642.23 – 07	Add Emergency plan review to Nov agenda. Now Jan 24 agenda. CLOSING
Clerk	644.23 – 08	Add additional white lines/questionnaire to Nov or Jan agenda as required CLOSING AS NO FEEDBACK.
ALL CLLRS	644.23 – 08	To submit further feedback to the Safety Committee to form the final version of the road safety questionnaire draft. CLOSING AS NO FEEDBACK
Clerk/ALL CLLRS	667.23-07	Provide feedback to Clerk on issues with on-demand bus service & current timetable. Clerk to compile the list and also ask residents for the same information. CLOSED AS CLLR H COOPER HAS MADE PROGRESS
Clerk	668.23-08	When Safety Committee agenda is created – add emergency plan draft to the March 24 meeting. PENDING
ALL CLLRS/Clerk	669-23-09	Create a list of 3 things to be added to the safety questionnaire. Clerk to arrange a meeting for Jan 24 for this. CLOSED AS NO FEEDBACK
Clerk	703.23-13	Advice the RFO to arrange for a Unity credit card for staff use, WORK IN PROGRESS
Clerk	705.23-15	Look at training opportunities and collate a list of what is required. DONE.
Clerk	706.23-16	Add agenda item for March for website updates for local sources of assistance DONE
Clerk	717.23-01	Ask WCC for stats on the new bus service to see how they quantify a success. Ask a rep from WCC to come to the May meeting to discuss local difficulties with the service. DONE
Clerk	722.23-07	Write a policy statement with regards to this item so it can be on rotation for future approval. DONE
Clerk	723.23-08	Publicise the need for interested person(s) to come forward to enter the village in the competition and do work to prepare the village. DONE
Clerk	724.23-09	Purchase a lockable post box if required. Ask our website provider for costs of adding a “contact us” form. Add to meeting agendas as a standing item. DONE
Cllr Shill	724.23-09	Ask the Doctors Surgery and Post Office if they will house the postbox for comments or suggestions DONE
Clerk	728.23-13	Reply to Pewsey Area Board with interest in youth provision. DONE
Clerk	730.23-15	Add training discussion to May agenda DONE
Clerk	732.23-17	Buy a push along mower for the allotments DONE
Clerk	733.23-18	Add Citizens advice item to May agenda DONE

Owner	Minute ref	Action
Clerk	734.23-19	Add voting on planning applications to May agenda. DONE
Clerk	735.23-20	Write to Wiltshire Council regarding vote on draft local plan comments DONE
Clerk	738.23-23	Add Expenses policy to the council website DONE

749.24 – 07. FINANCE To approve the bank reconciliations signed at the March meeting.

A proposal was made to approve the bank reconciliations up to March 24. The proposal was seconded and all Cllrs were in favour.

750.24 -08. FINANCE To review current training opportunities on offer and approve their booking.

Cllr White indicated an interest in the LGA course “Getting to the heart of what matters” for £99.00

A proposal was made to approve Cllr White attending this course for £99. The proposal was seconded and all Cllrs were in favour.

751.24-09. FINANCE Discussion and vote on further action with the Citizens Advice provision

It was suggested to hold a public session to help those with IT needs etc plus other online skills such as website navigation, completing online forms etc.

The hall will be booked to facilitate this and Cllrs who can assist will make arrangements for laptops and a printer etc.

In the future other topics could be included such as DIY, gardening, legal advice etc. A tool exchange was mentioned but insurance would need to be considered.

Residents to be reminded to use the suggestion box at the Drs surgery.

A proposal was made to support hall hire costs for this event to take place. The proposal was seconded and all Cllrs were in favour.

752.24 – 10. FINANCE. To review quotes from the website host Vision ICT to upgrade the website.

The current quotes were looked at. It was determined that more information was required but an upgrade to the website would be beneficial.

Cllr Sheerin will ask Green Machine for a quote and The Clerk will ask Sanders webworks. To be added to the July meeting.

753.24 – 11. FINANCE. To approve a quote from Tactical Facilities Management of £35.00 per cut to cut the play area grass on an annual basis.

A proposal was made to approve these costs for the play area grass to be cut by Tactical Facilities Management, To be pro-rata for 2024 and 18 cuts in 2025 onwards. The proposal was seconded and all Cllrs were in favour.

754.24 – 12. FINANCE. To approve section 1 of the AGAR for the year ending 31.3.24

A proposal was made to approve section 1 of the AGAR. The proposal was seconded and all Cllrs were in favour.

755.24 – 13. FINANCE. To approve section 2 of the AGAR for the year ending 31.3.24

A proposal was made to approve section 2 of the AGAR. The proposal was seconded and all Cllrs were in favour.

756.24 – 14. FINANCE. To approve writing off a cheque to an ex-allotment tenant that was never cashed. (£55.00 from Feb 23)

A proposal was made to approve writing off this cheque. The proposal was seconded and all Cllrs were in favour. If the cheque is ever chased by the ex-tenant then it will be honoured.

757.24 – 15. FINANCE. To ratify the purchase of aqua sacs costing up to £500 and hours for the handyman up to 5 hours per quarter.

A proposal was made to approve the aqua sacs cost and the handyman hours. The proposal was seconded and all Cllrs were in favour.

758.24 – 16. PLANNING - Review of planning decision processes & development of a planning checklist.

It was decided to move this item to the July agenda.

759.24 – 17. ALLOTMENTS. Discussion on whether the committee felt there was benefit to investigating whether its possible to purchase the current allotment land.

Ideas were that the PC could invest further in the land if it was owned – install a proper water supply and develop the orchard area. The Clerk is to approach the estate to see if they would be willing to discuss this matter.

The PC would insist on a clause in any agreement that the land could not be used for housing development.

A meeting will be arranged at the appropriate time when more is known and the matter can be progressed.

760.24 – 18. Final approval of white 30mph marker gates for Browns Lane,

A proposal was made to approve the final design of 2 1.8 metre gates with 2 new rounded roundels as approved, plus the relevant installation costs etc. CIL funds will be used for the purchase of these which is over the original amount allocated. The proposal was seconded and all Cllrs were in favour.

761.24 – 19. Approval of anti-bribery and corruption policy.

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

762.24 – 20. To review any comments in the suggestion box at the Drs surgery.

There were no items to review.

763.24 – 21. Playground update if required. (Cllr Nicholson)

No update.

764.24 – 22. Finance report

There were no comments or issues with the finance report shown on the March 15th 2024.

Great Bedwyn Parish Council Finance Report 9th May 2024

Payments Since Last Meeting

Date	Payee	Description	Gross £	VAT £	Net £
12/03/2024	Tactical Facilities Management Ltd	Dog waste bin empties February	51.55	8.59	42.96
12/03/2024	Handymen	Feb handyman hours	140.00		140.00
12/03/2024	Ramsbury Estates Ltd	Allotment rent for 1 Jan 24 - 30 Jun 24	250.00		250.00
21/03/2024	Clerk	March expenses. Printer Ink, A4 envelopes & paint for seesaw	27.49	3.55	23.94
21/03/2024	Clerk & RFD	March staff salaries	546.61		546.61
21/03/2024	HMRC	March payroll Tax/NI	136.60		136.60
21/03/2024	DCK Accounting	March payroll	36.00	6.00	30.00
21/03/2024	Ramsbury Estates Ltd	Allotment rent for 25 Sep 23 - 31 Dec 23 part 2	4.11		4.11
28/03/2024	DCK Accounting	Payroll Year End submission 2023-2024	36.00	6.00	30.00
31/03/2024	Unity	Service charge Q4 23-24. 3mths @ £6 p/mth	18.00		18.00
03/04/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	5,000.00		5,000.00
11/04/2024	Pandora Signs	Speed device, data logging facility, solar kit & delivery	4,044.00	674.00	3,370.00
16/04/2024	Last Landscaping	Grass cutting churchyard Q4 2023-24	1,026.00	171.00	855.00
16/04/2024	Phil Duckett	Gate/fence work at the allotments	700.00		700.00
16/04/2024	Handymen	Handyman March Hours	120.00		120.00
16/04/2024	Tactical Facilities Management Ltd	March grass cutting and dog bin empties	526.75	87.79	438.96
16/04/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	5,000.00		5,000.00
18/04/2024	AET Flood Defence Ltd	50 Aqua-sacs plus delivery	244.80	40.80	204.00
18/04/2024	Clerk April Expenses	HP printer ink, post box for surgery and lawn mower	114.98	19.16	95.82
25/04/2024	Clerk & RFD	April staff salaries	546.81		546.81
25/04/2024	HMRC	April payroll Tax/NI	136.40		136.40
25/04/2024	DCK Accounting	April payroll	36.00	6.00	30.00
25/04/2024	Wiltshire Association of Local Councils	Annual subs WALC & NALC 2024-25	573.68	95.61	478.07
25/04/2024	Great Bedwyn Parish Council	Internal transfer current to savings a/c	10,000.00		10,000.00
25/04/2024	Great Bedwyn Memorial Hall	Hall hire for council meetings Jan-March 2024	19.00		19.00
02/05/2024	Information Commissioner's Office	Annual data protection fee renewal	35.00		35.00
		Total	29,369.78	1,118.50	28,251.28

Bank Reconciliation at 9th May 2024

	£	£
Balance b/fwd at 5 Mar 2024	54,280.62	
Receipts	35,872.53	
Payments		29,369.78
Balance c/fwd 9 May 2024		60,783.37
	90,153.15	90,153.15
Balance per bank statements		
TSB Business A/c 51634	09/05/2024	145.00
TSB Saving A/c 7018306	09/05/2024	75.93
Unity Business A/c 20460060	09/05/2024	11,332.70
Unity Savings A/c 20482873	09/05/2024	49,541.49
		61,095.12
Less outstanding cheques / unapproved payments		
Chq 300001	55.00	
OLB 9	256.75	
		311.75
Balance at 9 May 2024		60,783.37

765.24 – 23. Items for the next agendas.

Clerk to book a skills exchange event for 13th July in the village hall.

Cllr Sheerin – schedule needed for moving the SID – to be added to July meeting agenda. Dates of the changes to be published and the security code is required to be stored centrally.

Clerk to log the remainder of the gully issues with WCC

Cllr White – Investigate quotes for GBPC funding gully cleaning – can the Canal and River Trust do this?

Cllr White – add to next agenda the requirement for a safety meeting which will include flooding. 6 months from May meeting date suggested.

The meeting closed at 20.40

Date of next meeting: Thursday 11th July 2024 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.
Clerk	668.23-08	When Safety Committee agenda is created – add emergency plan draft to the March 24 meeting.
Clerk	703.23-13	Advice the RFO to arrange for a Unity credit card for staff use
Clerk	743.24-01	Obtain email address from WCC on making advanced bus service bookings and publicise.
Clerk	743.24-01	Work with Cllrs on the Safety Committee to arrange a public meeting for transport issues
Clerk	743.24-01	Work with Cllrs on Safety Committee to arrange a public meeting for local safety concerns. To include flooding. For 6 months from May 24 meeting.
Clerk	750.24-08	Arrange for Cllr White to attend the LGA “Getting to the Heart of the matter” training
Clerk	752.24-10	Ask Sanders webworks for a quote for a new website
Cllr Sheerin	752.24-10	Ask Green Machine for a quote for a new website
Clerk	759.24-17	Approach the estate with regards to purchasing allotment land
Clerk	765.24-23	Book hall for skills exchange event. Add SID moving schedule to July agenda. Need to publish schedule Log the remainder of the gully issues with WCC Investigate quotes to fund gully cleaning work. Can Canal and Rivers Trust assist.
Cllr Sheerin	765.24-23	Schedule moving the SID.