

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 11th JANUARY 2024 7.30PM

IN GREAT BEDWYN VILLAGE HALL

Present: Cllr Nicholson, Cllr Cooper (Council Vice Chairman), Cllr Sheerin, Cllr White (Council Chairman), Cllr Wyatt, Cllr Shill, Clair Wilkinson (Parish Clerk), and 10 members of the public.

691.23. 01. Welcome and public participation.

Comments from residents:

- The 9.37am bus on 11th Jan did not follow the specified route. Did not go down The Knapp. Went down Farm Lane instead. Problem with drivers not knowing the route. Cllr Wyatt advised the recent Pewsey Area Board meeting discussed buses in general. There were positive comments from small communities who now get a service. GBPC will note local issues and collate to send back to WCC. Residents urged to report them to GBPC.
- Noted thanks to Ward Cllr Wheeler as the potholes in Back Lane were now filled.
- Meadow Farm application that was refused by WCC. The map sent to WCC showed the wrong location. The flooding doesn't originate from the farm, comes from Jockey Green. Homes nearby that have changed front gardens from landscaping to garages and hardstanding have made the problem worse. If planning permission were granted, can help with flooding issues on site.

692.23.02. Vote on item 24 being held as a confidential item.

Agenda item - **To approve the changes to staff salary levels (as per the National Recommendation) and back pay to April 2023.**

Cllr White read the information from 100A(4) of the LGA 1972 to exclude the public as the information was relating to individuals and financial affairs of those individuals.

A proposal was made to hear this item as a confidential item. The proposal was seconded and all Cllrs were in favour.

693.23 – 03. Co-option of candidates for Councillor. There were no candidates.

694.23 – 04. Apologies for absence and vote to approve them.

Cllr Sanday is unwell and Cllr Sims has a personal family commitment. **A proposal was made to accept these apologies. The proposal was seconded and all Cllrs were in favour.**

695.23 – 05. Declarations of interest. There were none.

696.23 – 06. Approval of Minutes from 9th November 2023

The minutes of the meeting of 9th November 2023 were updated on item 683.23.23 to show the bank account the funds were moved to. The minutes were then proposed for approval. The proposal was seconded and all Cllrs were in favour.

697.23 – 07. 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. STILL WAITING JAN 24 |
| 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. PENDING. |
| 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. NO REPLY FROM THE GROUP. |
| Clerk | 624.23 – 21 | Load approved risk assessments to the website DONE |
| Clerk | 642.23 – 07 | Add Emergency plan review to Nov agenda. Now Jan 24 agenda. PENDING |
| Clerk | 644.23 – 08 | Add additional white lines/questionnaire to Nov or Jan agenda as required PENDING |
| ALL CLLRS | 644.23 – 08 | To submit further feedback to the Safety Committee to form the final version of the road safety questionnaire draft. PENDING |
| Clerk | 648.23 – 13 | Update Grants and Donations policy and publish once Cllrs received via email for any comments. DONE |
| 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. PENDING. WAS ADDED TO FB TO ASK FOR FEEDBACK. NO RECEIVED. |
| Clerk | 668.23-08 | Provide information on how a volunteer list can be created. DONE When Safety Committee agenda is created – add emergency plan draft to the agenda. On Jan 24 agenda. Provide information on how emergency information and priority services can be shared on website. DONE Re-send sand bag information to Cllrs DONE |
| 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. PENDING. NO FEEDBACK RECEIVED YET. |
| Clerk/RFO | 670.23-10 | Clerk to ask RFO to create a final document for budget and precept and Clerk to load onto website PENDING. |
| Clerk | 674.23-14 | Arrange for new grass cutting and dog bin contracts to be finalised. DONE |
| Clerk | 679.23-19 | For new Safety Group make sure that the TOR is updated for approval, and make sure first agenda has the relevant items. STILL WORK IN PROGRESS |
| Clerk | 686.23-26 | Arrange separate planning meeting for 17 th Nov. DONE |
| Clerk | 690.23-30 | Add items to Jan agenda. SID purchase. DONE |

698.22 -08. To approve the flood plan that was updated/approved at the Safety Committee meeting in December 23.

Cllr White advised that the new plan was created to show local information sharing and collaboration and links to external resources. The PC will aim to be a hub for useful local flood information. The Safety Committee will meet regularly where the public can attend. The main vulnerable locations are known and the Handyman will do quarterly checks of these locations to ensure they are ready to handle larger volumes of water. Any issues will be reported to WCC in the first instance.

A threshold of 25mm of rain in one rainfall will trigger an extra check by the handyman.

A proposal was made to adopt the plan by the council. The proposal was seconded and all Cllrs were in favour.

The emergency plan draft will be added to the next full council meeting.

The Clerk advised the date of the next Safety Committee meeting was Tues 16th Jan and all residents were welcome to attend. The event is on the council website and has been added to the local FB pages the Clerk has access to.

Cllr Nicholson left the meeting at 19.50.

699.23-09. Flooding issues around Meadow Farm location. Discussion.

The Safety Committee reviewed the information given by Mr Hitchman. Believed that a soakaway is needed and hedging replacing around the boundary. There is no action at the moment that the PC can take. The area surrounding the cricket club is the current priority location.

700.23 – 10. FINANCE. To formally note the bank reconciliations for the bank accounts since the November 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.

701.23 – 11. FINANCE. To approve delegated powers to the Clerk to arrange for a solicitor to witness the signing of the lease agreement for the allotment land.

A proposal was made to approve delegated powers to the Clerk to arrange the signing of the lease. The proposal was seconded and all Cllrs were in favour.

702.23 – 12. FINANCE. To approve the purchase of a second Speed Indicator Device (SID) for use in the parish.

A proposal was made to purchase the Pandora PTSC 906 device with additional solar panels for power at a cost of £3650 which is within the 2023/24 budget amount for this item. The proposal was seconded and all Cllrs were in favour.

703.23 – 13. FINANCE. To approve a debit/credit card for the council, for staff use, rather than expenses being paid. Internal auditor recommended.

A proposal was made to approve the Unity Bank credit card. There is a £50 set up fee and a £3.30 monthly charge. The proposal was seconded and all Cllrs were in favour.

704.23 – 14. To approve a quote to replace the gate/fencing at the allotment site. Using current years allocated budget.

The quotes were reviewed.

A proposal was made to approve the £700 quote from Phil Duckett. The proposal was seconded and all Cllrs were in favour.

705.23 – 15. Training discussion. What training would be beneficial to the council and Cllrs.

A list was compiled:

Planning, New Cllrs responsibilities, Conduct/Procedures in meetings, Emergency and Safety protocols/arrangements.

This training could be shared with other local councils to spread the cost.

The Clerk is to find out what is available and ask Ward Cllr Wheeler if he has any recommendations.

Cllrs are to put together a specific “wish list” for the next meeting.

706.23 – 16. FINANCE. To discuss and vote on whether the PC can provide a “Citizens Advice” type of service for local residents.

The reason for this discussion was to assist those who did not feel comfortable using online methods to get assistance/advice.

The following points were raised as options the PC can achieve.

- Develop the PC website further to signpost to local services that can assist.
- Make sure a phone number for Citizens Advice is published locally in a variety of places.
- Work with the Bedwyn Parish News on articles that may assist people.
- Look to see if any local libraries do IT skills courses that people could attend.
- See if there is a need for any type of monthly event in the hall, or for designated people to provide some time each month to those who find it hard to use online methods to get help.

This will be added to the agenda for March 24 to discuss further and vote on any plans.

707.23 – 17. Cllr discussion on how the Bedwyn Parish news can further assist with local updates and communications.

The BPN funds itself with advertising and welcomes contributions from everyone. Everyone who works on the magazine is a volunteer.

The Clerk is to schedule a discussion (Not a council meeting) with Andrew and interested Cllrs to discuss how to capitalise on this collaboration further.

708.23 – 18. Discuss on how to improve the planning process whereby the PC respond to planning applications.

- The Clerk is to provide any documentation available that highlights what can and cannot be commented on when reviewing an application.
- There was a parish survey 5 years ago showing the local desires of the public for the area. This can be used as guidance but has no legal status.
- The Clerk will add this to the next full council agenda for discuss and vote on any updates the council will make.
- Cllr White will email the parish survey document to all Cllrs and the Clerk.

Cllr Nicholson re-joined the meeting 20.36

709.23 – 19. Report back on last Pewsey Area Board Meeting (Cllr Wyatt)

- Transport focussed and well attended.
- Would like to encourage more attendees from Great Bedwyn
- Would like to ask the board to hold these meetings in Great Bedwyn more frequently.

710.23 – 20. To review and approve the updated Terms of Reference (TOR) for the Safety Committee.

There has been further updates to the draft by the Clerk to ensure legislation is followed. The TOR will be brought to the March 24 meeting to be voted on.

711.23 – 21. To vote on any new/updated Council policies

There were none.

712.23 – 22. Playground update if required. (Cllr Nicholson)

No update

All public left the meeting.

713.23 – 23. Confidential item. To approve the changes to staff salary levels (as per the National Recommendation) and back pay to April 2023.

A proposal was made to approve the salary changes and the backpay to April 2023 for staff. The proposal was seconded and all Cllrs were in favour.

A confidential document with further details will be placed on council files to provide specifics of this vote.

714.23 – 24. Planning applications voted on by GBPC and planning decisions made by Wiltshire Council since the last meeting.

These applications and their decisions can be viewed on the Full Council agenda's which are on the council's website, and decisions of applications can be viewed on the Wiltshire Council website.

715.23 – 25. Finance report

There were no comments or issues with the finance report shown on the Jan 11th 2024 agenda document.

The Clerk is to ensure that the relevant Finance Cllrs get the budget vs expenditure report in good time for the March full council meeting.

716.23 – 26. Items for the next agendas.

There were none.

The meeting closed at 20.50.

Date of next meeting: Thursday 14th March 2024 Village Hall at 7.30pm, with an informal discussion from 7.00pm.

Action Points

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| Clerk | 679.23-19 | For new Safety Group make sure that the TOR is updated for approval, and make sure first agenda has the relevant items. |
| Clerk | 701.23-11 | Clerk to arrange to visit a Solicitor to sign the allotment lease documents |
| Clerk | 702.23-12 | Work with Cllr Sims to order the new SID |
| Clerk | 703.23-13 | Advice the RFO to arrange for a Unity credit card for staff use |
| Clerk | 704.23-14 | Arrange for Phil Duckett to do work on allotment gate and fence |
| Clerk | 705.23-15 | Look at training opportunities and collate a list of what is required |
| Clerk | 706.23-16 | Add agenda item for March for website updates for local sources of assistance |
| Clerk | 707.23-17 | Arrange an informal meeting with BPN and Cllrs on how BPN can be used further for sharing local information |
| Clerk/Cllr White | 708.23-18 | Clerk to share any existing useful planning documents and add agenda item to March 24 full council meeting. Cllr White to share the parish survey document |
| Clerk | 710.23-20 | Add updated TOR for Safety Committee to March 24 meeting. |
| Clerk | 713.23-23 | Advice RFO of salary and back pay changes for staff and to make arrangements for processing. |