

GREAT BEDWYN PARISH COUNCIL  
MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON 11<sup>th</sup> JULY 2024 7.30PM  
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr White (Council Chairman), Cllr Shill, Cllr D Cooper, Cllr K Nicholson, Cllr Sheerin, Cllr H Cooper. Clair Wilkinson (Parish Clerk).

Ward Cllr Wheeler had sent his apologies.

**766.24. 01. Welcome and public participation.** 7 members of the public who raised the following points.

Query on the placement of the SID on Forest Hill. The council are to create a timetable to move the SIDS between all locations on a regular basis. 6 weeks per location.

ACTION POINT - Timetable will be added to the next Safety Committee meeting.

Vodafone service issues. Why hasn't anyone been told? No service during the day. All providers use the same mast. Vodafone are coming back on the 19<sup>th</sup> July.

ACTION POINT – The Clerk or Cllr Sheerin to try to find a VF contact to send an email to ref this. To request they communicate more effectively the next time this occurs.

Current status of the flowers at the village centre – noted. On the agenda tonight.

Buses – Cllr H Cooper is going to provide more feedback to WCC about this. Still not a service that is suitable for the village.

Brook St SID is wrong place as far as a resident is concerned. Advised would need to get the WCC Highways rep back and get an agreement for a new site. This is likely to have a substantial cost involved to the PC.

ACTION POINT – Clerk to contact WCC again and remind the Cllrs of the cost involved. Add to the Sept council meeting if required.

**767.24 – 02. Co-option of candidates for Councillor.** No candidates.

**768.24 – 03. Apologies for absence and vote to approve them.**

Cllr Sims is unwell, Cllr Sanday is unwell. A proposal was made to accept these apologies. The proposal was seconded and all Cllrs were in favour.

**769.24 – 04. Declarations of interest.** None

**770.24 – 05. Approval of Minutes from 23<sup>rd</sup> May 2024**

The minutes of the meeting of 23<sup>rd</sup> May 2024 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

**771.24 – 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.

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Owner	Minute ref	Action
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. COMPLETED
Clerk	743.24-01	Obtain email address from WCC on making advanced bus service bookings and publicise. DONE. On council website.
Clerk	743.24-01	Work with Cllrs on the Safety Committee to arrange a public meeting for transport issues Add to next agenda.
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. Date has been booked for 17 <sup>th</sup> Sept.
Clerk	750.24-08	Arrange for Cllr White to attend the LGA “Getting to the Heart of the matter” training. CLOSED. DID NOT BOOK IN TIME.
Clerk	752.24-10	Ask Sanders webworks for a quote for a new website DONE.
Cllr Sheerin	752.24-10	Ask Green Machine for a quote for a new website NOT DONE BUT NOT NEEDED.
Clerk	759.24-17	Approach the estate with regards to purchasing allotment land. NO REPLY TO DATE FROM ENQUIRIES
Clerk	765.24-23	Book hall for skills exchange event. DONE Add SID moving schedule to July agenda. Need to publish schedule. PENDING. Log the remainder of the gully issues with WCC. PENDING. Investigate quotes to fund gully cleaning work. Can Canal and Rivers Trust assist. PENDING.
Cllr Sheerin	765.24-23	Schedule moving the SID. PENDING.

### **772.24 – 07. 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.

### **773.24 – 08. FINANCE To approve the updated AGAR document for section 2.**

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

### **774.24 - 09. FINANCE. To approve a quote for updating the council’s website. The quotes were reviewed.**

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

### **775.24- 10. FINANCE Discussion and vote on whether to create a council logo.**

Noted that this needs to be different from other existing logos within the Parish.

The council would like to get local children involved in a design competition, and the final design would be professionally rendered for us.

Cllr Shill will ask if GB Primary can assist with this. Will also publish in the Bedwyn Parish News for other children.

Bring back to Sept meeting.

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**776.24 – 11. FINANCE. To review the cash book vs the annual budget.**

The document from the RFO was reviewed. It was noted that there is a large amount of grants and donations fund available still. The Clerk is to publish reminders that it is available.

There were no other concerns with over or underspend.

**777.24 – 12. FINANCE. To approve 6 hours of overtime for the Clerk and RFO to update key council documents.**

A proposal was made to approve the 6 extra hours for the Clerk and RFO. The proposal was seconded and all Cllrs were in favour.

**778.24 – 13. To approve Cllr D Cooper joining the Safety Committee.**

A proposal was made to approve Cllr D Cooper joining the committee. The proposal was seconded and all Cllrs were in favour.

**779.24 – 14. To improve the function of the Planning Committee/add additional Cllrs to the committee.**

After a discussion the following was proposed.

A proposal was made to authorise the Clerk with delegated powers to respond to planning applications that are not deemed controversial, using feedback from the planning committee. Where timescales are appropriate add planning applications onto full council agendas. Call a planning meeting for any applications that are important or urgent. Dis-band the planning committee from meeting each month due to low Cllr numbers. Add Cllr H Cooper and Cllr J Sheerin as having responsibility for planning matters. The proposal was seconded and all Cllrs were in favour.

Cllr H Cooper will declare an interest if required, due to their spouse being on the same committee.

**780.24 – 15. To ratify the letter from the council to our MP as drafted by the Bedwyn Passenger Trains Group.**

A proposal was made to approve Cllr D Cooper sending this letter to our MP which supports the views of the council. The proposal was seconded and all Cllrs were in favour.

**781.24 – 16. FINANCE. To vote on approving a change of holiday entitlement for the Clerk and RFO.**

A proposal was made change the entitlement to the list below. The proposal was seconded and all Cllrs were in favour.

- 0-2 years' service: 20 days.
- Between 2 years 1 day and 3 years: 22 days.
- Between 3 years and 1 day and 4 years: 24 days.
- Between 4 years and 1 day and 5 years: 26 days.
- 5 years plus: 28 days.
- *But not backdated for previous years.*

**782.24 – 17. FINANCE. To approve a cost for a volunteer to maintain the village central planters.**

A proposal was made to make £300 available to re-plant and maintain the planters. The proposal was seconded and all Cllrs were in favour.

**783.24 – 18. ALLOTMENTS. To approve the updated tenancy agreement to be used from Oct 24 renewals and for all new tenants.**

A proposal was made to approve the new tenancy agreement. The proposal was seconded and all Cllrs were in favour.

**784.24 – 19. ALLOTMENTS. To vote on splitting larger plots into smaller plots to allow more tenants/prospective tenants to benefit.**

The council wished it noted that this item was discussed but will be voted on at the September meeting. The Clerk, RFO and Cllr H Cooper are visiting the site shortly and be looking at all plots to determine which tenants need a letter sending requiring them to work the plot to the standards set out in the current agreement.

If there is no improvement in the plot within 1 month then these plots will be discussed at the September meeting with a view to terminating the agreement.

**785.24 – 20. PLANNING. Review of the planning committee decision making process, and the proposed development of a planning checklist for committee members.**

The council are waiting for the publication of new planning regulations from the new Labour Government before making any decisions. To be brought back to a future agenda as required.

**786.24 – 21. ALLOTMENTS. Discussion on any updates from the land-owner with regards to the purchasing of the allotment site by the Parish Council.**

There has been no communication from the landowner. Moving to the next agenda.

**787.24 – 22. SAFETY. Discuss and vote on whether to request WCC remove the double yellow lines (DYL) from outside the Primary School.**

Cllr D Cooper met the school in a private capacity and heard that due to the DYL's this encourages parents to park on the corner which is more of a hazard.

It was determined during the meeting that GBPC could ask WCC for a Traffic Regulation Order (TRO) to remove these lines however there is a cost involved which is expected to be over £1000. The public are asked to comment their views on this before the next meeting to help the council be informed on whether they should look to proceed with this. The Clerk will find out more about the TRO's.

**788.24 – 23. Approval of all annual risk assessments.**

**A proposal was made to approve all risk assessments, as no issues of concern were raised by them being completed. The proposal was seconded and all Cllrs were in favour.**

The assessments were:

Financial, Play Area, Allotments, and Open Spaces, Assets and Highways.

**789.24 – 24. To review feedback from 2 free youth sessions at Oxenwood.**

Only 3 children attended the June event. 9 booked for the July event so far. The Clerk will make enquiries to Bedwyn Cinema Group ref holding a Saturday film club.

There is no plan to pay for further Oxenwood sessions at this time as there does not seem to be a desire for a local youth provision.

**790.24 – 25. To approve the new Asset Register Policy.**

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

**791.24 – 26. To review any comments in the suggestion box at the Drs surgery.**

There were no items to review.

**792.24 – 27. To ratify sending a letter to the landowner with regards to access for drainage clearance at the canal area.**

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

**793.24 – 28. Playground update if required. (Cllr Nicholson)**

The Clerk will arrange the purchase of the annual bark supplies from the usual supplier.

Cllr Nicholson commented on the positive asset that was the handyman with regards to the play area.

**794.24 – 29. Discuss and vote on whether to approve an extra grass cut from Technical Facilities Management of £400 plus VAT to collect and remove the cuttings.**

There was no proposer to go ahead with this work.

**795.24 – 30. Finance report**

Great Bedwyn Parish Council Finance Report 2nd July 2024					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
09/05/2024	Tactical Facilities Management Ltd	April grass cutting and dog bin empties	539.64	89.94	449.70
09/05/2024	Vision ICT	SSL certificate annual renewal	60.00	10.00	50.00
09/05/2024	Community First	Annual Membership	40.00		40.00
16/05/2024	Handyman	Handyman April hours & expenses	332.32		332.32
16/05/2024	Street Master	2 square bin liners	132.00	22.00	110.00
28/05/2024	Staff salaries	May salaries	546.61		546.61
28/05/2024	HMRC	May payroll Tax/NI	136.60		136.60
28/05/2024	Chiseldon Parish Council	Chapel room hire for annaul internal audit	20.00		20.00
10/06/2024	DCK Accounting	May payroll	36.00	6.00	30.00
13/06/2024	Do The Numbers Ltd	Annual Internal Audit	250.00		250.00
13/06/2024	Handyman	Handyman April hours & expenses	200.46		200.46
13/06/2024	James de Wesselow	Jockey Green area grass cutting	130.00		130.00
20/06/2024	Drone Environmental Ltd	Ariel flood area inspection and report	1,980.00	330.00	1,650.00
20/06/2024	Tactical Facilities Management Ltd	May grass cutting and dog bin empties	806.35	134.39	671.96

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20/06/2024	Ramsbury Estates Ltd	Allotment rent for 01/01/24-30/06/24	250.00		250.00
27/06/2024	Staff salaries	June salaries and expenses	594.44	1.33	593.11
27/06/2024	HMRC	June payroll Tax/NI	136.80		136.80
27/06/2024	DCK Accounting	June payroll	36.00	6.00	30.00
30/06/2024	Unity Trust Bank	Quarterley service charge	18.00		18.00
02/07/2024	Royal Mail	PO Box annual fee	424.20	70.70	353.50
02/07/2024	Tactical Facilities Management Ltd	June grass cutting	475.20	79.20	396.00
02/07/2024	Great Bedwyn Parish Council	Internal transfer savings to current a/c	7,000.00		7,000.00
02/07/2024	Unity Trust Bank	Unity multipay card set up fee	50.00		50.00
02/07/2024	Lloyds Bank	Unity multipay card monthly fee	3.00		3.00
02/07/2024	Community First	Annual Insurance 2024-25	767.22		767.22
		<b>Total</b>	<b>14,964.84</b>	<b>749.56</b>	<b>14,215.28</b>

Balance b/fwd at 9 May 2024			60,783.37		
Receipts			435.15		
Payments				14,964.84	
Balance c/fwd 2 July 2024				46,253.68	
			<u>61,218.52</u>	<u>61,218.52</u>	
<b>Balance per bank statements</b>					
TSB Business A/c	51634	02/07/2024	145.00		
TSB Saving A/c	7018306	02/07/2024	76.11		
Unity Business A/c	20460060	02/07/2024	4,796.75		
Unity Savings A/c	20482873	02/07/2024	49,866.46		
			54,884.32		
Less outstanding cheques / payments not yet approved on unity:					
	OLB 31		321.59		
	OLB 32		272.85		
	OLB 33		136.80		
	OLB 36		424.20		
	OLB 37		475.20		
	TFR 4		7000.00		
			8,630.64		
Balance at 2 July 2024			<u>46,253.68</u>		

There were no comments or issues with the finance report shown above.

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

Cllr Sheerin requested an item to discuss the feedback from the knowledge sharing event, how the PC can support local businesses and encourage local shopping.

Cllr Shill requested an item to purchase 6 Neighbourhood Watch Signs costing £35 plus VAT each.

The meeting closed at 21.05

**Date of next meeting: Thursday 12<sup>th</sup> September 2024 Village Hall at 7.30pm, with an informal discussion from 7.00pm.**

Chairmans Signature.....

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## Action Points

Owner	Minute ref	Action
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Clerk	759.24-17	Approach the estate with regards to purchasing allotment land.
Clerk	765.24-23	Add SID moving schedule to September 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. PENDING.
Clerk	766.24 – 01	Add SID movement timetable to next Safety Committee meeting
Clerk/Cllr Sheerin	766.24 – 01	Write to Vodaphone requesting that communication is more effective during periods of no service.
Clerk	766.24 – 01	Contact WCC and ask for costs for an assessment of moving a SID. Add to a future agenda if the council support this discussion
Cllr Shill	775.24 – 10	Talk to the Primary School about designing a new logo for the PC. Clerk to add to BP News once this is done. Add to Sept meeting.
Clerk	776.24 – 11	Publish reminders that our Grants and Donations fund is available.
Clerk	784.24 – 19	Add splitting large allotment plots to Sept agenda.
Clerk	785.24 – 20	Add planning decision making process and check list to next agenda.
Clerk	786.24 – 21	Add purchasing allotment land to next agenda.
Clerk	787.24 – 22	To find out about TRO and the costs for council to consider whether to proceed with investigating removing DYL. Clerk to ask for public opinion.
Clerk	789.24 – 24	Enquire about hiring the cinema provision at the hall
Clerk	793.24 – 28	Arrange purchase of play area bark.
Clerk	796.24 – 31	Add 2 items to next agenda.