

# GREAT BEDWYN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

### HELD ON 14<sup>th</sup> NOVEMBER 2024 7.30PM

### IN GREAT BEDWYN VILLAGE HALL

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

**820.24 - 01. Welcome and public participation.** 18 members of the public who raised the following points. To note, this is a summary of comments and not a verbatim report. There were a number of paper documents provided, these will be scanned and made available where the contents do not breach any GDPR regulations.

- Responding to housing item 32. Referring to 2021 census data. The 2021 census shows that of the total village population: 35% are aged less than 40 years old, 36% are aged between 40 and 64 years old and 27% are aged 65 and over. 2/3 of the population is under 65. Social rented housing is shown as 19.2% of total housing stock for the same period. This is higher than the England average. The Primary school has advised a headcount of 200, 10 under the legal limit. 2 questions to the council – 1. Whilst an emotive subject does the council agree that up to date data is crucial? 2. Does the council agree that further meetings should be arranged by the PC or a committee of. This is to ensure a democratic process. The council will respond in writing.
- Understands the PC is limited over what they can achieve. The open meeting had more attending than were anticipated. A broader understanding of housing needs is required – especially the definitions of affordable housing – what is affordable. Would like the next steps to be that more of the housing associations are engaged with. Can hold more meetings and work on agenda items needed.
- 20% of housing provided being affordable. Appears to be on the “right track”. 30 new houses may need to be built in the parish – would 20% of these be affordable? If all 30 were made affordable would need 160 new houses in total to address the balance.
- A mix of people attended the public meeting which represents the community. The stats from WCC and Aster bear no relevance to the people who need the housing.
- Younger resident – born in the village. Special needs child and lives in a first floor Aster flat. Only choice is to privately rent or move to another area. Young people will be forced to leave. Aster are selling off properties so the village will “die”.

Cllr Nicholson arrives at 19.35

- In Crofton 6 families are being evicted in January. The properties are being re-furnished and re-let to the Tottenham Estate. Cannot afford mortgage or rent on private property. Won't be able to live in the village once evicted.
- Social housing tenant. Affordable housing is not really affordable. Two wages don't cover a mortgage or market rate rental. Can only live in village due to affordable housing. More housing needed that everyone can afford. Wants to keep young people in the village. Asked how many social housing properties there are and how many have been lost over the years.
- Not all children who attend the primary school live in the village and teachers have to drive to get here as can't afford to live locally.
- Mr H Matthews the Director of Tactical Facilities Management with regards to item 7 on the agenda. Understands there were some machinery issues over the summer with grass cutting. Proposing a new 3 year contract with reduced annual fees as a benefit. The 3 year contract can be broken by both parties if needs be. There is a “3 chance” clause in the contract.

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**821.24 – 02. Co-option of candidates for Councillor.** There were 2 candidates. Mr Rodney Searles and Mr Chamara Withanachichi. Mr Withanachichi was not in attendance.

The Chairman advised that the council is following its new Co-option procedure. The Clerk was asked to advise.

The Clerk advised on transparency with regards to new Cllr Co-option, the 7 NOLAN Principles of Public Life and the new WCC campaign to reduce complaints from the public for Parish and Ward Cllrs, along with the basic requirement of council life – a Cllr cannot act alone, the council makes the decisions and the Clerk enacts them. The Council would ask the candidates questions which they may answer today or take away with them to form a written reply. The Clerk suggest deferring co-option Until Jan 25 as one candidate was not in attendance.

Mr Searles provided information about himself and his reasons for wanting to be co-opted.

- Senior Manager in own business.
- Was previously with PC for 7 years.
- Involved in “Keeping Bedwyn tidy”
- Actively listens to residents needs
- Now has spare time to participate.
- Likes the new efficient look of the council and keen to be a part of it.

The Council asked the following questions to Mr Searles. (Which will also be sent to the other candidate)

- Q. What made you resign before? A. Politics in the council. Wasn’t an environment he wanted to be part of.
- Q. What can you offer? A. A lifetime of experience. Open minded and practical.
- Q. How do you manage conflict? Listen to all parties.
- Q. What if you were the person who disagreed with the council? A. Wants to get involved in current local projects like proposed funds for the bowls club. Try to be open-minded.

The co-option process will continue at the Jan 25 meeting.

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

Cllr Sanday and Cllr Sims are unwell. Cllr D Cooper has a prior engagement.

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

### **823.24 – 04. Declarations of interest.** None

### **824.24 – 05. Approval of Minutes from 12<sup>th</sup> September 2024**

The minutes of the meeting of 12<sup>th</sup> September 2024 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

### **825.24 – 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. CLOSING AS NO PROGRESS
Clerk	668.23-08	When Safety Committee agenda is created – add emergency plan draft to the March 24 meeting. CLOSING AS NO PROGRESS

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Full Council 14.11.24

Owner	Minute ref	Action
Clerk	743.24-01	Work with Cllrs on the Safety Committee to arrange a public meeting for transport issues Add to next agenda. CLOSING AS NO PROGRESS
Clerk	765.24-23	Add SID moving schedule to Jan 25 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. PENDING
Clerk	766.24 – 01	Add SID movement timetable to next Safety Committee meeting. PENDING
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. DONE
Clerk	785.24 – 20	Add planning decision making process and check list to next agenda. PENDING.
Clerk	793.24 – 28	Arrange purchase of play area bark. PENDING.
Cllr D Cooper	797.24 – 01	Make enquiries with the local police ref increased presence in the area. DONE. NO NEW INFORMATION RECEIVED.
Clerk	797.24 – 01	Compile a list of highways concerns and invite a WCC Highways officer to visit. Includes minute ref 811.24 – 15 - DYL near school. PENDING.
Clerk	797.24 – 01	Send WC Wheeler the list of gullies to be emptied. DONE
Clerk	797.24 – 01	Add a post to FB to ask for more comments about the local bus service DONE
Clerk	802.24 – 07	Make sure that hall hire invoice for public housing meeting is sent to GBPC direct DONE
Clerk	804.24 – 09	Make sure that the NHW sign invoice comes direct to GBPC for payment DONE
Clerk/RFO	810.24 – 11	Ask the RFO to advise the tenant on their extension of time until 1 <sup>st</sup> April 25 DONE
Clerk	813.24 – 17	Add new ICO list to the website PENDING.
Clerk	817.24 – 21	Respond to WCC with playground offer decision DONE
Clerk	820.24 - 25	Add grass cutting and Safety Committee updates to the Nov Full council meeting. DONE

**826.24 – 07. SOCIAL HOUSING NEEDS. To discuss the public meeting with regards to social housing provision.** (Cllr Sheerin). The item was moved up the agenda to accommodate the large public interest in the item.

Main points noted:

- It is incumbent on the PC to make representations for those in the parish who are suffering. For example to Aster the housing provider. The Clerk has an action to ask them to attend a public meeting to explain their recent actions. It was felt that they should stop selling their local housing stock and then providing it elsewhere. The Clerk will also invite other local housing providers.
- Whilst we have no legal standing with the Tottenham Estate, the PC will write to the owners to ask if an alternative solution can be reached.
- If a house is available locally, it does not seem to matter if there is an existing local connection. The Clerk is to contact Homes for Wiltshire to ask about this. Invite them to a separate meeting to discuss this.
- The PC will write to the housing Ombudsmen with regards to the situation and publicise the details for residents to be able to do the same.
- The PC to write to WCC to advise that if new social housing is being created then some of the stock should be in GB. This will be added to a future agenda for further discussion before being carried out.
- Discuss on a future agenda the issue of WCC selling off their housing stock.

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Full Council 14.11.24

It was noted that the meeting was carried out in a respectful manner and everyone listened to the views. It is hoped that MP Danny Kruger will support this.

**A proposal was made to support the various actions listed above for the PC to carry out. The proposal was seconded and all Cllrs were in favour.**

6 members of the public left the meeting.

### **827.24 – 08. To discuss and vote on the 3 year grass cutting proposal from Tactical Facilities Management. (Play field and play area)**

There was concern that during 2024 the grass was not cut as often as the scheduled specified. Henry from TFM advised that their contract for 2025 onwards would contain a “3 tries and you’re out” option where the PC can cancel the contract if there are 3 issues reported to TFM. The 3 year contract allows us to receive reduced rates but there is still the standard cancellation procedure available for both parties should the agreement not work out. We do not need to keep the contract for 3 years if we are not satisfied with the work.

**A proposal was made to agree to a 3 year contract with Tactical Facilities Management for £4050 per annum for 18 cuts, subject to the conditions listed above. The proposal was seconded and all Cllrs were in favour.**

Cllr Nicholson left the meeting 20.42 for approximately 3 minutes.

### **828.24 – 09. FINANCE To review draft 1 of the 25/26 budget and precept requirements.**

The main adjustments for the RFO to make before the Jan 25 meeting are:

- Add a £1000 communications budget.
- Remove £5000 in the annual grants and donations budget and carry over remaining funds from the current budget year.
- Change the grass cutting budget to reflect the agreement just reached with TFM – minute 827.24-08
- Add a £300 planters budget
- Add a £3000 Flood prevention budget
- Remove the entry for costs to purchase a lawn mower
- Remove the entry for £4000 required to support the Church St works.

The RFO will update the proposed budget and precept required ready for the Jan 25 meeting. The PC are hoping for no increase or a nominal increase in the precept.

**A proposal was made to approve these draft changes ready for the Jan 25 meeting. The proposal was seconded and all Cllrs were in favour.**

### **829.24 – 10. FINANCE To approve the bank reconciliations signed at the September meeting.**

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

### **830.24 - 11. FINANCE. To vote on a grant to the PCAP Organisation.**

The Clerk is to invite the organisation to the Jan 25 meeting so they can explain how their work benefits GB. The Council felt they could not vote at this time.

**831.24- 12. FINANCE. To vote on a grant to the Bedwyn Village Hall to cover the repairs/upgrades to the community defibrillator.**

A proposal made to provide the full costs of these works totalling £380.40. The proposal was seconded and all Cllrs were in favour.

The Clerk will add a Jan 25 agenda item to discuss whether the PC should request free hall hire.

**832.24 – 13. FINANCE. To vote on a grant to the Doctors Surgery for new defibrillator pads costing £59.94.**

A proposal made to provide the full costs for these pads of £59.94. The proposal was seconded and all Cllrs were in favour.

**833.24 – 14. FINANCE. To approve the costs for a replacement dog bin at the canal.** The old bin is corroded and not fit for purpose.

A proposal was made approve the largest bin, the HGN66 at 66 litres at £265.00 plus VAT. The proposal was seconded and all Cllrs were in favour.

**834.24 – 15. FINANCE. To note the change of account type for Unity.** Moved to a T2 type account – charges to the PC remain the same.

A proposal was made formally note this change of account type. The proposal was seconded and all Cllrs were in favour.

**835.24 – 16. FINANCE. To approve changing the Unity corporate limit to £600.00**

A proposal was made approve the limit increase to £600.00. The proposal was seconded and all Cllrs were in favour.

**836.24 – 17. FINANCE. To approve expenditure to cover repairs at the play area.**

A proposal was made approve the repairs at a cost of £492.00 ex VAT. The proposal was seconded and all Cllrs were in favour.

**837.24 – 18. FINANCE. To approve £15 in book vouchers for the logo competition with the Primary School.** (To allow GBPC to create a new council logo)

A proposal was made approve the cost of £15.00. The proposal was seconded and all Cllrs were in favour.

**838.24 – 19. FINANCE. To review and offer comments on the latest budget vs expenditure report.**

There were no comments on this report.

**838.24 – 20. To discuss and vote on whether an ACV\* is required on the Three Tuns pub or bowling green.** (\*Asset of Community Valued placed with Wiltshire Council)

There was no proposal to go ahead with an ACV for the pub or bowling green.

Cllr Nicholson leaves the meeting at 21.17.

**839.24 – 21. ALLOTMENTS. To vote on various structure requests from tenants.**

A proposal was made approve plot 118 shed and greenhouse, plot 102B replacement shed. The proposal was seconded and all Cllrs were in favour.

The council felt they could not vote on the request from plot 116 for a 6x3 metre polytunnel until it was checked to see if it would cause shading issues to other plots. To add to the Jan 25 agenda.

**840.24 – 22. SAFETY. Discussion and vote on additions/changes to SIDs or upgrades to solar power.**

This item was moved to the Jan 25 agenda.

**841.24 – 23. POLICIES.** No policies to review.

**842.24 – 24. PLANNING. Discuss and vote on the response to PL/2024/09451. Variation of condition 2 (approved plans) relating to application PL/2023/01105 (approved at appeal ref: APP/Y3940/W/23/3325808) Meadow Farm Transport Yard, Brook St.**

A proposal was made to respond with “no comment” to this application. The proposal was seconded and all Cllrs were in favour.

**843.24 – 25. PLANNING. Discuss and vote on the response to PL/2024/09312. Variation of conditions 2 (Scale, Appearance, Landscaping, Access and Layout of site), 3 (Reserved Matters), 4 (Ecology), 5 (Approved Plans), 6 (Phasing Plan), 8 (Staff Accommodation at Stable Belt and North Belt), 9 (Guest Accommodation), 10 (Staff Accommodation), 17 (Hard and Soft Landscaping), 18 (Soft Landscaping), 19 (Estate Management Plan), 21 (Wildlife Habitats), 22 (Surface and Foul Water Drainage), 23 (Water Supply Arrangements) and 25 (Access, Turning Heads and Parking Spaces) to 17/12461/OUT - To enable revised ancillary accommodation proposals including the erection of new buildings comprising an Estate Office, Grand Avenue Lodge, Maintenance Barn, Irrigation Plant and Store, Pool House, a second Substation and Picture Gallery extension to Tottenham House in lieu of some of the previously proposed staff and leisure accommodation, plus revised landscape proposals, creation of subterranean family link between the Main House, Stables and proposed Pool House and associated works. Tottenham House. Savernake.**

Cllr Nicholson returned at 21.19

A proposal was made to respond with “no comment” to this application. The proposal was seconded and all Cllrs were in favour.

**844.24 – 26. PLANNING.** Discuss and vote on the response to PL/2024/09243 (Listed building consent. Repairs and extension/alteration to Tottenham House (including the erection of a Picture Gallery extension), the Old Stables, the Octagon Pavilion and other outbuildings and garden walls within Tottenham House and Estate to facilitate re-use as a Country House and Estate. Tottenham House, Savernake.

A proposal was made to respond with “support” to this application. The proposal was seconded and all Cllrs were in favour.

**845.24 – 27. PLANNING.** Discuss and vote on the response to PL/2024/09601. Crown lift - Tree 1. Beech tree which is approximately 20m high. It is intended with authority to remove smaller lower branches only to approx. 4-5m above the ground. Removal - Tree 2. Norway Maple (Acer) Remove. Hillside, 42 Brook St. Great Bedwyn.

A proposal was made to respond with “support” to this application. The proposal was seconded and all Cllrs were in favour.

**846.24 – 28. PLANNING.** Discuss and vote on the response to PL/2024/09099. Amendment to planning approval PL/2023/10476 - To enable installation of solar panel system to approved extension. 6 Forestry Houses, Great Bedwyn.

A proposal was made to respond with “no comment” to this application. The proposal was seconded and all Cllrs were in favour.

**847.24 – 29.** To review any comments in the suggestion box at the Drs surgery.

There were no items to review.

**848.24 – 30.** To discuss and vote on the proposal from Wiltshire Council for the PC to take over the play area at Shawgrove, plus 2 open green areas.

A proposal was made to respond to WCC to say the PC could not be taking over the ownership and management of these sites at this time. The proposal was seconded and all Cllrs were in favour.

**849.24 – 31.** Review of the skills and knowledge sharing event.

Cllr Sheerin will email information to the council with regards to this event.

**850.24 – 32.** Playground update if required. (Cllr Nicholson)

No further update. Repairs will be arranged.

**851.24 – 33.** Finance report

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

# Great Bedwyn Parish Council Finance Report 7th November 2024

## Payments Since Last Meeting

Date	Payee	Description	Gross £	VAT £	Net £
03/09/2024	Handyman	July & Aug handyman hours & expenses. 2nd class large stamp	206.55		206.55
12/09/2024	Vision ICT	Biennial fee for .gov.uk domain renewal - November 2024 to October 2026	78.00	13.00	65.00
16/09/2024	Lloyds Bank	Unity card. HP Printer Ink, hazzard tape, planter supplies & stamps	292.86	0.67	292.19
18/09/2024	Unity Trust Bank	Service charge. Moved to T2 account tariff	20.80		20.80
19/09/2024	PKF Littlejohn	External Audit 2023-24	378.00	63.00	315.00
26/09/2024	Great Bedwyn Parish Council	Internal transfer current to savings a/c	13,500.00		13,500.00
26/09/2024	Staff	September salaries	546.61		546.61
26/09/2024	HMRC	September payroll Tax/Nl	136.60		136.60
30/09/2024	Unity Trust Bank	Quarterley service charge	18.00		18.00
01/10/2024	Tactical Facilities Management Ltd	Grass cutting, bin empties & slide cleaning	664.75	110.79	553.96
01/10/2024	Wiltshire Neighbourhood Watch	4 street signs	140.00		140.00
01/10/2024	Playsaftey Ltd	Playground inspection and report	127.20	21.20	106.00
01/10/2024	CPA Horticulture Ltd	Playground bark	695.00	115.83	579.17
03/10/2024	Great Bedwyn Memorial Hall	Hall hire July-Sept 2024	105.00		105.00
03/10/2024	DCK Accounting	September payroll	36.00	6.00	30.00
11/10/2024	Handyman	Sept handyman hours & expenses	274.81		274.81
11/10/2024	Clair Wilkinson	Sept/Oct expenses. Travel for allotment inspections, wooden stakes & marker pens for marking plots	45.98	3.76	42.22
11/10/2024	Nina Hempstock	Sept/Oct expenses. Travel for allotment inspections, 2 packs x30 white envelopes & 7 books 2nd class stamps for allotment lease renewals	79.70	1.14	78.56
15/10/2024	Last Landscaping	Grass cutting churchyard Q2 2024-25	1,026.00	171.00	855.00
16/10/2024	Lloyds Bank	Unity card. HP Printer Ink & Microsoft 365 Family	87.98	14.16	73.82
24/10/2024	Staff	October salaries	546.41		546.41
24/10/2024	HMRC	October payroll Tax/Nl	136.80		136.80
29/10/2024	DCK Accounting	October payroll	36.00	6.00	30.00
30/10/2024	Unity Trust Bank	Monthly service charge	3.00		3.00
		<b>Total</b>	<b>19,182.05</b>	<b>526.55</b>	<b>18,655.50</b>

## Bank Reconciliation at 7th November 2024

			£	£
Balance b/fwd at 3 Sept 2024			48,763.49	
Receipts			30,554.32	
Payments				19,182.05
Balance c/fwd 7 Nov 2024				60,135.76
			<u>79,317.81</u>	<u>79,317.81</u>
<b>Balance per bank statements</b>				
TSB Business A/c	51634	07/11/2024	145.00	
TSB Saving A/c	7018306	07/11/2024	76.47	
Unity Business A/c	20460060	07/11/2024	3,471.15	
Unity Savings A/c	20482873	07/11/2024	56,669.80	
			60,362.42	
Less unapproved payments				
OLB 80		289.86		
OLB 82		136.8		
			426.66	
Add cheques received but not yet banked				
Chq 1		70		
Chq 2		100		
Chq 3		30		
			200.00	
Balance at 7 Nov 2024			<u>60,135.76</u>	

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Full Council 14.11.24



## **852.24 – 34. Vote to approve confidential session for agenda item 35. To vote on staff salary changes.**

A proposal was made to hold agenda item 35 in a confidential session to protect data relating to an individual. The proposal was seconded and all Cllrs were in favour.

## **853.24 – 35. To vote on changing the staff spinal points for salary in line with the NJC annual recommendation.**

A proposal was made to approve the spinal point increases for council staff in line with the NJC recommendations. The proposal was seconded and all Cllrs were in favour.

Addendum contract letters will be written to staff members and a copy placed in their personnel files to confirm the details.

## **854.24 – 36. Items for the next agendas.**

Cllr H Cooper has requested an agenda item on transport, especially the issues with the bus services. MP Danny Kruger had indicated that if GBPC wrote to him with a list of current issues, he would contact Wilts Council on our behalf.

The meeting closed at 21.30

**Date of next meeting: Thursday 9<sup>th</sup> January 2025 Village Hall at 7.30pm, with an informal discussion from 7.00pm.**

### **Action Points**

<b>Owner</b>	<b>Minute ref</b>	<b>Action</b>
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.
Clerk	766.24 – 01	Add SID movement timetable to next Safety Committee meeting
Clerk	785.24 – 20	Add planning decision making process and check list to next agenda.
Clerk	793.24 – 28	Arrange purchase of play area bark.
Clerk	797.24 – 01	Compile a list of highways concerns and invite a WCC Highways officer to visit. Includes minute ref 811.24 – 15 - DYL near school.
Clerk	813.24 – 17	Add new ICO list to the website
Clerk	820.24 – 01	Arrange reply to resident with regards to 2 questions to the council
Clerk	821.24 – 02	Sent co-option questions to 2 <sup>nd</sup> candidate who was not in attendance
Clerk	821.24 – 02	Continue with co-option of the 2 candidates on the Jan 25 agenda
Clerk	826.24 – 07	<ul style="list-style-type: none"><li>• Ask Aster to a public meeting to explain their recent actions.</li><li>• Clerk to invite other local housing providers to the same meeting</li><li>• Write to the Tottenham Estate with regards to the Crofton residents</li><li>• Contact Homes for Wiltshire regarding local properties going to local residents. Invite them to a separate meeting to discuss this further.</li><li>• Write to the Housing Ombudsman about the current issues and share the details so residents can also write</li><li>• Write to WCC to advise on new housing stock being created in GB. Add to Jan agenda to discuss this further first.</li><li>• Add to Jan agenda the issue of WCC selling off their housing stock</li></ul>

Chairmans Signature.....

Full Council 14.11.24

Owner	Minute ref	Action
RFO	828-24 - 09	Make changes to the draft budget/precept for the Jan 25 meeting
Clerk	830.24 – 11	Invite PCAP to Jan 25 meeting ref grant
Clerk	831.24 – 12	Add item to Jan 25 agenda ref asking for free hall hire
Clerk	839.24 – 21	Add allotment request to Jan 25 agenda
Clerk	840.24 – 22	Add SID item to Jan 25 agenda
Clerk	842.24 – 24-28	Respond to WCC with comments on planning applications
Cllr Sheerin	849.24 -31	Cllr Sheerin to email the council with information on the skills and knowledge sharing event
Clerk	853.24 – 35	To write addendum letters to staff ref salary changes.
Clerk	854.24 – 36	Add transport/bus item to Jan 25 agenda.

Chairmans Signature.....

Full Council 14.11.24