

GREAT BEDWYN PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 9th JANUARY 2025 7.30PM
IN GREAT BEDWYN VILLAGE HALL

Present: Cllr K Nicholson, Cllr D Cooper (Council Vice Chairman) Cllr Sheerin, Cllr H Cooper, Cllr S Shill, Cllr P Angus, Cllr C Withanachchi. Clair Wilkinson (Parish Clerk).

855.24 - 01. Welcome and public participation. 6 members of the public who raised the following points. To note, this is a summary of comments and not a verbatim report.

- Comments on planning app to be voted on in the meeting. Concerned over impact of the proposed application on their property. Concerns stated. Cllr D Cooper advised the resident to submit their comments to WCC on the portal. The Clerk is to advise the resident when GBPC comments are submitted.
- Thanks noted by the Primary School for the logo competition. Welcomed the relationship and felt ties could be made stronger. Cllrs advised we'd welcome feedback on how that could be achieved. The resident will report back.
- Concerns over how all demographics of the local population were represented at the Nov council meeting and on the Nov minutes in relation to the social housing issue. The time limit per person for public participation was reached before a conclusion to the nature of the concerns over the minutes was finalised. The council urged any residents who wished to make further representation to contact the council with regards to this matter.

856.24 – 02. Co-option of candidates for Councillor. There were 2 candidates. Mr Peter Angus and Mr Chamara Withanachchi.

The follow up paperwork from Mr Withanachchi had been received and the council had read paperwork from both candidates indicating their reasons for joining the council. The Clerk had checked the candidates eligibility to join the council.

The Council has made further updates to their procedures for co-opting Cllrs, which allowed a 14 day cooling off period for council and candidates in case of any queries or concerns to resolve.

There were no extra questions from candidates or council so the council moved to motions.

A proposal was made to co-opt Mr C Withanachchi to the council. The proposal was seconded and all Cllrs were in favour.

A proposal was made to co-opt Mr P Angus to the council. The proposal was seconded and all Cllrs were in favour.

Both candidates signed the declaration of acceptance of office and joined the council meeting.

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

Cllr Sanday is unwell. Cllr B White is away. There were no apologies from Cllr Sims.

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

858.24 – 04. Presentation from Suzie Brew from PCAP – Pewsey Community Area Partnership. (Moved up the agenda order)

A proposal was made to suspend Standing Orders for this agenda item to allow Ms Brew to address the council. The proposal was seconded and all Cllrs were in favour.

PCAP assist Wilts Council with implementing projects on the ground. All Wiltshire areas used to have area boards but WCC funding stopped. PCAP have managed to continue by being self-funded.

There are quarterly meetings where all councils are invited to attend. Covers many areas such as health and wellbeing.

CPAP was created 10 years ago and local groups around GB are members. They assist with bank account provision and insurance cover. Most of PCAP’s funding comes from Parish Councils.

The council thanked Ms Brew for her time and she left the meeting.

859.24 – 05. Declarations of interest. None

860.24 – 06. Approval of Minutes from 14th November 2024

The minutes of the meeting of 14th November 2024 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

861.24 – 07. Review of action points from last meeting (completed items in grey)

Owner	Minute ref	Action
Clerk	765.24-23	Add SID moving schedule to September agenda. Need to publish schedule. Log the remainder of the gully issues with WCC. DONE 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. ON SCHEDULE FOR NEXT 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 DONE
Clerk	820.24 – 01	Arrange reply to resident with regards to 2 questions to the council DONE
Clerk	821.24 – 02	Sent co-option questions to 2 nd candidate who was not in attendance DONE
Clerk	821.24 – 02	Continue with co-option of the 2 candidates on the Jan 25 agenda DONE

Owner	Minute ref	Action
Clerk	826.24 – 07	<ul style="list-style-type: none"> • Ask Aster to a public meeting to explain their recent actions. • Clerk to invite other local housing providers to the same meeting • Write to the Tottenham Estate with regards to the Crofton residents DONE • Contact Homes for Wiltshire regarding local properties going to local residents. Invite them to a separate meeting to discuss this further. • Write to the Housing Ombudsman about the current issues and share the details so residents can also write. DETAILS ADDED TO FB/NOTICEBOARDS. • Write to WCC to advise on new housing stock being created in GB. Add to Jan agenda to discuss this further first. DONE • Add to Jan agenda the issue of WCC selling off their housing stock DONE
RFO	828-24 – 09	Make changes to the draft budget/precept for the Jan 25 meeting DONE
Clerk	830.24 – 11	Invite PCAP to Jan 25 meeting ref grant DONE
Clerk	831.24 – 12	Add item to Jan 25 agenda ref asking for free hall hire DONE
Clerk	839.24 – 21	Add allotment request to Jan 25 agenda DONE
Clerk	840.24 – 22	Add SID item to Jan 25 agenda DONE
Clerk	842.24 – 24-28	Respond to WCC with comments on planning applications DONE
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. DONE
Clerk	854.24 – 36	Add transport/bus item to Jan 25 agenda. DONE

862.24 – 08. FINANCE. To approve the 2025/26 council budget.

The draft budget had been changed to reflect all the requests from the Nov 24 council meeting.

A proposal was made to approve the budget document reviewed for 25/26. The proposal was seconded and all Cllrs were in favour.

863.24 – 09. FINANCE. To approve the 2025/26 council precept demand to Wiltshire Council.

A proposal was made to approve a precept demand of £31,000 to Wiltshire Council. The proposal was seconded and all Cllrs were in favour.

This amount is the same as the 24/25 precept but there may be a slight fluctuation on council tax bills if housing numbers have changed between last year and this year.

864.24 – 10. To approve the council's bank reconciliation carried out since the last council meeting.

A proposal was made to approve the bank reconciliation as accurate and complete. The proposal was seconded and all Cllrs were in favour.

865.24 - 11. FINANCE. To vote on a grant to the PCAP Organisation.

A proposal was made to approve a grant of £250 to PCAP to support their work locally. The proposal was seconded and all Cllrs were in favour.

Chairmans Signature.....

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866.24 – 12. FINANCE. To vote on the costs to repair the councils play area by CJM Services.

A proposal was made to approve the repairs of £5532.00 ex VAT to come from the councils CIL funds. The proposal was seconded and all Cllrs were in favour.

867.24 – 13. FINANCE. To approve a quote for creating the new council logo

To be moved to the March 25 agenda if required as not enough quotes received.

A proposal was made to make £300 available to the Clerk to approve a company to do this work, if the Clerk and Cllr Shill believed the quote was appropriate and good value for money. The proposal was seconded and all Cllrs were in favour.

Cllr Shill and the Clerk will continue to look for quotes.

868.24 – 14. FINANCE. To review the current financial situation and vote on items to be retained as allocated funds, moved to allocated funds or moved to general reserves.

A proposal was made to make the adjustments shown below. The proposal was seconded and all Cllrs were in favour. These changes will be made before 1st April 2025 which is the new financial year for the council.

- Allotment tenant deposits – keep as allocated fund
- Playground repairs - keep as allocated fund
- Allotment maintenance reserve – keep as allocated fund
- Communications improvements – keep as allocated fund
- Village white marker gates Browns Lane - keep as allocated fund
- CIL balance - keep as allocated fund as must be reported on to WCC
- SID funds budget line – create a new allocated reserves line for future expenditure
- Allotment maintenance fund budget line– add to existing allotment reserves fund
- Handyman budget line – move £1000 to grass cutting budget to cover shortfall and move remaining funds to SID allocated funds.
- Flood work budget line – create a new allocated reserves fund for future expenditure

869.24 – 15. FINANCE. To vote on a grant request from the bowls club for new mats.

No paperwork had been received for this request.

870.24 – 16. FINANCE. To vote on approaching the village hall for free hall hire.

There was no proposer to go ahead with this motion.

871.24 – 17. FINANCE. To approve the allocation of the following expenditure as CIL fund items.

£1500.00 for new bollards in High Street,

£3370.00 for the second SID device,

£700.00 for the gate/fencing at the allotments in 24/25,

£1483.66 for allotment gates and fencing in 22/23,

£3000** for the white marker gates at Browns Lane and

£1650.00 for flood mapping report

**The final project amount is not yet known.

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A proposal was made approve the above items being allocated as CIL expenditure. The proposal was seconded and all Cllrs were in favour.

872.24 – 18 ALLOTMENTS. To vote on approving a polytunnel on plot 116.

A proposal was made to approve the polytunnel on plot 116. The proposal was seconded and all Cllrs were in favour.

The Clerk will add an item to the March agenda to consider an extra deposit cost to future tenants wishing to erect shed, greenhouse or polytunnel to cover the council's costs of removing them if ex-tenants do not.

873.24 – 19. SAFETY. Discussion and vote on additions/changes to SIDs or upgrades to solar power.

The Clerk will contact the SID supplier for costs of upgrading the original SID to solar battery power and also how we change/purchase burnt out bulbs. This will be added to the March agenda.

The Clerk to also contact WCC Highways to see if we have permanent poles left in place on site with 30mph signs so that only the SID device needs to be moved from location to location. 2 poles would be required – can WCC provide them to the PC?

874.24 – 20. SAFETY. To consider and vote on the defibrillator outside of the Doctors surgery. Whether to provide expenditure of around £3200 plus VAT on a new device, or purchase a new battery only at a lesser cost. Also to discuss the ownership of the device.

There was concern over the lack of ownership of the device outside the surgery and the confusion over there being 2 SIDS in the same area, one inside and one outside the surgery. The council does not have £3200 available to purchase a new device currently.

Before council funds are spent the council wanted a professional overview of the state of the external defib and what work needs doing to keep it operational.

A proposal was made to give the Clerk delegated authority to contact Richard Schofield and arrange for him to review the device. The proposal was seconded and all Cllrs were in favour.

The item will be brought back to the March meeting.

875.24 – 21. HOUSING. To vote on any action the PC take with regards to Wiltshire Council selling off its local housing stock.

The Clerk will write to WCC asking them not to sell off any more local housing stock and invite them to a council meeting to discuss this issue. To also ask how residents of Great Bedwyn get assistance with regards to their needs.

To also note on the letter that if they allocate and build new housing stock that GBPC would first like to discuss an allocation for the parish.

876.24 – 22. POLICIES. Preventing crime and disorder. New policy

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

Bio-diversity. New policy

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

877.24 – 23. PLANNING. Discuss and vote on the response to PL/2024/09896. 5 Church St, Great Bedwyn. Proposed garden room and carport.

A proposal was made to vote to object to this application on the grounds of the close distance to the boundary lines and height of structure, dominate the host property, not proportional to the suggested use, drainage concerns and loss of light to neighbours. The proposal was seconded and all Cllrs were in favour.

878.24 – 24. TRANSPORT. Bus report from Cllr H Cooper.

Cllr Cooper is to write to MP Danny Kruger with the councils concerns over the concerns raised in Nov 24 when Mr Kruger visited GB. There had been no follow up to date from Mr Kruger.

The council feel a more connected bus network is required for the parish or more direct services in and out of the GB area. It can take 40/60 minutes to get to Marlborough as the bus works its way around many villages and hamlets.

The scheduled service needs to be better timed to manage the needs of residents. Cllr Cooper will talk to Steve Smith at Bedwyn Passenger Trains Group and PCAP on the minimum needs for the train service. Cllr Cooper will also check on whether we can get a community bus in GB. Any current sharing schemes by car etc will be shared to promote awareness. The council can then view the needs and report back to WCC for action.

879.24 – 25. To discuss Cllrs belonging to other local bodies for information sharing.

There was no proposal to go ahead with a motion on this item.

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

There were no items to review.

881.24 – 27. Playground update if required. (Cllr Nicholson)

No update.

882.24 – 28. New SID Risk assessment.

The Clerk advised the council that a RA was required for this activity when moving the SIDs and maintaining them. The RA will be reviewed periodically and sent to Cllrs to ensure risks are mitigated and minimised.

883.24 – 29. Finance report

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

Great Bedwyn Parish Council Finance Report 7th January 2025

Payments Since Last Meeting

Date	Payee	Description	Gross £	VAT £	Net £
14/11/2024	Handyman	Oct handyman hours & expenses	259.40		259.40
21/11/2024	Tactical Facilities Management Ltd	Oct grass cutting & dog bin empties	344.04	57.34	286.70
21/11/2024	Castle House Joinery	1 set of Allington bench legs & delivery	276.00	46.00	230.00
18/11/2024	Lloyds Bank	Unity card. HP Printer Ink & plants	42.94	2.00	40.94
26/11/2024	Staff	November salaries, pay award backpay & expenses. Mileage for Nov council meeting	724.58		724.58
26/11/2024	HMRC	November payroll Tax/NI	175.20		175.20
29/11/2024	DCK Accounting	November payroll	36.00	6.00	30.00
29/11/2024	Tactical Facilities Management Ltd	Nov dog bin empties	51.55	8.59	42.96
29/11/2024	The Old School Surgery	Defib pads grant	59.94		59.94
30/11/2024	Unity Trust Bank	Monthly service charge	11.55		11.55
03/12/2024	Great Bedwyn Memorial Hall	Defib grant to to cover repairs/upgrades	380.40		380.40
03/12/2024	Vision ICT	Annual website hosting and support Feb 25-Jan-26	161.26	26.88	134.38
12/12/2024	Great Bedwyn Memorial Hall	Hall hire for local housing provision public meeting	24.00		24.00
16/12/2024	DCK Accounting	December payroll	36.00	6.00	30.00
16/12/2024	Lloyds Bank	Unity card. HP Printer Ink & 3 x national book token vouchers	32.49	2.00	30.49
19/12/2024	Tactical Facilities Management Ltd	Dec dog bin empties	64.44	10.74	53.70
24/12/2024	Staff	December salaries	565.80		565.80
24/12/2024	HMRC	December payroll Tax/NI	141.60		141.60
31/12/2024	Unity Trust Bank	Manual handling charge	1.20		1.20
31/12/2024	Unity Trust Bank	Service charge	8.85		8.85
07/01/2025	Tactical Facilities Management Ltd	Nov grass cutting	279.60	46.60	233.00
07/01/2025	Great Bedwyn Memorial Hall	Hall hire Oct-Dec 2024	24.00		24.00
		Total	3,700.84	212.15	3,488.69

Bank Reconciliation at 7th January 2025

			£	£
Balance b/fwd at 7 Nov 2024			60,135.76	
Receipts			3,231.66	
Payments				3,700.84
Balance c/fwd 7 Jan 2025				59,666.58
			<u>63,367.42</u>	<u>63,367.42</u>
Balance per bank statements				
TSB Business A/c	51634	07/01/2025	175.00	
TSB Saving A/c	7018306	07/01/2025	76.65	
Unity Business A/c	20460060	07/01/2025	2,935.52	
Unity Savings A/c	20482873	07/01/2025	57,049.33	
			60,236.50	
Less unapproved payments				
	OLB 103	266.32		
	OLB 107	279.60		
	OLB 108	24.00		
			569.92	
Balance at 7 Jan 2025			<u>59,666.58</u>	

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883.24 – 30. Items for the next agenda. None

The meeting closed at 21.30

Date of next meeting: Thursday 13th March 2025 Village Hall Legion Room at 7.30pm, with an informal discussion from 7.00pm.

Action Points

Owner	Minute ref	Action
Clerk	765.24-23	Add SID moving schedule to September agenda. Need to publish schedule. Investigate quotes to fund gully cleaning work. Can Canal and Rivers Trust assist.
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 ref811.24 – 15 - DYL near school.
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">• Ask Aster to a public meeting to explain their recent actions.• Clerk to invite other local housing providers to the same meeting• Contact Homes for Wiltshire regarding local properties going to local residents. Invite them to a separate meeting to discuss this further.• Write to the Housing Ombudsman about the current issues• Write to WCC to advise on new housing stock being created in GB.
Cllr Sheerin	849.24 -31	Cllr Sheerin to email the council with information on the skills and knowledge sharing event
Clerk	855.24 – 01	Advise resident when planning comments are loaded onto WCC website
Clerk and Cllr Shill	867.24 – 13	Obtain more quotes for new PC logo
Clerk	872.24 – 18	Add to March agenda to vote on extra deposit for structures on plots
Clerk	873.24 – 19	Contact supplier of SID ref upgrade and repairs. Contact WCC ref posts remaining on site when SIDs are removed.
Clerk	874.24 – 20	Contact Richard Scofield to ask him to assess the defib device Add to March meeting agenda with any update
Clerk	875.24 – 21	Write to WCC ref selling off housing stock.
Cllr H Cooper	878.24 – 24	Write to MP D Kruger ref local bus provision. Talk to Steve Smith and PCAP about provision needed to tie in with trains. Share any information found on community car shares.

Chairmans Signature.....

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