

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 10 JULY 2025 7.30PM

IN GREAT BEDWYN VILLAGE HALL

Present: Cllr D Cooper (Council Vice Chairman) Cllr B White (Council Chairman), Cllr S Shill, Cllr P Angus, Cllr P Sims, Cllr D Sanday, Cllr H Cooper, Cllr C Thompson. Clair Wilkinson (Parish Clerk).

943.25 - 01. Welcome and public participation. 3 members of the public and Ward Cllr Wheeler. The following points were raised. To note, this is a summary of comments and not a verbatim report.

The Clerk was asked whether Vodaphone had replied to the letter about tower outages. The Clerk confirmed there had been no reply to the letter sent.

The path outside the Drs surgery was raised. The Clerk confirmed this had been raised with the Steward. It will be kept on the list for the September visit.

Footpaths information: To retain a footpath there needs to be evidence that it was in use prior to 1949. The "Enclosurement Act" does not cover the whole of the path. The Bedwyn Footpath group think the current path under review by WCC will be changed to a restricted byway so no vehicles but horses, bikes and carriages allowed. Badger sets need to be considered.

944.25 – 02. Co-option of candidates for Councillor. There were 2 candidates. Mr Paul Sims and Mrs Dawn Sanday.

Both candidates met the qualifying criteria and were Cllrs for Great Bedwyn until the May elections.

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

A proposal was made to co-opt Mrs Sanday to the council. The proposal was seconded and all Cllrs were in favour.

The candidates both signed the declaration of acceptance of office.

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

Cllr Nicholson and Cllr Sheerin were away.

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

946.25 – 04. Declarations of interest. None

947.25 – 05. Approval of Minutes from 8 May 25

The minutes of the meeting of 8th May 2025 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

948.25 – 06. 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. SID to be moved monthly. Cllrs to advise Clerk so dates can be published.
Clerk	785.24 – 20	Add planning decision making process and check list to next agenda. Pending updated Gov and WCC advice.
Clerk	793.24 – 28	Arrange purchase of play area bark. Pending.
Cllr Sheerin	849.24 -31	Cllr Sheerin to email the council with information on the skills and knowledge sharing event. Pending
Clerk	873.24 – 19	Contact WCC ref posts remaining on site when SIDs are removed. DONE and discussed at July meeting.
Clerk	874.24 – 20	Contact Richard Scofield to ask him to assess the defib device Add to May meeting agenda with any update DONE new defib to be purchased and owned by GBPC.
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. To invite WCC to come to a GBPC meeting.
Clerk	884.24– 01	Add agenda item for May to move to monthly meetings. MOVE TO JULY DONE
Clerk & Cllr Angus	890.24 – 07	Cllr Angus to create a diagram of possible new parking areas and the Clerk will submit to WCC. Cannot be achieved. Too many underground utilities. Add item to SEPT agenda for more parking at village hall.
Clerk and Cllr Angus	895.24 – 12	Cllr Angus to create the spec needed for the connection of Xmas lights to the WCC bollard and also the spec for an electrician for install. Permission forms to be sent to the Clerk for sending to WCC. Clerk to create risk assessment. The Clerk will contact WCC to ask for the permission to use the bollard electricity. No response from WCC.
Cllr Shill	899.24 – 16	To ask to attend public consultation that Wilts Police are carrying out. DONE
Clerk	900.24 – 17	To look for other types of leave policy such as carers leave. Pending.
Clerk, Cllr Shill and Cllr White	905.24 – 22	Cllr Shill and Cllr White to work on PC surgeries and local organisation needs and bring back to May meeting. Move to July. Pending.
Clerk	911.25 – 01	Contact Thames Water with concerns over Tottenham House planning app. Emailed but no response received. DONE
Clerk	911.25 – 01	Contact WCC with regards to cutting back spring flowers on High St. Emailed, no response received. DONE
Clerk	912.25 – 01	Make sure Cllr Angus signs the declaration of acceptance of office form at July meeting. DONE
Clerk	917.25 – 07	Write to Vodafone for advice on system outages. Letter written, no response received. DONE
Clerk	922.25 – 12	Chase up WCC response to Xmas lights electricity. No response. Ask Handyman to tidy village centre area and bring back items that need quotes to July meeting. Waiting new second handyman in post.

Chairmans Signature.....

Full Council 10.07.25

Owner	Minute ref	Action
Clerk	923.25 – 13	Ask Richard Scofield for details to refurb current debib or costs to replace it. Inc maint costs. DONE See if grants are available. Add to July agenda
Clerk	927.25 – 17	Add new policy to website DONE
Clerk	928.25 – 18	Log LHFIG request for lighting survey. DONE
Cllr Thompson	928.25 – 18	Provide Clerk with info on sharp bend at Church St. DONE
Clerk	930.25 – 20	Chase WCC on leaving posts in location for SIDS. DONE Send relevant Cllrs the Pandora email on accessing the data DONE
Clerk	931.25 – 21	Public info on recycling old devices via council meetings DONE
Clerk	932.25 – 22	Contact Bedwyn Footpaths groups ref new PROW letters that can be used DONE
Clerk	933.25 – 23 934.25 – 24 935.25 – 25 936.25 – 26	Respond to WCC with planning app votes DONE
Clerk	937.25 – 27	Invite someone from North Wessex Downs to a council meeting once consultation and plan complete. Pending Add to July meeting whether council need a new or updated policy. DONE
Clerk	938.25 – 28	Book the school for the Sept meeting. Pending – no confirmation from school yet. Add to July agenda to see how the surgery will work and how often meetings at school DONE. Clerk to ask BPNews for costs for larger advertisement DONE. Cllrs have taken over this action.
Clerk	942.25 – 32	Add Spaines road sign to Stewards list. DONE Send the blank Stewards list to all Cllrs for info DONE Ask handyman to sand and varnish both noticeboards. Waiting for new second handyman to be in post.

949.25 – 07. FINANCE 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.

950.25 – 08. ALLOTMENTS. To vote on the costs for cutting back the allotment hedges on plot 99B.

The Clerk is to chase up a quote from Locketts as they provided competitive quotes for the other 2 pieces of work.

Cllrs D Cooper and Sims believe they can do the work themselves. The Clerk is to check insurance stipulations as we have legal obligations to ensure work is carried out safely. HSE and COSHH to be considered. Needs to wait until August is over due to nesting season. Cllr Sims will ask a farmer contact if he could do the work for us.

No decision made. Add to next agenda if needed.

Chairmans Signature.....

Full Council 10.07.25

951.25 – 09. ALLOTMENTS. To vote on a quote for 3 years of hedge cutting for the allotment perimeter.

The quotes were reviewed.

A proposal was made to approve a quote from Locketts for £550.00 per year plus VAT to do the work. The proposal was seconded and all Cllrs were in favour.

952.25 - 10. ALLOTMENTS. To vote on a quote for strimming communal areas of the allotments 3 times a year.

The quotes were reviewed.

A proposal was made approve a quote from Locketts for £250.00 plus VAT 3 times a year for this work. The proposal was seconded and all Cllrs were in favour.

953.25 – 11. ALLOTMENTS. To approve an annual subscription of £70.00 to the National Allotment Association. Plus a £1.00 shares fee in year 1.

A proposal was made to approve these costs for membership. The proposal was seconded and all Cllrs were in favour.

The Clerk will add an item to the next agenda to review the last 3 years income and expenditure at the allotments.

954.25 – 12. ALLOTMENTS. To vote on whether to allow chickens on the council's allotment site.

A proposal was made to not allow chickens on the site due to the potential for rats due to excess food and damage to crops if chickens are not secured property. The proposal was seconded and all Cllrs were in favour.

955.25 – 13. To vote on moving the bench from outside the Post Office to outside the Hairdressers.

A proposal was made to approve this change, and the handyman to do the work. The proposal was seconded and all Cllrs were in favour.

Cllr Thompson will talk to the relevant parties.

956.25 – 14. FINANCE. Update on Xmas lights for the village centre for 2025.

Cllr Angus is making progress with the permissions needed and £500 has been set aside for the electrical costs.

The Clerk will submit the forms to WCC when they are ready and do the risk assessment for the placement of the lights.

957.25 – 15. FINANCE. Vote to approve the purchase of a new defibrillator for outside the Drs surgery.

A proposal was made to purchase the Vivest AED3 at a cost of £750.00 plus VAT trade in price plus 2 external metal signs advertising the defibs location. The proposal was seconded and all Cllrs were in favour.

The surgery has agreed the PC can return the old defib for the trade in price. The PC will be the owners of the new defib and be responsible for parts and maintenance as required.

958.25 – 16. FINANCE. To vote on paying £25.00 annual costs to the Bedwyn Parish News so the Clerk can receive a posted copy.

There was no need for a vote as the editors had waived the charge and agreed to give the extra copy to Cllr Thomson who will pass it on to the Clerk.

959.25 – 17. FINANCE. To vote to ratify the updated figure on section 9 of page 2 of the AGAR.

Changed from £65,418. to £69,488.

A proposal was made to approve the change to the figure in section 9. The proposal was seconded and all Cllrs were in favour.

960.25 – 18. FINANCE. To vote on costs to Tactical Facilities Management to empty the bins at the play area. £3.40 plus VAT per bin empty.

A proposal was made to approve these costs. The proposal was seconded and all Cllrs were in favour.

961.25 – 19. FINANCE. To review the report from the internal auditor for the 24/25 audit and approve actions to take by council staff.

The report from “Do the numbers” had been sent to all Cllrs. The item for action were:

- Add the action plan to the July agenda for review
- Approve “Do the numbers” auditor to be the councils auditor for 25/26 and confirm their independence.
- Review the PG guidance on allocated reserves to ensure they are allocated/reported properly
- To consider membership of the National Allotment Association
- To add the asset register to the website in PDF format.
- To confirm whether home addresses for Cllrs are added to DPI forms.

A proposal was made for council staff to carry out these actions. The proposal was seconded and all Cllrs were in favour.

962.25 – 20. FINANCE. To vote on spending £400 on bunting to be used at village events.

A proposal was made to approve this purchase and pass the bunting to a resident who will utilise it as required. The proposal was seconded and all Cllrs were in favour.

963.25 – 21. FINANCE. To vote on purchasing hi-vis vests and collapsable road cones for moving SIDs.

A proposal was made to delegate authority to the Clerk to spend up to £50 on purchasing these items for use when working on highways. The proposal was seconded and all Cllrs were in favour.

964.25 – 22. FINANCE. To approve the internal auditor for 2025/26 as “Do the numbers”.

A proposal was made to approve “Do the numbers” as the internal auditor for 25/26 and confirmed that they are independent to the council. The proposal was seconded and all Cllrs were in favour.

965.25 – 23. To review the latest budget vs expenditure report and note any areas of concern for follow up.

The report was received by all Cllrs.

There were no items for concern. A 3 year income vs expenditure for the allotments will be reviewed at the next meeting.

The possibility of a well as a water supply will be added to the next agenda.

966.25 – 24. To review and approve the annual risk assessments.

The assessments were for:

Financial risk

Play area

Allotments

Open Spaces and Highways

There were no items on the risk assessments that required specific attention from the council.

It was agreed that twice a year the handyman would be given a list of all the physical assets such as benches so an actual review of their conditions can be carried out. Spring and Autumn. Any easy fixes can be carried out by the handyman.

967.25 – 25. To vote on requesting an ACV be placed on the 3 Tuns pub.

A proposal was made to approve submitting an ACV request to Wiltshire Council for the pub. The proposal was seconded and all Cllrs were in favour.

968.25 – 26. To vote on changing the frequency of full council meetings from every 2 months.

A proposal was made to hold meetings once a month. There was no seconder for this proposal.

A proposal was made to hold meetings every 6 weeks. The proposal was seconded and the majority of Cllrs were in favour. One Cllr voted against.

The next meeting is the 4th September with future meetings every 6 weeks afterwards.

969.25 – 27. To approve the new IT policy for the council

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

970.25 – 28. To vote on changes to the council's bio-diversity policy to include National Landscapes policy changes.

The changes coming into effect shortly will mean the PC has to view planning applications differently and also land that we manage. There is a need for greater local interaction with regards to bio-diversity.

Cllr Thompson will draft an updated policy for voting on at the September meeting.

971.25 – 29. Updates on a public meeting with regards to local parking issues and transport issues.

The meeting will continue to be planned with Cllr H Cooper making arrangements.

Cllr H Cooper attended the last Pewsey area board meeting. The police were in Great Bedwyn doing speed checks over 2 hours and reported the following:

41 vehicles caught speeding

The fastest was 45mph in a 20mph zone.

32 offenders will be offered a speed awareness course

8 offenders will receive a fine and point on their licence

1 offender will be taken to court.

The council will look to see whether downloaded SID data can be sent to the police to encourage them to visit Great Bedwyn more often.

Cllr Sims will look at the newer SID to make sure it is recording data.

The data can be given to the next Cllr who attends the area board meeting.

972.25 – 30. To vote on any response to MP Danny Kruger regarding local bus issues.

As the PC are going to hold a public meeting with regards to this issue, Mr Kruger will be advised of this with an invitation to attend.

973.25 – 31. Browns Lane SID. To discuss and vote on a new post and sign showing “road narrows”.

This item will be deferred to the next meeting. The post needs cutting down so its not so tall. Once this is done it will need to be determined if a sign can be placed on it plus the SID. If a sign is placed on it, the post will not need to be taken down when the SID is moved to another site.

974.25 – 32. PLANNING. To vote on the response to Wiltshire Council regarding upgrading footpath GBED12 and part bridleway GBED11.

A proposal was made to send the comments made by Judy Haynes based on the Ramblers Association advice. The proposal was seconded and all Cllrs were in favour.

975.25 – 33. COMMUNICATIONS. To discuss any actions for the following.

- Outreach PC surgeries at the school in September. How will this work and how often should the council provide this extra service.
Still talking to the school about whether surgeries should be on site. Will report back at the next meeting.
- PC to write to organisations locally asking them what their needs for the coming year were. **No update to report.**
- Cllr Shill, Thompson and White met with Rachel, the new editor of the Bedwyn News. Rachels suggestions were:
 - Add a tear off document to the document so that residents can easily submit comments to the box in the Drs surgery.
 - Brightening the box so its more visible. The Clerk will deal with this with the handyman.
 - Have a Cllr profile printed each month. With a photo. Cllrs can opt out.
 - Take the spare A4 logo sign we have and place it in the surgery or school

976.25 – 34. To review any comments in the suggestion box at the Drs surgery.

There were no items to review but it was noted that the box had been used for allotment renewal documents.

977.25 – 35. Playground update if required. (Cllr Nicholson)

No report.

978.25 – 36. To vote on whether to advertise for a second part-time self-employed handyman.

A proposal was made to do ahead and try to engage a second handyman on a self-employed basis. The proposal was seconded and all Cllrs were in favour.

979.25 – 37. Finance report

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

Great Bedwyn Parish Council Finance Report 3rd July 2025					
Payments Since Last Meeting					
Date	Payee	Description	Gross £	VAT £	Net £
30/04/2025	Unity Trust Bank	Monthly service & transaction charges	7.80		7.80
01/05/2025	DKK Accounting	April payroll and Year End payroll submission	73.80	12.30	61.50
13/05/2025	Tactical Facilities Management Ltd	April grass cutting and bin empties	488.77	81.46	407.31
13/05/2025	Vision ICT	SSL certificate annual renewal	60.00	10.00	50.00
16/05/2025	Lloyds Bank	Unity card. Monthly fee, printer ink	6.99	0.67	6.32
20/05/2025	Staff	May salaries & expenses	590.30		590.30
20/05/2025	HMRC	May payroll Tax/Ni	141.40		141.40
20/05/2025	DKK Accounting	May payroll	37.80	6.30	31.50
31/05/2025	Unity Trust Bank	Monthly service charge	7.95		7.95
03/06/2025	Tactical Facilities Management Ltd	May grass cutting and bin empties	488.77	81.46	407.31
05/06/2025	Do The Numbers Ltd	Internal Audit for Year End 31st March 2025	260.00		260.00
12/06/2025	James de Wesselow	Jockey Green area grass cutting	130.00		130.00
16/06/2025	Lloyds Bank	Unity card. Monthly fee, printer ink	8.99	1.00	7.99
17/06/2025	Ramsbury Estates Ltd	Allotment rent for 01/07/25-31/12/25	250.00		250.00
19/06/2025	DKK Accounting	June payroll	37.80	6.30	31.50
20/06/2025	Handyman	April & May handyman hours & expenses	240.96		240.96
26/06/2025	Cllr Scott Shill	Logo printed board for presentation to winner	20.99	3.50	17.49
26/06/2025	Staff	June salaries & expenses	574.46		574.46
26/06/2025	HMRC	June payroll Tax/Ni	141.60		141.60
30/06/2025	Unity Trust Bank	Monthly service & transaction charges	7.35		7.35
01/07/2025	Community First Trading	Annual Insurance 2025-26	730.30		730.30
01/07/2025	Royal Mail	PO Box delivery annual fee	445.80	74.30	371.50
01/07/2025	Tactical Facilities Management Ltd	June grass cutting and bin empties	488.77	81.46	407.31
03/07/2025	Great Bedwyn Parish Council	Internal transfer savings to current a/c	3,000.00		3,000.00
Total			8,240.60	358.75	7,881.85
Bank Reconciliation at 3rd July 2025					
			£	£	
Balance b/fwd at 30 Apr 2025			59,402.05		
Receipts			3,427.06		
Payments				8,240.60	
Balance c/fwd 3 Jul 2025				54,588.51	
			62,829.11	62,829.11	
Balance per bank statements					
TSB Business A/c	51634	03/07/2025	175.00		
TSB Saving A/c	7018306	03/07/2025	77.18		
Unity Business A/c	20460060	03/07/2025	2,331.50		
Unity Savings A/c	20482873	03/07/2025	53,669.70		
			56,253.38		
Less unapproved payments					
	OLB 34	730.30			
	OLB 35	445.80			
	OLB 36	488.77			
				1,664.87	
Balance at 3 Jul 2025				54,588.51	

Chairmans Signature.....

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980.25 – 38. Items for the next agenda.

To look at the current allotment lease for an updates that should be made.

Look at the allotment fees in relation to the last 3 years income and expenditure.

To look at whether a water supply from a well can be installed at the allotments.

Add to the next Bedwyn News for how residents can report local issues – Ask them to add “What 3 Words” if possible. They can report to the Clerk.

The meeting closed at 21.13

The bin outside the post office is always overflowing. The Clerk is to ask WCC if they can empty it more often.

The Clerk is to arrange a Safety Committee meeting to see if the committee can vote on supporting emptying the culvert on Brook St. There is £3000 earmarked in reserves for flood issues.

Date of next meeting: Thursday 4th September 2025 Village Hall Legion Room at 7.30pm, there will be an informal discussion from 7.00pm.

Action Points

Owner	Minute ref	Action
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.
Cllr Sheerin	849.24 -31	Cllr Sheerin to email the council with information on the skills and knowledge sharing event
Cllr H Cooper	878.24 – 24	Talk to Steve Smith and PCAP about provision needed to tie in with trains. Share any information found on community car shares.
Cllr Angus	895.24 – 12	Cllr Angus to create the spec needed for the connection of Xmas lights to the WCC bollard and also the spec for an electrician for install.
Clerk	900.24 – 17	To look for other types of leave policy such as carers leave.
Clerk, Cllr Shill and Cllr White	905.24 – 22	Cllr Shill and Cllr White to work on PC surgeries and local organisation needs and bring back to May meeting. Move to Sept
Clerk	937.25 – 27	Invite someone from North Wessex Downs to a council meeting once consultation and plan complete.
Clerk	938.25 – 28	Add to July agenda to see how the surgery will work and how often meetings at school. Moved to Sept
Clerk	943.25 – 01	Add path outside Drs surgery to Sept Stewards visit.
Clerk	953.25 – 11	Add 3 year review of allotment income and expenditure to Sept agenda
Cllr Thompson	955.25 – 13	Talk to relevant parties about moving bench on Church St.
Clerk	956.25 – 14	Submit forms to WCC for Xmas lights when completed and do a risk assessment for putting up/taking down the lists.
Clerk	957.25 – 15	Purchase new defib and arrange install. Plus 2 external signs.
Clerk	960.25 – 18	Arrange for Tactical Facilities Management to empty 2 play area bins weekly.
Clerk	962.25 – 20	Arrange for bunting purchase
Clerk	963.25 0 21	Purchase hi-vis and cones for SID moving

Chairmans Signature.....

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Owner	Minute ref	Action
Clerk	965.25 – 23	Add well at allotments to Sept meeting
Clerk	966.25 – 24	Twice a year handyman to review all physical assets and do any easy repairs
Clerk	967.25 – 25	Do ACV for 3 Tuns pub
Clerk	969.25 – 27	Load new IT policy onto website
Cllr Thompson	970.25 – 28	Draft updated bio-diversity policy for Sept meeting
Clerk	971.25 - 29	Report speeding results on Facebook page See if police can use our SID information to visit GB more often
Cllr Sims	971.25 – 30	To see if the newer SID is downloading information ok
Cllr Thompson	972.25 – 30	Invite MP Danny Kruger to the public transport meeting that GBPC arrange
Clerk	973.25 – 31	Add “Road narrows” sign at Browns Lane to Sept agenda for after the SID post has been shortened.
Clerk	974.25 – 32	Respond to WCC footpath and bridle way consultation.
Clerk	975.25 – 33	Arrange for suggestion box at surgery to be brighter.
Clerk	978.25 – 36	To make arrangements to employ a second handyman as a contractor
Clerk	979.25 – 38	For Sept agenda: Look at allotment lease for changes to be made Look at 3 years income and expenditure Look at well water supply for allotments Add to next Bedwyn News how residents can report issues to WCC, or report to Clerk for WCC. Add What3Words to reports. Bin outside PO always overflowing. Ask if WCC can empty more often. Arrange Safety Committee meeting for culvert emptying at Brook St