

GREAT BEDWYN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 20th NOVEMBER 2025 7.30PM

IN GREAT BEDWYN VILLAGE HALL

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

1039.25 - 01. Welcome and public participation. No public. Ward Cllr Wheeler was in attendance.

He advised on the following:

Cannot get a WCC traffic warden to attend the parish as there are no double yellow lines in place.

Yellow lines would need a TRO (Traffic Regulation Order) logging with LHFIG. (Local Highways a Footways Improvement Group)

With regards to dangerous parking, we can ask the police to attend. Would need to report it to the police as a breach of the Road Traffic Act.

With regards to emergency vehicles not being able to access routes and whether this would expediate lines being added, it was advised that a survey from WCC would be needed for this.

1040.25 – 02. Apologies for absence and vote to approve them.

Cllr Sheerin was away. Cllr Shill had a family commitment. Cllr Nicholson had a prior engagement.

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

1041.25 – 03. Declarations of interest. None

1042.25 – 04. Approval of Minutes from 16th October 25

The minutes of the meeting of 16th October 2025 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.

1043.25 – 05. Review of action points from last meeting (completed items in grey)

Action Points

Owner	Minute ref	Action
Clerk	785.24 – 20	Add planning decision making process and check list to next agenda. CLOSING UNTIL GOV RELEASE MORE INFORMATION ON PLANNING CHANGES.
Cllr Sheerin	849.24 -31	Cllr Sheerin to email the council with information on the skills and knowledge sharing event. CLOSING AS NO RESPONSE.
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.

Chairmans Signature.....

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Owner	Minute ref	Action
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. CLOSING AS NO LONGER NEEDED.
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 January. ITEM 1 PENDING AND ITEM 2 NOW WIP
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. NO RESPONSE FROM SCHOOL. CLLR SHILL TO FOLLOW UP.
Clerk	956.25 – 14	Submit forms to WCC for Xmas lights when completed and do a risk assessment for putting up/taking down the lights. FORM NOT NEEDED. DO RISK ASSESSMENT ASAP BEFORE THE EVENT. (DONE)
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	971.25 – 29	See if police can use our SID information to visit GB more often. DONE. INFO WITH CLLR SIMS
Cllr Sims	971.25 – 30	To see if the newer SID is downloading information ok
Clerk	975.25 – 33	Arrange for suggestion box at surgery to be brighter.
Clerk	979.25 – 38	For Sept agenda: Move to Oct. Bin outside PO always overflowing. Ask if WCC can empty more often.
Clerk	981.25 – 01	Ask LGFIG about new white lines. Ask WCC about re-painting white lines Ask WCC if they will move their dog waste bins
Clerk	996.25 – 16	Check £10m public liability, try to locate a contractor to install the lights. NO LONGER NEEDED.
Clerk	1000.25– 20	Ask LHFIFG/WCC about re-painting white lines or adding new white lines. Are the enforceable? – check Check emergency access requirements for 999 vehicles
Clerk	1009.25 – 01	Report Castle Road re-surfacing issues to WCC DONE Report issues getting to Marlborough market on Saturdays to Wiltshire Connect. DONE. NO CHANGES TO TAKE PLACE. Ask Cllr H Cooper for update on public transport meeting plans.
Clerk	1016.25 – 08	Ask the RFO where the figure for village maintenance and other grants” has gone to and why its now zero. DONE. FEEDBACK GIVEN TO CLLRS Advise the RFO of the other suggested changes to the draft budget. DONE
Clerk	1017.25 – 09	Advise RFO that Xmas lights total fund can be taken from CIL. DONE
Clerk	1018.25 – 10	Add agenda item to Nov for looking at bus stop improvement suggestions. DONE

Chairmans Signature.....

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Owner	Minute ref	Action
Cllrs Sheerin and Angus	1018.25 – 10	Do an inspection of all parish bus stops and suggest improvements where the PC can request WCC do the work from the budget funds available in 2026
Clerk	1019.25 – 11	Get update from WCC on re-painting all of GB's white lines Ask WCC if GBPC can pay for a traffic warden for the day Ask Wilts Police if they can visit to look at dangerous junctions and give advice
Cllr Angus	1019.25 – 11	Write a draft letter for Wilts Police to visit for the Clerk to send – ref item above
Clerk	1020.25 – 12	To see if anyone has ideas on a car sharing Whatsapp group. Add to Bedwyn News. Ask the Village Hall committee to discuss using land near the play area for parking. DONE. NOT POSSIBLE Add to Nov agenda for updates. DONE
Cllr Sheerin	1020.25 – 12	To make enquiries as to who owns the land at the end of Frog Lane
Clerk	1021.25 – 13	Add payment of £250 to Pandora for SID code to next agenda. DONE Clerk to ask WCC if the device can be added to a pole on Brook St
Cllr Sims	1021.25 – 13	Get W3W location for the new proposed SID site on Brook St for the Clerk. DONE Download the data on the SID before its moved to Church St.
Clerk	1022.25 – 14	Arrange for handyman to remove 2 internal hedges. DONE
Clerk	1024.25 – 16	Ask the landowner if the damson tree can be removed. DONE. YES
Clerk	1025.25 – 17	Arrange for the handyman to strim and cover vacant allotment plots DONE
Clerk	1026.25 – 18	Work with RFO and Cllr Thompson on decision for 3 plots that needed improvement. DONE
Clerk	1028.25 – 20	Add updated IT policy to the website
Clerk	1029.25 – 21	Ask planning Cllrs for their views on PL/2025/06278 and reply to WCC DONE
Clerk	1030.25 – 22	Add Post office bin issue to next agenda and ask WCC for options
Clerk	1031.25 – 23	Ask WCC what the largest bin is that they empty and whether WCC will empty them more often. Ask Tactical Facilities for larger bin costs.
Clerk	1032.25 – 24	Send out letters to local groups and businesses for 2026/27 assistance. Ask if it can be added to the next Bedwyn News.
Clerk	1035.25 – 28	Arrange for contract to be agreed with new handyman DONE
Clerk	1036.25 – 29	Add items for the next agenda to the Nov agenda. DONE

1044.25 – 06. CONFIDENTIAL ITEM. To vote that items 33 and 34 of the agenda should be confidential as they relate to personal data of an individual.

A proposal was made that these agenda items be held in private session. The proposal was seconded and all Cllrs were in favour.

1045.25 – 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.

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1046.25 – 08. FINANCE. To review the draft budget and precept for 26/27. To vote on the approval of the budget if appropriate.

After some discussions around expenditure for next year and the council's desire to keep the precept as close to the current years figures as possible the final amounts for the budget were finalised. This included reducing the amount of funds for some "one off" projects for next year.

A proposal was made that the draft budget for 2026/27 be approved. The proposal was seconded and all Cllrs were in favour.

The budget will be placed on the council's website.

1047.25 – 09. FINANCE. To approve the precept amount for 26/27.

Cllrs did not want an increase in the budget but accepted that an increase in line with inflation was sensible. This was noted as 3.6%.

A proposal was made that the precept demand for 26/27 be £32,116.00 which is the same as the current financial year but with a 3.6% increase for inflation. The proposal was seconded and all Cllrs were in favour.

The Clerk is to add an item to the Jan agenda to review the allotment fees for the following year, plus any new tenants that join mid-year.

The Clerk will also add an item for the Jan agenda to vote on renewing the planters at the village triangle.

1048.25 – 10. FINANCE. To note the increasing annual costs of the 2 Microsoft business email licences for council staff. Rising to £87.49. A 30% increase.

This increase was formally noted by the council.

1049.25 – 11. FINANCE. To review and vote on providing an additional 40 paid hours per year for the RFO to work on allotment, audit and budget/precept work. To be paid at the standard rate.

A proposal was made to approve the additional 40 hours a year for the RFO to make sure allotment, audit and budget/precept work were completed on time. The proposal was seconded and all Cllrs were in favour.

1050.25 – 12. FINANCE. To approve £250.00 to unlock the Pandora software for the second SID (Speed Indicator Device) device.

A proposal was made to approve £250.00 expenditure to purchase the software. The proposal was seconded and all Cllrs in favour.

The device that is in storage will be made operational and placed on Church St. Cllrs are to determine the last movement date so the relevant data can be downloaded per site.

1051.25 – 13. TRAVEL & HIGHWAYS. To discuss any possible sites for EV (Electric Vehicle) charging points.

This will be added to the parking project and included on any parking/highways survey we commission. To be moved to the next agenda.

1052.25 - 14. FINANCE. To vote on items to be allocated to CIL expenditure.

The items are:

2 new bins £870.00

New defibrillator £765.00

Ground sockets for SIDs £2071.74 by WCC

Village gateway signs on Browns Lane £1238.51 by WCC

A proposal was made that all these items be allocated to CIL expenditure. The proposal was seconded and all Cllrs were in favour.

1053.25 – 15. FINANCE. To vote on a grant request from the Village Hall for £5000 towards a new kitchen.

A proposal was made to approve a grant of £2500 to come from the council's CIL funds towards this project. The proposal was seconded and the majority of Cllrs were in favour.

1054.25 – 16. HAVING PRIDE IN THE PARISH (PiP). General discussion and vote if relevant on how the PC can encourage greater pride in the area we live.

The issues of overgrown hedges as a safety issue were discussed. It was suggested the PC could write a friendly letter to homeowners encouraging them to cut back their hedges. If no action was taken, then an official GBPC letter would be sent. If no action, then the issue would be reported to Wiltshire Council for action.

A general write up about this will be included in the Bedwyn News.

Cllr Angus will draft an article. This is to include how we don't want residents with pushchairs or wheelchairs to be forced into the road as hedges are encroaching on the pavements. If hedges are overgrown it also means that vehicles cannot park near kerbs so park further onto roads causing more traffic issues.

The Clerk will arrange for plants, soil and bulbs to be purchased for the planters at Jockey Green, Forest Hill and Church St to be planted up for winter by the handyman.

The Clerk will contact the resident who has looked after the tubs at the chains to ask about adding new ones.

The Clerk is to ask a resident about re-painting faded street signs. Will be a low priority for Wilts Council.

The Clerk will update Cllrs on completed jobs by the handyman so they can monitor progress.

A proposal was made to approve all of the above items with the Clerk having delegated power to order the materials for the planters. The proposal was seconded and all Cllrs were in favour.

1055.25 –17. To vote on what bus stop improvements suggestions to make with WCC.

This item will be moved to the January agenda.

Cllr Thompson can help Cllr Angus with the inspection if needs be.

To ask whether a bench can go at the bus stop at the Three Tunns.

The Clerk is to look at the details of what the WCC fund will cover. If WCC will not add a bench GBPC to consider adding a bench.

1056.25 – 18. To discuss any considerations for additional village parking.

This will be included in the survey for 26/27 that GBPC will request from LHFIG.

Cllr D Cooper will talk to the Network Rail to see if they would change their parking layout to herringbone as this would allow more vehicles to park. To also ask whether all the underground utilities in the triangle area are still needed or “live”. This would allow further parking if they could be removed.

Cllr Cooper will report back.

1057.25 – 19. To vote on supporting a residents concerns over bus stops by reporting the issues to WCC.

The bus stop at The Square cannot park in the proper place due to parked vehicles so it parks around the corner where there is no dropped kerb. This has caused an elderly resident to fall.

There needs to be a white line for the bus stop or proper yellow bus markings so that vehicles cannot park there.

This will be reported to WCC.

The issue of bus stops and large vehicles making deliveries needs looking into and will be added to the highways and parking survey for 2026 that will be requested.

A proposal was made to support the resident with their issue with the bus stop and report it to WCC. The proposal was seconded and all Cllrs were in favour.

1058.25 – 20. To vote on the councils risk assessment for the SIDs.

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

1059.25 – 21. To discuss and vote on any actions to take with the councils new “Loneliness” project.

Cllrs White, H Cooper, D Cooper, Sheerin and Thompson had been discussing this informally.

The vicar has confirmed that there is religious support for those in need, but no assistance for those who are lonely but do not specifically want religious support.

They are having an informal chat in December to discuss further. Possibly the 3rd. Cllr Sanday has asked to join the discussions.

Contact will be made with The Link as well.

A few ideas were discussed such as a safari supper, therapy dog morning in the village hall and someone to co-ordinate different activities locally that people can attend.

The item will be added to the January agenda for more discussion and there is a 2026/27 budget amount for this project.

1060.25 – 22. To discuss and vote on what action to take for the area around the council shed, in relation to tidying the area up.

As Cllr Nicholson was not at the meeting, the main body of work will wait for the January meeting. The handyman will be asked to do the following:

1. Strim the area inside the fencing at the shed area.
2. Talk to Cllr Nicholson about what she thinks needs doing to smarten the area up and report back
3. See if the fencing can be repaired so no-one can get in and report back.

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4. If the area does need the fencing taking down the handyman is to work out what size skip is needed and report back.
5. To work out how much waste is inside the fence and whether that needs a skip to clear it, and if so what size and report back

1061.25 – 23. Update on Christmas lights.

The lights have been purchased and are in the tree. 2 more sets are to be purchased.

A battery has been provided by Cllr White to power the lights and Cllr Angus has provided the converter.

Will have a switch on event on Sat 29th Nov. Members of the local band can attend to play carols. Use the remaining funds from the £500 for the Christmas project to buy drinks and mince pies. There will be a kids Xmas jumper competition with vouchers from Amazon. Cllrs will arrange this and the Clerk will publish the details.

1062.25– 24. Policies. None to approve.

1063.25 – 25. PLANNING. To vote on the response to WCC for application PL/2025/08386. Single Storey Side extension. Double Storey Side Extension Over Existing Garage. 14 Spaines, Great Bedwyn, Marlborough, SN8 3LT

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

1064.25 – 26. To vote on action to take on the bin outside the Post Office which often overflows.

The Clerk is gathering options for this item so it will be moved to the Jan agenda.

1065.25 – 27. To vote on any action to take on changing to larger bins in the parish to combat extra waste.

The Clerk is gathering options for this item so it will be moved to the Jan agenda.

1066.25 – 28 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. Cllr Shill is still talking to the school. No update on this item.
- PC to write to organisations locally asking them what their needs for the coming year were. Cllrs Shill and White to provide an update.

Some letters have been sent out by the Clerk and 3 replies received to date. To review at the Jan meeting where more responses will have hopefully been received.

The Bedwyn News needs more Cllrs to do their write ups. The schedule for this will be:

Jan – Cllr Sims
Feb – Cllr Withanichchi
March – Cllr D Cooper
April - Cllr Sanday
May – Cllr Angus
June – Cllr H Cooper
July – Cllr Sheerin

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Aug – Cllr Nicholson

Sept – Cllr Shill

Cllr Thompson will send around an example of a write up already used for inspiration.

1067.25 – 29. To review any comments in the suggestion box at the Drs surgery.

There were no items to review.

1068.25 – 30. Playground update if required.

No report but Cllr Nicholson can update the council in Jan with regards to the recent RoSPA inspection.

1069.25 – 31. CONFIDENTIAL ITEM. Salary increases for staff in line with national recommendations.

A proposal was made to approve the annual salary increase for staff and back date to the start date of April 25. The proposal was seconded and all Cllrs were in favour.

The council noted their thanks to council staff for their hard work.

1070.25 – 32. CONFIDENTIAL ITEM. Back pay for RFO for extra work carried out for allotment renewals and audit/budget work.

A proposal was made to approve the backpay for the RFO. The proposal was seconded and all Cllrs were in favour.

The council noted their thanks to the RFO for her extra work at these times.

1071.25 – 33 Finance report

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

Great Bedwyn Parish Council Finance Report 12 November 2025

Payments Since Last Meeting

Date	Payee	Description	Gross £	VAT £	Net £
10/10/2025	Great Bedwyn Parish Council	Internal transfer savings to current a/c	5,000.00		5,000.00
10/10/2025	Wiltshire Council	SIDs socket installation	2,071.74		2,071.74
10/10/2025	Last Landscaping	Grass cutting churchyard Q2 2025-26	1,026.00	171.00	855.00
16/10/2025	Lloyds Bank	Unity card. Monthly fee, printer ink, A4 paper, lever arch file, laminating pouches (plus delivery), 10 x 2nd class large stamps, and Microsoft 365 Family subscription	160.05	23.59	136.46
21/10/2025	Wiltshire Council	Browns Lane village gates and signs contribution	1,238.51		1,238.51
21/10/2025	Great Bedwyn Memorial Hall	Hall hire Jul-Sept 2025	96.00		96.00
21/10/2025	Staff	October salaries & expenses	574.31		574.31
21/10/2025	HMRC	October payroll Tax/NI	141.60		141.60
21/10/2025	DCK Accounting	October payroll	37.80	6.30	31.50
21/10/2025	TLC (Southern) Ltd	Christmas lights, extension cable and delivery	57.89	9.65	48.24
24/10/2025	OnSite Central Ltd	Commercial jetting of culverts	2,640.00	440.00	2,200.00
24/10/2025	Clerk	8 2nd class large letter stamps	12.40		12.40
24/10/2025	Great Bedwyn Parish Council	Internal transfer savings to current a/c	3,000.00		3,000.00
31/10/2025	Unity Trust Bank	Monthly service & transaction charges	7.65		7.65
04/11/2025	Wiltshire Council	Election costs	470.00		470.00
04/11/2025	Playsafety Ltd	Annual Playground Inspection	129.60	21.60	108.00
04/11/2025	Tactical Facilities Management Ltd	Oct grass cutting and bin empties	488.77	81.46	407.31
		Total	17,152.32	753.60	16,398.72

Bank Reconciliation at 12th November 2025

	£	£
Balance b/fwd at 9 Oct 2025	62,634.84	
Receipts	8,130.18	
Payments		17,152.32
Balance c/fwd 12 Nov 2025		53,612.70
	<u>70,765.02</u>	<u>70,765.02</u>
Balance per bank statements		
TSB Business A/c 51634	12/11/2025	175.00
TSB Saving A/c 7018306	12/11/2025	77.63
Unity Business A/c 20460060	12/11/2025	3,506.54
Unity Savings A/c 20482873	12/11/2025	50,941.90
		<u>54,701.07</u>
Less unapproved payments		
OLB 82	470.00	
OLB 83	129.60	
OLB 84	488.77	
		<u>1,088.37</u>
Balance at 12 Nov 2025		<u>53,612.70</u>

1072.25– 34. Items for the next agenda None

The meeting closed at 20.58

Date of next meeting: Thursday 8th January 2026 Village Hall Legion Room at 7.30pm, there will be an informal discussion from 7.00pm.

Action Points

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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.
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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

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Cllrs Sheerin and Angus	1018.25 – 10	Do an inspection of all parish bus stops and suggest improvements where the PC can request WCC do the work from the budget funds available in 2026
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Clerk	1030.25 – 22	Add Post office bin issue to next agenda and ask WCC for options
Clerk	1031.25 – 23	Ask WCC what the largest bin is that they empty and whether WCC will empty them more often. Ask Tactical Facilities for larger bin costs.
Clerk	1032.25 – 24	Send out letters to local groups and businesses for 2026/27 assistance. Ask if it can be added to the next Bedwyn News.
Clerk	1046.25 – 08	Add the 26/27 budget to the council's website
Clerk	1047.25 – 09	Item for Jan agenda to review allotment fees, Add item for Jan agenda for renewing the planters in the village triangle
Clerk	1050.25 – 12	Contact Pandora for code for SID data
Clerk	1051.25 – 13	Add EV charging points to the parking project and survey request. Add to Jan agenda.
Clerk	1053.25 – 15	Advise RFO of £2500 grant to Village hall from CIL for kitchen replacement
Cllr Angus	1054.25 – 16	Cllr Angus to draft a report for the Bedwyn News ref hedges.

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Clerk	1054.25 – 16	The Clerk will arrange for the planters to be refreshed. The Clerk will contact the resident who planted up the tubs at the chains The Clerk will ask the resident about re-painting faded street signs The Clerk will update Cllrs with jobs the handyman has completed.
Clerk	1055.25 – 17	Add bus stop improvements to next agenda. To check the scope of the WCC funds to see if a bench can be added at the 3 Tunns stop. Look at GBPC adding one if not.
Cllr D Cooper	1056.25 – 18	Talk to Network rail about parking
Clerk	1057.25 – 19	Reporting bus parking issue to WCC Add large vehicle and bus parking to the transport and survey for LHFIG.
Clerk	1059.25 – 21	Add the Loneliness project to the Jan agenda.
Clerk	1060.25 – 22	Ask Handyman the questions about the shed and ask him to report back.
Clerk	1061.25 – 23	Publish the info about the 29 th Nov lights switch on
Clerk	1063.25 – 26	Report back to WCC on the planning app vote.
Clerk	1062.25 – 26 and 1063.25 – 27	Add both bin issues to the Jan agenda.
Clerk	1066.25 – 28	Add response to business and groups to Jan agenda