



BAYDON PARISH COUNCIL

Clerk to the Council: Mrs K Lloyd
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BAYDON PARISH COUNCIL MEETING

MINUTES FOR MONDAY 15th JUNE 2020 – 8.00PM. THIS WAS A REMOTE MEETING.

Present: Cllr. Sarah Chidgey (Chair), Cllr. Hugo Mackenzie-Smith (Vice Chair), Cllr. Steve Sutton, Cllr. Brian Billington.

Clerk: Mrs K Lloyd.

In attendance: 2 members of the public.

GDPR- GENERAL DATA PROTECTION ACT –PLEASE INFORM THE PARISH CLERK IF YOU DO NOT GIVE CONSENT TO PRINT YOUR NAME IN THE MINUTES OR ON AGENDAS.

The Clerk announced the meeting is being recording for minute purposes and the recording will be deleted after the Minutes are approved.

1 APOLOGIES

No apologies were received.

2 DECLARATIONS OF INTEREST

Cllr. Chidgey declared an interest in an item regarding the Allotments which will be raised under Councillor Reports item 19.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 10 February 2020.

4 PUBLIC QUESTIONS

Mr Evans, the applicant for the planning application 20/03474/FUL attended the meeting to answer any questions from the members of the Parish Council regarding his planning application.

Cllr. Sutton asked when the settlement boundary was decided. Mr Evans reported a draft proposal was published around 18 months ago, following ongoing discussions the Wiltshire Site Allocations House Plan was approved showing the new settlement boundary on the 25 February 2020.

5 PLANNING APPLICATIONS

Three planning applications were considered.

To see the full planning application details, please click on the link below and search by adding the reference number.

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Ref. 20/03474/FUL - Land off Aldbourne Road, The erection of a residential dwelling.

Cllr. Chidgey reported there are 23 letters of support and 3 objections. The Parish Council members did not have any objections, in mind of the amount of support letters received, all members of the Parish Council agreed to support this application and welcomed the proposed development.

Cllr. Chidgey also noted from reading the representation letters on the public domain of Wiltshire Council planning website for the above planning application, that a resident had written in an objection letter to the Planners the following:

"The village shop is no longer a viable business venture and it is only a matter of time before this closes".

To read all the planning application representation letters, please click on this link.

<https://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,910362>

Cllr. Chidgey said, following a conversation with Mrs Debbie Moxon, she was aware that there would be a very positive piece in the Baydon Scene (being distributed this week) stating that the volume of business during Covid-19 more than justifies the shop being a viable business.

Ref. 20/03710/FUL - Brookfield, Manor Lane to replace existing conservatory with a single storey rear extension. The members of the Parish Council support the application.

Ref. 20/04254/FUL - 11 Fiveways, Baydon, proposed rear extension. The members of the Parish Council support the application.

APPEAL

Ref. APP/Y3940/W/20/3249816 APPEAL - Red Lion, Ermin Street, proposed new 2 bedroom dwelling with parking in rear car park of the Red Lion. <https://acp.planninginspectorate.gov.uk/>

The Clerk reported nothing further has been received.

TPO

20/04216/TPO - Brackley House, Manor Lane for pruning of 1no Holly.

The members of the Parish Council had no objections.

6 S/OUT/18/1943 INLANDS FARM PLANNING APPLICATION

Link to 'South Swindon Protection Group'. <https://www.sspg.org.uk/News/application-resubmitted-for-a-industrial-park-at-inlands-farm>

The Clerk received an email from The South Swindon Protection Group (SSPG) who continue to actively oppose this development and ask that everyone researches the additional new documents to update previous comments to the Planning Committee. Links to SSPG for additional information is:

<https://www.sspg.org.uk/News/application-resubmitted-for-a-industrial-park-at-inlands-farm>

Cllrs. Chidgey and Sutton met with a representative from the SSPG group a few months ago and had no further comments to add. Cllr. Chidgey noted this is also outside of Baydon.

7 REF. 20/00341/ENF. DOWNS EQUESTRIAN CENTRE.

The Parish Council received an enforcement acknowledgement letter for the above site for unauthorised building works. The Clerk will update the members of the Parish Council when further correspondence is received.

8 PARISH STEWARD VISITING 23RD JUNE 2020.

Cllr. Chidgey asked if there are any jobs for the Parish Steward to do when here on the 23rd June. The job of pulling the weeds out along the pavements was raised. The Clerk will contact the Parish Steward.

Cllr. Sutton asked if the Parish Steward could erect the sign on the green. Cllr. Billington reported he and Mr Cunningham had re-erected the sign recently. The Parish Council **THANKED** Cllr. Billington and Mr Cunningham.

Cllr. Billington reported the bush in the playing field had become very thorny again and really needed to be dug out. Cllr. Chidgey said she would ask Mr Cunningham if he could help Cllr. Billington clear the thorns.

ACTION: Cllr. Billington / Cllr. Chidgey

9 **FINANCE REPORT.**

Members **RESOLVED UNANIMOUSLY** to confirm the June payments as shown in [Appendix 1](#).
The CASHFLOW for June was noted.

[Appendix 2](#) is for information only of payments approved and paid during Covid-19 when no meetings took place and approvals from the Parish Council was made by email.

The end of year Summary, Budget and Reconciliation were previously emailed to the members of the Parish Council and reviewed. The summary is shown as [Appendix 3](#). If anyone would like to see a copy of the Budget and Reconciliation, please contact the Clerk who can email a copy to you.

10 **CERTIFICATE OF EXEMPTION 2019/20 PART 2 AGAR.**

Cllr. Chidgey signed the Certificate of Exemption that had been completed by the Clerk. This confirms the Parish Council was under the threshold of income and expenditure of £25,000 and is emailed to the external auditors.

11 **DOG WASTE/LITTER BIN OWNERSHIP CONFIRMATION.**

The Clerk received an email from Barbra Furber who had cleared an overflowing dog waste bin erected on the post at the entrance to Jonathan Smith's field (cricket field) on Swindon road. Mrs Furber also lined it and stuck notices up asking people not to over-fill it but take the litter home if the bin looked full. The members of the Parish Council **THANKED** Barbara Furber for dealing with the bin, and for reporting to Wiltshire Council and the Clerk, that the bin lid was broken.

This led the Clerk to investigate which bins are owned by the Parish Council. On further confirmation. The Clerk reported the Parish Council own two bins. Idverde collects waste from one on Manor Road by the footpath, the other being in the playground. The other five bins are owned by Wiltshire Council. The Clerk received a map from Wiltshire Council showing the locations of the five bins. It was noted the bin in question, was not in the same place as shown on the map. The Clerk will contact Wiltshire Council to update their map and report the broken bin lid again. **ACTION: Clerk.**

12 **CORRESPONDENCE**

30/03 – The Parish Council received a copy of a letter to Wiltshire Council Planning Department from Mrs Wyatt regarding the removal of the Red Lion as a community asset.
Neither the Clerk or Cllr. Chidgey have received further correspondence.

16/05 -An Email from Richard Baylis regarding road deterioration in Manor Lane was received.
Mr Baylis reported that previous workings in Manor Lane are now deteriorating badly and need to be repaired. The subsidence in previous workings outside the Chestnuts and Meadow View were also noted.
Cllr. Sutton said he rode his bicycle down Manor road and felt there are bits that should be done before the winter. However, there are no bits bad enough to damage car wheels, though they probably will slow traffic.
The members of the Parish Council agreed to ask the Clerk to contact Martin Cook at highways, Wiltshire Council to look at the road. Although under the Covid-19 climate, it may not be their priority. **ACTION: Clerk**

28/05 – An email from Nikki Davies was received regarding a notice from the Baydon st Nicholas School of governors about the opening of the school on 1st June 2020. A copy shown on the Baydon website.

03/03 – An email from Democratic and Member Services, informing everyone all CATG projects are suspended until it is practical to recommence.

13 **WHITE ENTRANCE GATES ON ERMIN STREET.**

The Clerk reported through email that Wiltshire Council (WC) confirmed the delay of installing the gates is because the area is close to a gas pipeline and WC need to have Wales and West's permission to work in the area. WC contacted them with the relevant information they required but are not currently doing any site visits due to Covid-19. They will not grant permission until this has been done.

WC are now in the process of requesting this again and hoping that they have measures in place for a visit by one of their engineers so they can proceed. WC will keep the Clerk updated on what happens next.

The Parish Council members **THANKED** Cllr. Sutton for painting and for storing the gates at his property for so long, unfortunately this may now be a bit longer.

14 **TO CONSIDER THE PLAYGROUND QUOTE.**

This is postponed until playgrounds are open again. Cllr. Chidgey asked Cllr. Billington if he could provide two laminated signs for the Playground to give notice that they remain closed. The original notices are looking a little worse for wear now. The members of the Parish Council **THANKED** Cllr. Billington.

15 **TRAFFIC CALMING/KEEP CLEAR SIGN JUNCTION ERMIN STREET/ERMIN CLOSE, WHITE LINES ERMIN CLOSE/DOWNSMEAD**

Cllr. Chidgey reported that the Parish Council expected no action during Covid-19, but the White Line Team from Highways was in Baydon last week to refresh white lines at the road junctions. A second Keep Clear Sign had been painted on the junction of Ermin Close and Ermin Street.

Martin Cook, from Highways did confirm that other white lines requested are still on the list to be done.

16 **ELECTRONIC SID UPDATE**

The Clerk reported no further correspondence from Martin Cook at Highways. The Clerk will keep chasing.

ACTION: Clerk

17 **CORONAVIRUS SUPPORT VOLUNTEERS.**

The members of the Parish Council would like to give Nikki Davies a big **THANK YOU** for so quickly working with volunteers to cover the entire village, with everyone knowing who in each street they could contact if they had to self-isolate. **THANK YOU** to Nikki and all the volunteers.

Also, a huge **THANK YOU** to Debbie and Alan Moxon who have been simply amazing in keeping the Post Office and Stores open and as fully stocked as they possibly could. Alan has been making twice daily trips to Cash & Carry, as well as making home deliveries. The villagers have rung with their orders which have then been packed up and delivered. Debbie also enabled villagers who are patients of Ramsbury Surgery to collect their prescriptions from the shop. Thank you so much to you both.

Big **THANK YOU** to John the baydon.org webmaster for loading up on to the website constant COVID-19 updates from the Clerk during lockdown and for his ongoing support and dedication to making sure that the village has a great website.

18 **DONATION TOWARDS CORALIE WARNER MEMORIAL -BENCH.**

Cllr. Chidgey sadly reported that Coralie Warner died recently. Coralie had taught at Baydon School for a long time and had a big influence on the children she taught, who are mostly grown up now. She did a lot for the village. Debbie Moxon is organising a fund to pay for a memorial bench or a flowering tree. Cllr. Chidgey proposed the Parish Council donate towards the memorial fund. Cllr. Chidgey said further discussions will need to be had, as to where the bench or tree will go. Members **RESOLVED UNANIMOUSLY** to agree to donating £250.00 towards a memorial bench.

19 **COUNCILLOR / CLERK REPORTS.**

(Cllr. Chidgey left the meeting) Cllr. Hugo Mackenzie-Smith chaired this item.

Cllr. Mackenzie-Smith reported that Mr Jim Cunningham had asked if he could rent another half of an allotment plot and erect a greenhouse on it. The Chairman of the Allotment Association had reported, following discussions with other Committee members, two were in favour and one was against. The Allotment Association confirmed if they receive future requests, they will be considered on a one by one basis. The members of the Parish Council had no objections on erecting a greenhouse on the site but did say they would be opposed to sheds being erected as they could possibly block the light.

(Cllr. Chidgey returned to the meeting)

The Parish Council would also like to say a **THANK YOU**, to Mr & Mrs Jukes who have donated two garden chairs for use on the allotment.

The Parish Council would like to say **THANK YOU** to Jim and Sue Grove for completely revamping the trough setback in the hedge of the school's playground and planting flowers and making it super. **THANK YOU** to Colin Phillips for taking away the foliage that was cut back.

Cllr. Chidgey reported how great it was seeing the villagers taking part in the Thursday Clap Thank you for the NHS/Key Workers. Russley Green, Downsmead and Ermin Close had also held socially distanced street parties for the VE Day celebration.

20 **CO-OPTION OF COUNCILLORS.**

No candidates come forward for Co-option to fill the three available vacancies.

21 **DATE OF NEXT MEETING.**

The date of the next REMOTE meeting is Monday 13th July 2020 at 8pm.

Meeting Closed at 8.45pm.

ALL COPY ATTACHMENTS WILL NOT FIT ON THE NOTICEBOARD. THEY ARE AVAILABLE FROM THE CLERK OR CAN BE DOWNLOADED FROM THE [BAYDON WEBSITE](#)

APPENDIX 1

Statement of Accounts Accounts for Payment JUNE 2020

Expenditure brought forward £543.05

Payments

Cheque e No	Payee	Description	Amount
BACS	*Came and Company	Parish Council Insurance (*above payment already approved/paid)	£591.52
BACS	Kim Lloyd	Zoom Liceince	£23.98
S/O	Kim Lloyd	Clerk Salary	£351.79
BACS	HMRC	Employer and Employee contributions	88
BACS	SSE	Street Lights	£43.75
BACS	WALC	Subscription	£273.46
BACS	DR & RA Pittams	Grass Cutting	£1,485.00
			£ 2,857.50

Receipts

BACS	Interest in Cricket Fund account	£ 0.31
Total Receipts		£ 0.31

Financial Position as at 15 June 2020

Balance carried forward 31/03/20	£ 48,860.10
Receipts for year to date	£ 291.02
Less payments for year to date	£ 1,915.55
Total	£ 47,235.57

Projected Year End 2020/2021

Opening balance	£ 50,657.09
Add forecasted receipts for year	£ 300.00
Less forecasted payments	-£ 12,931.00
Forecasted year end reserves	£ 38,026.09

Kim Lloyd
Clerk/Responsible Financial Officer
15/06/2020

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Note: No meetings took place on the 23 March 2020 and 4th May 2020 due to Covid-19 outbreak. The following payments were approved by the Parish Council by email and paid.

MARCH FINANCE REPORT

Income

Barclays Community	Allotment Payment	£100.00
General reserve		£0
Cricket Fund	02/03/2020 Gross Interest	£0.31
	Total Receipts	£100.31

Payments approved and paid.

Paid to	Reason	Ex VAT	Inc. VAT
Mrs Kim Lloyd Standing Order	Clerk Remuneration – 25 March 2020	£340.33	£340.33
HMRC	Clerk Payment for Income Tax for March.	£85.20	£85.20
Castle Water	Allotment Water	£6.63	£6.63
BYPA	Contribution towards Table Tennis Table as per. Minute ref. 9 on 10/02/2020.	£350.00	£350.00
SSE	Supply to Temp-Fiveways, Ermin Street/Baydon Road.	£48.97	£51.41
Mr T Dominy	Replacement section for event shelter.	£99.99	£99.99
	Total	£931.12	£933.56

MAY FINANCE REPORT

Income

Barclays Community	Allotment Rent.	£150.00
Credit Note	HJ Webbs for entrance gates.	£140.42
General reserve		£0
Cricket Fund	Gross Interest 02-31 March & 1 May 2020.	£0.60
	Total Receipts	£291.02

Payments approved and paid in May.

Paid to	Reason	Ex VAT	Inc. VAT
Mrs Kim Lloyd Standing Order	Clerk Remuneration – 25 April 2020	£340.33	£340.33
Mrs Kim Lloyd **	Clerk Remuneration top up -	£11.66	£11.66
HMRC	Clerk Payment for Income Tax for April	£87.80	£87.80
Castle Water	Allotment Water	£41.22	£41.22
Autlea Payroll Services	Clerk Payroll	£40.20	£48.24
Idverde	Dog Waste bin collection and Playground Insp	£6.00	£6.00
Mrs Kim Lloyd	Stamps – 12 x 2 nd class stamps	7.80	7.80
	Total	£535.01	£543.05

** Clerk salary increase from April 25th, 2020 as approved. Standing Order not amended in time to pay the new payment. Increase difference paid via bacs £11.66 for April payment only.

From May 25th, 2020, the Clerk's new payment will be £351.99.

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Baydon Parish Council

End of year Summary to 31/03/2020

We started the year 1 April 2019 with a bank balance of:	£44,331.92
Total Net Income	£17,795.57
the Precept and Allotment Rent/ CIL	
VAT Reclaim (not banked at year end for 2018/19 & 2019/20)	£1,796.99
Total Gross Income	£19,592.56
Total Net Expenditure	£12,377.49
Total VAT	£889.90
Total Gross Expenditure	£13,267.39
2019/20 Net Budget was set at:	£13,656.00
We end the year underbudget by:	-£1,278.51

We are under budget on all items, only a slight increase to the Playground inspections which shows the 'Playground Inspections' budget item over by £16.19.

The Donations/Contributions budget payments.

£80 - PCC. Raffle Tickets.	
£75 - NWDLT.	
£60 - BYPA, for Paint.	
£30 - RBL, Poppy Wreath.	
£325 - Plague, The nine Baydon Men.	
£9.98 - Concrete for Plaque.	
£70 - Scene, Newsletter.	
£350 - BYPA, Table tennis Table.	
	<i>Total</i> <u>£999.98</u>
	(budget set at £1,000)

The Village Maintenance budget payments.

£243.28 - Entrance Gates - £243.28.	
£11- Paint and Gloss for the gates.	
£99 & £33.99 - for Event Shelter Repairs.	
£25 - Bustard work.	
£9.99 Corkboard repair for noticeboard.	
	Total <u>422.26</u>
	(budget set at £500.00)

To note Clerk Salary item will show 13 payments as March 2019 payment is included. This is due to meetings every 6 weeks, now rectified by monthly standing order set up on the 25th of every month. Moving forward, Clerk to investigate paying HMRC the employer/employee tax/NI every quarter as requested by HMRC. Clerk also looking into moving back to doing own PAYE on HMRC Tools in near future, reducing the payroll cost.

We end this year with a bank balance of:	£48,860.10
VAT Reclaim (not banked at year end)	£1,796.99
Final Year end figure	£50,657.09

FORECASTED 2021.

It was decided by the parish council that no precept is requested for the account year 2020/21 to reduce the parish councils' reserves.

2020/21 budget is set at £12,931.00 with a forecasted income of £300.00 from the Allotment rent, and if the total budget was spent, on 31/03/2021, the bank balance would be estimated to be £38,026.09.

£50,657.09	2019-2020 Final Year end figure.
£300.00	Allotment Rent
-12,931.00	2020-21 Total Budget.

Total Balance @31/03/2021.	<u>£38,026.09</u>
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Prepared by Clerk/RFO –K Lloyd
31/03/2020