



# BAYDON PARISH COUNCIL

Clerk to the Council: Mrs K Lloyd  
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## BAYDON PARISH COUNCIL MEETING MINUTES FOR MONDAY 30 NOVEMBER 2020. THIS WAS A REMOTE MEETING

**Present:** Cllr. Sarah Chidgey (Chair)  
Cllr. Hugo Mackenzie-Smith (Vice Chair)  
Cllr. Steve Sutton  
Cllr. Brian Billington  
Cllr. Rob Butcher  
**Clerk:** Mrs K Lloyd  
**Public in attendance:** None.

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

### 1 **APOLOGIES**

No Apologies.

Cllr. Mackenzie had called before the meeting to say he would be joining a little later.

Cllr. Pete Wayne had emailed the Parish Council to submit his resignation due to a change in personal circumstances.

### 2 **DECLARATIONS OF INTEREST**

All members of the Parish Council gave their Declaration of Interest as they are all Council taxpayers, and the Precept will be discussed in Agenda item 10.

### 3 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 19 OCTOBER 2020.

### 4 **PUBLIC QUESTIONS**

None

### 5 **PLANNING APPLICATIONS**

No Planning Applications received at time of publishing Agenda.

### 6 **FINANCE REPORT**

Members **RESOLVED UNANIMOUSLY** to confirm the November payments as shown in [Appendix 1](#).

The CASHFLOW for November was noted.

*(All finance items were emailed to the members before the meeting for review)*

### 7 **BYPA/VILLAGE HALL DONATION 2020-21**

The members of the Parish Council agreed to pay BYPA the budgeted funds for 2019-20 which would have been paid for renting the hall for Parish Council meetings. It was agreed by all that the funds had

been budgeted for, and that the hall is also used to store Parish Council equipment. The Parish Council wanted to support the hall through such a difficult year.

**ACTION: Clerk.**

## **8 DEFIBRILLATOR**

Cllr. Chidgey received an email from the owner of the Red Lion regarding the defibrillator. When the defibrillator was first provided the Red Lion was more than happy to accommodate as a location for installation. The original installation was on the understanding that it would be returned to the South Western Ambulance Service NHS Trust (SWAST) when the warranty expires. The owner had now informed the Parish Council that the warranty will expire in February 2021. The owner also said she was happy for the defibrillator to remain where it was but moving it may need to be considered in the future pending the new owner's permission. The Parish Council agreed to take advantage of the SWAST Service scheme for a further four years at a cost of £450 per year, totalling £1,800. The Clerk was asked to contact the owner and SWAST to discuss further.

**ACTION: Clerk**

## **9 CLERK CILCA COURSE**

The Clerk proposed enrolling onto Certification in Local Council Administration (CILCA) course as this would be extremely beneficial to the Clerk and the Parish Council. The cost is £410 for registration and £390 for the course. The Clerk suggested splitting the cost between the five Parishes that the Clerk works for, being a cost per parish of £160.

**Payroll** - The Clerk had also offered to do the payroll herself on HMRC PAYE Tools which would save the Parish £182 a year in not using a payroll company. The training would then be funded by no longer using the payroll company. All members of the Parish Council **RESOLVED UNANIMOUSLY.**

**ACTION: Clerk**

## **10 BUDGET 2021-2022**

*The Budget was moved to the end of the Agenda as it was agreed to wait for Cllr. Mackenzie-Smith to join the meeting.*

The Clerk showed the budget on the screen during the zoom meeting and each budget item was reviewed by the members. The financial information was also emailed to the members before the meeting.

The following items were discussed.

The Clerks salary was **RESOLVED** to increase to the next spinal point on the National Joint Council Salary Scale to point 25.

**Donations** were agreed for: -

A & B Bus Link £150

PCC Raffle £80.

National West Landscape Trust Membership £75

Citizen Advice Bureau £50

Royal British Legion (poppy wreath) £30

Totalling **£385.00.**

The **Fireworks** budget was increased by £75 to **£450.**

The Clerk raised the item of Grass Mowing and to consider putting this contract out to tender next year. All members agreed.

The Baydon Scene was added to the budget for the payment for advertising Parish Council business. It was agreed to add £100 to the budget for this item. The Clerk said she had not received an invoice for this year and would contact Baydon Scene.

**ACTION: Clerk**

Payroll expenditure was removed (see, Agenda Item 9 above)

A new item for the **Defibrillator** was added for **£1,800**, a cost of £450 per year over 4 years. (See Agenda item 8 above).

A new budget item for the **Zoom License** for **£120** for the year was added, this cost was shared with four other Parishes the Clerk works for this year, but the Clerk said to budget for the full single amount in case the Clerk's circumstances change.

**The Total budget was set at £15.804.**

The Clerk advised the members to be cautious if considering not requesting a precept again for 2021-22 due to the difficult financial year that we and the government have encountered with Covid. The Clerk had not heard any news of precepts becoming capped, but this is always something that has been mentioned in past years. If Baydon Parish Council did not request a precept and the precept was capped the following year, this could potentially cause a problem for the Parish.

The projected balance on 31 March 2021 is £36,594. On 31 March 2020 this was £48,860. This equates to a reduction of 25%, being a quarter of the Parish Council funds from last year's balance, due to not requesting a Precept in 2019-2020 in mind to reduce the reserves.

The **Reserves** were then discussed in detail.

#### Aldbourne 30mph signage.

It was agreed to leave the **£3,000** for the relocation of the 30mph signage along Aldbourne Road as now agreed by Highways.

#### Playground

Following on from the recent playground inspection report (Agenda Item 12) where findings were reported of future expenditure needed. The reserved amount agreed was **£5,000**. The Clerk said this fund would be used up very quickly as playgrounds are a big percentage of the precept once equipment needs replacing.

#### Traffic Calming.

It is planned to purchase further Speed Indicator Devices in the future for the village and **£10,000** was agreed to reserve for the devices, which cost from £2,500 per device plus the installation cost on top.

#### Footpaths

Footpaths were agreed at **£3,500**. Further confirmation is required on this reserve item. The Clerk was asked to seek clarity on pavements as the Clerk said pavements are the responsibility of the local authority unless the land is owned by the Parish Council. Cllrs. Chidgey and Billington recall a conversation at least three years ago regarding the Parish Council becoming responsible for pavements. The Clerk was asked to investigate this further. The reserve was agreed to be kept the same until further information is sought and it will be monitored through the year.

## Election

This was reduced to **£1,500** from £2,000, The Clerk said it is unknown how much an election would cost the Parish, but the estimated cost is from £1,000 to £2,000 depending on the size of the Parish. If ten electors wrote to Wiltshire Council requesting an election following a Councillor's resignation, the Parish Council would then hold an election and the administration cost for this is expensive.

The Reserves were set at £23,000. The Members of the Council are aware of the high reserves that the Parish Council are carrying over, but all agreed the reserves are justified and it is sensible to request a precept for 2021-22 due to the difficult financial year. The reserves will be monitored throughout the year. The Clerk said in January she will share some thoughts on how some of the reserves could be spent in the village towards community grants.

**ACTION: Clerk.**

After a full discussion and review. It was agreed to provisionally set the precept at £15,804 for 2021-22 but this will be ratified in January.

This calculates to £4.35 per month for a band D property household towards the contribution of the Parish Council which is £1.01 per week.

*(If members of the public would like to see the budget, please email the Clerk).*

### **11 VEHICLE ACTIVATED SPEED SIGN – (SMILEY ACTIVATED MESSAGE {SAM})**

The Clerk had reported via email to the Parish Council that the SAM is now installed and working. Cllr. Chidgey said the Clerk has persevered with this and it had paid off, it had been a long road and thank you.

### **12 RoSPA PLAY SAFETY INSPECTION REPORT**

The Playground had its annual RoSPA inspection in November. The Clerk had forwarded the report to the Parish Council members which reported a low to medium risk on all equipment. The members discussed the medium risk items. It was agreed the surface matting will need to be monitored and will need replacing. It was agreed that no immediate remedial work is required at present, but expenditure will need to be considered soon. Cllr. Butcher said he would visit the playground with the report and look at some of the findings shown in the report. The members thanked Cllr. Butcher.

**ACTION: Cllr. Butcher.**

### **13 WILTSHIRE NEIGHBOURHOOD WATCH SCHEME (NWS)**

The Clerk reported she had completed a form on the NWS website as no email or telephone numbers are given because it is run by volunteers. The Clerk had received no further details. The Clerk said anyone can join but you must live in the Parish to register. Cllr. Butcher said he would explore joining and is happy to volunteer as an NWS Parish Council Representative. This will be an Agenda item in the next meeting.

**ACTION Cllr.**

**Butcher**

*(Cllr. Mackenzie-Smith joined the meeting)*

### **14 CHRISTMAS TREE AND LIGHTS, CAROLS AROUND THE CHRISTMAS TREE**

Cllr. Chidgey reported that Cllr. Mackenzie-Smith had again kindly donated a Christmas Tree to the village. The tree will be put up on Sunday 6 December. Jim Grove is once again going to rally the Christmas Tree gang who will help to put the tree up. Cllr. Billington had received the new lights for the tree. The members thank Cllr. Mackenzie once again for the tree.

**15 TIDYING UP PAVEMENTS/PARISH STEWARD**

The Clerk reported that Martin Cook, (Area Highway Engineer, Wiltshire Council) had emailed the Clerk saying the Parish Steward had visited the village and carried out road sweeping, however due to the amount of leaf fall another scheduled Friday will be booked in with the resources required for the Steward to carry out the work. The Clerk will contact Martin Cook and the Supervisor for the area to ask them to focus on the leaf fall and moss through the buildouts, where no property is adjacent to the pavements. Also, the Clerk will try and find out when this is likely to be done

**ACTION: Clerk**

**16 CHURCH CLOCK- REPAIR OF CLOCK FACE**

Cllr. Chidgey received an email from the from the Local Church Council asking if the Parish Council would consider contributing 50% for the repair of the clock face. Several parishioners and the Local Church Committee (LCC) have noticed that the clock face is now badly weathered and needs some repair, which could be costly - estimated at £4,365 plus VAT.

Cllr. Chidgey asked the LCC how much funding had been raised towards the repairs to the Church and how much had been donated but had not received a response. The members discussed this and agreed the Parish Council need to know more details of their financial status before considering. Cllr. Mackenzie-Smith said we need to know what the future holds for our local church and asked if the LCC could provide a strategy/business plan around fund raising for repairs to the Church which could be considered when Councillors discuss again.

The members of the Parish Council agreed that they are reluctant to contribute funds until they know more. The Clerk was asked to contact the LCC to request more information before the members could give further consideration in the next Parish Council meeting.

**ACTION: Clerk**

**17 COUNCILLOR RESPONSIBILITY UPDATE**

The Councillors Responsibility Table was updated as shown as [Appendix 2](#). The members thanked Cllr. Sutton for doing the banking authorisation. An updated version will also be shown on the website.

**ACTION: Clerk**

**18 CORRESPONDENCE**

**26/10** An enquiry was received through the Baydon Website requesting a copy of the latest village boundary plan which had been sent.

**26/10** Email from North Wessex Downs Autumn attaching their 2020 Newsletter – The Clerk had emailed to the members.

**10/11** Email from Wiltshire Council, regarding the November Lockdown Information and Covid-19 Volunteers.

The Covid Support Volunteer in Baydon said she had emailed Wiltshire Council to confirm that the Baydon Neighbourhood Support Group has been refreshed. Members of the community have volunteered to support neighbours and the volunteer had confirmed that she is happy to continue as the point of contact on the Wiltshire Council contact list. The contact is also shown on the Baydon website

**11/11** Email from Wiltshire Council regarding the Census 2021 content for the Parish website and Social Media platforms. This is a survey that happens every 10 years and gives a picture of all the people and households in England and Wales. It helps plan and fund public services, like transport, education, and healthcare. The Clerk said this has been added to the Baydon Website. To find out more please see, [www.census.gov.uk](http://www.census.gov.uk)

**06/11 Email from the School.** Regarding the Paddock.

Cllr. Chidgey reported that the School run the Forest School on Cllr. Mackenzie-Smith's land but that the youngest children do their forest school activities in the paddock simply because it is too far for them to walk to the Forest School site. The Paddock is also used if the School do not have enough volunteers to take the children off site.

The School asked whether they could put two posts into the ground at the bottom of the paddock to attach ropes etc to. This would have many benefits including being able to string up some shelter for the winter months and some shade for the summer.

All members responded through email before this meeting saying they had no issues. The Paddock is owned by The School/Sylvia Mather Trust and Wiltshire Council and in theory nothing to do with the Parish Council but Cllr Chidgey thanked the School for keeping the Parish Council in the loop.

Cllr. Sutton said that at some stage he will see if he can find out which landowner owns which section of the Paddock from a Land Registry search. The members agreed to Cllr. Sutton spending £3 on a land registry search.

**ACTION: Cllr. Sutton**

**03/11 Email from a resident.** Requesting a copy of budget /cashflow.

It was agreed not to make the Cashflow and Budget table a public document on the website. The Clerk can send the financial document on request.

**09/11 Email from Wiltshire Council.** Regarding Financial Planning, Precept request deadline 18th January 2021.

## **19 COUNCILLOR / CLERK REPORTS**

The Clerk confirmed no response from PCSO Camilleri following inviting PCSO Camilleri to a forthcoming Parish Council meeting.

Cllr. Chidgey received an email from a resident asking if it would be possible for the Parish Council to reconsider the decision not to hold Carols around the Tree because of changes in government rules. Cllr. Chidgey looked at the Gov.Uk website regarding Carol Singing and it recommended that even outside people should be seated and would need to keep 2mtrs apart. Also, it needed to be safe for people to arrive and leave and be socially distanced. It was agreed by all that it would be too difficult to police.

## **20 DATE OF NEXT MEETING**

The date of the next REMOTE meeting is Monday 11<sup>th</sup> January 2021 at 8pm.

9.45pm meeting ended.

## APPENDIX 1

## PAYMENTS AND RECEIPTS FOR NOVEMBER

Expenditure brought forward £8,404.03

### Payments

Cheque No	Payee	Description	Amount
*BACS	Stocksigns	SAM Unit	£2,880.00
*BACS	Kim Lloyd	Payment for Christmas Tree Lights	159.98
BACS	Playsafety Ltd	Playground Annual RoSPA Inspection	£99.00
BACS	Idverde	Play Inspection	20.6
BACS	Idverde	Litter bin emptying	12.6
SO	Kim Lloyd	Clerk Salary - Dec	351.99
BACS	HMRC	Clerk Income Tax - Dec	88
BACS	BYPA	Hall Hire - Jan & Feb	22
BACS	Kim Lloyd	Clerk Expenses for year (£6 per wk HMRC)	314
BACS	SSE	Supply to Temp-Fiveways, Ermin St, Bay	44.25
BACS	Autela Payroll	Clerk PAYE	80.4
			<u>£4,072.82</u>

\* Paid in between Meetings

### Receipts

BACS Interest in Cricket Fund account 0.01

Total Receipts

£ 0.01

### Financial Position to date

Balance carried forward 31/03/20	£	48,860.10
Receipts for year to date	£	2,096.86
Less payments for year to date		<u>£12,476.85</u>
Total	<u>£</u>	<u><b>38,480.11</b></u>

## APPENDIX 2

### Councillor responsibilities 30/11/2020

+ See description document for explanations of roles and what is involved in them.

	Sarah	Brian	Hugo	Steve	Rob	
Allotments	X					
Banking		X		X		
Beating the bounds	X	X	X			
Christmas event	X	X	X			
Drainage				X		
Footpaths (paved)	X	X			X	
Grass cutting	X	X				
Hedgerows			X			
Highways	X					
Litter and grit bins				X		
Neighbourhood Watch					X	
Noticeboards (village and shop)	X			X		
Parish Steward				X		
Parking	X			X		
Planning		X			X	
Playground	X	X			X	
Rights of Way			X			
The Green	X	X				
Traffic Calming	X	X	X	X	X	
School	X		X		X	
Litter	X	X	X	X	X	

### Representatives of outside bodies

CATG – All

MAB – Hugo /Sarah

Liaison Village Shop – Sarah

Fireworks – Steve

St Nicolas Church – Hugo