



## Minutes

### BAYDON ANNUAL PARISH COUNCIL MEETING

Monday 14 May 2018 - 8.00PM IN THE BYPA HALL, MANOR LANE

**Present** Cllr Sarah Chidgey (Acting Chair)  
Cllr Brian Billington  
Cllr James Lawrence  
Cllr Sarah Hancock

**Clerk** Oliver Armstrong

**Public** 7

**1** **ELECTION OF ACTING CHAIRMAN**

Members **RESOLVED** to elect Cllr Sarah Chidgey as Acting Chairman of Baydon Parish Council.

**2** **APOLOGIES**

No apologies received.

**3** **DECLARATIONS OF INTEREST**

No declarations of interest received.

**4** **PUBLIC QUESTIONS**

Mr Brown raised a query regarding the recent allotment invoices and stated there was a mistake with the postal address provided. He also questioned whether the allotment holders would receive receipt of payment.

The Clerk advised Mr Brown that there was an error with the post code but that all allotment income had been received successfully. The Clerk also confirmed he would issue receipts to all allotment holders and provide the allotment association with an up to date vacancy map.

Mr Brown also asked whether it would be possible for points raised during public question time to have a reference number. Cllr Chidgey stated the minutes in the current format are sufficient and this was not required.

Mrs Jukes provided the Council with a copy of the minutes from 29th June 2015 to highlight a decision made regarding public question time. Mrs Jukes questioned why this decision to remove a 15 minute time limit was not reflected in the Standing Orders.

The Clerk advised the Council that the Standing Orders had since been reviewed and adopted in 2017. The current adopted Standing Orders state that there is a 15 minute time limit for public question time and this can only be extended with the Chairs discretion.

Mrs Jukes asked if the Council would be discussing her recent emails and Cllr Chidgey pointed out that as she had raised a complaint about the Parish Council with Wiltshire Council, this would not be appropriate.

Mr Brown suggested the council explore the possibility of providing a tick box to indicate consent to share the information submitted by members of the public when web enquiries are made.

- 5**      **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**  
Members **RESOLVED** to confirm and adopt the minutes of the meeting held on 9<sup>th</sup> April 2018 as a correct record.
- 6**      **STANDING ORDERS**  
Members **RESOLVED** to approve and adopt the Standing Orders. A copy of which appears as appendix A in the minutes.
- 7**      **CODE OF CONDUCT**  
Members **RESOLVED** to approve and adopt the Code of Conduct. A copy of which appears as appendix B in the minutes.
- 8**      **SCHEME OF DELEGATION**  
Members **RESOLVED** to approve and adopt the Scheme of Delegation. A copy of which appears as appendix C in the minutes.
- 9**      **REVIEW PARISH POLICY DOCUMENTS**  
Members **RESOLVED** to agree and adopt the Parish policy documents for 2018/19; Grants Policy, Complaints Policy and Data Protection Policy. A copy of which appears as appendix D in the minutes.
- 10**     **POLICE REPORT**  
Members **NOTED** the May 2018 police report. A copy of which appears as appendix E in the minutes.
- 11**     **CORRESPONDENCE**  
Members **NOTED** the following correspondence.
- 23 March 2018** – E-mail from Mrs Witt regarding traffic calming measures and the potential use of cameras.  
    **07 April 2018** – Letter from Mr Butcher regarding successful traffic calming measures  
    **20 April 2018** – E-mail from Mrs Gillatt concerning speeding in Manor Lane.  
    **03 May 2018** – Copy of letter of complaint from Mrs Jukes to Wiltshire County Council  
    **06 May 2018** – Email from Mr Prior relating to finances of the Council.  
    **06 May 2018** – Email from Mrs Jukes requesting a copy of the Code of Conduct.
- 12**     **CLERKS REPORT**  
The Clerk advised members he had handed in his resignation to the Council on Thursday 10<sup>th</sup> May 2018 and was contracted to an 8 week notice.
- The Clerk stated the Parish Council insurance had been renewed until 31<sup>st</sup> March 2019 automatically based on the previous three year contract signed by the Council the previous year.
- The Clerk stated the allotment income had all been received and that following a request from a member of the public he would send receipts to all payees and an updated vacancy list to the allotment association.
- Action:** Clerk to respond to all allotment holders to confirm receipt of payment and provide vacancy list.
- 13**     **GDPR UPDATE**  
Members **NOTED** the verbal report from the Clerk regarding the new GDPR regulations and implications for Baydon Parish Council.
- As of 25<sup>th</sup> May 2018 General Data Protection Regulation (GDPR) will replace the Data Protection Act 1998 in the UK. The Information Commissioner (ICO) will expect all data

controllers to be actively working towards compliance. The basis of the law is to give individuals more rights and protection in how their personal data is used by organisations.

The Clerk had been researching the implications of GDPR for Baydon Parish Council and has produced a draft Data Protection Policy to outline how the Council will adapt to the new law to ensure compliance.

The Clerk recommended the Council approve the proposed Data Protection Policy and review all procedures and policies relating to how personal data is used and stored.

Members agreed that the policy needed to be reviewed on an annual basis and that Baydon Parish Council required explicit permission for disclosing personal information during public meetings.

**Action:** Clerk to contact Mark Austen in relation to the possibility of an automated message or tick box for correspondence coming through the website.

#### **14** **TRAFFIC CALMING**

Members **NOTED** a verbal update from Cllr Chidgey regarding traffic calming schemes in the village. Cllr Chidgey reported that until the Stage 2 Safety Audit was conducted around the Ermin Street build out no further traffic calming schemes will be considered. Moving the 30mph on Aldbourne Road has already been approved by CATG but it was felt that they did not consider this to be high priority. Speeding in Manor Lane and throughout the village will also be addressed once the Safety Audit has been carried out.

#### **15** **SCHOOL CORRESPONDENCE**

Members considered the letters received from Baydon St Nicholas Primary School Governors regarding the recent tree felling and asking for a 50% contribution toward the recent work.

Members **RESOLVED** to agree in to the contribution of £240.00 toward the cost of tree maintenance in the paddock area.

#### **16** **PLAYGROUND REPORT**

The Clerk provided a verbal report regarding the maintenance schedule of the play area equipment. Quotes had been obtained for the low-level repairs on the playground equipment for £850 for the multiplay and carousel.

Councillors required more information from the Clerk prior to making a decision and asked for more quotes and to check guarantees.

**Action:** Clerk to obtain two additional quotes and produce an itemised quote breakdown for repair of playground equipment. Clerk to check guarantees of the playground equipment.

#### **17** **WW1 TREES UPDATE**

Cllr Chidgey advised the Council of the proposal to plant 9 fruit trees in the playground in an arc shape in commemoration of the centenary of the end of WW1. The Clerk was awaiting final confirmation of the tree species and whether the plan had been accepted by Wiltshire Council.

#### **18** **PLANNING APPLICATIONS**

Members **NOTED** the following planning application decisions:

##### **18/01829/FUL**

**Address:** 21 Downsmead, Baydon, SN8 2LQ

**Proposal:** Removal of existing conservatory, proposed new single storey rear extension, extension to garage and associated internal alterations.

**Decision:** Approve with Conditions

**18/01966/FUL**

**Address:** 26 Downsmead, Baydon, SN8 2LQ

**Proposal:** Demolition of existing garage to accommodate two storey extension and construction of replacement garage.

**Decision:** Approve with Conditions

**18/02199/FUL**

**Address:** Stavron Manor, Manor Lane, Baydon, SN8 2JD

**Proposal:** Removal of large rear conservatories and construction of new flat roof extension.

**Decision:** Approve with Conditions

**18/01938/FUL**

**Address:** Land off Aldbourne Road (Between Becketts and Turf Run), Baydon, Wiltshire

**Proposal:** The erection of a residential dwelling.

**Decision:** Refused

**18/01322/OUT**

**Address:** The Croft, Finches Lane, Baydon, Marlborough, SN8 2JN

**Proposal:** Outline application with all matters reserved for residential development for up to 6 no. dwellings.

**Decision:** Refused

**19** **NALC SALARY SCALES**

Members **RESOLVED** to approve the new NALC SCP 19 salary scale for the Clerk for 2018-19. A copy of which appears as appendix F in the minutes.

**20** **FINANCE REPORT**

Members **RESOLVED** to approve the finance report. A copy of which appears as appendix G in the minutes.

**21** **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

Members **RESOLVED** to approve the exemption certificate and Section 1 of the Annual Governance Statement for the Annual Governance and Accountability Return for the 2017/18 financial year. Copies of which appear as appendix H in the minutes

**22** **ITEMS TO NOTE**

Cllr Chidgey reminded members that there were significant unallocated reserves from previous year and this would need to be addressed at a future meeting.

Cllr Chidgey read out a letter from Julie Wyatt of the Red Lion pub encouraging more people to use it or potentially lose it.

The Clerk has submitted an online form with Wiltshire Council regarding the issue of lorries mounting pavement. The Clerk will be liaising with Wiltshire Council about potential solutions.

Cllr Chidgey advised members that the three Brownie leaders were stepping down and needed to pass on the leadership of the group.

Cllr Chidgey said that the gazebo will be used by the Church fete organisers in June 2018.

Members discussed adding the Parish Clerk vacancy advert and Cllr vacancy advert in the Baydon Scene.

Cllr Chidgey advised members of the impending resignation impending from Cllr Hancock and now the Council was down to three members out of 7.

The SID batteries on the Eastern entrance to the village had become faulty and required maintenance.

**Action:** Clerk to report SID to Wiltshire Council highways for maintenance.

**23**     **ITEMS FOR NEXT MEETING**

Playground report

The meeting closed at 20:55

Signed

Cllr Sarah Chidgey/Acting-Chair

Date