



# BAYDON PARISH COUNCIL

Clerk to the Council: Mrs Fiona Ryder  
baydonparishclerk@gmail.com

## Baydon Parish Council Meeting

### Minutes for Meeting Monday 15<sup>th</sup> May 2023 at 8pm in the BYPA Hall, 6 Manor Lane, SN8 2JE.

#### Present

Cllr. Sarah Chidgey (Chair)  
Cllr. Brian Billington  
Cllr. Hugo McKenzie-Smith  
Cllr. Steve Sutton  
Cllr. Gareth Wyatt-Hawkins

Clerk: Fiona Ryder

#### Public in attendance: 6

The Chair welcomed everyone to the meeting and introduced the new Clerk. Fiona's official start date was 1<sup>st</sup> May although she met with the Chair at the end of April for a handover. Fiona has been the Clerk for Ashton Keynes Parish Council for almost 5 years. Thanks were expressed to Gillian Woodward for the support she gave in her short tenure and for staying on to complete the 2022/23 AGAR.

#### 1 Election of Chairman for the council year 2023-2024

Cllr Chidgey was proposed by Cllr Sutton and seconded by Cllr Billington. Cllr Chidgey accepted and signed the Declaration of Acceptance of Office of Chair.

#### 2 Election of Vice Chairman

Cllr McKenzie-Smith was proposed by Cllr Sutton and seconded by Cllr Chidgey. Cllr McKenzie-Smith accepted and signed the Declaration of Acceptance of Office of Vice Chair

#### 3 Apologies

There were no apologies.

#### 4 Declarations of Interest

Cllr Wyatt-Hawkins declared an interest in agenda item 8.

#### 5 Minutes from Previous Parish Council Meeting

The minutes of the Full Council meeting held on Monday 6<sup>th</sup> March 2023 were accepted as a true record and signed by the Chair.

#### 6 Public Section

There were 6 members of public in attendance.

Faded road markings by the school were brought to the attention of the Council, these included zig-zags and white lines. The Parish Council will report to Wiltshire Council Highways.

**Action: Clerk**

Concern regarding the increase in speeding on Aldbourne Road was raised. A lot of work has been carried out within the parish to reduce speeding over the years, the chances of getting additional measures in Aldbourne Road would be unlikely. There was previously an active Neighbourhood Speed Watch group in the village, the Parish Council would support anyone who wished to reinstate the group. The possibility of a Speed Indicator Device will be investigated.

**Action: Cllr Chidgey/Clerk**

7 **Standing Orders and Financial Regulations**

The standing orders and financial regulations had been circulated prior to the meeting. No changes had been made since last year. Both documents were approved.

8 **Planning Applications**

**PL/2023/03038 – Pen Close, Manor Lane**

**Proposal:** T1. Mature Magnolia tree growing at the edge of the front driveway, partially overhanging the neighbouring house. Height approx. 4 metres, crown spread approx. 4 metres.

Reduce crown size evenly all over by around 25%, removing around one metre of growth all over, leaving cuts of no more than 30 mm diameter. This is to reduce the amount of overhang to the neighbours house and the applicant's driveway, and to keep the tree at a size that is in proportion with its location.

**Comment:** No objection

**PL/2023/02237 – Pear Tree Cottage, Aldbourne Road**

**Proposal:** Single storey extension and associated internal alterations.

**Comment:** No objection

**PL/2023/02615 Listed Building Consent – Pear Tree Cottage, Aldbourne Road**

**Proposal:** Single storey extension and associated internal alterations.

**Comment:** No objection

9 **Insurance Renewal**

The insurance renewal invitation for the coming year was approved. The Clerk was asked to find out what year of the 3 year agreement we are currently in.

**Action: Clerk**

10 **Finance Report**

The following payments were approved:

Alison Howes – Coronation costs	£ 133.50
Crystal Clifford-Budden - Coronation Big Lunch	£ 70.80
BHIB Insurance Renewal	£ 528.66
Gillian Woodward – Additional Hours	£ 116.48
MJ Baker Accountancy – Payroll Processing	£ 11.25
Christopher McGowan – Internal Audit	£ 100.00

The end of year balance, budget vs expenditure and bank reconciliation were approved.

11 **Certificate of Exemption – AGAR 2022/23 Part 2**

The Certificate of Exemption was approved and signed by the Chair.

12 **Internal Audit Report**

The Internal Audit Report was circulated prior to the meeting. No questions were raised.

13 **Annual Governance Accounting Return (AGAR) 2022/23 Part 2**

- A) The Annual Governance Statement Section 1 was approved and signed.
- B) The Accounting Statement Section 2 was approved and signed.

14 **Asset Register**

The Laptop needs to be removed from the register. The new mobile phone needs to be added. It was agreed to add the War Memorial Clock and its refurbishment cost of £10,000.

**Action: Clerk**

15 **Highway Improvement Request**

A highway improvement request for Aldbourne Road was considered. The request was for a dropped kerb to create safe access for wheelchair users. The Parish Council agreed to support the request.

**Action: Clerk**

16 **Barclays Bank**

In line with FCA regulations, Barclays have been investigating the 'entity' of some of its bank accounts. As a result, the Baydon Parish Council account has changed from a charity account to a Local Authority account. This has taken up a huge amount of time and energy, but all issues have now been resolved. The Chair is in contact with Barclays to add the Clerk to the mandate so she has full access to the bank accounts.

17 **Baydon Table Tennis Club**

The funding request from Baydon Table Tennis Club for a table tennis training robot was considered. The Parish Council had awarded £350 to the club 2 years ago but it had never been spent. It was agreed to release the £350 to the table tennis club when all other funds for the project had been raised.

**Action: Clerk**

18 **WW1 Memorial Clock Face Restorations**

Following the work carried out by Peter Chambers in taking this forward, Cllr Sutton will now be driving this forward. A successful grant application to the War Memorials Trust has secured half of the funding needed for the restoration. Cllr Sutton is waiting for approval from the Diocese for the work to commence. The clock face will be taken away for around Six months. Before and After photos will be taken for use by The Memorial Trust.

19 **Litter Pick**

A litter pick took place on Saturday 22<sup>nd</sup> April, this was very well attended with around 20 people getting involved. A large mound of refuse bags and 2 car loads of litter were taken away. The Litter Pick was a great success. Thanks were given to all those who took part.

20 **Coronation Celebrations**

Baydon's Coronation celebrations on Sunday 7<sup>th</sup> May were a huge success. Crystal Clifford-Budden and her team of volunteers, who gave up their time and resources did a fantastic job providing support and bringing the community together. The event was supported by a number of kind sponsors who will be written to with thanks.

Thanks to the professional planning, the event came in under budget.

**Action: Clerk**

21 **Baydon.org Email Addresses**

Due to GDPR and Freedom of Information requests, all Parish Councillors should have a Baydon.org email address. It was agreed unanimously that email accounts would be set up.

**Action: Cllr Chidgey**

22 **Village Gates – East End**

There are six village gates in the parish. A parishioner has kindly been cleaning and keeping the grass/weeds down around the gates at the east end of the village, however, all of the gates are in need of repainting. It was agreed to obtain quotes for the repainting of the gates.

**Action: Cllr Wyatt-Hawkins**

23 **Community Emergency Contacts**

A request had been received from Swindon and Wiltshire Prepared for Emergency Community Contacts. Cllrs Chidgey, Sutton and Wyatt-Hawkins agreed to be community contacts.

**Action: Clerk**

24 **Correspondence**

Bridleway 5: It was reported that Bridleway 5 is blocked with a fence. This has been reported to Wiltshire Council. – The landowner has refused to clear the bridleway and will be issued with a Section 103.

Councillor Vacancies: An enquiry has been received from a member of public interested in becoming a Councillor. – Unfortunately, this has not progressed.

Wessex Water: Environment Fund opened on 24<sup>th</sup> April and the Community Fund opens on 25<sup>th</sup> September. Details have been emailed to all Councillors. – No action to be taken.

Uneven Ironwork Aldbourne Road: A parishioner had reported uneven ironworks to Wiltshire Council but had not had a response. The ironwork had been covered with a cone. Sarah reported directly to the Area Highway Manager. – Highways sorted this out very quickly.

Collapsed Wall Manor Lane: According to Wiltshire Building Control, they can't see any application to building regulation for the development. Essentially this means that they don't think that an inspector has been appointed. They are going to check with Planning and come back to me. – An inspector has now been appointed and will visit site. It has been reported that the wall will be reinstated, this will require the temporary closure of a permissive path, which is possible if an alternative route is provided.

Defibrillator Access: Concern has been raised regarding the defibrillator being obstructed by large rubbish bins. A Councillor visited the defibrillator and could quickly and easily access it, a response has been sent to the parishioner who raised the concern. – The owner of the Fancy B has agreed to relocate the bins upon completion of construction works.

Parish Steward: It has been requested that the chicane on Aldbourne Road/Ermin Street be cleared of leaves including the length of kerb, by the Parish Steward. A note will be made to add this to the steward's job list.

25 **Councillor/Clerk Reports**

The Clerk will be visiting Wiltshire Archives at the end of June and will take any items that need depositing. Cllrs agreed to sort out old files prior to the next meeting.

**Action: Cllrs Chidgey and Billington**

A resident in Aldbourne Road is potentially organising a music festival in the village. Further information to be sought.

**Action: Cllr Chidgey**

*\*Since the meeting it has been ascertained that no musical festival will be taking place\**

26 **Matters for Future Consideration**

Any items to be put forward for the agenda or any reports should be sent to the Clerk at least 10 days in advance of the next meeting.

27 **Date of the Next Meeting**

The date of the next Parish Council Meeting is Monday 19<sup>th</sup> June 2023 at 8pm in the BYPA hall.

**NB: The Annual Parish Meeting is being held on Friday 19<sup>th</sup> May 8pm BYPA Hall.**

Meeting Closed. 8.50 pm.

DRAFT