



BAYDON PARISH COUNCIL

Clerk to the Council: Mrs Fiona Ryder
parishclerk@baydon.org

Baydon Parish Council Meeting

Minutes for Meeting held on Monday 15th September 2025 at 8.00pm in the BYPA Hall, 6 Manor Lane, SN8 2JE.

Present

Cllr. Sarah Chidgey - Chair
Cllr. Gary Wyatt-Hawkins
Cllr. Hugo Mackenzie-Smith
Cllr. Carol Nichols
Cllr. Molly Howlett-Huggins
Cllr. Alastair Oates
Cllr. Jon Freeman

Wiltshire Cllr James Sheppard

Clerk: Fiona Ryder

Members of Public in attendance: 3

51 Apologies

There were no apologies.

52 Co-option

One member of public was in attendance with a view to being co-opted, a personal profile had been distributed to all prior to the meeting. The Council agreed unanimously to co-opt Jon Freeman. Jon accepted and joined the Parish Council. It was agreed that Jon would sign a declaration of acceptance prior to the next meeting.

53 Declarations of Interest

There were no declarations of interest.

54 Minutes from Previous Parish Council Meeting

The minutes of the Full Council meeting held on Monday 21st July 2025 were accepted as a true record and signed by the Chair.

55 Actions from Previous Meeting

23-24/77 – SID Data continues to be downloaded and sent to the PCSO.

23-24/124 – There has been no update from Danny Kruger for almost 12 months. It was agreed to close the action regarding M4 diverted traffic.

23-24/128 – The Village Design Statement questionnaire has been narrowed down to one page and will be shared with all Councillors. It was agreed that a time plan should be in place.

Action: Cllr Wyatt-Hawkins

24-25/060a – Liaison with Community Speed Watch regarding traffic survey results has been put on hold.
 24-25/97 – Awaiting discussion at the next LHFIG meeting regarding installation of SID on Aldbourne Road.
 24-25/145 – A litter pick was arranged for 14th September. 10 bags of litter were collected, almost half the amount collected during the previous pick. There were also noticeably fewer large items, such as tyres. It was agreed to include in the newsletter and ask parishioners to help in reducing the amount of litter in Baydon.
 25-26/21 – Cllr Oates has been added as a bank signatory.
 25-26/44 – The tree for The Green can now be ordered.

56 **Public Section**

One member of public wished to address the Council with details of a planning application that they will be submitting. The Council noted the plans.

57 **Chair's Report**

The Chair is awaiting a visit from Wiltshire Highways to investigate the retaining wall in Aldbourne Road, it has been established that Wiltshire Council are responsible for the retaining wall. Cllr Sheppard will chase.

Action: Cllr Sheppard

The Chair had attended the Sylvia Mather charity trust which offers assistance to Baydon residents entering higher education as well as Baydon Primary School. There had been 5 applicants who will receive funds as will Baydon St Nicholas Primary School.

58 **Clerks Report**

The Parish Steward has repaired broken Ermin Close sign, cleaned up and widened footpaths, dug out blocked drains, cleared leaves and mud off the road around traffic calming, cut back overgrown vegetation on Finches Lane outside the School, cleared rat traps on Aldbourne Road, cleared drains on Manor Lane, cut back overgrown vegetation from the road in Manor Lane. Weed treatment was requested but could not be done due to the wet/windy weather.

The Clerk has moved over to using parishclerk@baydon.org and is currently still checking the old email account periodically.

59 **Finance Report**

The finance report was circulated prior to the meeting.

Income since the last meeting:

Expenditure since the last meeting:

Castle Water	£	53.63
Tesco Mobile	£	8.60
MJ Baker Payroll	£	22.50
Idverde	£	100.80

The Parish Council approved the report and income and expenditure to date.

60 **Planning Applications**

Application No: PL/2025/05896

Proposal: Recovering of the Chancel, South Aisle, and Vestry roofs, erection of a buttress with strengthening works to the north-east corner of the Chancel and conversion of a small existing outbuilding to an accessible WC facility.

Address: St Nicholas Church, Baydon

Comments: Support

Application No: PL/2025/06666

Proposal: T1 Beech tree – side and through prune where needed and to crown raise by 1m to give a 3m clearance from the ground to gain area safety clearance from the electric network. The crown raise on T1 is to clear a single cable and to allow access to customer's garage. This will be done by thinning the lower limbs to remove some weight. T2 Beech tree – through prune where needed to gain area safety clearance from the electric network. All cutting to gain a safety clearance of 1m.

Address: Beechcroft & Orta House, Ermin Street

Comments: Support

61 **Parish Basic Allowance**

The Parish Council agreed not to pay the Parish Basic Allowance of up to £165 per Councillor.

62 **Grass Cutting/Village Maintenance**

The Clerk is awaiting confirmation from Wiltshire Council of what areas they cut and how often. In 2022 the Parish Council agreed to cover a one-off tidy of the BYPA. It was agreed to ask for a further quote to carry out works at the BYPA. Once confirmation is received from Wiltshire Council and quotes have been obtained the Parish Council will review the grass cutting/village maintenance schedule.

Action: Cllr Chidgey/Clerk

63 **Parish Council Responsibilities, Communication and Expectations**

It was reported that the Chair is regularly approached to discuss matters that fall outside the remit of the Parish Council, this then causes a significant amount of time spent on the phone with the Clerk. Many of these issues are raised informally while out and about in the village. This is proving unsustainable, as neither the Chair nor the Clerk have the time or capacity to manage non-council matters in this way.

In addition, time is being lost following up on email correspondence and dealing with agenda proposals that lack the necessary supporting information.

To help manage communication more effectively, the following actions were agreed:

- Information will be displayed on the noticeboard explaining the correct way to contact the Parish Council – all correspondence should go via the Clerk.
- Further guidance will be published outlining the role and responsibilities of the Parish Council, to help clarify what falls within its remit.
- Wiltshire Council online reporting system will be promoted in the Baydon Scene to encourage residents to report appropriate matters directly to the responsible authority.

These steps aim to ensure that Parish Council resources are focused appropriately, and to support better communication between residents and the Council.

Action: Cllr Howlett-Huggins/Clerk

64 **GDPR Compliance and Assertion 10**

Information had been circulated explaining the new Assertion 10 of the Annual Governance and Accountability Return for this financial year. The Council will need to be confident that it is complying in order to sign and return this financial year's AGAR.

The Clerk had attended the Wiltshire Association of Local Councils Annual Conference last week where information was given on GDPR and compliance with Assertion 10. The Clerk will also be attending the Society of Local Council Clerks Wiltshire Branch meeting this coming Friday to learn more about what needs to be in place.

Policies will need to be adopted and the Website will need to comply with latest regulations.

Action: Cllr Chidgey/Clerk

65 **IT Policy**

A draft IT Policy had been circulated prior to the meeting, it was agreed that the policy was too basic and would be updated and brought back to the next meeting.

Action: Cllr Wyatt-Hawkins

66 **Flag Pole**

The Parish Council received an offer for the donation of a flag pole to be sited on The Green. A number of important considerations were identified, including ongoing maintenance, annual safety inspections, installation of a lockable mechanism, compliance with national flag protocol and potential planning permission requirements.

In addition, it was felt that, given the current sensitivities and public debate surrounding the display of flags, it would not be appropriate at this time to install a new flag pole in a location where one has not previously existed.

It was agreed that the Parish Council will seek wider consultation with the village before making any decision. Consultation will take place at the Annual Parish Meeting in May 2026. Ahead of this, a draft flag policy will be prepared to ensure that residents are fully informed and that any questions or concerns can be addressed during the consultation process.

Action: Cllr Oates

67 **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. Proposals for the Council need to include sufficient information for the Council to be able to make an informed decision.

68 **Date of the Next Meeting**

The date of the next Parish Council Meeting is **Monday 20th October 2025** at 8pm in the BYPA hall.

Meeting Closed at 9.22pm