



## BAYDON PARISH COUNCIL

Clerk to the Council: Mrs K Lloyd  
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### BAYDON PARISH COUNCIL (BPC) MEETING MINUTES FOR 11 JANUARY 2021. 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 received.

#### 2 **DECLARATIONS OF INTEREST**

The Councillors declared an interest in item 9, setting the Precept.

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

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 30 November 2020.

#### 4 **PUBLIC QUESTIONS**

None.

#### 5 **PLANNING APPLICATIONS**

No Planning Applications received at time of publishing Agenda.

#### 6 **FINANCE REPORT**

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

The CASHFLOW for January was noted.

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

#### 7 **ASSET REGISTER**

The Asset Register was revised: The Smiley Activated Message (SAM) was added, the Christmas Tree Lights have been replaced and the date will be revised on the register.

A hard drive was listed, and the Clerk confirmed that no hard drive had been given to her when she took up the role. Cllr. Billington said the BPC printer and filing cabinet are now stored in the BYPA Hall.

Cllr. Chidgey said she would email the Clerk the email address for a previous Councillor to find out details of the 4 Stanton Frames and 4 sing overlays that are shown on the register which the Clerk had questioned.

**ACTION: Clerk**

## **8 PARISH COUNCIL SMALL GRANTS AWARD**

The Clerk said regarding the high reserves that BPC hold, Councillors may want to consider adopting a Small Grant Award process to the community. The Clerk said BPC offer donations to local community groups already, but this might be a way of encouraging more local voluntary groups to come forward to ask for financial help from BPC. Also, this provides a more realistic figure of setting a budget and Precept.

How it works: every year BPC advertises through the Website/Minutes the Small Grant Awards. With a closing date of 31 August every year. BPC asks for groups to apply for a grant using the application form, attaching the relevant financial supporting papers. The Clerk will provide Councillors with a summary of the applications received. Councillors would review and approve grants in December / January. The grants would then be added to the budget, ready for the Precept request in January. BPC then pay (award) the grants in May, when BPC receives the first Precept payment. The Clerk had emailed the Councillors a procedure and example of an application form.

All Councillors agreed this would be a good Small Grants Award scheme to adopt. The Clerk was asked to set this up in time for awards to be paid in May 2022 and so on, with the closing date of 31<sup>st</sup> August.

Cllr. Chidgey then suggested that BPC should approach Baydon St Nicholas Primary School to see if there was a need for funding for 'tools' to help its pupils through this difficult time. Cllr. Chidgey said she would speak to the Head to see how BPC could help.

**ACTION: Clerk/Cllr. Chidgey**

## **9 BUDGET 2021-2022 – TO CONFIRM THE PRECEPT**

Cllr. Chidgey said it had been agreed to provisionally set the Precept at £15,804 for 2021-22 at the last meeting, and that this now needed to be ratified.

The Clerk said that for the 2021-2020 Precept Baydon residents will pay £4.35 per month for a band D property household as contribution to the Parish Council (£1.01 per week) – as part of their Council Tax.

The Budget was reviewed again.

Confirmation had now been received following the last meeting regarding the question on footpaths. It was confirmed that the Parish Council do not own any footpaths (footpaths or footways include pavements) and that all footpaths are the responsibility of Wiltshire Council and the landowners. The reserves for this were then reviewed again and it was agreed to add an additional £2,500 to the Playground replacement fund, as more funds will be needed for the playground. Also, the Clerk suggested a COVID emergency fund item which some Parishes have set up to help their communities through these difficult times, to aid volunteer groups with food exchanges etc. Councillors agreed to add £1,000 for a COVID Emergency Fund and £2,500 to the Playground replacement reserve item from the Footpaths reserves item. The Clerk advised Councillors that funds can be used up very quickly when replacing playground equipment and an COVID emergency fund has been used in other Parishes.

In the last meeting, the Clerk advised Councillors to be cautious around not requesting a Precept again for 2021-22 due to the difficult financial year that we and the government have encountered with COVID-19. The Clerk had not heard any news of Precepts becoming capped, but this is always something that has been mentioned in past years. If BPC 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 BPC's funds from last year's balance, due to not requesting a Precept in 2019-2020 with the objective of reducing the reserves.

After taking all this into consideration, Councillors **RESOLVED UNANIMOUSLY** to request £15,804 Precept for 2021-22.

#### **10 WILTSHIRE NEIGHBOURHOOD WATCH SCHEME**

Cllr. Butcher said he had set up the Neighbourhood Watch Scheme for his area and recommended that other residents set up their own Scheme in order to expand the area covered.

Anyone wishing to set up a Scheme should access or click on the link below for more information.

[Baydon Village Neighbourhood Watch Scheme | Neighbourhood Watch | National network | Local Watch areas | Community crime prevention groups \(ourwatch.org.uk\)](#)

#### **11 TIDYING UP PAVEMENTS/PARISH STEWARD**

The Clerk contacted Martin Cook and the Parish Steward was due to come back on January 4<sup>th</sup>. Mr Cook said the Parish Steward may not have the road sweeper resources by the 4<sup>th</sup> January and may have to return later. The Clerk asked the Parish Council to let the Clerk know when the work had been done.

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

Cllr. Butcher had inspected the playground following the last meeting when Councillors discussed the annual inspection report. Cllr. Butcher said the matting surface around the Carousel was now very worn and needed maintenance or even replacing, also the ground in other places was generally quite bad. Cllr. Billington asked if it could be mole holes, as this was a problem before in the playground. Cllr. Butcher said this could be a possibility. Cllr. Chidgey said if Cllr. Butcher speaks with Jim Cunningham; she was sure he would not mind helping to fill the holes with soil, taken from the allotment ground.

Regarding the surface matting especially around the Carousel it was agreed to obtain some quotes. Cllr. Billington said, unfortunately the grass contractor had mowed some of the matting a while back and it may be now starting to erode.

Cllr. Butcher said the Zip Wire has a spring broken at the rubber stop, the spring had fractured into two pieces. Cllr. Butcher said it's not urgent, and still works fine, but needs attention at some point. The Clerk was asked to obtain quotes for the matting around the Carousel and the swings, the broken spring on the Zip Wire's rubber stop and for cleaning the swings, to remove the moss build up to stop further erosion.

**ACTION: Clerk / Cllr. Butcher**

#### **13 DEFIBRILLATOR**

The Clerk had spoken to South Western Ambulance Service (SWAS) regarding the 4-year Defibrillator scheme, once the agreement is signed and the full amount is paid, they will deliver the Defibrillator

and the cabinet. The Defibrillator and cabinet will still be owned by SWAS, they provide a full service, including any replacements needed during the 4 years.

Cllr. Butcher kindly nominated himself to check the Defibrillator once a month. The Clerk said SWAS will forward a link to BPC which Cllr. Butcher will need to use and email SWAS monthly to confirm it is working. SWAS also recommend a daily check, the Clerk advised that in other Parishes villagers are asked to assist. The Clerk said she could add to the Facebook page the details on what to look out for, and for everyone to take responsibility for checking the Defibrillator. The location was then discussed for the Defibrillator as the Red Lion, where the Defibrillator is currently located, is up for sale. Cllr. Chidgey said perhaps we should discuss possible relocation to the Post Office and Stores. Cllr. Chidgey said she would discuss this with the necessary parties.

It was also agreed that a training session from SWAS would be arranged to ensure that everyone was aware of how to successfully operate the Defibrillator, once this would be allowed to take place.

**ACTION: Cllr. Chidgey/Clerk.**

#### **14 CHURCH CLOCK- REPAIR OF CLOCK FACE**

The Clerk was asked to contact the Baydon Local Church Council (LCC) to request more information following the last meeting. BPC had received a response but after further consideration Councillors felt that as they had not received, as requested, a formal business plan around raising funds for the future of the Church and nobody from the LCC had felt it was necessary to attend a BPC meeting to put forward their case, that they were not prepared to make a donation. Should a more definite plan be received from the LCC, covering plans to protect the future of the Church, then Councillors will look again at the clock refurbishment request. The Clerk will inform the LCC of BPC's decision.

**ACTION: Clerk**

#### **15 VILLAGE NOTICEBOARD**

Cllr. Chidgey said a Thank You to Cllr. Sutton who had sorted out new and safer 'innards' for the noticeboard. Also, thank you to Sue and Jim Grove (and Cllr. Butcher who supplied some drawing pins) who all helped put the new innards into the existing frame.

#### **16 THE FLYING FISH MOBILE CHIP SHOP**

The Clerk received an email from a gentleman who would like to bring a mobile Fish and Chip van to the village and asked if the Councillors thought this would be welcomed and asked if there was any BPC land where the mobile van could be parked. Cllr. Butcher kindly offered his driveway if needed. The Clerk has contacted the gentleman to let him know, forwarding Cllr. Butcher's contact details. Cllr. Butcher reported that he had been contacted by the gentlemen who had confirmed that he was still in the early stages of planning but had thanked Cllr. Butcher for the offer and would be in touch.

#### **17 2021 CHRISTMAS TREE**

A big thank you to Cllr. Hugo Mackenzie for donating the tree again this year and to the Christmas Tree team organised by Jim Grove, they all did a fantastic job with the lights, spreading them out over the real trees as well as the Christmas Tree. There have been, a couple of comments about the size of the tree. Cllr. Chidgey suggested planting a bigger one that would remain in situ on the Green. After discussion, it was decided not to plant a tree but to buy a bigger tree this year. Cllr. Chidgey said she would talk to the Village Post Office and Stores proprietor regarding their Christmas tree contact.

**ACTION: Cllr. Chidgey**

#### **18 CORRESPONDENCE**

22/12 Email from resident regarding possible water pollution and flooding of the highway.

16/12 Email from resident regarding financial information. Clerk has responded.

15/12 Email from BYPA saying a big Thank You to BPC for the donation.

15/12 Re: Regulation 18 Consultation on the Emerging Draft of the West Berkshire Local Plan Review to 2037.

01/12 Email from a resident. Re. report of bin theft and concerns over dog thefts.

## **19 ALLOTMENT RENT DUE**

The Clerk reported she is making a start on sending the invoices out and Jenny Gribble had kindly said she would deliver the invoices through doors to save the Parish postage. Councillors thanked Jenny Gribble.

**ACTION: Clerk**

## **20 CATG MEETING 10/12/2020**

Cllr. Chidgey attended the last meeting and reported that the 30mph signage is still going to happen but is not sure of the timescale.

## **21 COUNCILLOR / CLERK REPORTS**

Cllr. Chidgey said that she had been contacted by a personal trainer who had recently moved into the village and who, having obtained approval from the School to hold 1-2-1 sessions and a fitness boot camp session on alternate Saturday mornings, in the Paddock, was asking if BPC were happy for her to do this. Cllr. Chidgey, explained that this was the School's decision but confirmed that this was fine as long as none of her sessions interfered with any School activities or any activities planned by any other local groups. The personal trainer will be donating 50% of the proceeds from her sessions to the Church repairs.

### **DOG WASTE FOULING**

**Everyone should be taking responsibility for their own dog's waste, PICK UP AFTER YOUR DOG!**

Cllrs. Chidgey and Butcher reported that the amount of dog waste in the village is becoming a major problem, especially around the horse paddocks (formerly the Alpaca paddocks) at Baydon House.

Cllr. Chidgey asks that if anyone sees anyone not picking up their dog waste, or knows who is not picking up after their dog, to let her or the Clerk know without delay.

**Cllr. Chidgey said that the time had now come for anyone known not to be picking up their dog's poo to be NAMED AND SHAMED and, that she will have no issue whatsoever with returning dog poo to dog owner's doorstep.**

Cllr. Billington reported that one of the bollards has been knocked down at the east end build out. The Clerk will contact Wiltshire Council Highways.

**ACTION: Clerk**

Cllr. Butcher said the flashing 30mph sign located in the Eastern side of Baydon, (as you come out of the chicane and go up the hill before you reach the build out) does not work very well and thought because of this, it probably would not change the behaviour of drivers speeding. The new Smiley Activated Messenger (SAM) recently installed in Ermin Street is working very well and it was suggested that BPC consider replacing this one with a SAM.

The Councillors agreed it should be investigated and asked the Clerk to make enquires.

The Clerk will report to WC that the flashing sign is not working properly.

**ACTION: Clerk**

Cllr. Sutton said a parishioner wanted to borrow the litter pick kit from BYPA Hall. Cllr. Sutton will coordinate the pickup of kit with Cllr. Billington. The Parish Council thanked the parishioner for offering to litter pick.

## **22 DATE OF NEXT MEETING**

The date of the next REMOTE meeting is Monday 22 February 2021 at 8pm.

The following 2021 meeting dates were agreed.

All Mondays – starting at 8pm.

11 January

22 February

29 March

10 May – Annual Meeting.

28 June

26 July

13 September

25 October

6 December

17 January 2022.

*Meeting ended at 9.16pm*

## APPENDIX 1

## PAYMENTS AND RECEIPTS FOR JANUARY 2021

Expenditure brought forward £12,476.65

**Payments**

Cheque No	Payee	Description	Amount
BACS	* BYPA	Donation	128
BACS	* Wiltshire Council	Cil payment that WC paid in error	90.75
SO	Kim Lloyd	Clerk Salary - Dec	351.99
SO	Kim Lloyd	Clerk Salary - Jan	351.99
BACS	HMRC	Clerk Income Tax - Dec	88
BACS	HMRC	Clerk Income Tax - Jan	88
BACS	Mr S Sutton	Noticeboard repair	47.52
BACS	Baydon Scene	Payment for 6 editions	70
			<u>£1,216.25</u>

\* Paid in between Meetings

**Receipts**

BACS Interest in Cricket Fund account 0.02  
 BACS Interest in Reserve Fund account 11.77

Total Receipts £ 11.79

**Financial Position**

Balance carried forward 31/03/20 £ 48,860.10  
 Receipts for year to date £ 2,096.86  
 Less payments for year to date £13,692.90  
 Total £ 37,264.06