

# Clyffe Pypard Parish Council

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Clyffe Pypard Parish Council

Minutes of the meeting of the Parish Council  
held on **Thursday 7th December 2023**

**A session for public comments was held before the formal meeting started.**

**Note: the council recognises that it has a statutory duty to operate with a Responsible Financial Officer and that it is currently unable to fulfil this requirement.**

**Started at 18.52**

**Cllr G Rickett agreed to record the minutes on ad hoc basis**

**The chair sought volunteers for RFO. None came forward**

No	Item
<b>Present</b>	Cllr C Rickett (Chair), Cllr M Kent, (Vice Chair), Cllr J Hughes, Cllr A Norman, Cllr G Rickett  Members of the public including Wilts Cllr Bucknell
<b>2023/42</b>	<b>Apologies for absence</b>  Apologies had been received from cllrs Stubbings (unwell) and Gagen (previous engagement). Approved.
<b>2023/43</b>	<b>Minutes of previous meetings:</b>  To approve and adopt the minutes of the previous meetings (attached)
Resolved	a. Annual Meeting held on 25 <sup>th</sup> May 2023. Minutes approved with amendment to include recorded vote in minute 2023/25
Resolved	b. Extraordinary meeting held on 19 <sup>th</sup> July 2023 Approved with amendment to delete the word “annual” from the heading.
Resolved	c. Extraordinary meeting held on 25 <sup>th</sup> July 2023. Approved with amendment to delete the word “annual” from the heading.
<b>2023/44</b>	<b>Recruitment of clerk</b>  Resolved <b>Proposal from the chair:</b> To note that recruitment efforts so far have not been successful. To agree to leave the advert in place on WALC web site with an updated closing date of 7 March 2024.  <b>Agreed unanimously.</b>
<b>2023/45</b>	<b>PA Media claim</b>  <b>Proposal from the chair:</b> to pay the invoice for £337.50 to PA media for the use of their image on the PC web site.  Resolved <b>Amendment:</b> Cllr Hughes proposed amendment to offer £35.99 in line with normal fees for use of this image. <b>Amendment accepted and revised motion agreed.</b>
<b>2023/46</b>	<b>Payments to be made at Parish Council meeting for approval</b>  Resolved To approve the following payment (invoices attached):

	<p>a. £140 to Mr Simon N Pritchard of Moderamen <b>Approved unanimously</b></p> <p>b. £273.60 to Parish Council Websites. <b>Approved</b> (Recorded vote for: Cllrs Norman, Kent, G Rickett, C Rickett. Against: Cllr Hughes)</p> <p>c. £145.69 to Community first insurance. <b>Approved unanimously</b></p> <p>d. £958.50 to PKF Littlejohn. <b>Approved</b> (Recorded vote for: Cllrs Norman, Kent, G Rickett, C Rickett. Abstain: Cllr Hughes)</p> <p>e. £35.99 to PA Media (VAT zero rated) <b>Approved unanimously</b></p> <p>f. £266.87 to Cllr Norman for defibrillator parts <b>Approved unanimously</b></p> <p>The Council noted the need to replace the defibrillator which was not working. It noted that Cllr. Norman would investigate options for replacement. The council thanked resident Ian Fraser for highlighting the defibrillator issues.</p>
<b>2023/47</b>	<b>Planning applications:</b>
Resolved	The council noted the planning application and resolved to make no comments.
<b>2023/48</b>	<b>Finance</b>
	The council noted the latest bank statement with a balance of £7115.05 on 1 December 2023.
<b>2023/49</b>	<b>Bank signatories</b>
Resolved	The council resolved unanimously to appoint new bank signatories: <b>Cllr Kent, Cllr Norman, Cllr G Rickett</b>
<b>2023/50</b>	<b>Review, update and agree the Asset List.</b>
Resolved	<b>Proposal from the chair:</b> To appoint a councillor to review and complete the asset list and submit to the council for acceptance. <b>Cllr Norman</b> volunteered to undertake this. <b>Agreed unanimously.</b>
<b>2023/51</b>	<b>Speed Indicator Device</b>
Resolved	<b>Proposal from chair seconded by Cllr G Rickett:</b> <ol style="list-style-type: none"> <li>The council allocates £2250 plus VAT to obtain a moveable SID device which can be situated at all 4 arms of the Bushton crossroads on a rota and up to £1000 for installing roadside mounting poles.</li> <li>Seek a parish councillor or, failing that, a community volunteer to investigate precise costs of mounting posts with Wiltshire Council Highways, further SID supplier quotes (x2), understand SID management and H&amp;S requirements. To then return to the PC with a full proposal</li> </ol> <p>Cllr C Rickett agreed to volunteer to bring forward a proposal.</p> <p><b>Agreed:</b> Recorded vote: In favour: Cllrs Kent, Norman, C Rickett, C Rickett Abstained: Cllr Hughes</p>
<b>2023/52</b>	<b>Setting the Precept for 2024/25</b>
Resolved	<b>Proposal from the chair, seconded by Cllr G Rickett:</b> to set the 2024-25 precept at £4500:

	<b>Agreed unanimously</b>
<b>2023/53</b>	<b>Parish Name Change</b>
Resolved	<b>Proposal by Cllr Kent:</b> to request to change the parish name to: <u>Bushton &amp; Clyffe Pypard Amendment</u> . to request to change the parish name to: <u>Clyffe Pypard &amp; Bushton</u> . <b>Accepted</b>  <b>Amended proposal agreed unanimously.</b>
<b>2023/54</b>	<b>Boundary change – Community Governance review</b>
	<b>Proposal from the chair:</b> Parish Council Chair on behalf of the PC to write to Wiltshire Council to recommend boundary changes in the Community Governance Review RWB02 to include 103 Broad Town in Broad Town Parish and not in Clyffe Pypard Parish.  <b>Not resolved.</b> <b>Recorded vote</b> In favour: Cllr C Rickett Against: Cllrs Hughes, Norman, G Rickett Abstain: Cllr Kent
<b>2023/55</b>	<b>Green Square homes in Clyffe Pypard</b>
Resolved	<b>Proposal from the chair</b> – To delegate PC Chair to write to Wiltshire Council and Green Square Accord expressing support for residents (who have lived here for decades) wishing to remain in their current homes.  <b>Agreed unanimously.</b>
	Cllr Norman left the meeting.
<b>2023/56</b>	<b>Flooding</b>
	The chair asked for a volunteer to act as flood warden. None was forthcoming.
Resolved	<b>Proposal from the chair:</b> To advertise the flood warden/emergency contact volunteer post with responsibilities on all local media or appoint a councillor.  <b>Agreed unanimously.</b>

**Future meetings: 7 March 2023, 23 May 2024 (annual meeting)**

#### **Payments made at Parish Council**

Payee Name	Details	Cheque No	Amount
Simon Pritchard	Internal Audit fee	00326	£140.00
Parish Council Websites	Hosting web site and email	00327	£273.60
Community First	Parish Council insurance	00328	£145.69
PKF Littlejohn LLP	External Audit fee	00329	£958.50
PA Media Group	Use of online images	00333	£35.99
Cllr Anthony Norman	Defibrillator parts	00332	£266.87