Clyffe Pypard & Bushton Parish Council

Minutes of the Parish Council Meeting
Wednesday 14 January 2026 – 7.00pm, Village Hall

In attendance:

Cllr David Gagen (Chair)
Cllr Peter Gantlett (Clerk - Retiring)
Cllr Hannah Chard (HC)
Cllr Nick Kirton (NK)
Cllr John Hughes (JH)
Cllr Gemma Greenway (GG)
Cllr Ed Rudler (ER)
Public: 9 (inc Maria Hedges – appointed new Clerk)

1. ADMINISTRATION

1.1 Apologies for Absence

- Apologies received from Anthony Norman.
- Meeting declared quorate.

1.2 Declarations of Interest

- Chair declared an interest in Item 6B – Field House extension (his own planning application).
    - Chair confirmed he would excuse himself from any discussion or decision.

1.3 Minutes of the Parish Council Meeting – 19 November 2025

- Minutes previously circulated and amendments made
- No further amendments requested.

Motion: Approve minutes of 19 November 2025.

Proposed: JH	Seconded: GG
Vote: Unanimous	Outcome: Minutes approved and signed.

1.4 Roles & Responsibilities – Posting Agendas on Noticeboards

- Paper agendas must continue to be displayed.
- Volunteers confirmed:
    - Clyffe noticeboard: AN (previously volunteered)
    - Village Hall noticeboard: HC
- Clerk and Chair to provide clear posting deadlines
- Chair noted WhatsApp reminders will be used to ensure deadlines are met.

Action:

JAN26-1.4-01: Chair/Clerk to issue posting schedule and deadlines.

1.5 New Councillors – Training & Email Accounts

- HC's council email now active.
- New councillor WhatsApp group to be created.
- Chair mentioned Councillor training still delayed; Clerk to take over liaison with WALC.
- Councillors expressed interest in completing online training modules once access issues are resolved.

Actions:
JAN26-1.5-02: Clerk to create new councillor WhatsApp group.
JAN26-1.5-03: Clerk to pursue councillor training arrangements.

1.6 Recruitment of Clerk – Motion to Appoint

Motion: Appoint Maria Hedges as Parish Clerk effective 15 January 2026.

Proposed: HC	Seconded: NK
Vote: Unanimous	Outcome: Appointment approved.

1.6(b) Support from Retiring Clerk

Motion: Permit Clerk (Maria) to share information with retiring Clerk (PG) indefinitely for advice.

Proposed: Chair	Seconded: NK
Vote: Unanimous	Outcome: Approved.

1.7 Review of Standing Orders – Update

- Updated Standing Orders circulated.
- Minor amendments completed by NK and Chair.
- Version control to be added (v1.0).
- To be uploaded to website.
- Chair noted no further substantial updates are expected during this council term.

Motion: Adopt Standing Orders v1.0 dated 14 January 2026.

Proposed: GG	Seconded: ER
Vote: Unanimous	Outcome: Adopted

Actions:
JAN26-1.7-04: NK to update footer/version.
JAN26-1.7-05: AN to upload to website.

1.8 Asset Register – Finger Post

- Update provided on replacement fingerpost at Clyffe corner.
- The REME Regimental Colonel at Lyneham has agreed that military apprentices at Lyneham will fabricate a metal replacement as a community support task.
- Chair shared a sketch and confirmed measurements will be taken on site.
- Discussion held on colour scheme:
    - Options considered: black post with white lettering vs white post with black lettering.
    - Visibility concerns raised.
    - Show of hands indicated preference for white post with black lettering.
    - Landowner has agreed to installation provided no maintenance burden falls on them.
    - Chair will circulate the sketch via WhatsApp.

Action:
JAN26-1.8-06: Chair to finalise design measurements and liaise with MOD Lyneham.

2. RECEIPT OF PUBLIC QUESTIONS

- A member of the public raised concerns about the muddy footpath opposite the Village Hall.
    - To be addressed under Item 5b – Footpaths.
- No other questions raised.

3. FINANCE

3.1 Accounts & Bank Reconciliation

- Income to date: £5,559.16
- Expenditure to date: £1,157.55
- Bank balance (9 Jan 2026): £10,231.19
- All documents circulated in advance.

Motion: Approve accounts and bank reconciliation.

Proposed: Chair	Seconded: GG
Vote: Unanimous	Outcome: Approved

3.2 Approve Payments – PCC Grass Cutting

Motion: Approve payment of £1,462.50 to PCC agreed at last meeting ref. mins 3.4

Proposed: HC	Seconded: GG
Vote: Unanimous	Outcome: Payment Approved

Actions:
JAN26-3.2-07: Chair & JH to authorise payment.
JAN26-3.2-08: Clerk to bring back quotes for grass cutting/maintenance later in the year. Detailed scope of work to be determined.

3.3 Update on Bank Signatories

- AN still needs to complete online banking setup.
- Clerk requires view only access.
- Retiring Clerk to remain temporarily until transition complete.
- Chair emphasised the importance of having three active signatories for resilience.

Motion: Add Clerk (Maria) as view only user; retain PG temporarily.

Proposed: Chair	Seconded: JH
Vote: Unanimous	Outcome: Agreed

Actions:
JAN26-3.3-09: Chair to update Lloyds mandate.
JAN26-3.3-10: Chair to chase NK/AN to complete signatory process.

3.4 Grants & Donations – Second Defibrillator

- The Chair thanked Ian Fraser for his comprehensive research and report
- Council agreed in principle to fund a second defibrillator.
- The Council were keen to proceed but would seek the possibility of external funding.
- Three potential locations discussed including the Church.

- Chair pointed out that if the location is the Church a Faculty will need to be obtained
- Locations requiring solar powered units were discounted due to performance concerns.
- AEDs are designed to be used without the need for any training, however it was recognised some residents would feel more confident if some training/familiarisation was offered

Actions:
JAN26-3.4-11: Chair to explore grant options.
JAN26-3.4-12: Chair/IF to refine location proposal for March meeting.

3.5 Budget 2025–26 and Precept 2026–27

- Budget updated with agreed items.
- Clerk (PG) confirmed projected surplus
- The council discussed the need for a larger precept than in previous years, due to the introduction of a paid Clerk role, which represents a new and ongoing annual cost.
- The Chair emphasised that the Clerk's salary is a permanent annual commitment, and the council must maintain reserves consistent with good practice.

Motion: To agree the budget as circulated showing a potential year end surplus of approx. £8000 and authorise the Clerk to submit a Precept Requirement form for the amount of £5,000.

Proposed: ER	Seconded: HC
Vote: Unanimous	Outcome: Agreed

Action:
JAN26-3.5-13: Clerk (PG) to submit the precept requirement form to Wiltshire Council.

4. VILLAGE HALL REPORT

- AGM held; new committee members appointed, two members co-opted back onto the committee
- Heating improvements completed resulting in reduced carbon footprint
- New noticeboard installed via grant funding.
- Thanks recorded to VH Committee members and volunteers.

5. ROADS, FOOTPATHS & PARISH STEWARD

5a Parish Steward

- The Parish Steward is currently unavailable as all stewards have been redeployed to Wiltshire Council's county wide pothole repair programme.
- This is expected to continue for several weeks, after which normal steward duties should resume.
- Residents encouraged to report issues via Clerk or JH in the meantime.

5b Footpaths

- Public concern raised about muddy footpath opposite Village Hall.
- ER continues clearing work.
- Discussion between PC and Public regarding potential for systematic approach/repair of Footpaths.
- Chair raised with Cllr Bucknell regarding the Grant application for kissing gates. Cllr Bucknell confirmed Chair can now submit an application
- Chair noted the long term aim is to replace stiles with kissing gates for accessibility, prioritising roadside stiles and the one situated on Wood Steet, by Number 14, used to access the field used by the Air Ambulance.

Actions:
JAN26-5b-14: Chair to submit application for kissing gate funding
JAN26-5b-15: ER to prioritise stile replacements.

5c SID – Training

- Training link from Wiltshire Council still not functioning.
- Two councillors required to be trained (working on a public highway - health & safety)
- NK/GG to escalate with Wiltshire Council
- Chair confirmed SID owned by the PC and we will be able to access and assess data, but need training/direction from the manufacturer on how to do that.
- Chair confirmed the SID is not linked to the Police as it does not meet the threshold

Action:
JAN26-5c-16: NK to secure SID training before March meeting.

5d Update on State of Clyffe Hill

- Hazard report prepared by JH with the help of a local resident identifying nine hazards.
- Requires Highways engineer inspection.
- LHFIG referral to be submitted.
- Cllr Bucknell updated the PC relating to Highways Engineer resources and outstanding request.

Motion: Submit report to Highways and LHFIG.

Proposed: Chair	Seconded: HC
Vote: Unanimous	Outcome: Agreed

Action:
JAN26-5d-17: JH to submit report to Highways and LHFIG request.

6. PLANNING APPLICATIONS

6A PL/2025/09330 – 3 The Barton (extension)

- Application listed on agenda and raised but no comments were made or discussed in the meeting
- Clerk (PG) confirmed no comments received

6B PL/2025/09518 – Field House (extension)

- Application listed on agenda and raised but no comments were made or discussed in the meeting
- Clerk (PG) confirmed no comments received.

6C Community Vision for Planning

- Discussion on whether to refresh community vision.
- GG raised concerns that the re-work required to update the Neighbourhood Plan is substantial.
- Discussion between Cllr Bucknell and the PC ref benefits and possible routes to take, culminating in a decision to publicise the community vision planning concept – including themes – and to measure public sentiment and engagement at the Annual Parish meeting in May.
- Cllr Bucknell to advise on themes based on previous work.

Action:
JAN26-6C-18: Chair with support from GG and NK to prepare engagement boards for Annual Parish Meeting.

6D ENF/2025/09330 – Goddard Arms Section 215

- Wiltshire Council advised condition not severe enough for enforcement.

6E Gypsy & Traveller DPD – Call for Sites

- Deadline passed; Parish Council to await next Wiltshire update.
- Chair/Cllr Bucknell discussed previous consultation
- No further action until new consultation issued.

7. FLOODING

- Issue at Parsonage Farm Lane ongoing.
- JH has spoken to landowner .
- Ditch believed to be cause of culvert flooding.
- JH hopeful ditch will be cleared.

Action:
JAN26-7-19: JH to report back in March.

8. REPORT FROM WILTSHIRE COUNCILLOR (CLR BUCKNELL)

Cllr Bucknell provided updates on several Wiltshire Council matters:

- Recycling Centres: Closure of Purton and Lower Compton household recycling centres. Public meeting scheduled.
- Waste Collection: Upcoming changes to waste collection cycles (details to follow).
- Car Parking Charges: Proposed extension of charging hours to 7am–7pm, including Sundays, across Wiltshire Council car parks.
- Budget Pressures: Wiltshire Council continues to face significant financial challenges.

9. CORRESPONDENCE

- Email received from regarding footpaths and ditches near Smiths Farm.
    - Clerk to request specific locations and details.

Action:
JAN26-9-20: Clerk to follow up with correspondent.

10. COUNCILLORS OBSERVATIONS/OTHER REPORTS

- JH raised litter picking equipment needed; cannot approve expenditure as not on agenda.
- GG (in memory of her Father) and Chair volunteered to privately donate equipment.
- DG agreed to provide Hi-Vis vests for the new litter-pickers

Actions:
JAN26-10-21: Chair to provide 5 hi vis vests.
JAN26-10-22: GG to provide 5 grabbers/rings.

Recording: The Chair confirmed at the start of the meeting that proceedings were being recorded. The recording will remain available to the Council until the minutes are approved & signed at the next meeting, after which it will be deleted.

Date of Next Meeting: Wednesday 18 March 2026

Action Table (January 2026)

ID	Action (brief)	Responsible (initials)	Status
JAN26-1.4-01	Chair & Clerk to issue posting schedule and deadlines.	DG/MH	Completed
JAN26-1.5-02	Clerk to create new councillor WhatsApp group.	MH	Completed
JAN26-1.5-03	Clerk to pursue councillor training arrangements.	MH	
JAN26-1.7-04	NK to update footer/version.	NK	Completed
JAN26-1.7-05	AN to upload to website.	AN	
JAN26-1.8-06	Chair to finalise design measurements and liaise with MOD Lyneham.	DG	
JAN26-3.2-07	Chair & JH to authorise payment.	DG/JH	Completed
JAN26-3.2-08	Clerk to bring back quotes for grass cutting/maintenance later in the year.	PG	
JAN26-3.3-09	Chair to update Lloyds mandate.	DG	
JAN26-3.3-10	Chair to chase NK/AN to complete signatory process.	DG	
JAN26-3.4-11	Chair to explore grant options.	DG	
JAN26-3.4-12	Chair/IF to refine location proposal for March meeting.	DG/IF	
JAN26-3.5-13	Clerk – Retiring (PG) to submit the precept requirement form to Wiltshire Council.	PG	Completed
JAN26-5b-14	Chair to submit application for kissing gate funding.	DG	
JAN26-5b-15	ER to prioritise stile replacements.	ER	
JAN26-5c-16	NK to secure SID training before March meeting.	NK	
JAN26-5d-17	JH to submit report to Highways and LHFIG.	JH	
JAN26-6C-18	Chair to prepare engagement boards for Annual Parish Meeting with support from GG/NK	DG/GG/NK	
JAN26-7-19	JH to report back in March.	JH	
JAN26-9-20	Clerk (MH) to follow up with correspondent.	MH	
JAN26-10-21	Chair to provide 5 hi vis vests.	DG	Completed
JAN26-10-22	GG to provide 5 grabbers/rings.	GG	