NOTICE OF PARISH COUNCIL MEETING

A meeting of **Clyffe Pypard and Bushton Parish Council** will be held on:

Wednesday 18 March 2026
7.00 pm, Village Hall

All members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out below. Members of the public are welcome to attend.

Maria Hedges
RFO/Clerk to the Parish Council
clerk@clyffepypardbushton.org.uk

AGENDA

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1. Apologies for Absence

To receive apologies for absence and consider acceptance.

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2. Declarations of Interest

a) To receive declarations of interest.

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3. Minutes

To approve and sign as a correct record the minutes of the Parish Council meeting held on **14 January 2026**.

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4. Public Participation

To receive questions or comments from members of the public relating to items on the agenda. *No decisions may be made under this item*.

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5. Administration

a) New Councillors' Training
To receive an update.

b) Clerk Payroll
To consider and **RESOLVE**:

Proposed Resolution:
To appoint **CLA Accounting (SW) LLP**, Christian Malford, Chippenham, and to approve ongoing monthly payments of **£14.00 + VAT per month** for payroll services, including issuing monthly payslips, HMRC reporting, payroll tax notifications, annual reporting, and issuing of P60s.

c) Churchyard Maintenance
To consider and **RESOLVE**:

Proposed Resolution:
To establish a **sub-committee** with responsibility for awarding the churchyard maintenance contract and authorising ongoing payments.

d) New Defibrillator (AED).

Background / Explanation (for information only):
It has been agreed that the new Clyffe de-fib will be located in a cabinet near Number 18 Wood Street. The current resident has agreed to power the cabinet. In order to protect any future owner of Number 18, the current resident has requested the PC agree to refund the expected costs of powering the de-fib cabinet. The current resident estimates these will be in the order of £15 per year.

Proposed Resolution:

The PC agrees to refund the resident of 18 Wood Street the cost of supplying electricity to the de-fib cabinet. The resident will provide evidence of electricity usage and will be refunded accordingly by the PC.

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6. Asset Register

a) Village Hall Parish Notice Board
To consider and determine responsibility for the replacement notice board (Village Hall or Parish Council).

b) Old Village Hall Notice Board
To consider disposal and **RESOLVE**:

Proposed Resolution:
To approve the disposal of the old Village Hall notice board and remove it from the Asset Register.
Any costs associated with disposal will be **brought back to a future Parish Council meeting for approval before any expenditure is incurred**.

c) Clyffe Parish Notice Board
To consider the condition of the Clyffe Parish notice board following reports of water ingress and **RESOLVE the next steps**:

Proposed Resolution:
To authorise the Clerk to obtain quotations for the **repair of the existing notice board**, and, if repair is not viable, for the **supply and installation of a replacement notice board**, including investigation of potential funding options such as an application to the **Bradenstoke Solar Fund**.
Any proposed expenditure to be brought back to a future Parish Council meeting for approval.

d) Finger Post
To receive an update.

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7. Parish Council Website

a) To receive an update on the Parish Council website.

b) To consider and **RESOLVE**:

Proposed Resolution:
To approve a **six-month trial period** during which website access and content updates will be managed by the **Clerk and two nominated Parish Councillors**, with the aim of improving the timeliness and relevance of community information, including (but not limited to) Village Hall events, newsletters, and church and community news.
At the end of the six-month trial, the arrangements will be **reviewed by the Parish Council**. If the trial is not considered effective, the Council will consider **widening access to appropriate community groups**, together with any necessary training and controls.
During the trial period, website access will remain **restricted** to minimise the risk of user error and to maintain appropriate oversight of content.

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8. Finance

a) Accounts and Bank Reconciliation
To receive accounts to date for the financial year **2025–26** and to **AGREE** the bank reconciliation to **11 January 2026**.

b) Amendment to Financial Regulations – Ad Hoc Payments

Background / Explanation (for information only):
This delegation is intended to enable the timely payment of low-value, operational items that may arise between scheduled meetings and cannot reasonably be deferred. Examples include essential training booked between meetings, administrative supplies such as paper, ink or postage, and minor IT or office operational costs.
This authority must not be used to enter into contracts, approve ongoing or recurring commitments, or circumvent procurement requirements.
All such payments must be supported by an invoice or receipt and reported to the next Parish Council meeting for transparency.

To consider and RESOLVE:

Proposed Resolution:

"The Clerk, in consultation with the Chair, may authorise ad hoc expenditure up to ***£100*** *between scheduled meetings where such expenditure is necessary for the efficient and timely running of the Council and cannot reasonably be deferred until the next meeting. All such payments must be reported to the next Parish Council meeting for retrospective approval."*

c) Clerk Training
To consider and **RESOLVE**:

Proposed Resolution:
To approve expenditure for **Wiltshire ALC Clerk's Toolbox training**, consisting of **four sessions at £40 per session**, at a total cost of **£160**, plus any applicable VAT.

d) Bank Signatories
To receive an update on changes to the bank mandate, including the addition of the new Clerk as **view-only** internet banking user and the removal of the retiring Clerk (DG).

e) Grants and Donations
To receive an update on the second defibrillator (DG).

f) Budget 2025–26
To review the current budget position.

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9. Village Hall

To receive a report from the Parish Council representative on the Village Hall Management Committee.

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10. Roads, Footpaths and Parish Steward

a) Parish Stewards – to receive an update (JH).
b) SID Training – to receive an update (NK/GG)
c) Clyffe Hill LHFIG Highways Improvement – to receive an update (JH).

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11. Planning Applications

a) PL/2026/00765 – Bushton Farm
Retrospective planning permission for the erection of two agricultural buildings (responses required by **2 April 2026**).
To consider and agree any Parish Council response.

b) Publishing "The Community Vision for Planning"
Including themes to measure public sentiment.
Update: to be published in April for discussion at the **Annual Parish Meeting in May**.

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12. Flooding

To receive reports and updates including Parsonage Lane. (JH)

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13. Report from Wiltshire Councillor

To receive a report. (AB)

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14. Correspondence

To receive an update regarding correspondence received regarding footpaths and ditches at Smiths Farm (HC).

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15. Councillors' Observations / Other Reports

For information only – no decisions to be made.

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16. Date of Next Meeting

To consider and **agree** the date of the **Annual Parish Meeting in May**.