Clyffe Pypard & Bushton Parish Council

Minutes of the Parish Council Meeting

Wednesday 18 March 2026 – 7.00pm, Village Hall.

In attendance:

Cllr David Gagen (Chair)
Cllr Anthony Norman
Cllr Gemma Greenway
Cllr John Hughes
Cllr Nick Kirton
Maria Hedges (Clerk/RFO)
Cllr Hannah Chard
Cllr Ed Rudler
Wilts Cllr Alison Bucknell
Members of the public: 6

1. Apologies for Absence

None. All councillors were present. Meeting declared quorate.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the Parish Council Meeting – 14 January 2026

Minutes previously circulated. No amendments requested.

Outcome: Minutes approved and hard copy signed.

The Clerk ran through the action table included in the previous minutes. Out of 22 actions, 21 were either completed or actively in progress. Action Jan26-6c-18 is the only one outstanding (Development of engagement boards to be used at the Annual Parish Meeting to be held in May).

4. Public Participation

One question raised by a member of the public regarding a footpath. This was addressed later in the meeting under item 10.

5. Administration

5a. New Councillors' Training

The Chair noted that councillor training had been attempted previously but access issues prevented completion. Councillors agreed that, given collective experience and the availability of written guidance, formal training was no longer required. Clerk to circulate links to written guidance for optional self-study.

Action MAR26-5a-23: Clerk to circulate links to WALC/NALC councillor guidance.

5b. Clerk Payroll

The Chair summarised the need for a compliant payroll process, noting that the Parish Council must ensure proper HMRC reporting and independent payroll administration. Proposal to appoint CLA Accounting (SW) LLP at £14 + VAT per month.

Timesheet approval was discussed. The Clerk cannot authorise her own timesheets, and the Chair alone cannot approve them without a formal delegation. An extraordinary meeting may be required to approve the first two months of timesheets unless a delegation is agreed at the next scheduled meeting.

Motion: To appoint CLA Accounting (SW) LLP for payroll services at £14 + VAT per month.

Proposed: Anthony Norman **Seconded: Gemma Greenway** **Vote: Unanimous**

Action MAR26-5b-24: Clerk and Chair to prepare arrangements for timesheet approval and bring formal delegation to next meeting or call an extraordinary meeting if required.

5c. Churchyard Maintenance

Four tender responses are expected. A subcommittee is required to review tenders and award the contract.

Volunteers: Chair, Cllr Hughes, Cllr Greenway.

Motion: To establish a subcommittee (Chair, JH, GG) to review tenders, award the contract, and authorise ongoing payments.

Proposed: Nick Kirton **Seconded: Anthony Norman** **Vote: Unanimous**

Action MAR26-5c-25: Subcommittee to review tenders and award contract.

5d. New Defibrillator (AED)

Location confirmed: cabinet near 18 Clyffe Pypard. Resident has agreed to supply electricity and requests reimbursement of actual usage – determined using a separate meter for the cabinet (estimated £15/year).

Discussion also included:

- The availability of replacement pads. Councillors noted that some models may face supply issues; this will be considered when selecting the AED model.
- An application to the Bradenstoke Solar Fund for the cost of the AED and fitting is in progress. AB estimates a turnaround time of approximately 2 weeks, although there is a new administrator in place so it may take longer.

Motion: To reimburse the resident of 18 Clyffe Pypard for electricity used by the AED cabinet, upon receipt of evidence.

Proposed: Nick Kirton **Seconded: Anthony Norman** **Vote: Unanimous**

Action MAR26-5d-26: Chair to submit Bradenstoke Solar Fund application for AED purchase.

Action MAR26-5d-27: Clerk to include pad-availability considerations when finalising AED procurement.

6. Asset Register

6a. Village Hall Parish Notice Board

Responsibility for the Village Hall notice board was discussed and the view was that responsibility for the board should be formally allocated to the Village Hall as it was funded via an application from the Village Hall to the Bradenstoke Solar Fund. It was agreed that confirmation would be sought by JH/GG at the Village Hall Management Committee meeting, before a formal determination is made.

Action MAR26-6a-28: JH/GG to seek confirmation at the next Village Hall Management Committee meeting and update the PC as appropriate.

6b. Old Village Hall Notice Board

The proposed resolution to approve the disposal of the old village hall noticeboard no longer applies. An amendment was proposed to swap the notice board currently installed at Clyffe Pypard with the old notice board from the Village Hall which is in be tter condition, and dispose of the current Clyffe Pypard notice board at no cost (a volunteer has come forward to dispose of the board).

Proposer: Anthony Norman **Seconded: Gemma Greenway.** **Vote: Unanimous**

Action MAR26-6b-29: JH to arrange swap and disposal.

6c. Clyffe Parish Notice Board

As per 6b above, it was agreed to swap the notice boards as described in item 6b and dispose of the existing Clyffe Pypard notice board.

6d. Finger Post

Chair provided update: design and measurements progressing with MOD Lyneham.

Action JAN26-1.8.06: Chair to finalise design and liaise with MOD Lyneham.

7. Parish Council Website

7a. Update

AN provided an update on the Parish Council website, confirming he has delivered training to the Clerk and the Chair. With responsibilities now shared between three people, updates are becoming more regular. It was noted that there is still a significant amount of content to bring up to date, and the team is working through this progressively with the shared aim of making the website a more useful and up-to-date resource for residents. JH also offered his time to review the website with the Clerk and identify items to be updated.

Action: MAR26-7a-30: Clerk to coordinate with Chair, AN & JH progress website updates.

7b. Website Access Trial

Proposal for a six-month trial where Clerk and two councillors manage updates.

Motion: To approve six-month trial with restricted access for Clerk + two councillors.

Proposed: Hannah Chard **Seconded: Ed Rudler** **Vote: Unanimous**

Action MAR26-7b-31: Clerk to coordinate website access with nominated councillors.

8. Finance

8a. Accounts & Bank Reconciliation

Accounts to date for the 2025–26 financial year and the bank reconciliation to 2 March 2026, which had been circulated to councillors in advance of the meeting, were received. The bank reconciliation to 2 March 2026 was **agreed unanimously**.

Income: Zero Expenditure: £1462.50 Bank Balance: 8760.19 (02.03.2026)

8b. Amendment to Financial Regulations – Ad Hoc Payments

Delegation proposed to allow Clerk + Chair to authorise ad hoc payments up to £100 between meetings. Following discussion, NK raised an amendment – the wording should be changed to reflect up to £100 **per item**. It was also discussed that all councillors would be informed of any ad hoc payments before they are made giving them an opportunity to raise any queries.

Motion: To approve delegation for ad hoc payments up to £100 per item.

Proposed: Anthony Norman Seconded: Nick Kirton Vote: Unanimous

Action MAR26-8b-32: NK to update Financial Regulations.

Action MAR26-8b-33: Clerk to notify all councillors in advance of any payments to be made in this way.

8c. Clerk Training

Approval sought for WALC Clerk's Toolbox training (£160 + VAT).

Motion: To approve Clerk's Toolbox training at £160 + VAT.

Proposed: John Hughes Seconded: David Gagen Vote: Unanimous

Action MAR26-8c-34 Clerk to book training and coordinate payments.

8d. Bank Signatories

Mandate changes in progress – AN has now signed the documentation required by the bank.

Action JAN26-3.3-09: DG to complete mandate updates.

8e. Grants & Donations

AED: Update received on second defibrillator funding. The application for funding has been written and will be submitted to the Bradenstoke Solar Fund imminently.

Kissing Gates: The submission to the Bradenstoke Solar Fund for Kissing Gates was also discussed - the Chair has written the submission. AB advised the PC should liaise with Stephen Leonard at Wilts Council to determine any requirements that need to be met ref the locations/fitting of the gates. It was also confirmed the PC will liaise with Landowners as appropriate when determining the locations of Kissing Gates.

Action JAN26-5b-15: DG/Ed to identify 10 proposed locations for Kissing Gates.

Action MAR26-8e-35: DG/Ed to liaise with Stephen Leonard at Wilts Council & landowners as appropriate

8f. Budget 2025–26

The budget position was reviewed (documentation provided to all Councillors in advance of the meeting). Clerk has amended/added budget lines for Clerk's salary, clerk's training and payroll services. A line for Councillor training had also been included, but this will be removed following the discussion this evening about councillor training. No comments or amendments received from the Councillors. The expected year end bank balance is in line with SAPP (formerly JPAG) guidelines of between 3 and 12 months reserves.

9. Village Hall

GG was unable to attend the last Village Hall Committee meeting. An update will be provided to the PC following the next meeting as appropriate. No decisions were required at this time.

10. Roads, Footpaths & Parish Steward

10a. Parish Steward

Stewards are still redeployed to pothole programme (approx. 1100 potholes across Wiltshire to be repaired). Residents are encouraged to report issues via Clerk or JH.

10b. SID Training

NK has completed SID training. One more councillor required to complete this training to enable us to move the SID. GG will follow-up. It was recommended that if GG still has technical issues, then to speak to Ruth at Wiltshire Council who has been very helpful to date.

Action MAR26-10b-36: GG to secure SID training.

10c. Clyffe Hill LHFIG

JH has submitted the report which details the safety concerns related to road conditions at Clyffe Hill. AB advised there is an LHFIG meeting coming up and we are advised to have a Councillor present. JH confirmed he will attend. AB also emphasised that LHFIG are specifically interested issues relating to safety, not maintenance. A copy of JH's report has separately been submitted to Wiltshire Council's Highways Department to consider the issues raised about the poor condition of the road edge and surface on Clyffe Hill.

Action MAR26-10c-37: JH to attend LHFIG meeting on 13th May at 6 pm – location tbc and report back.

11. Planning Applications

11a. PL/2026/00765 – Bushton Farm

Retrospective application for two agricultural buildings. Council to submit response.

A second planning application was discussed that came in after the agenda for this meeting was issued:

11a.i PL/2026/01350 - 39, Clyffe Pypard, Swindon, SN4 7PY

The demolition of a detached utility outbuilding, the construction of a single storey rear, two storey side extension and internal alterations, all to provide additional domestic accommodation.

Action MAR26-11a-38: Chair to review application for Bushton Farm and circulate a proposed response to Councillors before 9 April. If Councillors do not raise any issues, the Chair will submit.

Action MAR26-11a-39: AN to review application for 39 Clyffe Pypard and circulate a proposed response to Councillors before 9 April. If Councillors do not raise any issues, AN will submit

11b. Community Vision for Planning

To be published in April and discussed at Annual Parish Meeting.

Action JAN26-6C-18: Chair, GG, NK to prepare engagement materials.

12. Flooding

Update received regarding Parsonage Farm Lane. JH has attempted to contact the landowner on multiple occasions to discuss the issue. JH has had a reply from the landowner (he has availability in April) and is hopeful the discussion is imminent and the ditch will be cleared.

Action JAN26-7-19: JH to report progress at next meeting.

13. Report from Wiltshire Councillor

Cllr Bucknell provided updates including:

- Bill posters for local village fetes etc: Bill posters for such events were being removed, but Wilts Council has now introduced a scheme to cover this – AB will share when there is more clarity around the scheme.
- Recycling Centres – Lower Compton to stay open for a further year and Purton a further 3 years.
- Wiltshire's Draft Local Plan – has been rejected by Government appointed planning inspectors. This has resulted in increased risk of speculative development until a new Local Plan is created.
- Area Board meetings are currently being attended only by those who must be present, and the Council is working to revitalise them by encouraging wider community participation, which offers benefits such as influencing local priorities, accessing grant funding, and strengthening collaboration across parishes and partner organisations.

14. Correspondence

HC provided update received regarding the query from the member of the public regarding footpaths and ditches at Smiths Farm. No further action required – the correspondent was only enquiring if the ditches had been cleared - HC confirmed they have.

15. Councillors' Observations / Other Reports

ER raised the additional planning application received – **PL/2026/01350 - 39, Clyffe Pypard, Swindon, SN4 7PY** - outcome of discussions detailed in section 11. Planning applications above.

16. Date of Next Meeting

Annual Parish Meeting on 6th May.

Clerk to circulate a list of potential dates for meetings for the rest of the year.

Action: MAR26-11a-40 Clerk to circulate a list of potential dates for meetings for the new financial year.

Action Table

Ref	Action	Owner	Status
Jan26-1.8-06	Finalise fingerpost design and liaise with MOD Lyneham.	DG	Completed
JAN26-3.2-08	Clerk to bring back quotes for grass-cutting/maintenance later in the year.	MH	Completed
JAN26-3.3-09	Chair to update Lloyds mandate.	DG	Completed
JAN26-5b-15	Prioritise stile replacements (10)	ER	
JAN26-6C-18	Chair to prepare engagement boards for Annual Parish Meeting with support from GG/NK.	DG / GG / NK	
JAN26-7-19	Report progress regarding Parsonage Farm Lane ditch clearance.	JH	
MAR26-5a-23	Clerk to circulate links to WALC/NALC councillor guidance.	MH	Completed
MAR26-5b-24	Clerk and Chair to prepare arrangements for timesheet approval and bring formal delegation to the next meeting or call an extraordinary meeting if required.	MH/DG	Completed
MAR26-5c-25	Subcommittee (Chair, JH, GG) to review churchyard maintenance tenders and award contract.	DG, JH, GG	Completed
MAR26-5d-26	Submit Bradenstoke Solar Fund application for AED purchase.	DG	Completed
MAR26-5d-27	Include pad-availability considerations when finalising AED procurement.	MH	
MAR26-6a-28	Seek confirmation from the Village Hall Management Committee regarding responsibility for the Village Hall notice board and update the Parish Council.	JH / GG	
MAR26-6b-29	Arrange swap and disposal of notice boards.	JH	
MAR26-7a-30	Coordinate progress of website updates with Chair, AN and JH.	MH	
MAR26-7b-31	Coordinate website access arrangements for the Clerk and two councillors as part of the six-month trial.	MH	
MAR26-8b-32	Update Financial Regulations to reflect ad hoc payments up to £100 per item.	NK	Completed
MAR26-8B-33	Notify all councillors in advance of any ad hoc payments to be made under this delegation.	MH	Ongoing
MAR26-8c-34	Book WALC Clerk's Toolbox training and coordinate payments.	MH	
MAR26-8E-35	Liaise with Stephen Leonard (Wiltshire Council) and landowners regarding Kissing Gate requirements and placements.	DG/ Ed	
MAR26-10b-36	Secure SID training.	GG	
MAR26-10c-37	Attend LHFIG meeting on 13 May 2026 and report back.	JH	
MAR26-11a-38	Review Bushton Farm planning application and circulate a proposed response before 9 April; submit if no issues raised.	DG	
MAR26-11a-39	Review 39 Clyffe Pypard planning application and circulate a proposed response before 9 April; submit if no issues raised.	AN	
MAR26-11a-40	Clerk to circulate a list of potential dates for meetings for the new financial year.	Clerk	