Clyffe Pypard & Bushton Parish Council

Minutes of the Extraordinary Meeting held on Tuesday 6 May 2026 at 7.30pm at Clyffe Pypard & Bushton Village Hall

1. In Attendance

David Gagen (Chair), Anthony Norman (Vice Chair), Ed Rudler (Councillor), Gemma Greenway (Councillor), Hannah Chard (Councillor), John Hughes (Councillor), Nick Kirton (Councillor)
Clerk/RFO: Maria Hedges
Members of the Public: 5

The Chair confirmed that the meeting was being recorded.

2. Apologies for Absence
No apologies for absence were received.

3. Declarations of Interest & Dispensations
No declarations of interest or requests for dispensation were made in relation to the business on the agenda.

4. Approval and Signing of Previous Minutes
4.1 The draft minutes of the Parish Council meeting held on 18 March 2026, having been previously circulated to councillors by email were considered.
Resolved: that the minutes be approved and signed by the Chair.
4.2 The draft minutes of the Extraordinary Parish Council meeting held on 31 March 2026, having been previously circulated to councillors by email were considered.
Resolved: that the minutes be approved and signed by the Chair.

5. Public Participation
No matters were raised by members of the public for formal consideration.

6. Planning Appeal Consultation
Appeal Reference: APP/Y3940/W/25/3364716
Planning Application: PL/2024/07098
Site: Land to the North of 34-39 Clyffe Pypard, SN4 7PY
Proposal: Change of use of land to form a 3 pitch traveller caravan site, with erection of day room and boundary fencing, with access from Clyffe Pypard (Resubmission of PL/2023/10812).
6.1 The Council considered the current appeal consultation and received a summary of the application history, the earlier appeal decision and the present position following further challenge.
6.2 Members noted that the Chair had circulated draft response wording in advance of the meeting for councillor comment, and that no decision had been taken outside the meeting.
6.3 Members considered the revised draft wording and agreed that the stronger version should form the basis of the Council's response.
Resolved: that the Parish Council's formal response support the original appeal decision and strongly oppose the development.
Further resolved: that the agreed response, together with supporting photographs, be submitted to Wiltshire Council and the Planning Inspectorate by the stated deadline.

ACTION:

MAY2606-6-44: DG to finalise and submit the agreed response to P.A Land to the North of 34-39 Clyffe Pypard, SN4 7PY

7. Planning Application (Late Submission Request)
Application No: PL/2026/01902
Application Type: Permission in Principle
Proposal: Permission in principle for new self-build single dwelling
Site Address: Land Adjoining No.13 Fairview, Bushton, Swindon, SN4 7PX

7.1 The Council considered whether a late representation should be submitted in respect of the above application, noting that the consultation deadline had already passed.
7.2 Members noted the limited scope of a Permission in Principle application, namely whether residential development might be acceptable on the site in principle, rather than the detailed matters of design, layout or appearance.

7.3 Members discussed the application and expressed differing views, including concerns regarding the narrow road, access arrangements and the wider implications of supporting development on agricultural land. It was also noted that the site adjoins existing properties and is not an isolated plot in open countryside.
7.4 The majority view was that there were no grounds to object in principle at this stage, provided that the Council's position made clear that any future detailed application would require further scrutiny.
Resolved: that a late comment be submitted stating that the Council did not object in principle to the proposal at this stage, having regard to the site's relationship to neighbouring properties, but that it reserved its position on all detailed planning matters, including access and highways considerations, should a subsequent application come forward.
Further resolved: that draft wording for the late response be prepared by AN and circulated to members before submission.

ACTION:

11.05 NO LONGER REQUIRED – DECISION PUBLISHED (REFUSED)

8. Finance: Budget and Year-End Bank Reconciliation
8.1 The Council considered the updated budget for the 2025/26 financial year, including actual expenditure, variances and adjustments required for audit preparation. Minor corrections to the circulated figures and descriptions were noted, together with payroll and HMRC adjustments.
8.2 In reviewing the budget, members noted that the main training provision had been retained for clerk training, together with a small contingency for councillor training should a new councillor be appointed or council membership otherwise change during the year. Members further noted that contingencies had been included for churchyard maintenance, possible additional waste removal or an extra maintenance visit if required, and for potential increases in routine expenditure, including website hosting, ICO registration and other recurring administrative costs.
8.3 Members noted that a duplicate clerk wage payment made in error had been repaid and appropriately corrected within the financial records.
8.4 The Council further noted that, on current projections, the year-end balance would remain below the level regarded as an ideal reserve, and members discussed the importance of maintaining a stronger financial buffer in future years. It was also noted that, should the application to the Bradenstoke Solar Fund be successful, the £2,000 contingency currently held for the cost of an additional defibrillator could be released, which would return the Council to its preferred reserve position.
8.5 Members agreed that, where possible, grant funding should continue to be sought before committing Parish Council funds to new projects or equipment.
8.6 The Council reviewed the year-end bank reconciliation for 2025/26 and confirmed that it agreed with the cashbook and supporting financial records presented.

- the year-end bank reconciliation for 2025/26. As at 31.03.2026:
  Total Income: £5559.16 Total Expenditure: £3368.72 Balance: £8020.02
- the updated budget for submission to the internal auditor - projected balance for 31.03.2027: £3347

Resolved: that the updated budget be approved for submission to the internal auditor and that the year-end bank reconciliation for 2025/26 be approved.

9. Date of Next Meeting
The Council noted that the next ordinary Parish Council meeting had initially been anticipated for 20 May 2026. Following discussion of member availability:
Resolved: that the meeting be **rearranged to Wednesday 27 May 2026.**
Action:

MAY2606-9-45:the Clerk to update the website and other usual communication channels to publicise the change of date.

10. Meeting Close
The meeting closed following completion of the business on the agenda.

Signed: _____ Chair

Date approved: _____

ACTIONS

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	No longer required
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	Completed
MAR26-7a-30	Coordinate progress of website updates with Chair, AN and JH.	MH	Ongoing
MAR26-7b-31	Coordinate website access arrangements for the Clerk and two councillors as part of the six-month trial.	MH	Ongoing
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	Ongoing
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	Mtg postponed
MAR26-11a-38	Review Bushton Farm planning application and circulate a proposed response before 9 April; submit if no issues raised.	DG	Completed
MAR26-11a-39	Review 39 Clyffe Pypard planning application and circulate a proposed response before 9 April; submit if no issues raised.	AN	Completed
MAR26-11a-40	Clerk to circulate a list of potential dates for meetings for the new financial year.	Clerk	Completed
MAR2631-6-41	The Clerk will liaise with Thompson's and finalise a contract.	Clerk	Completed
MAR2631-6-42	The Clerk will arrange an initial site meeting prior to commencement of the contract.	Clerk	Completed
MAR2631-6-43	DG & JH to process outstanding payments for January–March 2026 on the day of the meeting (31 January 2026) to facilitate year end accounting	DG/JH	Completed
MAY2606-6-44:	DG to finalise and submit the agreed response to P.A Land to the North of 34-39 Clyffe Pypard, SN4 7PY	DG	Completed
MAY2606-9-45:	The Clerk to update the website and other usual communication channels to publicise the change of date for the Annual PC Meeting (now 27th May).	MH	Completed