Clyffe Pypard & Bushton Parish Council

Minutes of the Extraordinary Parish Council Meeting

This was an Extraordinary Meeting of the Parish Council, convened to consider the contract for the maintenance of St Peter's Churchyard and authorisation of salary payments to the Clerk/RFO.

Held on Tuesday 31 March 2026
at Clyffe Pypard Village Hall, commencing at 5.00 pm

Present

- David Gagen, Chair
- Gemma Greenway, Councillor
- John Hughes, Councillor
- Maria Hedges, Clerk & Responsible Financial Officer

In Attendance

- Anthony Norman, Councillor (part meeting)
- 1 member of the public

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest and Dispensations

No declarations of interest were made and no dispensations were requested.

3. Public Participation

The Chair advised that members of the public were entitled to speak on agenda items at the appropriate time. No representations were made.

4. Confirmation of Delegated Authority

The Chair confirmed that, at the Parish Council meeting held on 18 March 2026 (Minute reference 5C), delegated authority had been granted to a sub-committee to award the contract for the maintenance of St Peter's Churchyard. It was noted that three councillors were present and the meeting was quorate.

Resolved:
That the delegated authority to award the St Peter's Churchyard maintenance contract be confirmed as extant.

Agreed unanimously.

5. Approval of the Specification for Maintenance of St Peter's Churchyard

The Council considered the specification issued as part of the tender process. Members noted that it clearly defined the scope of works, including grass cutting, strimming around graves, hedge and shrub maintenance, pathway access, and litter removal.
Members agreed that the specification was appropriate and proportionate for contractual purposes.

Resolved:
That the specification for the maintenance of St Peter's Churchyard be approved.

Proposed by: David Gagen
Seconded by: John Hughes
Agreed unanimously.

6. Award of Contract for Maintenance of St Peter's Churchyard

The Clerk presented a summary of the tender process. Invitations to tender had been issued to several contractors, with two compliant submissions received:
• Thompson's
• Pedro's Garden Services

Members considered experience, references, compliance with the specification, and pricing. Members noted that Thompson's submission was fully compliant and represented best value for money.

Resolved:
That the contract for the maintenance of St Peter's Churchyard be awarded to Thompson's.

David Gagen will act as liaison with the contractor and church representatives.
David Gagen/The Church Warden will review the standard of work following the first visit.

Proposed by: David Gagen
Seconded by: Gemma Greenway
Agreed unanimously.

ACTIONS:
MAR2631-6-41: The Clerk will liaise with Thompson's and finalise a contract.
MAR2631-6-42: The Clerk will arrange an initial site meeting prior to commencement of the contract.

7. Authorisation of Salary Payments to the Clerk

The Council noted that no signatories had been appointed to authorise the Clerk's wages and that they require formal authorisation. The Clerk presented timesheets for January, February and March 2026.

A proposal was made to authorise payments for January, February and March 2026, and appoint signatories to approve timesheets and salary payments on a monthly basis.

Resolved:
• That the Clerk's salary payments be authorised on the basis of approved timesheets.
• That the Chair and Vice Chair be appointed as authorised signatories to approve the Clerk's timesheets and salary payments on a monthly basis.

Proposed by: John Hughes
Seconded by: Gemma Greenway
Agreed unanimously.

ACTION:
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.

8. Councillor Matters

No matters were raised.

9. Date of Next Meeting

The next meeting of the Parish Council will be held on Wed 20 May 2026.

10. Close of Meeting

There being no further business, the Chair thanked those present and closed the meeting at **6.00 pm**

Signed: .....
Chair

Date: .....

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	
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	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	
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	
MAR2631-6-41	The Clerk will liaise with Thompson's and finalise a contract.	Clerk	
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

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