Clyffe Pypard and Bushton Parish Council

Parish Council Meeting

Wednesday 30 September 2026 at 7.00pm

Clyffe Pypard Village Hall

Dear Councillors:

I hereby give notice that a meeting of Clyffe Pypard and Bushton Parish Council will take place on Wednesday 30 September 2026 at 7.00pm at Clyffe Pypard Village Hall. All members of the Council are summoned to attend for the purpose of considering and resolving upon the business set out below.

Maria Hedges - Clerk/RFO clerk@clyffepypardbushton.org.uk

AGENDA

NB: ALL PARISH COUNCIL MEETINGS ARE RECORDED

1. Administration

1.1 Apologies for Absence

To receive and approve apologies.

1.2 Declarations of Interest and Dispensations

To receive declarations of interest and consider any requests for dispensations.

1.3 Approval of Minutes

Motion: To approve and sign the minutes of the Parish Council meeting held on 24 June 2026.

1.4 Information Security Policy

Motion: To adopt the revised Information Security Policy circulated with the meeting papers.

1.5 Outstanding Actions

To receive updates on outstanding actions from previous meetings.

1.6 Future Churchyard Maintenance Arrangements

1.6.1 Future Management Arrangements

Motion: To agree in principle that from FY 2027/28 the PCC will source and manage the maintenance contractor; the Council will cease direct contractor management but intends to make an annual contribution; the contribution will be considered before the 2027/28 precept is set; and the Chair and Clerk will discuss the arrangement with the PCC and report back.

1.6.2 Churchyard Maintenance Funding

Motion: Subject to approval of item 1.6.1, to authorise payment to the PCC of the outstanding 2026/27 churchyard maintenance budget, including the allocated contingency, to enable the churchyard to be brought up to the required standard before the end of the current maintenance season.

2. Public Participation

Members of the public may raise questions or make representations relating to items on the agenda.

3. Finance

3.1 Accounts and Bank Reconciliation

Financial position at 23 September 2026:

Opening balance	Receipts	Payments	Closing balance
£8,020.02	£5,825.32	£4,185.66	£9,659.68

Motion: To approve the accounts and bank reconciliation as at 23 September 2026 circulated to the councillors prior to the meeting.

3.2 Budget Monitoring 2026/27

To receive and note the budget monitoring report and projected year-end position.

3.3 Clerk's Pay Award

Motion: To implement the 2026/27 NJC pay award, increase the Clerk's rate to £14.14 from 1 April 2026 and authorise £45.00 gross arrears through payroll.

3.4 Outstanding Clerk Hours

Motion: To approve payment through payroll of 17.75 additional hours at £14.14 per hour, totalling £250.99 gross.

3.5 Banking Arrangements

3.5.1 Unity Trust Current Account

Motion: To decide whether to open a Unity Trust current account; approve the signatories and online authorisation arrangements; authorise the Clerk/RFO, in consultation with the Chair, to complete the application and transfer arrangements; and retain the Lloyds account until the transfer is complete.

3.5.2 Reserves Account Options

Motion: To authorise the Clerk/RFO to investigate suitable notice, deposit or savings accounts for holding the Council's reserves, taking account of interest rates, access periods, financial security, fees and administrative requirements, and to present the available options and a recommendation to a future Council meeting for approval.

3.5.3 Council Debit Card

Motion: To authorise the issue of a Council debit card for Council purchases, to be used in accordance with the Financial Regulations and existing delegated authority; expenditure over £100 to require prior Council approval unless already authorised, expenditure of £100 or less to be permitted under the authority previously delegated to the Chair and Clerk, and all card expenditure to be reported to the next Council meeting.

3.5.4 Banking Access, Mandate and Payment Approvers

Motion: To amend the Council's Financial Regulations and bank mandate so that the Clerk/RFO and Chair hold full administrative access to the Council's bank accounts, with the Chair acting as deputy administrator, and Vice-Chair Anthony Norman, Councillor John Hughes and Councillor Nick Kirton acting as authorised payment approvers. The Clerk/RFO is authorised to implement the necessary amendments to the Financial Regulations, banking mandate and associated procedures; all payments shall continue to require prior Council approval, approved budget provision or delegated authority, and no individual may both originate and finally authorise the same payment or authorise a payment to themselves.

3.6 Second Defibrillator

Motion: To approve reimbursement to Cllr David Gagen of the evidenced purchase cost (£2357.63) and authorise the Clerk to submit the grant claim to the Bradenstoke Solar Fund.

3.7 Approval and Notification of Payments

3.7.1 Insurance Renewal

Motion: To approve the additional £131.16 over and above the original quote of £241.71, a total of £372.87. The original quote agreed during our meeting 24 June 2026, Minute ref 1.6 was incorrect – they had not incorporated all the elements we had requested.

3.7.2 Reimbursement of Strimming Wire

To note that reimbursement may be authorised under the delegation approved by Minute 8b of 18 March 2026, subject to evidence of expenditure and prior notification to councillors. No Council decision is required.

3.8 Asset Register

To receive an update and, once details are confirmed, add the second defibrillator and cabinet to the Asset Register.

4. Community Projects

4.1 Potential Children's Play Area

Motion: To determine whether to undertake initial feasibility enquiries and nominate those responsible.

4.2 Energy Initiative Working Group

To receive an update and consider any recommendations.

4.3 Emergency Hub Steering Group

Motion: To determine whether to establish an Emergency Hub Steering Group and, if agreed, appoint members.

5. Village Hall Report

To receive a report from the Village Hall representative.

6. Roads, Footpaths and Parish Steward

6.1 Parish Steward Update

To receive an update on completed and outstanding work.

6.2 Clyffe Hill Update

To receive an update on highway signage, road markings and related matters.

6.3 Concrete Block on Main Road

Motion: To determine whether to report the matter to Wiltshire Council Highways and request inspection, advice or appropriate action.

6.4 Other Roads and Footpaths Matters

To receive reports. No decisions may be taken unless separately included on the agenda.

7. Wiltshire Councillor Report

To receive a report from Wiltshire Councillor Allison Bucknell.

8. Correspondence

8.1 Flooding at Rebell Cottages

To receive an update.

8.2 Highway Verges and Maintenance Responsibilities

To receive and consider correspondence from a member of the public and determine whether clarification or referral to the appropriate authority is required.

9. Councillors' Observations

To receive brief reports or raise matters for a future agenda. No decisions may be taken under this item.

10. Date of Next Meeting

To confirm the date, time and venue of the next Parish Council meeting 25 November 2026, CP&B Village Hall