CLYFFE PYPARD & BUSHTON PARISH COUNCIL

Minutes of the Parish Council Meeting
Wednesday 30 September 2026, 7.00pm, Village Hall

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Councillors Present: D Gagen (Chair), A Norman (Vice-Chair), J Hughes, H Chard, N Kirton and E Rudler. Clerk/RFO: M Hedges. **Absent:** G Greenway. **Members of the Public (M.O.P):** 8

1. Administration

1.1 Apologies for Absence

G Greenway. Apologies were accepted.

1.2 Declarations of Interest and Dispensations

Cllr D Gagen declared an interest in Item 3.6 because he had purchased the second defibrillator and was seeking reimbursement.

1.3 Approval of Minutes

Motion: To approve and sign the minutes of the Parish Council meeting held on 24 June 2026.
RESOLVED: Minutes approved and signed unanimously.

1.4 Information Security Policy

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

1.5 Outstanding Actions

The action plan was reviewed. Completed, ongoing and superseded actions are recorded in the updated action plan appended to these minutes.

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.
Proposed: ER **Seconded:** JH **RESOLVED:** Motion carried unanimously.
ACTION Sep26-1.6.1-61: Chair and Clerk to discuss the future 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.
Following offers of volunteer assistance to complete the end-of-season work, the proposed payment was not pursued.
RESOLVED: Motion not approved. The remaining allocation will return to the Council budget.
ACTION Sep26-1.6.2-62: Chair, Cllr Rudler and PCC representatives to coordinate volunteer end-of-season churchyard work.

2. Public Participation

The planning appeal hearing scheduled for 20 October 2026 was discussed. The Chair confirmed that the Council would attend and register to speak. Members of the public wishing to speak were advised to register in advance
Land Registry registration was raised. Residents were encouraged to check whether their property was registered.
Two local police officers attended. A new neighbourhood officer, James, was introduced and residents were advised that they should see more of him locally. The officers reported no significant local crime matters, The officers requested an update following the planning appeal hearing.
A representative of The Barton advised that a church holiday programme for children aged 8 to 16 would take place from 26 to 28 October 2026. Additional vehicle movements, children walking nearby and some overnight guests could be expected during that period.
ACTION Sep26-2-63: Chair to provide the police and councillors with a summary of the planning appeal hearing.

3. Finance

3.1 Accounts and Bank Reconciliation

Financial position at 23 September 2026: opening balance £8,020.02; receipts £5,825.32; payments £4,185.66; closing balance £9,659.68.
Motion: To approve the accounts and bank reconciliation as at 23 September 2026 circulated to the councillors prior to the meeting.
Proposed: HC **Seconded:** AN **RESOLVED:** Motion carried unanimously.

3.2 Budget Monitoring 2026/27

The budget monitoring report and projected year-end position were noted. The forecast balance before the decision at Item 1.6.2 was £4,965.34; retaining the remaining churchyard allocation improved the projected position by £700.

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.
Proposed: JH **Seconded:** ER **RESOLVED:** Motion carried unanimously.

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.
Amendment: The agenda contained a typographical error. The motion was amended to 17.25 additional hours at £14.14 per hour, totalling £243.92 gross.
Proposed: AN **Seconded:** HC **RESOLVED:** Amended motion carried unanimously.

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.
Proposed: NK **Seconded:** ER **RESOLVED:** Motion carried unanimously.
ACTION Sep26-3.5.1-64: Clerk/RFO, in consultation with the Chair, to complete the Unity Trust application and transfer arrangements, retaining Lloyds until transfer is complete.
Members noted that eligible deposits with Unity Trust Bank are protected by the Financial Services Compensation Scheme (FSCS), subject to the scheme's eligibility criteria and limits.

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.
Proposed: DG **Seconded:** ER **RESOLVED:** Motion carried unanimously.
ACTION Sep26-3.5.2-65: Clerk/RFO to investigate reserves account options and present a recommendation to a future meeting.

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.
Clarification: The product available from Unity Trust is a corporate purchasing card rather than a debit card. The motion proceeded on that basis.
Proposed: NK **Seconded:** AN **RESOLVED:** Motion carried unanimously.
ACTION Sep26-3.5.3-66: Clerk/RFO to progress a corporate purchasing card and bring proposed card limits/arrangements back as required.

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.
Proposed: HC **Seconded:** DG **RESOLVED:** Motion carried unanimously.
ACTION Sep26-3.5.4-67: Clerk/RFO to amend the Financial Regulations, bank mandate and associated procedures.

3.6 Second Defibrillator

Cllr Gagen left the decision to the Vice-Chair and did not vote.
Motion: To approve reimbursement to Cllr David Gagen of the evidenced purchase cost (£2,357.63) and authorise the Clerk to submit the grant claim to the Bradenstoke Solar Fund.
Proposed: NK **Seconded:** JH **RESOLVED:** Motion carried unanimously by the eligible members.
ACTION Sep26-3.6-68: Clerk/RFO to reimburse Cllr Gagen and 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 the meeting of 24 June 2026, Minute ref 1.6, was incorrect because it had not incorporated all the elements requested.
Proposed: AN **Seconded:** NK **RESOLVED:** Motion carried unanimously.

3.7.2 Reimbursement of Strimming Wire

It was noted 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 was required.

3.8 Asset Register

Telephone box ownership had been confirmed verbally and would be confirmed in writing. The telephone box will be removed from the Asset Register and the second defibrillator and cabinet added once commissioned. The Chair will continue to pursue the fingerpost.
ACTION Sep26-3.8-69: Clerk/RFO to confirm telephone box ownership in writing and update the Asset Register.
ACTION Sep26-3.8-70: Vice-Chair to ensure the second defibrillator and cabinet are registered on The Circuit.
ACTION Sep26-3.8-71: Chair to continue to pursue the fingerpost with RAF Lyneham.

4. Community Projects

4.1 Potential Children's Play Area

Motion: To determine whether to undertake initial feasibility enquiries and nominate those responsible.
Proposed: HC **Seconded:** DG **RESOLVED:** Motion carried unanimously. Cllr Norman was nominated to lead the initial feasibility enquiries.
ACTION Sep26-4.1-72: Cllr Norman to undertake initial feasibility enquiries and report back.

4.2 Energy Initiative Working Group

Draft Terms of Reference were discussed. The version reviewed by some members already required Parish Council approval for amendments. It was agreed that the latest version should be recirculated so all members could review it before formal adoption. Proposed membership included Cllrs Norman, Kirton and Hughes and community representative TonyCurrivan.
ACTION Sep26-4.2-73: Clerk to recirculate the latest Terms of Reference and obtain comments from all councillors before formal adoption.
ACTION Sep26-4.2-74: Cllr Norman/community representatives to identify any further prospective members once the Terms of Reference are settled.

4.3 Emergency Hub Steering Group

Motion: To determine whether to establish an Emergency Hub Steering Group and, if agreed, appoint members.
The Council supported the principle that this should be Parish Council-led, but no councillor present volunteered to lead it. The item was deferred pending the Chair's discussion with Cllr Greenway.
RESOLVED: Deferred to the next meeting. No vote was taken on establishing the group.
ACTION Sep26-4.3-75: Chair to speak with Cllr Greenway about leadership of the proposed Emergency Hub Steering Group.

5. Village Hall Report

The hall had been treated for flies. Internal redecoration was planned for the final week of October. The AGM will be held on 4 November 2026. Work on possible acoustic panels was continuing.

6. Roads, Footpaths and Parish Steward

6.1 Parish Steward Update

An update was received. The Council noted limited recent service and the possibility that parish stewards may again be redirected to winter work.

6.2 Clyffe Hill Update

Cllr Hughes reported that the proposal would be considered at the forthcoming LHFIG meeting.

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.
Insufficient information was available to identify the issue or determine action.
RESOLVED: No decision taken. The Chair will seek clarification from Cllr Greenway.
ACTION Sep26-6.3-76: Chair to clarify the concern with Cllr Greenway.

6.4 Other Roads and Footpaths Matters

Drainage and surface problems on a public footpath were raised. Members discussed potential ditch clearance, surface improvements and kissing gates. No decision was taken under this item.

ACTION Sep26-6.4-77: Cllrs Hughes and Chard to develop indicative requirements and costs for the footpath improvements, for consideration with the precept and Bradenstoke Solar Fund application.

ACTION Sep26-6.4-78: Chair and Cllr Rudler to progress liaison on kissing gates, landowners and the funding application.

7. Wiltshire Councillor Report

Cllr Allison Bucknell reported that the Local Plan was at the scoping stage and that the emerging plan would include policy and provision for Gypsy and Traveller sites. A further call for sites had been made, and the next stage was expected at the end of November. She also advised that changes to national planning policy expected at the end of October would restrict the circumstances in which local applications could be called in for committee consideration. The next Area Board meeting was scheduled for 20 October 2026. The new Area Board Chair was expected to engage with parish councils about future priorities. Cllr Bucknell was awaiting a response on whether Wiltshire Council might offer a bulk-purchasing arrangement for flood-protection supplies such as gel sacks. Highway-verge responsibility enquiries were being pursued directly with Wiltshire Council. Members also discussed the continuing need for additional Gypsy and Traveller sites and the proposed household recycling centre (HRC), for which investigative work was understood to be continuing before any planning application.

8. Correspondence

8.1 Flooding at Rebell Cottages

The update was linked to the Parsonage Farm Lane ditch-clearance action and will return in late autumn.

8.2 Highway Verges and Maintenance Responsibilities

The matter was being pursued directly with Wiltshire Council by Cllr Bucknell. The Council noted the update.

9. Councillors' Observations

Thanks were recorded to Sam Clarke for cutting back the hedge and bank at the bottom of Clyffe Hill, and to Si Hughes for helping reposition the salt bin outside the Village Hall.

A possible return of a regular food van was raised. Cllr Chard agreed to make initial enquiries. No decisions were taken.

ACTION Sep26-9-79: Cllr Chard to make initial enquiries about a suitable visiting food van.

10. Date of 2026/2027 Meetings

Wednesday 25 November 2026 at Clyffe Pypard & Bushton Village Hall.

13 January 2027. This will be reviewed when we have a specific date for precept submission.

24th March 2027

Signed: _____ Chair

Date approved: _____

UPDATED ACTION PLAN

Ref	Action	Owner	Status
JAN26-7-19	Report progress regarding Parsonage Farm Lane ditch clearance.	JH	Ongoing - report in November
MAR267a30	Coordinate progress of website updates with Chair, AN and JH.	MH	Ongoing
MAR268E35	Liaise with Wiltshire Council and landowners regarding kissing gates.	DG / ER	Ongoing - see Sep26-6.4-78
Jun26-1.6-47	Write to GC confirming ownership of the telephone box.	Clerk / DG	Ongoing - verbal confirmation received; written confirmation required
Jun26-1.6-48	Update Asset Register once telephone box ownership is confirmed.	Clerk	Ongoing - see Sep26-3.8-69
Jun26-1.6-49	Process insurance payment after clarification.	Clerk	Completed / superseded by Item 3.7.1
Jun26-1.8-51	Energy Initiative Working Group to draft Terms of Reference.	AN	Draft completed - see Sep26-4.2-73
Jun26-3.2-53	Order and arrange installation of second defibrillator.	DG	In hand - commissioning outstanding
Jun26-3.7-57	Draft and circulate revised payment-processing procedures.	Clerk	On hold due to Unity Trust transition
Jun26-5.2-58	Follow up with Wiltshire Council on Clyffe Hill signage and road markings.	Clerk / JH	Ongoing – awaiting results of LFHIG Mtg early October
Jun26-7.2-59	Follow up Rebell Cottages flooding if no response received.	Clerk / JH	Ongoing - linked to JAN26-7-19
Sep26-1.6.1-61	Discuss future churchyard maintenance arrangement with the PCC and report back.	DG / MH	New
Sep26-1.6.2-62	Coordinate volunteer end-of-season churchyard work.	DG / ER / PCC	New
Sep26-2-63	Following the planning appeal hearing on 20 October 2026, provide the local police officers and councillors with a summary of the hearing and any relevant issues raised.	DG	New
Sep26-3.5.1-64	Complete Unity Trust application and transfer arrangements.	MH / DG	New
Sep26-3.5.2-65	Investigate reserves account options and report recommendation.	MH	New
Sep26-3.5.3-66	Progress corporate purchasing card and proposed limits/arrangements.	MH	New
Sep26-3.5.4-67	Amend Financial Regulations, bank mandate and related procedures.	MH	New
Sep26-3.6-68	Reimburse Cllr Gagen and submit the Bradenstoke Solar Fund claim.	MH	New
Sep26-3.8-69	Confirm telephone box ownership in writing and update Asset Register.	MH	New
Sep26-3.8-70	Ensure second defibrillator and cabinet are registered on The Circuit.	AN	New

Ref	Action	Owner	Status
Sep26-3.8-71	Continue to pursue the fingerpost with RAF Lyneham.	DG	New
Sep26-4.1-72	Undertake initial feasibility enquiries for a recreation/play area.	AN	New
Sep26-4.2-73	Recirculate latest Energy Initiative Terms of Reference and obtain comments.	MH	New
Sep26-4.2-74	Identify further prospective members for the Energy Initiative group.	AN / community representatives	New
Sep26-4.3-75	Discuss leadership of the proposed Emergency Hub Steering Group with Cllr Greenway.	DG	New
Sep26-6.3-76	Clarify the Main Road concrete-block concern with Cllr Greenway.	DG	New
Sep26-6.4-77	Develop indicative requirements and costs for footpath improvements.	JH / HC	New
Sep26-6.4-78	Progress liaison and funding application for kissing gates.	DG / ER	New
Sep26-9-79	Make initial enquiries about a suitable visiting food van.	HC	New