

**Minutes Clyffe Pypard Parish Council Meeting  
Held on Tuesday 26<sup>th</sup> June 2018 at 7.30pm  
at Bushton Village Hall**

**Those Present:** Cllr Gantlett (PG) (Chair), Cllr Clarke (GC) (Vice Chair), Cllr Lake (JL), Cllr Ricket (GR), Cllr Greenway (RG), D. Zeitzen (DZ) (Clerk),

**AGENDA**

1. **Apologies for absence** - County Cllr Bucknell (AB), Cllr Kent (MK),
2. **Minutes of Meeting held 8<sup>th</sup> May 2018 to be approved and signed.** The minutes of the Annual Parish Council meeting held on 8<sup>th</sup> May 2018 were unanimously approved and signed by PG
3. **Declaration of Interest in items on the Agenda** – RG The Malthouse – 18/00474/FULplanning application
4. **Receipt of Public Questions** - None
5. **Actions & Matters Arising**  
Audit: DZ advised the audit is now complete with the relevant documents sent to the external auditor and posted on the website  
Grit bins: PG has checked the grit bins and produced a report on them, all agreed with report.  
**Action:** DZ to contact Wiltshire Council with updated list of grit bins and work required on them  
Cheque signatories: DZ has downloaded mandate for completion. Mandate now completed and to be signed  
**Action:** DZ to send completed mandate to bank  
Best kept village: PG reported on results of this year's competition, the village came 3<sup>rd</sup> so an improvement on last year, we received some good comments and the good community spirit was noted. PG explained that it's important to do well in the categories that we're eligible for to gain maximum points. PG will update the map for next year's entry.  
**Action:** Comments to be published in newsletter  
Metro count: A request was submitted by DZ to Wiltshire Council for a metro count . GR attended the CatG meeting. AB suggested we request 2 so we're waiting to see if this request is granted. PG advised Wiltshire Council is carrying out a survey of traffic management around Wiltshire at present. PG suggested in future it may be worth looking into purchasing a portable SID (Speed Indicator Device ) for the village or possibly in conjunction with neighbouring villages.  
**Action;** GR to chase up metro count request
6. **Neighbourhood Plan** The terms of reference to be posted on the website. PG advised we're waiting for the draft report of the rural housing survey.  
**Action;** GR to send terms of reference to DZ for the website.
7. **Code of Conduct update** Wiltshire Council has asked all parish councils for a copy of their code of conduct. An updated draft code of conduct had been circulated. PG proposed adopting this code, GC seconded this. Councillors' declaration of interests now have to be on the village website or a link provided from the village website to Wiltshire Council page of declaration of interests. DZ has added the link to the contacts page of the parish council  
**Action:** DZ to post code of conduct on website and send copy to Wiltshire Council.  
Parish Councillors to check their declaration of interests are up to date.

8. **GDPR update.** DZ advised the ruling has now been changed and parish councils do not have to have a data controller but they do have to be working towards compliancy with GDPR. The draft data protection policy and draft contact information policy statement had been circulated. PG proposed the parish council adopt both policies, GR seconded this.  
**Action:** DZ to post both polices on website.  
DZ advised parish councils should be registered with the ICO, currently an annual fee of £40, PG proposed the parish council should register, GR seconded this. **Action:** DZ to start the registration process with the ICO
9. **Planning -** The Malthouse – 18/00474/FUL Refused,  
3, Wood Street Clyffe Pypard 18/02415/FUL Installation LPG tank etc – comments by 28<sup>th</sup> June- no comments  
3, The Barton, Clyffe Pypard 18/04199/FUL Relocation of access – no comments
10. **Feedback from meetings** – Training session Wilts Council 15<sup>th</sup> June (DZ)  
This included updates on the new waste recycling scheme, due to start at the end of July, GDPR, Ward boundary review, Pip (Permission in Principle), precept & budgeting, parish steward allocation time  
**Action:** DZ to contact parish steward  
NHP (PG) – see item 6
11. **Newsletter** At present the monthly village newsletter is produced by Angela Wilford on a voluntary basis with assistance from RG, who explained Angela spends 2 evenings a month working on the newsletter. The variety of contents of the newsletter has been appreciated by many of the residents. PG proposed a monthly contribution of £30 to Angela to cover her time and costs involved. GR seconded this. Currently adverts are charged at £5 per month to help towards costs. It was agreed there would be a review before the next Annual Parish Council meeting in May 2019. Although kept to a minimum some residents without computers rely on receiving paper copies of the newsletter.  
**Action:** RG to put this proposal to Angela.
12. **Correspondence** Wilts Council – localism (code of conduct ) see item 7
13. **Finance and Accounts** Income & Expenditure The balance as at 25.06.18 is £7,474.73p, Bank statement shows balance of £7,474.73 as at 15.06.18 – unanimously agreed  
VAT refund, a refund of £405.80 has been received from HMRC  
Invoices – clerk salary £205.16p Approved  
Cheque signatories – the mandate was completed, signed and dated.  
PG explained the Village Hall is in need of a shed to store items e.g. tables, chairs. PG proposed the parish Council make a contribution towards the purchase of a shed. GR seconded this.  
PG advised that the grass car parking area at the Village Hall can only be used in the drier summer months and the suggested the possibility of matting/temporary surface. PG will investigate this.
14. **Asset List** A draft asset list has been produced by DZ.  
**Action:** DZ to update and re-circulate before next meeting
15. **Advertising banners** The number of advertising banners on the Bushton cross roads has been brought to the attention of the parish council.  
**Action:** PG to investigate
16. **Councillors Observations and date of next meeting- The dates were set for the next 4 meetings :**

**21<sup>st</sup> August 2018, 6<sup>th</sup> November 2018,  
15<sup>th</sup> January 2019 12<sup>th</sup> March 2019.**

**Next meeting Tuesday 21<sup>st</sup> August 2018**

**Meeting closed at 9.25pm**