

# Sutton Benger Parish Council

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## Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 11<sup>th</sup> May 2016 at the Village Hall, Sutton Benger

### Present

Councillors: E Pope (Chair), K Smedley (Vice-chair), K Pound, L Varnham, N Davis and H Parry-Jones.

Also present: Linda Bragg, Parish Clerk, and 2 members of the public.

#### 044<sup>(16)</sup> To elect a Chairman and to receive a Statutory Declaration of Office

It was **resolved to agree** that Mrs E Pope be elected Chairman and the Statutory Declaration was duly made by the Chairman and signed and endorsed by the Parish Clerk Mrs L Bragg.

#### 045<sup>(16)</sup> To receive apologies for non-attendance

Apologies were received from Cllrs D Alexander (work), P Jones (personal) and M Bines (unwell).

#### 046<sup>(16)</sup> To receive any Declarations of Interests

None.

#### 047<sup>(16)</sup> To elect a Vice-Chairman

It was **resolved to agree** that Mrs K Smedley be re-elected as Vice Chairman.

#### 048<sup>(16)</sup> Public Forum Session

Matters raised included - what costs would the Parish Council incur during the elections in May 2017 – advised there were no costs anticipated as they would be met by Wiltshire Council; the state of the repair of the B4069 and overgrown hedges on the High Street.

#### 049<sup>(16)</sup> To re-adopt the Council's Standing Orders and Financial Regulations

It was **resolved to agree** the changes to and to re-adopt the Standing Orders (v1.4).

*Cllr Parry-Jones arrived at 19.55.*

It was **resolved to agree** and to re-adopt, subject to changes agreed during the meeting, the Financial Regulations (v3.0).

#### 050<sup>(16)</sup> To appoint members as Liaison Officers to co-ordinate

It was **resolved to appoint:**

- a) Cllr L Varnham as lead Cllr for the Chippenham Area Board and Parish Forum;
- b) No lead Cllr was appointed for Communications. The Clerk to continue with press liaison and Cllr K Pound with updating the website;
- c) Cllrs E Pope and H Parry-Jones agreed to continue with Emergency/Flood Planning.

051<sup>(16)</sup> It was **resolved to approve** the Council's Asset Register (v1.2) subject to the Clerk including the four gossip areas (no value).

052<sup>(16)</sup> It was **resolved to defer approving** the Risk Schedule until the next Parish Council Meeting, subject to the Clerk making amendments.

053<sup>(16)</sup> It was **resolved to agree** the renewal of the Council's Insurance Policy with Aon at a premium of £156.87.

054<sup>(16)</sup> It was **resolved to agree** to re-appoint the Clerk as the Council's Responsible Financial Officer.

055<sup>(16)</sup> It was **resolved to agree** to re-appoint Collier-Marsh Accountancy as the Council's Internal Auditor at a cost of £90.00.

056<sup>(16)</sup> It was **resolved to approve** the minutes of the Parish Council Meeting held on 9<sup>th</sup> March 2016 that had been duly circulated and they were duly signed as such by the Chairman.

057<sup>(16)</sup> **Financial Issues**

- a) The Draft Financial Statement was received.
- b) It was **resolved to approve** the Statement of Internal Control and it was duly signed by the Chairman.
- c) It was **resolved to agree** the monthly accounts statement and invoices totalling £2521.15 and the cheques were duly signed.
- d) It was **resolved to approve** the addition to the contract for the maintenance of the Gossip Areas (April-October) for the cutting and strimming of the grass verge adjacent to 1 Queens Close at £10.00 per cut.
- e) It was **resolved to approve** the outstanding grant payment of £500.00 to the PCC for maintenance of the churchyard, approved at the Parish Council Meeting on 11 February 2015 (Min ref. 016<sup>(15)</sup>c).
- f) It was **resolved to approve** a contribution of £1,000.00 from the 2016-17 budget for a contribution to the maintenance of the churchyard (LGA 1972 s.214(6))

058<sup>(16)</sup> **Planning / Development Control**

It was **resolved** to agree the Planning Applications as follows:

i	16/03301/TCA	Gate Cottage, High Street, SN15 4RE - Pollard south side of willow	<b>No Objections</b>
ii	16/03211/FUL	Old Post Office, 26 High Street - Proposed demolition of existing dwelling & erection of 2 new dwellings	<b>Support</b>
iii	16/03977/TCA	11 Chestnut Road, SN15 4RP - Fell 1 Ryus Typhina	<b>No Objections</b>

059<sup>(16)</sup> **Community Emergency Plan** - Cllrs E Pope and H Parry-Jones agreed to complete Wiltshire Council's Community Emergency Plan.

060<sup>(16)</sup> **Highways and Transport**

- a) In Cllr P Jones's absence, the Clerk advised of his email to Councillor P Whitehead at Wiltshire Council concerning the state of the surface of the High Street. The Chair reminded the Council that correspondence of a formal nature should only come from the Clerk. The Clerk was asked to draft a formal letter of complaint to be sent to the Associate Director of Highways and Transport and copied to all relevant persons.
- b) **High Street Crossing** - The matter of the High Street crossing action plan was deferred until the next PCM. The Clerk was asked to liaise with Cllrs P Jones and M Bines on the matter.
- c) **Flowerbed on High Street** - Following Wiltshire Council's refusal to approve the Community Asset Transfer request of the flowerbed on the High Street the Clerk was asked to draft a letter to the Highways Department requesting that the necessary repairs be carried out.
- d) It was **resolved to agree** the addition of Chestnut Road to the Speedwatch scheme.

061<sup>(16)</sup> **Clerk's Report** - The Clerk's report was received. (Forms part of these minutes and is available on request from the Clerk).

062<sup>(16)</sup> The date of the next meeting was noted as being on Wednesday 8<sup>th</sup> June 2016 commencing at 7.45pm.

**Chairman**..... **Date**.....