

SUTTON BENGER PARISH COUNCIL

9 Manor Farm Drive, Sutton Benger, Chippenham, Wiltshire SN15 4RW -parishclerk@suttonbengerparishcouncil.gov.uk

To: All members of Sutton Benger Parish Council

Ladies and Gentlemen

You are summoned to attend the **Annual Meeting** of **Sutton Benger Parish Council** to be held at **The Sutton Benger Village Hall** on **Wednesday 10 May 2017** commencing at **19.45** when the following business will be transacted.

Yours faithfully



Linda Bragg
Clerk to the Parish Council
04 May 2017

Parish Council meetings are open and members of the public and press are welcome to attend. Such entitlement does not include the right to speak except during the Public Forum, where any registered local government elector within the Parish is entitled to speak once on issues affecting the Parish. Any questions asked shall not require a response or debate. The Council may wish to consider a matter in more detail at a later date before making a full response. (Please see the Council's Standing Orders for further information – available on the website or on request from the Parish Clerk).

AGENDA

- 050⁽¹⁷⁾ To elect a Chairman and to receive the Statutory Declaration of Acceptance of Office.
- 051⁽¹⁷⁾ To note those in attendance and receive apologies for non-attendance.
- 052⁽¹⁷⁾ To elect a Vice-chairman and to receive the Statutory Declaration of Acceptance of Office.
- 053⁽¹⁷⁾ To receive a Statutory Declaration of Acceptance of Office from all other Councillors.
- 054⁽¹⁷⁾ To receive Declarations of Pecuniary Interests (DPI's) and any other interests from members concerning specific items on the agenda.
- 055⁽¹⁷⁾ **Public Forum Session**
To receive questions and comments from the public. (*This session will last no longer than 15 minutes*).
- 056⁽¹⁷⁾ To receive and approve the minutes of the Extraordinary Parish Council Meeting held on 26 April 2017.
- 057⁽¹⁷⁾ To review and approve the Standing Orders (v1.4).
- 058⁽¹⁷⁾ To review and approve the Financial Regulations (v3.0).
- 059⁽¹⁷⁾ To appoint an Internal Auditor at a cost of £90.00.
- 060⁽¹⁷⁾ To review and appoint members with responsibility to co-ordinate:
- a) Planning Working Group
 - b) Finance & Personnel
 - c) Highways

- d) Neighbourhood Development Plan
- e) Flooding/Emergency Plans
- f) Village Hall
- g) Website

061⁽¹⁷⁾ To review the Asset Register (v1.2).

062⁽¹⁷⁾ To review and approve the Internal Financial Control Statement (v1.1).

063⁽¹⁷⁾ To review and approve the Risk Schedule.

064⁽¹⁷⁾ To review the Council's Insurance Policy and agree renewing with Aon UK Limited at a premium of £156.87 from 1 June 2017.

065⁽¹⁷⁾ Financial Issues

- a) To receive monthly accounts statement, approve invoices and agree cheques for signing.
- b) To note the Clerk's success in obtaining the Certificate in Local Council Administration and to approve the incremental increase in salary to SCP 19, back-dated to 10 March 2017, as set out in the terms and conditions of her employment.
- c) To note that the Over 60s Club no longer wish to receive the approved Community Grant of £500.00.

066⁽¹⁷⁾ Planning and Development Control

- a) To consider new planning application and agree decision:

17/03144/FUL	The Old Dairy, Draycot Park Farm, SN15 5LH	The extension and linking of two adjacent office buildings, the extension of two warehouses/workshops and the creation of a new warehouse/workshop
17/03280/FUL	Daisy Cottage, 26 High Street, SN15 4RF	Proposed detached single garage (Resubmission of 17/00850/FUL)
17/03320/FUL	Land South of Bell House Hotel, 47 High Street, SN15 4RH	Proposed conversion & extension of existing outbuilding into new dwelling with associated landscaping
17/03980/LBC	Land South of Bell House Hotel, 47 High Street, SN15 4RH	Proposed conversion & extension of existing outbuilding into new dwelling with associated landscaping

- b) To note the status of previously considered planning applications:

Planning Ref:	Details	PC Decision	WC Decision
17/00856/FUL	Field adj to The Shrubbery, Track North of the High St, SN15 4RD - Installation of a 27m lattice mast	Objected	
17/03417/OUT	Land South-East of Junction 17 of M4 Motorway, Kington Langley - Outline Planning for the Erection of up to 1,000,000 sq ft of Class B8 (storage and distribution) Employment Space and Associated Infrastructure	Objected	
17/02966/TCA	2 Manor Farm Drive, SN15 4RW – Fell 1 Conifer Tree	No Objection	No Objection

c) To discuss 17/03417/OUT – St Modwen Storage and Distribution Centre at J17.

d) To note any other planning matters.

067⁽¹⁷⁾ **Highways and Transport** - To receive an update report.

068⁽¹⁷⁾ **Rights of Way** - To receive an update report.

069⁽¹⁷⁾ **Village Hall** - To receive an update report.

070⁽¹⁷⁾ **Neighbourhood Development Plan** - To receive an update report.

071⁽¹⁷⁾ To note the Clerk's Report, including main items of correspondence.

072⁽¹⁷⁾ To note the date of the next meeting of the **Parish Council Meeting** as on **Wednesday 14 June 2017** in the Village Hall.