

SUTTON BENGER PARISH COUNCIL

2 Newlands Green, Kington Langley, Wiltshire, SN15 5NZ – parishclerk@suttonbengerparishcouncil.gov.uk

To: Members of the Sutton Benger Parish Council

You are summoned to attend the **ANNUAL MEETING OF SUTTON BENGER PARISH COUNCIL** to be held in the **Sutton Benger Village Hall** on **Wednesday 8 May 2019** commencing at **7.45pm** when the following business will be transacted.



Linda Roslyn
Clerk to the Parish Council
02 May 2019

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

- 001⁽¹⁹⁾ To elect a Chairman and to receive the Statutory Declaration of Acceptance of Office.
- 002⁽¹⁹⁾ To note those in attendance and receive apologies for non-attendance and to note the resignation of Sarah Kelly.
- 003⁽¹⁹⁾ To receive a Statutory Declaration of Acceptance of Office from all other Councillors.
- 004⁽¹⁹⁾ To receive Declarations of Pecuniary Interest (DPI's) and any other interests from members concerning specific items on the agenda.
- 005⁽¹⁹⁾ **Public Forum Session** - To receive questions and comments from the public. (*Session to last no longer than 15 minutes*).
- 006⁽¹⁹⁾ To receive and approve the minutes of the Parish Council Meeting held on 14 March 2018.
- 007⁽¹⁹⁾ To review and approve Policies and Procedures for Sutton Benger Parish Council:
 - a) Standing Orders (v2.0)
 - b) Financial Regulations (v3.1)
 - c) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
 - d) Complaints Procedure (v1.0)
 - e) Persistent & Vexatious Complaints Procedure (v1.0)
 - f) Publication Scheme (v1.0)
 - g) Removable Media Policy (v1.0)
- 008⁽¹⁹⁾ To review the Council's Asset Register (v2.7).
- 009⁽¹⁹⁾ To review the Council's Insurance Policy and approve renewal with BHIB for 2019-20.
- 010⁽¹⁹⁾ To approve the Council's Internal Financial Control Statement (v1.2) and Risk Schedule (2.3).
- 011⁽¹⁹⁾ To approve the appointment of Collier Marsh Accountancy to carry out Financial Internal Audit.

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012⁽¹⁹⁾ Financial and Personnel

- a) To approve to declare the Council exempt from sending the completed Annual Governance and Accountability Return (AGAR) to the external auditor for 2018-2019.
- b) To receive monthly accounts statement, approve invoices and agree cheques for signing.
- c) To approve the cost of renovation for the 2 benches at Cowley Way Gossip Area with materials at £30.00 and labour at £100.00.
- d) To consider a Community Grant Application for £200.00 from the Sutton Benger Garden & Allotments for hedging maintenance.
- e) To approve changes to the bank signatories mandate to remove Leigh Varnham and Sarah Kelly and to add 2 new Councillors as full power signatories with online access.
- f) To note the increase in the Clerk's hourly rate to £11.22 with effect from 1 April 2019

013⁽¹⁹⁾ Planning and Development Control

- a) To consider responses to new planning applications:

i	19/02985/FUL	Meadow Farm Nursery, 9 Sutton Lane, SN15 4LW - Use of land for dog walking, siting of storage shed and formation of parking area.
ii	19/03469/FUL	The Byre (East), Manor Farm Barn, Draycot Cerne, SN15 5LD - Erection of a first floor link extension

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

Planning Ref:	Details	PC Decision	WC Decision
18/04746/FUL	French Gardens, High St, SN15 4RD - Alteration to layout of existing private access.	Support subject to conditions	
18/07382/FUL	Land at Sutton Lane, SN15 4RR – Residential development for 22 dwellings	Object	1-Apr-2019
18/08446/REM	Land South-East of Junction 17 of M4 Motorway - Approval for all matters reserved.	No Comment	Approve w/ conditions
18/10854/FUL & 18/11292/LBC	The Cottage, Sutton Lane, SN15 4LW - Two storey extension including the demolition of a modern link between the cottage and farmhouse (Resubmission of 18/02401/FUL)	Support	Approve w/ conditions
18/12148/FUL	Land at Manor Farm Barn, Draycot Cerne, SN15 5LD - Siting of a temporary rural worker's mobile home (retrospective), change of use of part of a general purpose agricultural building to equestrian use, etc.	Support subject to conditions	14-Mar-2019
19/00825/FUL	Land at Seagry Hill, SN15 4SA - Provision of new gypsy pitch and associated development	Object	21-Mar-2019
19/01110/FUL	Mount Pleasant Farm, Draycot Cerne, SN15 5LE - Change of use of existing agricultural barn to business/storage (B1/B8 use), alterations to existing access and associated works	No Comment	
19/03327/TCA	All Saints Churchyard – Clump of Box stems – remove	No Comment	Approve

- c) To note any other planning matters.

014⁽¹⁹⁾ **Highways and Parish Steward** - To receive an update report (DS).

015⁽¹⁹⁾ **Rights of Way** - To receive an update report (RG).

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016⁽¹⁹⁾ **Village Hall** - To receive an update report (NH).

017⁽¹⁹⁾ **Neighbourhood Development Plan** - To receive an update report (NH).

018⁽¹⁹⁾ **Primary School** - To receive an update report (BC).

019⁽¹⁹⁾ **Wiltshire Council** - To receive an update report.

020⁽¹⁹⁾ To note the **Clerk's Report**, including main items of correspondence and matters referred.

021⁽¹⁹⁾ **Village Meeting 2019** – To discuss meeting plans.

022⁽¹⁹⁾ To note the date of the next meeting of the **Parish Council Meeting** as **Wednesday 12 June 2019** in the Village Hall.