

# Sutton Benger Parish Council

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## Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 8 May 2019 at the Village Hall, Sutton Benger

001<sup>(19)</sup> **To elect a Chairman and to receive a Statutory Declaration of Acceptance of Office**

It was **resolved to agree** that Mrs Nicola Hayward be elected Chairman and the Statutory Declaration was duly signed and endorsed by the Parish Clerk, Miss L Roslyn.

002<sup>(19)</sup> **To note those in attendance and receive apologies**

Members present were noted as Councillors: N Hayward (Chair), O Grimes, B Carter, C Mansfield, R Gaunt, N Roynon, D Spencer and J Campbell. Apologies were received from Cllr S Harris (personal).

Also present: Linda Roslyn, Parish Clerk, 2 members of the public and Cllr H Greenman.

The resignation of Sarah Kelly was noted and she was thanked for her work as a Parish Councillor.

003<sup>(19)</sup> No further Statutory Declarations of Acceptance of Office were received.

004<sup>(19)</sup> **To receive any Declarations of Interests**

There were no Declarations of Pecuniary Interests for the purposes of the meeting. Cllr C Mansfield advised that her husband had taken a post on the Sutton Benger Allotment & Gardens Association (with reference to item 012<sup>(19)</sup>d).

005<sup>(19)</sup> **Public Forum Session** – no matters raised.

006<sup>(19)</sup> It was **resolved to approve** the minutes of the Parish Council Meeting held on 13 March 2019 and they were duly signed.

007<sup>(19)</sup> It was **resolved to approve** the following Policies and Procedures with no amendments:

- a) Standing Orders (v2.0)
- b) Financial Regulations (v3.1)
- c) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
- d) Complaints Procedures (v1.0)
- e) Persistent & Vexatious Complaints Procedure (v1.0)
- f) Publication Scheme (v1.0)
- g) Removable Media Policy (v1.0)

008<sup>(19)</sup> It was **resolved to approve** the Asset Register (v1.4).

009<sup>(19)</sup> It was **resolved to approve** the Council's Insurance Policy renewal with BHIB for 2019-20.

010<sup>(19)</sup> It was **resolved to approve** the Council's Internal Financial Control Statement (v1.2) and Risk Schedule (v2.3) and they were duly signed.

011<sup>(19)</sup> It was **resolved to approve** the appointment of Collier-Marsh Accountancy to carry out the Internal Audit at a cost of £90.00.

012<sup>(19)</sup> **Finance and Personnel**

- a) It was **resolved to approve** the Certificate of Exemption for the Annual Governance & Accountability Return 2018-2019 and its was duly signed.
- b) It was **resolved to approve** the monthly accounts statement with new invoices totalling £975.21 and the cheques were duly signed and online payments approved for authorisation.
- c) It was **resolved to approve** the expenditure of up to £130 for materials and labour for renovations to 2 benches at Cowley Way Gossip Area.
- d) It was **resolved to approve** a Community Grant Application for £200 from the Sutton Benger Allotment & Gardens Association for hedge maintenance.

- e) It was **resolved to approve** changes to the bank signatories mandate to remove Leigh Varnham and Sarah Kelly and to add Councillor Neil Roynon as a full power signatory with online authorisation access.
- f) The NJC increase in the Clerk's hourly rate to £11.22 with effect from 1 April 2019 was noted.

013<sup>(19)</sup> **Planning / Development Control**

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

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.	<b>Support</b>
ii	19/03469/FUL	The Byre (East), Manor Farm Barn, Draycot Cerne, SN15 5LD - Erection of a first floor link extension	<b>Support</b>

- b) The status of previously considered planning applications was noted as:

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	Withdrawn
18/07382/FUL	Land at Sutton Lane, SN15 4RR – Residential development for 23 dwellings	Object	Refused
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	31-May-2019
19/00825/FUL	Land at Seagry Hill, SN15 4SA - Provision of new gypsy pitch and associated development	Object	Withdrawn
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) The Clerk advised that the Planning Demystified Training Day with Andrea Pellegram was booked for Saturday 15 June 2019 in the Village Hall.

014<sup>(19)</sup> **Highways and Parish Steward** – Cllr D Spencer gave an update on the Local Highway Town and Parish Meeting he attended on 1 May 2019.

015<sup>(19)</sup> **Rights of Way** – Cllr R Gaunt asked if an article could be circulated asking for volunteers – the Clerk agreed to do this.

016<sup>(19)</sup> **Village Hall** - Cllr N Hayward gave a brief update, advising that the sports equipment for the MUGA had been delivered.

017<sup>(19)</sup> **Neighbourhood Development Plan** – Cllr N Hayward gave an update on the latest meeting and advised that there was 1 new volunteer on the NDP Group.

- 018<sup>(19)</sup> **Primary School** – Cllr B Carter gave an update on matters at the school and drew attention to the Consultation Meeting on 20 May 2019, 5.30pm at the School to discuss the proposed Academisation of the school.
- 019<sup>(19)</sup> **Wiltshire Council** – Cllr H Greenman gave an update on the situation with the garages/fence at the rear of Queens Close.
- 020<sup>(19)</sup> **Clerk's Report** - The Clerk's report was received. (Forms part of these minutes and is available on request from the Clerk).
- 021<sup>(19)</sup> **Village Meeting 2019** – meeting plans were discussed.
- 022<sup>(19)</sup> The **date of the next meeting** was noted as being on Wednesday 12 June 2019 commencing at 7.45pm.

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