

SUTTON BENGER PARISH COUNCIL

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To: Members of the Council

You are summoned to the **Annual Meeting of Sutton Benger Parish Council** to be held in the **Village Hall, Sutton Benger** on **Wednesday 11 May 2022** commencing at **7.45pm**.

Linda Roslyn
Clerk to the Parish Council
4 May 2022

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

- 019⁽²²⁾ **Elect a Chair**
To elect a Chair and to receive the Statutory Declaration of Acceptance of Office.
- 020⁽²²⁾ **Apologies and Reasons for Absence.**
- 021⁽²²⁾ **Declarations of interests from members regarding the agenda.**
- 022⁽²²⁾ **Public Forum Session**
15 minutes will be allowed for questions and comments from members of the public.
- 023⁽²²⁾ **Minutes for Approval**
To approve and sign the minutes of the Parish Council Meeting held on Wednesday 13 April 2022.
- 024⁽²²⁾ **To review and approve Policies, Procedures and Governance Documents:**
- a) Standing Orders (v2.0)
 - b) Financial Regulations (v3.2)
 - c) Community Grant Funding Policy (v1.0)
 - d) Complaints Procedure (v1.0)
 - e) Persistent & Vexatious Complaints Procedure (v1.0)
 - f) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
 - g) Publication Scheme (v1.0)
 - h) Removable Media Policy (v1.0)
 - i) Internal Financial Control Statement (v1.4)
 - j) Asset Register (v1.7)
- 025⁽²²⁾ **Insurance**
To review the Council's Insurance Policy and approve renewal with BHIB for 3 years with 2022-2023 premium at £155.65.
- 026⁽²²⁾ **Internal Auditor**
To approve the appointment of Collier Marsh Accountancy to carry out the Financial Internal Audit.
- 027⁽²²⁾ **Risk Schedule (v2.4)**
To approve the Risk Schedule - May 2022 (v2.4).

028⁽²²⁾ **To review members appointed with responsibility to co-ordinate:**

- a) Finance & Personnel
- b) Planning Working Group
- c) Neighbourhood Development Plan
- d) Highways, Parish Steward & Community Speed Watch/SID
- e) Arts Development Projects
- f) Rights of Way and Asset Maintenance
- g) Allotments
- h) Flooding/Emergency Plans
- i) Environment & Sustainability
- j) Village Hall
- k) Primary School Liaison

029⁽²²⁾ **Finance**

- a) To approve the monthly accounts statement and new invoices for payment.
- b) To note the increase in the Clerk's hourly rate to £15.16 with effect from 1 April 2022.

030⁽²²⁾ **Planning**

New Applications: To receive an update from Cllr R Gaunt and to consider the responses to new planning applications:

a	PL/2022/02646	Westbrook Farm Draycot Cerne, SN15 5LH - Removal of Planning Obligation associated with 99/00804/COU to enable the lease or selling of land separately from the identified application site.
b	PL/2022/03234 (TCA)	Vine Cottage, Seagry Road, SN15 4RY - Beech Trees x 2 - Canopy reduction of 3 metres back to appropriate pruning points

031⁽²²⁾ **Neighbourhood Development Plan**

To receive an update from the NDP Steering Group.

032⁽²²⁾ **Highways, Parish Steward & Speed Indicator Device**

- a) To receive an update from Cllr D Spencer on Highways and Parish Steward.
- b) **Speed Indicator Device** - To receive an update from Cllr L Craig.

033⁽²²⁾ **Arts Development Projects**

To receive an update from Cllr C Mansfield.

034⁽²²⁾ **Rights of Way**

To receive an update from Cllr R Gaunt.

035⁽²²⁾ **Allotments**

To receive an update from Cllr C Mansfield.

036⁽²²⁾ **Flooding/Emergency Plan**

To receive an update from Cllr N Roynon.

037⁽²²⁾ **Environment & Sustainability**

To receive an update from Cllr J Williams.

038⁽²²⁾ **Village Hall**

To receive an update from Cllr J Campbell.

- 039⁽²²⁾ **Primary School**
To receive an update from Cllr B Carter.
- 040⁽²²⁾ **Annual Village Meeting 2022**
To discuss arrangements for the event.
- 041⁽²²⁾ **Wiltshire Council**
To receive an update from Ward Cllr H Greenman.
- 042⁽²²⁾ **Clerk's Report**
To note the Clerk's Report, including main items of correspondence and matters referred.
- 043⁽²²⁾ **Date of the Next Meeting**
To note the date of the next Parish Council Meeting as Wednesday 8 June 2022 in the Village Hall, starting at 7.45pm.