

Sutton Benger Parish Council

Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 11 May 2022 in the Sutton Benger Village Hall

Those present were noted as Cllrs N Roynon (Chair), R Gaunt, B Carter, C Mansfield, J Williams, L Craig and D Spencer (arrived 20.10). Also present L Roslyn, Parish Clerk.

019⁽²²⁾ **Elect a Chair**

It was **resolved to elect** Neil Roynon as Chair and the Statutory Declaration of Acceptance of Office was duly signed.

020⁽²²⁾ **Apologies and reasons for absence**

Apologies were received from Cllr J Campbell (personal).

021⁽²²⁾ **Declarations of interests from members regarding matters on the agenda**

No declarations of interest were received.

022⁽²²⁾ **Public Forum Session**

No matters raised.

023⁽²²⁾ **Minutes for approval**

It was **resolved to approve** the minutes of the Parish Council Meeting of 13 April 2022 and they were duly signed.

024⁽²²⁾ **To review and approve Policies, Procedures and Governance Documents:**

It was noted that, following a review, no changes were necessary to the following Policies and Procedures:

- 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)

It was **resolved to approve** the changes to the following governance documents:

- i) Internal Financial Control Statement (v1.4)
- j) Asset Register (v1.7)

025⁽²²⁾ **Insurance Review**

Following a review, it was **resolved to approve** the Council's Insurance Policy renewal with BHIB for 3 years with 2022-2023 premium at £155.65.

026⁽²²⁾ **Internal Auditor**

It was **resolved to approve** the appointment of Collier Marsh Accountancy to carry out the Financial Internal Audit.

027⁽²²⁾ **Risk Schedule (v2.4)**

Following a review, it was **resolved to approve** the Risk Schedule - May 2022 (v2.4).

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

Following a review, it was resolved to make no changes to the current appointed members:

- a) Finance & Personnel – Cllr L Craig (Finance) / Cllr C Mansfield (Personnel)
- b) Planning Lead – Cllr R Gaunt
- c) Neighbourhood Development Plan – Cllr R Gaunt & Cllr N Roynon
- d) Highways, Parish Steward & Community Speed Watch/SID – Cllr D Spencer / Cllr L Craig (SID)
- e) Arts Development Projects – Cllr C Mansfield
- f) Rights of Way and Asset Maintenance – Cllr R Gaunt
- g) Allotments – Cllr C Mansfield
- h) Flooding/Emergency Plans – Cllr N Roynon
- i) Environment & Sustainability – Cllr J Williams
- j) Village Hall – Cllr J Campbell
- k) Primary School Liaison – Cllr B Carter (plus Comms/Social Media)

029⁽²²⁾ **Finance**

- a) It was **resolved to approve** the monthly accounts statements and new invoices totalling £4,454.32 for online payment.
- b) The increase in the Clerk’s hourly rate to £15.16 with effect from 1 April 2022 was **noted**.

(20:10 – Cllr D Spencer arrived)

030⁽²²⁾ **Planning**

- a) Cllr R Gaunt introduced the new planning applications received and it was **resolved to respond**:

	Planning Ref	Details	Decision
1	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.	No Objection Subject to Condition
2	PL/2022/03234 (TCA)	Vine Cottage, Seagry Road, SN15 4RY - Beech Trees x 2 - Canopy reduction of 3 metres back to appropriate pruning points	Support

031⁽²²⁾ **Neighbourhood Development Plan**

No update report received.

032⁽²²⁾ **Highways & Parish Steward**

- a) Cllr D Spencer put forward a request from the Parish Steward for permission to use a phosphate based weedkiller on the footpaths – this was **agreed**.
- b) **Speed Indicator Device**

It was **agreed** that the Clerk would formally write to the landowner on the High Street to request permission to install a post for the SID.

033⁽²²⁾ **Arts Development Projects**

Cllr C Mansfield reported that they had increased the advertising for the Friday night of the festival with extra posters and leaflets. They’ve had a soft launch of the History Trail and it was **agreed** to have an informal meeting with AS to discuss the Info Boards.

034⁽²²⁾ **Rights of Way**

Cllr R Gaunt had nothing to report.

Chair..... Date.....

035⁽²²⁾ **Allotments**

Cllr C Mansfield had nothing to report.

036⁽²²⁾ **Flooding/Emergency Plan**

Cllr N Roynon had nothing further to report.

037⁽²²⁾ **Environment/Climate Emergency**

Cllr J Williams gave details of the Wiltshire Solar Together Project.

038⁽²²⁾ **Village Hall**

The Clerk gave Cllr J Campbell's report in her absence and it was noted that the Table Tennis Table had been ordered by the Clerk and will be gifted to the VHMC as the agreed birthday present.

039⁽²²⁾ **Primary School**

Cllr B Carter reported that the school had 1 Ukrainian refugee pupil enrolled.

040⁽²²⁾ **Annual Village Meeting 2022**

The Clerk gave further details of the agenda and format for the event.

041⁽²²⁾ **Wiltshire Council**

No report received.

042⁽²²⁾ **Clerk's Report**

The Clerk's report was given verbally.

043⁽²²⁾ **Date of the Next Meeting**

The date of the next Parish Council Meeting was noted as 8 June 2022 in the Village Hall.

Chair.....

Date.....