

# SUTTON BENDER PARISH COUNCIL

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To: Members of the Council

You are summoned to a **Meeting of Sutton Benger Parish Council** to be held in the **Village Hall, Sutton Benger** on **Wednesday 10 May 2023** commencing at **7.15pm**.

Linda Roslyn  
Clerk to the Parish Council  
4 May 2023

*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<sup>(23)</sup> **Elect a Chair**

To elect a Chair and to receive the Statutory Declaration of Acceptance of Office.

020<sup>(23)</sup> **Apologies and Reasons for Absence.**

021<sup>(23)</sup> **Declarations of Interests from members regarding the agenda.**

022<sup>(23)</sup> **Public Forum Session**

*15 minutes will be allowed for questions and comments from members of the public.*

023<sup>(23)</sup> **Minutes for Approval**

To approve and sign the minutes of the Parish Council Meeting held on Wednesday 12 April 2023.

024<sup>(23)</sup> **To review and approve Policies, Procedures and Governance Documents:**

- a) Standing Orders (v2.1)
- 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 (v1.5)
- j) Asset Register (v1.9)
- k) Risk Schedule (v2.5)

025<sup>(23)</sup> **Code of Conduct (v2.0)**

To approve the adoption of the new Code of Conduct for Members, as adopted by Wiltshire Council.

026<sup>(23)</sup> **To review members appointed with responsibility to co-ordinate:**

- a) Finance
- b) Personnel

- c) Planning Lead
- d) Neighbourhood Development Plan
- e) Highways and Parish Steward
- f) Community Speed Watch/SID
- g) Rights of Way
- h) Asset Maintenance *\*new\**
- i) Allotments
- j) Flooding/Emergency Plan
- k) Environment & Sustainability
- l) Village Hall (x2 Cllrs)
- m) Primary School Liaison
- n) Social Media/Communications

027<sup>(23)</sup> **Finance**

- a) To approve the monthly accounts statement and new invoices for payment.
- b) To approve expenditure up to £500 from CIL funds for a tree and plaque to commemorate the King's Coronation.
- c) To approve changes to the contract for the frequency of the litter bin collections at the Bus Shelter to weekly until 31 March 2025 – a £273 p/a increase from the S106 funds.

028<sup>(23)</sup> **Planning**

- a) To receive an update from Cllr R Gaunt and to consider the response to one new planning application:

i	<a href="#">PL/2023/03042</a>	12 Chestnut Road, SN15 4RP – Rear First Floor Extension
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- b) **Planning Appeal** - [PL/2022/01518](#) - Land North of B4069 - To consider any comments to submit on the Appeal (Ref. APP/Y3940/W/23/3314906).

029<sup>(23)</sup> **Neighbourhood Development Plan**

To receive an update from the NDP Steering Group.

030<sup>(23)</sup> **Highways, Parish Steward & Speed Indicator Device**

- a) **Highways and Parish Steward** - To receive an update from Cllr D Spencer.
- b) **Seagry Road Traffic Calming** – To receive an update from Cllr C Mansfield.
- c) **Speed Indicator Device** - To receive an update from Cllr L Craig.

031<sup>(23)</sup> **Rights of Way**

To receive an update from Cllr R Gaunt.

032<sup>(23)</sup> **Allotments**

To receive an update from Cllr C Mansfield.

033<sup>(23)</sup> **Flooding/Emergency Plan**

- a) To receive an update from Cllr N Roynon.
- b) **Community Emergency Contacts** - To consider nominations for volunteer contacts for the Wiltshire and Swindon Prepared Local Resilience Forum.

034<sup>(23)</sup> **Environment & Sustainability**

To receive an update from Cllr J Williams.

- 035<sup>(23)</sup> **Village Hall**  
To receive an update from Cllr J Campbell.
- 036<sup>(23)</sup> **Primary School**  
To receive an update from Cllr B Carter.
- 037<sup>(23)</sup> **Wiltshire Council**  
To receive an update from Ward Cllr H Greenman.
- 038<sup>(23)</sup> **Clerk's Report**  
To note the Clerk's Report, including main items of correspondence and matters referred.
- 039<sup>(23)</sup> **Date of the Next Meeting**  
To note the date of the next Parish Council Meeting as Wednesday 14 June 2023 at 7.15pm in the Village Hall.