

SUTTON BENGER 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 8 May 2024** commencing at **7.15pm**.

Linda Roslyn
Clerk to the Parish Council
2 May 2024

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⁽²⁴⁾ **Elect a Chair**

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

020⁽²⁴⁾ **Elect a Vice Chair**

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

021⁽²⁴⁾ **Apologies and Reasons for Absence.**

022⁽²⁴⁾ **Declarations of Interests from members regarding the agenda.**

023⁽²⁴⁾ **Public Forum Session** (15 minutes will be allowed for questions comments from members of the public).

024⁽²⁴⁾ **Minutes for Approval**

To approve and sign the minutes of the Parish Council Meeting held on Wednesday 10 April 2024.

025⁽²⁴⁾ **To review and approve Policies, Procedures and Governance Documents:**

- a) Standing Orders (v2.1)
- b) Financial Regulations (v3.2)
- c) Code of Conduct (v2.0)
- d) Other Policies & Procedures:
 - i. Community Grant Funding Policy (v1.0)
 - ii. Complaints Procedure (v1.0)
 - iii. Persistent & Vexatious Complaints Procedure (v1.0)
 - iv. Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
 - v. Publication Scheme (v1.0)
 - vi. Removable Media Policy (v1.0)
 - vii. Volunteer Policy (v1.1)
 - viii. Website Accessibility Statement (v1.0)
- e) Internal Financial Control Statement (v1.6)
- f) Asset Register Mar-2024 (v2.1)
- g) Risk Schedule May 2024 (v2.6)

026⁽²⁴⁾ **To consider Councillor Areas of Responsibility:**

To note that the areas of responsibility for Councillors remain unchanged, with the exception of:

- a) Finance – this role is to be removed as all Councillors have responsibility.
- b) Assets/Grounds Maintenance (JH) – to include Allotments (formerly CM).
- c) Primary School Liaison (BC) - scale back to updates via email only.
- d) **Community Engagement** - to appoint 1-2 Councillors to this new role.

027⁽²⁴⁾ **Finance**

- a) To approve the May monthly accounts statement and new invoices for payment.
- b) To consider expenditure of £2,007.55 (excl. VAT) from CIL funds for a new Village Notice Board to be installed at the Village Hall.
- c) To consider expenditure of £400 from Budget Section 10a for the installation of a post and retention socket on Seagry Road for the SID.
- d) To consider expenditure up to £291.60 (excl. VAT) from CIL funds for new plants/shrubs for the Gossip Areas.

028⁽²⁴⁾ **Planning**

To receive an update from Cllr R Gaunt and to consider the response to:

a	PL/2023/09184	Sutton Benger Recreation Ground, SN15 4RP – 6 No. Training Flood Lights
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029⁽²⁴⁾ **Neighbourhood Development Plan**

To receive an update from the NDP Steering Group.

030⁽²⁴⁾ **Highways and Parish Steward**

To receive an update from Cllrs D Errington and D Spencer.

031⁽²⁴⁾ **Traffic Calming/LHFIG/Speed Indicator Device (SID)**

- a) To receive updates from Cllr A Carwardine.
- b) **Traffic Survey – B4069 (East)** - To consider approving the submission of a traffic survey to Wiltshire Council for the B4069 to the East of the village and to approve the 30% contribution from the Parish Council for the associated costs, up to a maximum of £1,500 from Budget Section 10a.

032⁽²⁴⁾ **Flooding/Emergency Plan**

To receive an update from Cllr G Prewett.

033⁽²⁴⁾ **Rights of Way**

To receive an update from Cllr R Gaunt.

034⁽²⁴⁾ **Environment & Sustainability**

To receive an update from Cllr N Roynon.

035⁽²⁴⁾ **Village Hall**

To receive an update from Cllr J Campbell.

036⁽²⁴⁾ **Wiltshire Council**

To receive an update from Ward Cllr H Greenman.

037⁽²⁴⁾ **Clerk's Report**

To note the Clerk's Report, including main items of correspondence and matters referred.

038⁽²⁴⁾ **Date of the Next Meeting**

To note the date of the next Parish Council Meeting as Wednesday 12 June 2024 at 7.15pm in the Village Hall.