


Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting** of the Parish Council
On: **Thursday 12th May 2022** commencing at **7:00pm @ The Village Hall**, Swallowcliffe
For the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard PSLCC - Parish Clerk & RFO

Engagement with Residents / Members of the Public:

At the start of the meeting up 10 minutes is allowed for statements from the Public.

Members of the Public are reminded that they have no right to speak within the formal part of the meeting.

~ Agenda ~

1. Election of Parish Council Chairman for the Municipal Year 2022/23:

New Chairman to sign their declaration of office.

2. Apologies for Absence:

To receive any apologies for absence made to the Clerk

3. Declarations of Pecuniary Interests & Dispensations:

Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Council's Code of Conduct.

4. Adoption of Minutes:

To adopt the minutes of last Parish Council meeting on **Thursday 17th March 2022**

5. Members Portfolios 2022/23:

Some Members of the Council hold extra responsibility in some areas, the Council is asked to consider the following portfolios and if appropriate make appointments to the same.

- a) The Village Hall Committee Representative
- b) SW Wiltshire Council Area Board
- c) Area Board: Climate Change
- d) Footpaths / Rights of Way
- e) Highway Matters (inc CATG)
- f) Heritage and Cultural Landscape (includes AONB)
- g) South-West Wiltshire Community Safety Group
- h) Local Planning & Development
- i) Flood Warden
- j) Civil Contingencies
- k) Litter Management
- l) The Phone Box

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6. HR Panel Membership 2022/23:

Council to appoint two Members to the HR Panel.

7. Delegated Power - Planning Applications:

To pass a resolution to give delegated power the Parish Clerk to respond to planning and tree applications on behalf of the Council, in line with the agreed protocol.

8. Assets Register 2022:

To agree the list of assets the Council has and adopt the register

9. Risk Assessment 2022/23:

To carry out and adopt a risk assessment for 2022/23 (Current assessment attached)

10. Insurance Renewal 2022/23:

To receive the policy schedule and premium and agree payment

11. Annual WALC Membership Renewal 2022/23:

To consider maintaining membership of the Wiltshire Association of Local Councils and authorising payment of £80.42 for the membership fee.

12. ADPTION OF COUNCIL POLICY DOCUMENTS:

To receive and adopt / re-adopt the council's policies.

A. The Code of Conduct

B. Standing Orders

C. Financial Regulations

13. COUNCIL FINANCE:

A. End of Year Outturn 2021/22:

To receive the end of year outturn.

B. To Appoint Bank Signatories 2021/22:

To confirm the Councils three Bank Signatories

C. Payments to be Authorised:

To resolve to make the following payments:

1. Mrs N. Phillips - Internal Audit - £40.00

14. Internal Audit Report 2021/22:

To receive the Councils Internal Audit result and consider any recommendations

15. Internal Audit Report 2021/22:

To receive the Councils Internal Audit result and consider any recommendations.

16. Annual Governance Statement 2021/22:

To consider & approve the Councils Annual Governance Statement.

17. Accounting Statements 2021/22:

To consider & approve the Councils Accounting Statement.

18. Declaration of Council Being Exempt from External Audit:

To consider if the Council qualifies to declare itself as being exempt from external audit and to resolve if the Council will declare itself exempt or to submit the Council for review at a cost of £200 + VAT.

19. Confirmation of Public Rights Dates:

To confirm that the dates for the public right of inspection will be Monday 13 June to Friday 22 July 2022

20. Planning Applications Submitted to Wiltshire Council:

Application No: PL/2022/00314

Application Type: Full planning permission

Proposal: Retrospective permission to erect festoon lighting in rear garden for use during operating hours and to be switched off by 10:30pm

Site Address: The Royal Oak, Swallowcliffe, Salisbury, SP3 5PA