

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the Annual Council Meeting

held in the Village Hall, Swallowcliffe
on **Thursday 12th May 2022** at 7:00pm

Present: Cllr. Stephen Banas (Chairman)
Cllr. Gerald Blundell
Cllr. Nigel Cooke
Cllr. Patrick Willis
Cllr Helen Osborne



In Attendance: Simon Pritchard (Parish Clerk)

Number of Members of the Public in Attendance: Two

Public Participation: (None)

Item no:	
1 ACM	Election of Parish Council Chairman for the Municipal Year 2022/23: Cllr Blundell proposed that Cllr Banas be the Council Chairman, seconded by Cllr Willis. There were no other nominations. It was resolved unanimously that Cllr Banas be elected as Chairman for the municipal year 2022/23.
2 ACM	Apologies for Absence: Cllr Blundell apologised that he would need to leave the meeting by 7:45 It was noted that the order of the agenda would be adjusted to allow Cllr Blundell to participate.
3 ACM	Declarations of Pecuniary Interests & Dispensations: Cllr Banas noted that he was currently organising a large event to be hosted by the Royal Oak and so he would not participate in agenda item 20
4 ACM	Adoption of Minutes: The minutes of the 17 th of March 2022 had been presented for adoption. It was proposed by the Chairman to adopt the minutes, seconded by Cllr Cooke and resolved unanimously
5 ACM	Members Portfolios 2022/23: a) The Village Hall Committee Representative: Cllr Blundell b) SW Wiltshire Council Area Board: Cllr Banas c) Climate Change: Vacant d) Footpaths / Rights of Way: Cllr Willis e) Highway Matters: Cllr Banas

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Swallowcliffe Parish Council: 12th May 2022
Parish Clerk: Simon Pritchard
Website: www.swallowcliffeparishcouncil.org.uk
Email: swallowcliffepc1@gmail.com

Signed: _____ Date: _____

	<p>f) Heritage and Cultural Landscape (includes AONB): Cllr Osborne g) South-West Wiltshire Community Safety Group: Cllr Banas h) Local Planning & Development: Cllr Blundell i) Flood Warden: Mr Fitzpatrick j) Civil Contingencies - To be covered by the Emergency Team k) Litter Management: Ms Boothman l) (former) Phone Box: Cllr Willis</p>
<p>20 ACM</p>	<p><u>Planning Applications Submitted to Wiltshire Council:</u></p> <p>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</p> <p><u>Cllr Blundell made a statement:</u> It is a matter of fact that 1) the day prior to the erection of the structure the applicant set out plans for the pub without mentioning garden lighting 2) the festoon lighting does require planning permission which was not sought until the applicant was prompted 3) the lighting in place does not comply with the appropriate standards for dark sky area and the applicant has received advice as to what is required 4) complaints have been received about the use of the lights and the duration of their use during 2021. They have not been used thus far in 2022. Therefore, it follows that Swallowcliffe Council should object to the development in its current form and the extent to which the applicant wishes to keep the lights on at night (10:30pm).</p> <p>An objection letter had been drafted and had been emailed around the Members. It was proposed by Cllr Blundell to Object to the application and send the drafted letter, seconded by Cllr Willis and resolved: 3 in favour - 2 abstentions.</p>
<p>7 ACM</p>	<p><u>Delegated Power - Planning Applications:</u></p> <p>Cllr Blundell suggested that a more prescriptive policy was put in place, requiring the Clerks to respond to applications to be reflective of member response to him. The Clerk noted that once the Council has delegated responsibility for a matter to the Clerk that it loses control of that and that a return to the default of calling a formal meeting to determine on planning applications may now be best.</p> <p>It was proposed by the Chairman to continue with the current method of dealing with planning applications when there is no formal Council meeting to receive them, as outlined on the Council's website and to delegate power to the Parish Clerk to respond on behalf of the Council to any planning application that do not go to a formal meeting, seconded by Cllr Willis and resolved: 4 in favour - 1 abstention</p>
<p>6 ACM</p>	<p><u>HR Panel Membership 2022/23:</u> Agreed as Councillors; Cooke & Banas</p>

<p>8 ACM</p>	<p><u>Assets Register 2022:</u> It was proposed by the Chairman to adopt the assets register, seconded by Cllr Cooke and resolved unanimously.</p> <p>The Chairman asked members to confirm they were happy for him to apply for a grant towards the cost of a generator and a shed to keep it in. Members confirmed they were happy with this.</p> <p>19:41 - Cllr Blundell left the meeting</p>
<p>9 ACM</p>	<p><u>Risk Assessment 2022/23:</u> It was proposed by the Chairman to adopt the risk assessment, seconded by Cllr Willis and resolved unanimously.</p>
<p>10 ACM</p>	<p><u>Insurance Renewal 2022/23:</u> The documents received had been emailed out to members, it was noted that the two important documents were missing from this, the schedule of insurance and the invoice. The Council is in the second year of a three-year deal, so the invoice should be the same as last year. It was proposed by the Chairman to accept the insurance renewal subject to the schedule being the same as last year, seconded by Cllr Willis and resolved unanimously.</p>
<p>11 ACM</p>	<p><u>Annual Membership Renewal 2021/22:</u> The Clerk reported that he was yet to receive an invoice, last year the cost was £80.42. It was proposed by the Chairman to renew the Council's membership, seconded by Cllr Willis and resolved unanimously.</p>
<p>12 ACM</p>	<p><u>ADPION OF COUNCIL POLICY DOCUMENTS:</u></p> <ul style="list-style-type: none"> A. <u>The Code of Conduct</u> B. <u>Standing Orders</u> C. <u>Financial Regulations</u> <p>The council's policies had been circulated to members ahead of the meeting. It was proposed by the Chairman to re-adopt the policies, seconded by Cllr Willis and resolved unanimously.</p>
<p>13 ACM</p>	<p><u>COUNCIL FINANCE:</u></p> <p>A. <u>End of Year Outturn 2021/22:</u> The end of year outturn was received and noted.</p> <p>B. <u>To Appoint Bank Signatories 2021/22:</u> It was agreed to appoint the Chairman, Cllr Blundell & Cllr Willis</p>

	<p>C. Payments:</p> <ol style="list-style-type: none"> 1. Mrs N. Phillips - Internal Audit - £40.00 2. Cllr Blundell - Newsletter Printing - £35.00 3. Cllr Osborne - Emergency Leaflet Printing - £97.50 <p>It was agreed by the council to add payments 2 & 3. It was proposed by the Chairman to make the payments, seconded by Cllr Cooke and resolved unanimously.</p>
14 ACM	<p><u>Internal Audit Report 2021/22:</u></p> <p>The clean Internal Audit report was noted by Members. There were no recommendations.</p>
15 ACM	<p><u>Internal Audit Report 2021/22:</u></p> <p>It was noted that this agenda item had been duplicated and had been covered under 14</p>
16 ACM	<p><u>Annual Governance Statement 2021/22:</u></p> <p>It was proposed by the Chairman that the Council give a 'Yes' response to every question, with exception of question 9 as "not applicable", seconded by Cllr Willis and resolved unanimously.</p>
17 ACM	<p><u>Accounting Statements 2020/21:</u></p> <p>The accounting statement had been tabled. It was proposed by Cllr Willis to approve the accounting statement, seconded by the Chairman and resolved unanimously.</p>
18 ACM	<p><u>Declaration of Council Being Exempt from External Audit:</u></p> <p>The Clerk reported that the Council was able to declare itself as being exempt as it has a both an income and expenditure of less than £25,000 It was proposed by Chairman to declare the council as exempt for external audit, seconded by Cllr Cooke and resolved unanimously.</p>
19 ACM	<p><u>Confirmation of Public Rights Dates:</u></p> <p>Confirmed as being from Monday 13th June to Friday 22 July 2022</p>

Meeting Closed at 20:02

Future Meeting Dates:

July 21st 2022
October 13th 2022
January 12th 2023
March 16th 2023

Annual Parish Meeting April 20th 2023
Annual Council Meeting May 11th 2023.