

Swallowcliffe Parish Council

Notice of Meeting and Agenda

All Councillors are hereby summoned to participate in the

Parish Council Meeting at 7pm on:

Thursday 16th March 2023



Notes:

- a. The meeting will be held at the Village Hall, Swallowcliffe.
- b. Agenda papers will be available on the Swallowcliffe Parish Council website.
- c. The Chairman will confirm if any part of the meeting may not be filmed, photographed, or audio recorded. If any member of the public has an objection to such recording, please would they make this clear to the Chairman or the Clerk before the start of the meeting.

Questions or Statements

A short period of time will be set aside prior to the start of the meeting for questions or statements from members of the public on any matter concerning the civil parish, each person speaking for no longer than three minutes.

Please note that any question requiring an answer that needs to be researched will be noted and included in the agenda for the following meeting. Statements will be noted at the meeting, but no discussion will take place unless the topic is on the agenda.

Meeting Agenda

16.03.01

Those present and apologies for absence.

16.03.02

Declarations of Interest

Any Parish Councillor wishing to declare interests should do so at this point:

- a. Declarations of disclosable pecuniary and non-pecuniary interests already declared in the Register of Interest.
- b. Declarations of disclosable pecuniary and non-pecuniary interests not previously declared in the Register of Interests.
- c. Dispensations: if required.

16.03.03

Chairman's Introduction

16.03.04

Resolution of minutes

- a. Minutes of Parish Council meeting 12th January 2023.

16.03.05

Report from Wiltshire Councillor.

16.03.06

Report from Village Hall Committee.

16.03.07

Southwest Wiltshire Area Board update.

16.03.08

Footpaths, Highways and Rights of Way issues.

16.03.09

Environment and sustainability briefing.

16.03.10

Planning matters requiring Consideration/Resolution

PL/2023/01373 Mulberry Cottage Swallowcliffe SP3 5PA. Variation in regard to the retrospective garage door installed. Consultation deadline 27/03/2023.

16.03.11

Financial Matters requiring Consideration/Resolution

- a. FY 22/23 accounts need to be finalised shortly after April 6th and AGAR submissions made in May.
- b. Appointment of internal auditor.
- c. Income and expenditure report for January and February to be presented.
- d. Appointment of external payroll admin and Clerk's salary arrangements.

16.03.12

Other matters requiring Consideration/Resolution

- a. Progress and spending update on Village Shed and generator.
- b. Purchase of pedestrian gate at Hinxman's Field.
- c. CPR and defibrillator training details-cost, date, time and venue.

- d. Change of Village Hall governance-Trust status.
- e. Scheme of Delegation-adoption of SLCC model finance/planning.
- f. Bank arrangements-update of signatories, introduce online facilities, acquisition of debit card.
- g. Annual Village meeting matters.
- h. Dates and times for Annual Parish Meeting, Annual Parish Council Meeting and first Ordinary Meeting.
- i. Matters arising.

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the Parish Council Meeting

held in the Village Hall, Swallowcliffe.

on **Thursday 12th January 2023** at 7:00pm

Present: Cllr. Stephen Banas (Chairman)
Cllr. Patrick Willis
Cllr. Nigel Cooke
Cllr. Amanda Brockway
Cllr. Nick Osborne



In Attendance: Cllr Nabil Najjar - Wiltshire Councillor
Mr Simon Pritchard - Parish Clerk

Members of the Public in Attendance: Three

a) The Village Hall Committee

- Nick Osborne (Village Hall Treasurer) reported that the Village Hall had £12,258 in the bank. Village BBQ to be 24th June possibly.

b) South-West Wiltshire Council Area Board - Cllr Banas

- 14th December was the last meeting. Fovant Parish Council are pushing / campaigning for Wiltshire Police to take in SID speed data and act upon it.

c) Environmental Initiatives - Ms Boothman (Not at meeting)

- The Chairman reported on the wildflower trial on Bottom Road. Black plastic is being used to kill off weeds, once this is done, wildflower seed will be sown in Spring.

d) Footpaths / Rights of Way - Cllr Willis

- There are sheep in the top field (behind the ex-council houses), electric fence being used. The farm has promised to put a cover on part of it so it can be crossed.
- Hinxsman field stile is targeted to be upgraded to kissing gate. FP6: land has been cleared. Reinstatement of the footpath is taking place.
- If anyone sees an issue, please let me know.

l) Wiltshire Councillor's Report - Cllr Najjar

This item was moved forwards to allow Cllr Najjar to leave the meeting early.

- Now encouraging councils to send him questions in advance so that he can come to the meeting with answers.
- Wiltshire Council budget setting in process. Challenging outlook and there will be a council tax increase.
- Stations works planning application (Tisbury): the planners and lawyers at Wiltshire Council will be robustly defending Wiltshire Council's actions at the planning appeal.
- SW Area Board; many grants given out, but none recently to Swallowcliffe. Still opportunity to apply, should have a think about a project, deadline is the end of the month.

Cllr Najjar left the meeting.

- 1 -

Swallowcliffe Parish Council: 12th January 2023
Parish Clerk: Simon Pritchard
Website: www.swallowcliffeparishcouncil.org.uk
Email: swallowcliffepc1@gmail.com

Signed: _____ Date: _____

- e) Highway Matters (inc LHFIG) – Cllr Banas**
- Common Lane: A traffic survey has been requested; this will have no cost to the council. Will need this data before being able to take any further action on car speeds.
 - The repairing of the road from the Church to West End has now been finished.
 - Have requested ditch clearing on Bottom Road and for the culvert to be flushed through.
 - The right turn to Shaftesbury from Bottom Road onto A30, the view is blocked and this has resulted in an accident. Has been reported to Wiltshire council.
 - The 'Not suitable for HGVs' sign still not installed on Barbers Lane.
 - Wiltshire Council contract change taking place, Ringway are handing over to Milestone - all the staff on the ground will have their employment moved over to Milestone.
- f) Heritage and Cultural Landscape (includes AONB) – Mrs Osborne**
- There have been no tree felling licenses issued locally.
- g) South-West Wiltshire Community Safety Group – Cllr Banas**
- This group has now been wound-up and so needs to come off the list.
- h) Local Planning & Development – Vacant**
- **Planning application PL/2023/00102** Auvinya Lodge, Yule Hill, had been received since the agenda was published. The application had been circulated to members and there were no concerns.
 - The access to Tisbury Group has issued a report to the planning appeal for the Station Works (Tisbury) application. Looking like the appeal date is to be changed. No further action is required by the Parish Council.
- i) Flood Warden – Mr Fitzpatrick**
- Bottom Road, two flooding occasions. Should be eased if the requested ditch clearance and culvert flush by Wiltshire council takes place, but it will continue to get worse until it's seen to.
 - Need to have a Village Day to clear out the old churchyard bit of stream.
- j) Emergency Planning**
- Cllr Banas reported that the £4,153 SSE grant was now in the Parish Councils account. Shed to be installed first.
 - Need to revisit the emergency plan with a view to updating.
- k) Litter Management – Ms Boothman**
- Next Village litter pick will be in March, but no date set.
 - Cllr Brockway reported regular littering on Common Lane. Noted that this should be reported to the police and Wiltshire Council online as fly tipping.
- l) Wiltshire Councillor's Report – Cllr Najjar**
- Reported earlier in the meeting.
- m) Parish Council Chairman's Report:**
- The Village Hall deeds have been collected from NatWest in Salisbury and are now at the Chairman's house until it can be worked out what needs doing with them.
 - The bank statements are now being sent to the Chairman's house.
 - A communications meeting is needed to discuss, amongst other things, the future of the twice-yearly Newsletter (the present editor is considering retiring from that role).
 - Thank you to the outgoing Parish Clerk; Simon has been with the Council since September 2016 and has overseen many improvements in the Council during that time.
 - Welcome to Tim Culver-James, who will be taking over as Parish Clerk on 1st February.

n) Input from Residents / Councillors on any matters not covered above:

None

~ Start of Formal Meeting 19:54 ~

Item no:	
36	<u>Apologies for Absence:</u> None.
37	<u>Declarations of Pecuniary Interests & Dispensations:</u> None.
38	<u>Adoption of Minutes:</u> The minutes had been circulated to members ahead of the meeting. It was proposed by the Chairman to adopt the minutes Thursday 13th October 2022, seconded by Cllr Willis and resolved unanimously.
39	<u>Application for Prolonged Absence from the Council:</u> Cllr Willis informed the Council that he will miss the March meeting but will be at the May meeting, so he doesn't need to apply for permission for a prolonged absence.
40	<u>Purchase of Framed Picture of HRH Queen Elizabeth II:</u> It was proposed by the Chairman that the council should purchase the framed picture of HRH from Cllr Wills for £129.06, seconded by Cllr Cooke and resolved unanimously. It was noted that the picture is currently hanging in the Royal Oak, and it was agreed it should remain there for now and be suitably labelled as the property of Swallowcliffe Parish Council. It was further noted that the picture needed to be added to the Council asset list.
41	<u>Defibrillator Training Offer:</u> The Clerk informed Members that Donhead St Mary Parish Council had organised some defibrillator training and that Swallowcliffe Parish Council was welcome to send people to attend at a cost of £5 per person to help cover the costs. It was agreed that the Parish Council would cover the cost of any Royal Oak staff that wanted to attend, others are to be told it will cost them £5.
42	<u>PARISH COUNCIL FINANCE:</u> A. <u>Payments to Authorise:</u> a) Newsletter - Cllr Banas - £40.00 b) Flood Warden Training; parking and fuel- Mr Fitzpatrick - £9.90 + £6.25 c) Good Councillors Guide - SALC - £8.00 d) Annual Salary - S. Pritchard - £1,350.55 e) Annual PAYE - HMRC - £337.40

- 3 -

	<p>f) Annual Expenses - S. Pritchard - £66.52 It was proposed by Cllr Willis to approve the payment, seconded by Cllr Osborne and resolved unanimously.</p> <p><u>B. Bank Reconciliation, Payments and Spend Against Budget to Date:</u> The Chairman noted there was a few items of income missing from the budget, but they were in the accounts.</p>
43	<p><u>Council Member Roles / Portfolios:</u> Cllr Osborne will become the Village Hall representative and expressed interest in taking on Footpaths in the future. Cllr Willis expressed interest in taking on Local Planning and Development.</p>
44	<p><u>Former Phone Box Refurbishment:</u> A second and improved quote of £580 had been received for painting the former phone box This contractor has experience as he has painted three for another council in the area. It was noted that £150 had been donated towards the refurbishment costs by a member of the public. It was proposed by Cllr Willis to appoint Martin Head to paint the former Phone box at a cost of £580, seconded by the chairman and resolved unanimously.</p>
45	<p><u>Village Generator:</u> The Parish council now hold the grant money to buy a shed and generator. The Village Hall committee has been leading on finding a suitable shed. The Chairman has identified an appropriate generator. It was proposed by the Chairman to spend £2,444 on the shed and £1,899 on the generator, with further small spends on extension cables and fuel cans, seconded by Cllr Willis and resolved unanimously.</p>
46	<p><u>Budget & Precept for 2023/24:</u> Budget information had been circulating amongst members via email over the last few months. The budget was agreed as circulated; a total spend of £5,027. The Clerk reminded members that they could consider using some of the councils' healthy general reserve to offset some or all of the increase to the council tax bill. It was proposed by the Chairman to set the precept at £5,027, seconded by Cllr Brockway and resolved unanimously. An increase of £3.89 per band D household per year.</p>
47	<p><u>Confidential Session:</u> It was proposed by the Chairman to go into confidential session as agenda item 48 related to employment matters, seconded by Cllr Willis and resolved unanimously.</p>
48	<p><u>Appointment of Parish Clerk:</u> It was proposed by the Chairman to formally appoint Tim Culver-James as Parish Clerk & RFO start on 1st February 2023, seconded by Cllr Osborne and resolved unanimously.</p>

Meeting Closed at 20:44



Simon Pritchard <swallowcliffepc1@gmail.com>

Mulberry Cottage, Swallowcliffe, SP3 5PA : Consultation - PL/2023/01373

1 message

Wiltshire Council <planning@sf.wiltshire.gov.uk>

27 February 2023 at 15:09

Reply-To: planning_email@103vcn8menjtiqr9s2wjltaxfkbpsrrar0xw6coglemr1sky8.3z-1ei8oeaq.um1.apex.salesforce.com

To: "swallowcliffepc1@gmail.com" <swallowcliffepc1@gmail.com>

Wiltshire Council

Wiltshire Council Planning Consultation Response	
	Officer's Name: Amy Houldsworth
	Direct Line: 01249 706676
Application No:	PL/2023/01373
Application Type:	Removal/variation of conditions
Proposal:	Variation of condition 3 of 20/11646/FUL
Site Address:	Mulberry Cottage, Swallowcliffe, SP3 5PA

Please note the particulars in connection with the above planning application are available to view and you can make comments via our website by clicking the link below

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019qoUk>

Please do not respond by replying to this email

Please give your name when giving your comments in order that we know who to contact if we have any queries, etc.

I would welcome any comments that you have about this particular application by **27/03/2023**. If I do not receive your observations and comments by this date I will assume you have none. If you require an extension of time please contact the Case Officer who will do their best to accommodate this.

Amy Houldsworth

Case Officer

[ref:a0i3z000019qoUkAAI:ref]

Swallowcliffe Parish Council

Interim Financial Report 16th March 2023

Current Account

Opening balance 31 January 2023 £14,172.68

8 Feb. Cheque 545	79.92
8 Feb. Cheque 555	778.00
14 Feb. Cheque 556	525.00
15 Feb. S/o	10.00
21 Feb. Cheque 554	129.06
23 Feb. Cheque 553	66.52

Closing balance 28 February 2023 £12,584.18

Reserve Account

Opening balance 31 January 2023 £510.90

31 Jan. Interest received	0.35
15 Feb. Credit	10.00
28 Feb. Interest received	0.36

Closing balance 28 February 2023 £521.61

Wonderland Parish Council

Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00
- To take any action regarding minor repairs (up to a cost of £ 500.00) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Delegated Powers re Planning (Minute number 13/304 & 14/011) Delegation

Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Wonderland Parish Council review May 2018 1

© Copyright 2019

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

[Wonderland Parish Council](#) review May 2018 2

© Copyright 2019

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.