



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend an **extraordinary meeting** of the Parish Council

On: **Thursday 29th February 2024** commencing at **7:00pm** in **The Village Hall**

For the transaction of the business shown on the agenda below.

Signed:

Simon Pritchard PSLCC – Locum Parish Clerk & RFO

Engagement with Residents / Members of the Public:

At the start of the meeting at least an hour is allowed for informal information exchange between anyone attending the meeting, this is done under agenda items before the formal part of the meeting.

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

~ Agenda ~

Before the start of the formal meeting, Councillors and Residents may wish to talk about matters effecting the Parish and matters relating to the Parish Council's portfolios

- a) **Wiltshire Councillor's Report** – Cllr N. Najjar
- b) **The Village Hall Committee Representative** - Cllr N. Osborne
- c) **SW Wiltshire Council Area Board** – Cllr Banas
- d) **Environmental Initiatives** – Ms Boothman
- e) **Footpaths / Rights of Way** - Cllr A. Brockway
- f) **Highway Matters (inc LHFIG)** – Cllr Banas
- g) **Village Maintenance Report** – Cllr N. Cooke
- h) **Flood Warden** – Mr Fitzpatrick
- i) **Environmental Initiatives** - Ms Boothman
- j) **Parish Council Chairman's Report** – Cllr Banas
- k) **Input from Councillors / Residents on any matters not covered above**
- l) **Plans for Annual Parish Meeting** - April 18th 2024

~ Formal Meeting ~

1. Apologies for Absence:

To receive any apologies for absence

2. 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.

3. Adoption of Minutes:

To adopt the minutes of last Parish Council meeting on **Thursday 11th January 2024**

4. Local Planning or Tree Applications made to Wiltshire Council:

To receive and comment on any recent applications

Application No:	PL/2024/01987
Application Type:	Notification of proposed works to trees in a conservation area
Proposal:	Large Ash tree is suffering from Ash Dies Back. It requires professional pollard .
Site Address:	MULBERRY COTTAGE, SWALLOWCLIFFE, SALISBURY, SP3 5PA

5. Consultation on the Tisbury and West Tisbury Neighbourhood Plan - TisPlan 2:

To resolve on any formal response to this consultation.

6. Emergency Contact Hub Scheme:

To receive information about the Wiltshire scheme and resolve on the next steps.

7. Parish Council Finance:**A. End-of-Year Position & Bank Rec 2022-23:**

To receive the Locum Clerks finding that the Council has incorrectly stated the final position of council on the audited and adopted 22/23 AGAR.

To receive and adopt an updated back rec for 31st March 2023

B. Payments to write off:

There are two cheques that haven't cleared from the 22/23 financial year. The Locum Clerk recommends these are formally written off by the council

- No: 542 – Wiltshire Recuse service - £50.00
- No: 550 – SALC - £8.00

C. Missed Payments to Note:

The locum clerk has identified that the payroll has been running a month behind so there are two more payments still to be made:

- a) Mr T. Culver-James – January 24 Salary - £114.31
- b) HMRC – January 24 PAYE - £28.80

D. Payments to Authorise:

To receive and approve the payments list

E. Bank Reconciliation, Payments and Spend Against Budget to Date:

To receive and note. Chairman to confirm and sign the bank rec.

8. Appointment of Internal Auditor 2023/24:

To resolve on the appointment of an independent & competent Internal Auditor, including cost.

9. Parish Council Vacancy:

To confirm that the legal notice is currently being displayed on two noticeboards in the village and that if an election is not called for by 10 residents then the parish council will be able to co-op from the 7th of March.

10. Future Meeting Dates:

To review the Annual Council meeting date and to set the dates for the rest of 2024

- ACM May 23rd
- The Rest of 2024