

# Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Council Meeting**

On: **Wednesday 14<sup>th</sup> May 2025**

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.

Before the start of the meeting all members must sign their Declaration of Acceptance of Office

## ~ Agenda ~

### 1. Election of Parish Council Chairperson for the Municipal Year 2025/26:

New Chairperson to sign their declaration of office.

### 2. Apologies for Absence:

To receive any apologies for absence made to the Parish Clerk

### 3. Declarations of Pecuniary or Other Interests:

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. Dispensations to Participate:

To receive and resolve on any applications for dispensations made to the Parish Clerk.

### 5. Adoption of Minutes:

To adopt the minutes of the last Parish Council meeting on **Thursday 6<sup>th</sup> March 2025**

### 6. New Planning Application – Poles Farm:

To receive the application. To resolve on the Parish Council's response to Wiltshire Council.

Application No:	PL/2025/03953
Application Type:	Full planning permission
Proposal:	Change of use of land from agriculture to residential (Use Class C3), the demolition of existing barns (one of which is retrospective) and the erection of a residential dwelling, a detached car port and store, and a bin store, and associated works.
Site Address:	Poles Farm, Swallowcliffe, Salisbury, SP3 5NK

### 7. Parish Council Portfolios 2025/26:

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The council has portfolios with the holders having extra responsibility in their appointed area. The Council is asked to consider the following portfolios and if appropriate make appointments to the same.

- a) **Vice-chair of the Council**
- b) **The Village Hall Committee Representative**
- c) **SW Wiltshire Council Area Board**
- d) **Environmental Initiatives**
- e) **Footpaths / Rights of Way**
- f) **Highway Matters (inc LHFIG)**
- g) **Village Maintenance Report**
- h) **Flood Warden**
- i) **Others?.....**

**8. HR Panel Membership 2025/26:**

Council to appoint at least two Members to the HR Panel.

**9. 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.

**10. Assets Register 2025:**

To agree the list of assets the Council has, check the insurance value and adopt the register.

**11. Risk Assessment 2025/26:**

To carry out and adopt a risk assessment for 2024/25

**12. Insurance Renewal 2025/26:**

To receive the policy schedule and premium and agree payment of the premium.

**13. Annual WALC Membership Renewal 2025/26:**

To resolve on membership of the Wiltshire Association of Local Councils and authorising payment of £96.30

**14. ADOPTION 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**

**15. COUNCIL FINANCE:**

**A. End of Year Outturn 2024/25:**

To receive the end of year outturn.

**B. To Appoint Bank Signatories 2025/26:**

To confirm the Council's Bank Signatories

**C. Payments to be Authorised:**

To resolve to make the following payments:

- 1. Mrs N. Phillips – Internal Audit - £70.00
- 2. Mr S Banas – Newsletter Printing - £44.00

**D. Budget Spend to Date & Bank Reconciliation:**

To receive the budget Vs spend to date, the bank rec and reserves reports

**16. Internal Audit Report 2024/25:**

To receive the Council's Internal Audit result. To revive the effeteness of the audit.

**17. Annual Governance Statement 2024/25:**

To consider & approve the Councils Annual Governance Statement.

**18. Accounting Statements 2024/25:**

To consider & approve the Councils Accounting Statement.

**19. Declaration of Council Being Exempt from External Audit:**

To resolve on the Council declaring itself as being exempt from external audit or to submit the Council for review at a cost of £210 + VAT.

**20. Confirmation of Public Rights Dates:**

To confirm that the dates for the public right of inspection will be Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July 2025

**21. Revised SID Mounting Plans and Extra Costs:**

To receive a verbal update. To resolve on the plan including costs.

**22. Relocation of Parish Noticeboard:**

To receive a verbal report. To agree any next steps including costs.

**23. Recruitment of a Parish Clerk:**

To receive a verbal report of the steps taken so far. To agree on any further action or appointment.