

SWALLOWCLIFFE PARISH COUNCIL

Minutes of the Annual Council Meeting held in the Village Hall, Swallowcliffe. on **Wednesday 14th May 2025** at 7:00pm

Present: Cllr. Stephen Banas (Chairman)
Cllr. Amanda Brockway
Cllr. Nigel Cooke
Cllr. Nick Osborne
Cllr. Sarah Taylor



In Attendance: Simon Pritchard (Parish Clerk)

Number of Members of the Public in Attendance: Nine

Public Participation:

The Chair announced that he would take statements about that Poles Farm application (agenda item 6) at that point in the meeting.

Before the start of the meeting all the councillors signed their Declaration of Acceptance of office, these were witnessed by the Parish Clerk

Item no:	
1 ACM	<u>Election of Parish Council Chairperson for the Municipal Year 2025/26:</u> Cllr Brockway proposed that Cllr Banas be the Council Chair, seconded by Cllr Cooke. There were no other nominations. It was resolved unanimously that Cllr Banas be elected at Chairperson for the municipal year 2025/26. Cllr Banas signed the declaration of office.
2 ACM	<u>Apologies for Absence:</u> Received from Mr Fitzpatrick (Flood Warden).
3 ACM	<u>Declarations of Pecuniary Interests:</u> None.
4 ACM	<u>Dispensations to Participate:</u> None.
5 ACM	<u>Adoption of Minutes:</u> The minutes of the meeting held on Thursday 6 th March 2025 had been presented for adoption. It was proposed by the Cllr Osborne to adopt the minutes, seconded by Cllr Cooke and resolved unanimously.

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<p>6 ACM</p>	<p><u>New Planning Application - Poles Farm:</u></p> <table border="1"> <tr> <td>Application No:</td><td>PL/2025/03953</td></tr> <tr> <td>Application Type:</td><td>Full planning permission</td></tr> <tr> <td>Proposal:</td><td>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.</td></tr> <tr> <td>Site Address:</td><td>Poles Farm, Swallowcliffe, Salisbury, SP3 5NK</td></tr> </table> <p>Members of the Council had been on a site visit the day before, during this many questions were asked, and some information is yet to be supplied. Given this the Chair felt the Parish Council was not in a position to make comment on the application at this time and that an extra meeting of the council should be called once the further information has been received.</p> <p>Members of the public were invited to make comment, these are summarised below:</p> <ul style="list-style-type: none"> ○ The green planning notice wasn't put up and the wrong postcode used so the application was hard to find online - Wiltshire Council have been informed, and they have reset the consultation timetable. ○ Concerns over the planting scheme. ○ Questions over rooflights, on the plans but verbal reassurance that there are now none. ○ No letters received yet by neighbours from Wiltshire Council. ○ Would like to see a different Officer at Wiltshire Council handle the application as feel current has a bias towards development. ○ Multiple issues spotted with the application. ○ The application is against planning policies and the reasons it was rejected before all still stand. ○ Access is only by a narrow passage that was used as a milking access for cows. <i>The reasons for the original refusal was read out</i> <p>The chair encouraged the residents to send their thoughts to Wiltshire Council, who as the planning authority will make the decision on the application. It was noted that the application would only be called into committee if the Wiltshire Councillor could see objections being made to Wiltshire Council.</p> <p>Its was proposed by Cllr Banas to defer the Poles Farm application to a future, extra meeting of the council, seconded by Cllr Brockway and resolved unanimously. (19:36)</p>	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
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<p>7 ACM</p>	<p><u>Members Portfolios 2025/26:</u> Agreed as below:</p> <p>Further to the list below it was agreed that Cllr Brockway be appointed as Vice-chair of the Council.</p>								

Area	Responsibilities	Tasks	Lead/Notes
Emergencies	Generator Readiness	Monthly run	Matthew Phillips
		Maintenance	
		Generator Team Logistics	
	Defib	Monthly check	Cllr Sarah
		Quarterly readiness report filing	
	Planning and Organisation	Organisation and updates	Cllr Nigel
		Maintain links with Emergency “Hub” Organisation	
	Flood Warden	Report on drainage issues	Barry Fitzpatrick
		Notifications	
		Liaise with authorities	
Highway Maintenance	Parish Steward Management	Monthly list of tasks	Cllr Sarah
	LHFIG (Highways and Footpaths Improvement Group)	Attend meetings	Cllr Steve
		Request grants	
		Oversee projects	
	Reporting	Reporting of issues to Wiltshire Council	All
	WC Maintenance Projects	Liaise with WC for special initiatives (Gullies, White Lining, etc)	Cllr Steve
Speed Indicator Devices	Deployment	Installation and Configuration	Cllr Steve
	Ongoing Management	Periodic Checks and Maintenance	Cllr Steve
		Report speed data to Police (optional)	TBD
Area Board	Represent SPC	Assist with Village Grants	Cllr Mandi
		Report on WC initiatives	

Planning	Oversee SPC response to WC	Liaise with councillors and clerk regarding: <ul style="list-style-type: none"> Email chain Site Meeting Public Meeting 	Cllr Mandi
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8 ACM	<u>HR Panel Membership 2025/26:</u> Agreed as Councillors; Cooke & Banas
9 ACM	<u>Delegated Power - Planning Applications:</u> It was proposed by Cllr Banas to continue with the current method of managing planning applications when there is no formal Council scheduled, 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 received, seconded by Cllr Brockway and resolved unanimously.
10 ACM	<u>Assets Register 2025:</u> It was proposed by Cllr Banas to adopt the assets register, seconded by Cllr Brockway and resolved unanimously.
11 ACM	<u>Risk Assessment 2025/26:</u> Cllr Banas wondered what the scope of the risk assessment could be, the Parish Clerk felt the scope could be endless, including the holding of meetings. The current assessment looks at finance and is appropriate for a small council It was proposed by Cllr Banas to adopt the risk assessment, seconded by Cllr Brockway and resolved unanimously.
12 ACM	<u>Insurance Renewal 2025/26:</u> The documents received had been emailed out to members. It was proposed by Cllr Osborne to accept the insurance renewal and pay the £298.36 premium, seconded by Cllr Banas and resolved unanimously. 19:49 - At this point 6 members of the public left the meeting
13 ACM	<u>Annual Membership Renewal 2025/26:</u> It was proposed by Cllr Banas to renew the Council's membership at a cost of £96.30, seconded by Cllr Osborne and resolved unanimously.
14 ACM	<u>ADDITION OF COUNCIL POLICY DOCUMENTS:</u> A. <u>The Code of Conduct</u> B. <u>Standing Orders</u> C. <u>Financial Regulations</u> The council's policies had been circulated to members ahead of the meeting. The Parish Clerk reported that all three policies were based on old model documents and that they should all be updated over the next year. It was proposed by Cllr Banas to re-adopt the policies, seconded by Cllr Osborne and resolved unanimously.

<p>15 ACM</p>	<p><u>COUNCIL FINANCE:</u></p> <p><u>A. End of Year Outturn 2024/25:</u> The end of year outturn was received. £695 overspend noted.</p> <p><u>B. To Appoint Bank Signatories 2025/26:</u> It was agreed to re-appoint Cllrs: Banas, Osborne & Brockway. The Parish Clerk reported that the council should increase its efforts to start using online banking.</p> <p><u>C. Payments to be Authorised:</u> 1. Mrs N. Phillips – Internal Audit – £70.00 2. Mr S Banas – Newsletter Printing – £44.00 It was proposed by Cllr Brockway to make the two payments, seconded by Cllr Cooke and resolved unanimously.</p> <p><u>D. Budget Spend to Date & Bank Reconciliation:</u> The budget Vs spend to date had been calculated. Cllr Osborne checked and signed the bank rec.</p>
<p>16 ACM</p>	<p><u>Internal Audit Report 2024/25:</u> The Internal Audit report had been circulated ahead of the meeting, all tests had been passed, and no major issues had been highlighted. Agreement of grant to the Village Hall missing from the minutes was noted. The Internal Audit report was received and approved.</p>
<p>17 ACM</p>	<p><u>Annual Governance Statement 2024/25:</u> It was proposed by Cllr Banas to give a positive response to all the statements, seconded by Cllr Osborne and resolved unanimously.</p>
<p>18 ACM</p>	<p><u>Accounting Statements 2024/25:</u> The accounting statement had been tabled. It was proposed by Cllr Banas to approve the accounting statement, seconded by Cllr Osborne and resolved unanimously.</p>
<p>19 ACM</p>	<p><u>Declaration of Council Being Exempt from External Audit:</u> 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 Cllr Banas to declare the council as exempt for external audit, seconded by Cllr Osborne and resolved unanimously.</p>
<p>20 ACM</p>	<p><u>Confirmation of Public Rights Dates:</u> Confirmed as being from Tuesday 3rd June 2025 to Monday 14th July 2025</p>

<p>21 ACM</p>	<p><u>Revised SID Mounting Plans and Extra Costs:</u> Cllr Banas reported that the new SID was heavier than the old one and as a result the same system of mounting would not work. It was proposed by Cllr Banas to have the Wiltshire Council contractors install a mounting post at a cost of £1,108.00, seconded by Cllr Brockway and resolved unanimously.</p>
<p>22 ACM</p>	<p><u>Relocation of Parish Noticeboard:</u> Wiltshire Council Highways would have to give permission for the noticeboard to be relocated. It was agreed to write to Highways for permission.</p>
<p>23 ACM</p>	<p><u>Recruitment of a Parish Clerk:</u> The details of the employment of the new clerk were discussed and agreed. It was agreed to appoint Matthew Phillips as the new Parish Clerk & RFO from 1st July 2025</p>

Meeting Closed at 20:27