




# Swallowcliffe Parish Council

## Parish Council Meeting Agenda

### 19<sup>th</sup> March 2026

To all members of Swallowcliffe Parish Council; you are hereby summoned to attend a meeting of the Parish Council at 19:00 on Thursday 19<sup>th</sup> March 2026, in The Village Hall, Swallowcliffe for the transaction of the business shown on the agenda below.

 Recoverable Signature

X 

Matthew Phillips

Parish Clerk and Responsible Financ...

Signed by: 9a31e0fa-4e19-4b94-bbee-272e6c7f98bf

### Engagement with Residents / Members of the Public:

**At the start of the meeting up to an hour is allowed for informal information exchange between anyone attending the meeting, this is done under the agenda items below 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

- Wiltshire Councillor's Report – Cllr N. Najjar
- The Village Hall Committee Representative - Cllr N. Osborne
- Wiltshire Council: SW Area Board – Cllr A. Brockway
- Environmental Initiatives – Ms L. Boothman
- Footpaths / Rights of Way - Cllr A. Brockway
- Highway Matters (including LHFIG) – Cllrs S. Banas & S. Taylor
- Flood Warden – Mr B. Fitzpatrick
- Parish Council Chairman's Report – Cllr S. Banas
- Input from Councillors or Residents on any matters not covered above.

## Formal meeting agenda

### 68. Apologies for Absence

To receive any apologies for absence.

## **69. 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.

## **70. Dispensations to Participate:**

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

## **71. Adoption of Minutes**

To adopt the minutes of last Parish Council meetings on:

- Thursday 8th January 2026 - Parish Council Meeting

## **72. Parish Council Finance**

### **A. Payments to Authorise:**

To receive and approve list of payments to authorise - see separate payment schedule.

### **B. Payments made since the last meeting:**

To receive and approve list of payments made since the last meeting - see separate payment schedule.

### **C. Bank Reconciliation and Spend Against Budget to Date:**

To receive and note. Cllr N. Osborne to confirm and sign the bank reconciliation reports.

### **D. Appointment of Internal Auditor:**

To resolve on an appointment. (The clerk proposes the same auditor as previous years – Nicola - Philips, at the same rate

## **73. Local Planning or Tree Applications made to Wiltshire Council**

To receive and comment on any new applications.

No new, unresolved applications received at the time the agenda was published; the parish council reserves the right to table any application received by the time of this meeting.

## **74. Emergency planning update**

To receive report upon action item of 'refreshing Emergency Resources & Volunteers documents'.

## **75. AGAR and IT requirements**

To discuss progress of actions resulting from AGAR and IT requirements subcommittee:

- Councillor email addresses
- Domain name
- FOI registration
- Web site WCAG improvements

To decide upon any actions.

**76. Project to renovate stream area by Old Churchyard and phone box**

To receive update from Community action group lead by Cllr Amanda Brockway.

To decide upon any actions.

**77. To approve newly created/updated council policy documents**

The following documents require approval.

To convene subcommittee with delegated powers for approval for those documents not able to be approved in this meeting.

1. Asset Register
2. Biodiversity policy
3. Emergency Generator Management plan
4. Equality, diversity, and inclusion policy
5. General Privacy Notice
6. Grant awarding policy
7. IT policy
8. Publications scheme
9. Risk Management Policy and Risk Register
10. Training and development policy

**78. To consider updating other council documents**

1. Standing orders (out-of-date and T.O.C. is incorrect)

**79. To discuss and resolve verge damage and restoration**

To consider options for addressing ongoing damage to the highway verges at (a) the church bus stop triangle caused by vehicle parking, and (b) the entrance to field in Barbers Lane and (c) the verge by the old churchyard caused by agricultural and other vehicle over-run; and to determine the council's preferred approach.

Background:

**A. Approval to Contact Wiltshire Council Highways**

To consider authorising the Clerk to contact Wiltshire Council Highways to seek approval in principle for soft-landscaping-based verge restoration at the sites, and to request a site meeting with the local highways officer.

**B. Section 142 Licence – Initial Enquiry**

To consider authorising the Clerk to explore the requirements for a Section 142 licence for any planting or temporary protective measures on the highway verges, subject to Highways' advice.

### **C. Contact with Adjoining Landowner (Barbers Lane)**

To consider authorising the Clerk to write to the adjoining landowner regarding the ongoing damage to the verge at the entrance to Barbers Lane, using the draft wording provided, to request cooperation in preventing further erosion by vehicles or contractors.

### **D. Verge Restoration Project – Grant Funding**

To consider whether the parish council wishes to develop a small verge-restoration project, incorporating soft landscaping and biodiversity enhancement, for potential submission to external funders; and, if so, to authorise the Clerk to prepare an outline project brief and indicative costs for later approval.

## **80. To decide upon grant application**

To discuss resolve and if clerk should apply for a grant, and if so for what project.

Project ideas:

- Footpath Improvements & Access to Nature
  - Drainage improvements
  - New kissing gates
  - Waymarking and signage
- Replacement of Village Noticeboards
  - Improved accessibility (lower height, larger display area)
  - Oak or metal heritage-style boards
- Swallowcliffe Stream & Riparian Habitat Restoration
  - Creation of marginal planting zones
  - Interpretation board about chalk-stream ecology
- Verge restoration
  - Barbers lane gate
  - Bus stop triangle
  - ...
- Village Green Biodiversity Enhancement
  - Accessible seating and paths
  - Bat and bird box installation
  - Hedge restoration
  - Pollinator corridors
  - Wildflower meadow creation

## **81. To discuss and approve grant to defibrillator training organisation**

To approve grant of value to be decided.

## **82. Agenda item for annual parish meeting planning?**

Discuss and agree plans for then annual parish meeting on Thursday 9th April 2026 @ 7:30pm.