



Swallowcliffe Parish Council

Parish Council Meeting Minutes

19th March 2026

Minutes of the Parish Council Meeting held in the Village Hall, Swallowcliffe on **Thursday 19th March 2026** at 7:00pm.

Present

Present:

- Cllr. Stephen Banas (Chairman, portfolio holder for: highways matters)
- Cllr. Amanda Brockway (Vice chair, portfolio holder for planning, footpaths / rights of way and rep to Wiltshire Council's South West Area Board)
- Cllr. Nick Osborne (Village Hall treasurer, portfolio holder for finance)
- Cllr. Nigel Cooke (Portfolio holder for village asset maintenance and emergency planning)
- Cllr. Sarah Taylor (Defibrillator, Parish Steward liaison)
- Mr. Matthew Phillips – Parish Clerk and Responsible Financial Officer

In Attendance:

- Lyndsay Boothman (Environmental initiatives)

Public Engagement

Start: 19:00

Public session reports:

- Wiltshire Councillor's Report – Cllr N. Najjar
Summarized Wiltshire council's budget. Parish steward scheme has been axed. Parish emergency resilience scheme axed. South West Wiltshire Area Board continues. LHFIG will be reviewed in future.
- The Village Hall Committee Representative - Cllr N. Osborne
Cash balance end February £10,295. Burns night profit \$285.
Cllr. Nick Osborne to send new pricing for hirers, to clerk, then Clerk to update the PC web site.
- Wiltshire Council: SW Area Board – Cllr A. Brockway
Nothing to report
- Environmental Initiatives – Ms L. Boothman
Litter pick went very well, less rubbish than recently. Getting involved with new WALC environmental network, the aim of which is for lesser parishes to get together and help each other. Next meeting later this month.
- Footpaths / Rights of Way - Cllr A. Brockway
Nothing to report
- Highway Matters (including LHFIG) – Cllrs S. Banas (present) & S. Taylor (apologies)
Damaged Yule Hill 20MPH sign has been replaced. Discussed merits of a community speed watch at Rookery Lane.

- Flood Warden – Mr B. Fitzpatrick (Apologies)
Heavy & prolonged rainfall at the end of January caused some flooding primarily along Bottom Road. Flooding extended to beyond the junction with Gigant St for the first time in over 30 years. Some minor flooding occurred due to blocked gullies on Common Lane by the Royal Oak, and the bottom of Loders Lane near Vine Cottage. Photographs and videos were uploaded to the Environment Agency. Flow restrictions in the Bottom Rd drainage ditch caused floodwater to back up in the Bottom Rd culvert and overflow into the Willis's field. Backed up water overflowed onto Bottom Rd itself reaching a maximum depth of 6 inches which with the speed of the flow would be sufficient to sweep a person off their feet, the road was only safely passable by 4x4 vehicles. I am concerned with ongoing maintenance, as Wiltshire Council diverts its workforce to dealing with potholes, that critical drainage maintenance tasks are delayed or just not done. Although we are entering the spring/summer period heavy rain and flooding can occur, as history shows, at any time.
- Parish Council Chair's Report – Cllr S. Banas
Discussions around village's WhatsApp group. Suggested setting up groups within a community or a second group.
- Input from Councillors or Residents on any matters not covered above.
None

Formal meeting agenda

Start 19:57.

68. Apologies for Absence

Apologies received from:

- Cllr A. Brockway
- B. Fitzpatrick
- S. Taylor

69. Declarations of Pecuniary Interests & Dispensations

None reported.

70. Dispensations to Participate:

N/A

71. Adoption of Minutes

To adopt the minutes of last Parish Council meetings on:

- Thursday 8th January 2026 - Parish Council Meeting
Approved unanimously.

72. Parish Council Finance

A. Payments to Authorise:

None to authorise.

B. Payments made since the last meeting:

Receive and approved list of payments made since the last meeting - see separate payment schedule.

Approved unanimously.

C. Bank Reconciliation and Spend Against Budget to Date:

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

To be received at subsequent meeting between clerk and Cllr N. Osborne.

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.

Approved unanimously.

73. Local Planning or Tree Applications made to Wiltshire Council

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

Progressing - updated with list of local people able to help with 4x4 vehicles and tractors, and physical resources.

75. AGAR and IT requirements

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

- Councillor email addresses
Up and running. One councillor remains to transition.
- Domain name
Up and running.
- FOI registration
Registered
- Web site WCAG improvements
No progress due to time constraints.

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

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

Update received: it is to be organized as subcommittee of Friends of the Church. Report from Wiltshire Wildlife trust received. Balanced approach proposed guided by professional advice.

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
Approved unanimously.
2. Biodiversity policy
Subcommittee with delegated authority to approve document to be established consisting of Cllr. Stephen Banas, Cllr. Amanda Brockway, Cllr N. Osborne, and Lyndsay Boothman (as advisor).
3. Emergency Generator Management plan
Approved unanimously.
4. Equality, diversity, and inclusion policy
Approved unanimously.
5. General Privacy Notice
Approved unanimously.
6. Grant awarding policy
Approved unanimously subject to correction of typos and addition of 'Not permitted to speak without the approval of the chair'
7. IT policy formally -> formerly Approved subject to these changes
8. Publications scheme
Approved unanimously.
9. Risk Management Policy and Risk Register
Approved unanimously subject to adding:
New risk of Over-run of allocated budget on PC approved projects (E.G. IT, Maintenance, etc), Likelihood = 3, Impact = 2, Rating = 6, Controls = Document scope of original project in minutes along with hours/costs agreed. Review project's spend against plan on monthly basis and inform council of any deviations to scope or budget, Owner = RFO, Residual Risk – Low
New risk to be considered associated with possible liability as the trustee for the Village Hall.
10. Training and development policy
Approved unanimously subject to correcting typos.

78. To consider updating other council documents

1. Standing orders (out-of-date and T.O.C. is incorrect)
Clerk to correct table of contents, and if time allows update to the latest NALC model document for review at next meeting.

79. To discuss and resolve verge damage and restoration

Discussed and concluded to add Gigant Street, and by Post Office Cottage to the project.

A. Approval to Contact Wiltshire Council Highways

Approved unanimously.

B. Section 142 Licence – Initial Enquiry

Approved unanimously.

C. Contact with Adjoining Landowner (Barbers Lane)

Draft to be submitted by email to councillors before sending.

D. Verge Restoration Project – Grant Funding

Approved unanimously.

80. To decide upon grant application

Verge restoration project chosen.

81. To discuss and approve grant to defibrillator training organisation

Grant of £100 unanimously approved for Community First Responder Appeal

82. Annual parish meeting planning

- Projector dry run planned by Cllr Taylor and Clerk
- Parish council presentation discussed. Plan to cover who does what on the PC and PC accomplishments for the year.
- Speakers discussed, Steve to pro-actively approach groups to consider speaking.

Meeting closed at 20:59.