




# Swallowcliffe Parish Council

## Annual Meeting of the council

### 13<sup>th</sup> May 2026

To all members of Swallowcliffe Parish Council; you are hereby summoned to attend a meeting of the Parish Council at 19:00 on 13<sup>th</sup> May 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.**

Public participation is permitted at the discretion of the Chair in accordance with Standing Orders.

## Agenda

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

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

# Formal Meeting Agenda

## Statutory Business

### **1. Election of Parish Council Chair for the Municipal Year 2025/26**

New Chair to sign their declaration of office.

### **2. Election of Parish Council Vice-Chair for the Municipal Year 2025/26**

### **3. Apologies for Absence**

To receive any apologies for absence.

### **4. Declarations of Pecuniary Interests and 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.

### **5. Dispensations to Participate**

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

### **6. Adoption of Minutes**

To adopt the minutes of last Parish Council meetings on:

- Monday 20<sup>th</sup> April 2026 - Extraordinary Council Meeting

### **7. Receipt of the minutes of the last meeting of a committee; Consideration of the recommendations made by a committee.**

The Council notes that it currently operates without committees.

### **8. Parish Council Portfolios 2026/27**

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.

- Community web site
- Defibrillator
- Emergencies planning and Organisation
- Environmental Initiatives
- Flood Warden
- Footpaths and Rights of Way
- Generator readiness
- Highway Matters (including LHFIG)
- Parish Steward management
- SID

- The Village Hall Committee Representative
- Village Maintenance Report
- Wiltshire Council South West Area Board representative
- Other?

#### **9. HR Panel Membership 2025/26**

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

#### **10. 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.

#### **11. Adoption of council policy documents**

To receive and adopt / re-adopt the following council policies:

- Biodiversity policy
- Code of Conduct
- Financial Regulations
- Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- Standing Orders, and to confirm that the adopted Standing Orders are based on the current NALC Model Standing Orders (2018, as updated).

#### **12. Assets Register 2026/27**

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

#### **13. Risk Assessment 2026/27**

To carry out and adopt a risk assessment for 2026/27.

#### **14. Insurance Renewal 2026/27**

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

#### **15. Annual WALC Membership Renewal 2026/27**

To resolve on membership of the Wiltshire Association of Local Council's and authorising payment.

#### **16. Meeting Dates 2026/27**

To confirm the schedule of ordinary Parish Council meetings for the coming municipal year.

- |  |                        |
|--|------------------------|
| • Thursday 19th March 2026 @ 7:00pm    | Council meeting        |
| • Wednesday 8th July 2026 @ 7:00pm     | Council meeting        |
| • Wednesday 14th October 2026 @ 7:00pm | Council meeting        |
| • Wednesday 13th January 2027 @ 7:00pm | Council meeting        |
| • Wednesday 10th March 2027 @ 7:00pm   | Council meeting        |
| • Wednesday 14th April 2027 @ 7:30pm   | Annual Parish Meeting  |
| • Wednesday 12th May 2027 @ 7:00pm     | Annual Council Meeting |

# Finance

## 17. Parish Council Finance

### **A. End of Year Outturn 2025/26**

To receive the end of year outturn.

### **B. To Appoint Bank Signatories 2026/27**

To confirm the Council's Bank Signatories.

### **C. Payments to Authorise**

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

### **D. Payments made since the last meeting**

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

### **E. Bank Reconciliation and Spend Against Budget to Date**

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

## 18. Internal Audit Report 2026/27

To receive the Council's Internal Audit result. To review the effectiveness of the audit.

## 19. Local Government Act 1972 s137, and GPC expenditure

Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence

# AGAR items

## 20. Annual Governance Statement 2026/27

To consider and approve the Council's Annual Governance Statement (AGAR Section 1).

## 21. Accounting Statements 2025/26

To consider and approve the Council's Accounting Statement (AGAR Section 2).

## 22. Declaration of Council Being Exempt from External Audit

To determine whether the Council is exempt from a limited assurance review under the Local Audit (Smaller Authorities) Regulations 2015 and to authorise submission of the Certificate of Exemption.

### 23. Confirmation of Public Rights Dates

To confirm that the dates for the public right of inspection will be 1 July – 14 July 2026 (inclusive).

## Ordinary business

### 24. Local Planning or Tree Applications made to Wiltshire Council

To receive and comment on any new applications.

The following has been withdrawn by the applicant:

<b>Reference:</b>	<a href="#">PL/2026/02395</a> - Householder planning permission
<b>Site Location:</b>	The Dell Swallowcliffe, Wiltshire. SP3 5PF
<b>Proposal:</b>	Erection of free standing greenhouse
<b>Applicant Name:</b>	Mr Peter Corke
<b>Officer Name:</b>	Daniel Jacobs
<b>Respond By:</b>	20 May 2026

### 25. Emergency planning update

To receive report upon action item of ‘refreshing Emergency Resources and Volunteers documents.

### 26. 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.

### 27. Verge damage and restoration project

To receive update.