

CHITTERNE PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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**The Annual Meeting of the Parish Council will be held on
Monday 14th May 2018 after Annual Parish meeting or at 7.30pm at the latest**

All Parish Council Meetings are open to the Public and Press

7th May 2018

To All Members of Chitterne Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Chitterne Parish Council at Chitterne Village Hall, on Monday 14th May 2018 to transact the business set out below.



Nikki Spreadbury-Clews

Parish Clerk

MEETING SCHEDULE

7.30pm

Public Participation

To enable members of the public to address the Council regarding matters relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Acceptance of apologies for absence.**
- 4. To approve** as a correct record, the minutes of the Full Council meeting held on 12th March 2018, copies of these minutes have been circulated.
- 5. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 6. Number of Members to Chitterne Parish Council.** The total number of seats for Chitterne Parish Council is seven, five seats All Saints Ward and two seats St Mary Ward. At the May 2017 elections a total of six seats were filled leaving one vacancy. In the minutes of meeting of 8th May 2017, two members were co-opted, Dorit Albertson and Emma Webb. Members to make decision on the member to co-opt.
- 7. Roles and Responsibilities.** Members to make decision on roles and responsibilities for the next 12 months.

8. Update on Items from March Meeting.

- (1) **Traffic.** Cllr Ricketts
- (2) **Allotments.** Cllr Wilkinson
- (3) **Cricket Club, Trees/grass cutting.** Cllr Horsfall
- (4) **Flood Warden.** Cllr Kent
- (5) **Village Hall, Footpaths.** Cllr Pike
- (6) **Parish Steward.** Cllr Emmerson
- (7) **Playground.** Cllr Webb
- (8) **Other updates**

9. Planning applications for Decision:

- 18/02195/FUL** Erection of Glasshouses and associated works. East Farm, Church Lane, Codford. BA12 0PJ
- 18/03167/FUL** Erection of Ground Mounted Photovoltaic Solar Panels/Energy Production Arrays. Landscaping and Associated Works. Clay Pit Hill, Codford Down, East Farm, Codford. BA12 0PJ

10. Planning Decisions for noting:

- 18/01103/FUL** Erection of a 4 m x 3 m garden shed with 2 m high panel fence surrounding the shed with gates to the shed and rear garden. Replace a small section of hedge by extending existing fencing. Erection of a 1 m high two bar post and rail fence and 5 bar gate to front boundary. Compton End 98 A Codford Road Chitterne BA12 0LD. Approved with conditions.
- 18/00530 FUL** Timber garden summerhouse to rear property of garden. Glebe House 107-108 Chitterne. BA12 0LJ. Approved with Conditions.
- 18/02819/TCA** T1 - Copper Beech tree - prune by 2m –3m overall T2 - Beech tree – reduce height by 4m - 6m and shape T3 – Beech tree - reduce height by 4m - 6m and shape T4 - Yew tree - prune away from cables by 2m. Clump Cottage Chitterne Warminster BA12 0LL. No Objections.

11. Asset Register. Members to confirm assets held and risk assessment/inspection requirements.

12. Council Insurance Renewal. Members to consider the Insurance policy renewal and if the cover is adequate for the Council and the comparison quote from Came & Company and make decision.

13. Accounts for Payment LGA 1972 s150 (5)

Members are asked to approve the payments listed below.

N Spreadbury-Clews expenses stamps	£13.44
WALC subscription	£123.19
Duplico Limited	£84.00
Auditing Solutions Ltd	£240.00
Wiltshire Council (Allotments)	£166.00
Chitterne Village Hall (contribution towards Wi-Fi as per minute 800/73 8 th May 2017)	£126.99
Receipts	
Wiltshire Council Precept	£8,095.70

14. Approval and signing-off of parish accounts. The Clerk will present the parish accounts for year ended 31st March 2018 and for the month to 30th April 2018 for approval.

15. Internal Audit. Members are asked to review the Internal Audit report from Auditing Solutions Ltd and any recommended actions.

16. Clerks Salary. Members to make decision on the Clerks salary with effect from 1st April 2018 as per NALC employment briefing E01-18 2018-19 National Salary Award and confirm the quarterly salary calculation.

17. The Annual Governance and Accountability Return 2017/18 Certificate of Exemption. Members to confirm that the authority meets the qualifying criteria, as per page 3 of the return and wishes to certify themselves as exempt from a limited assurance review.

18. The Annual Governance and Accountability Return 2017/18 Part 2. Section 1 – Annual Governance Statement 2017/18. Members will be asked to answer with a yes or no to the statements.

19. The Annual Governance and Accountability Return 2017/18 Part 2. Section 2 – Accounting Statements 2017/18. Members to approve the Accounting Statements.

20. Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Members to make decision on proposed dates Monday 11th June to Friday 20th July.

21. Localism Act 2011 – Standards. Members to instruct Clerk on response to Wiltshire Council as per Wiltshire Council letter of 13 April 2018.

22. General Data Protection Regulations (GDPR) Clerk to update members

23. Reports from meetings:

- **Warminster Area Board**

24. Meetings for members to consider attending: -

- **Local Highway Town and Parish Meetings** - Wednesday 23rd May – 7.00pm to 9.00pm - Kennet House, Devizes
- **CATG** – Thursday 7th June - 10.00am – Fire Station, Warminster
- **Town & Parish Councils Training & Networking Day** – Friday 15th June – 9.00am to 4.00pm – Civic Centre, Trowbridge
- **Warminster Area Board** – 21st June – 7.00pm – Civic Centre, Warminster

25. Date of next meeting

Members are asked to set a date for the next Full Parish Council Meeting.

The minutes of this meeting will be available to all members of the public from the village website www.chitterne.com or by contacting the Parish Clerk.