

Potterne Parish Council

To: **Members of the Council**

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL** at the Potterne Village Hall, on **Wednesday 5 June 2019 at 7.30pm**

Press & Public are invited to attend.

Liz Starling - Clerk to the Council. 29/05/2018

AGENDA

1. Welcome and Apologies

2. Declaration of Members' Interests

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

3. Minutes of meeting held on 1 May 2019

To resolve that the minutes of the meeting of the Council held on the 1 May 2019 be signed as a correct record.

Open Session

There will be an open session for 10 minutes so that the public can place questions to the Council to be discussed at the next meeting if confirmed in writing.

4. Wiltshire Councillor's Report

5. Parish Council Action Table Update

6. Parish Council Documents:

a) to review and approve the following existing policies:

- i. Standing Orders
- ii. Code of Conduct
- iii. Privacy (Data Protection) Policy
- iv. Subject Access Request (SAR) Policy

b) to consider and approve the following protocols:

- i. Member-Officer Protocol
- ii. Communications Protocol
- iii. Bullying and Harassment Protocol

c) to consider and approve the following new policies and procedures:

- i. Disciplinary Procedure
- ii. Grievance Procedure
- iii. Dignity at Work (Bullying and Harassment) Policy
- iv. Equal Opportunities Policy

7. Reports from representatives:

1. Devizes Area Board – Report from meeting held Monday 13 May 6.30pm, Devizes Hub (AH)
2. Road Safety, Vehicle Parking and Public Transport (including report from CATG) –
 - a) Update of traffic calming measures following meeting with Councillor Philip Whitehead (JM)
3. Leisure Facilities, Appearance and Environment [JC/AH]
 - a) To receive quotes for fencing and gate across Ryeleaze Field and to approve supplier
 - b) To approve purchase of 'no dog fouling' signs
 - c) To approve purchase of 'litter in the bin' signs
 - b) Ryeleaze Field
 - c) Blounts Court Field/Play Area
 - d) Parish Emergency Assistance Scheme (PEAS)

4. Residential Development: [RC/RH-G]

a) to consider the following applications:

19/03892/FUL	46 Highlands, Potterne SN10 5NS	Erection of detached double garage, resubmission following withdrawal of application 19/00809/FUL
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b) to note the following decisions:

19/01606/FUL	Old Whistley Farm, Whistley Road, Potterne SN10 5TD	Demolition of former agricultural buildings and erection of house, garaging and associated works.
Decision: Approved with conditions		
19/01665/FUL	Old Whistley Farm, Whistley Road, Potterne SN10 5TD	Demolition of former agricultural buildings and part conversion of others alongside the change of use of land from agricultural to domestic curtilage and erection of annex and garage (to replace planning permission 16/10262/FUL)
Decision: Approved with conditions		

5. Community and Learning [NP/CC]

a) Update on 'Soldiers Walk'

b) Welcome to Potterne booklet

c) To consider request from Clerk for study leave to be granted to assist in completion of CiLCA qualification.

6. Footpaths and Cycle Ways [PA]

To update on the formation of a Footpath Working Group

7. Communications [JM]

8. Burial & Property Maintenance:

9. Correspondence:

a) Letter from Five Lanes School

b) Market Lavington Neighbourhood Plan SEA Pre-Submission Consultation – 3rd Regulation 14 to consider any feedback that Worton Parish Council wishes to make

10. Finance:

a) To receive the Internal Auditor's report

b) Agree accounts to be paid and transfer of sufficient funds to pay accounts:

<i>Payable to</i>		<i>Net</i>	<i>VAT</i>	<i>Gross</i>
Potterne Village Hall	Room Hire 1/5/19	18.00	0.00	18.00
Conservation Contractors Ltd	Tree work – Blounts Court field	1200.00	240.00	1440.00
E M Starling/HMRC	Administration Costs	490.38	0.00	490.38
Worton Parish Council	SLCC Membership (50% as shared with Worton Parish Council)	68.00	0.00	68.00
David Owen	Internal Audit fee	500.00	100.00	600.00
Total		2276.38	340.00	2616.38
<i>Direct debit payment taken 17 May 2019):</i>				
ICO	Data protection fee	35.00	0.00	35.00

11. Items to be considered for the agenda for the next meeting:

Communications Policy

12. Date of next meeting: Wednesday 3 July 2019