

Potterne Parish Council

To: **Members of the Council**

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL**
at **Potterne Village Hall on Wednesday 19th May 2021 at 7.00pm**

Press & Public are invited to attend.

Karon Van Den Bergh - Clerk to the Council. 13/05/2021

AGENDA

1. **7.05-7.10pm To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
2. **7.10-7.15pm To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **7.15-7.20pm To receive apologies for absence**
4. **7.20-7.25pm Acceptance of Office**
To note the completion of the declaration of acceptance of office forms by the parish councillors
5. **7.25-7.30pm Declaration of Members' Interests**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
6. **7.35-7.40pm Minutes of the Meeting held on 7th April 2021**
To resolve that the minutes of the meeting of the Council held on the 7th April 2021 be approved for signing as a correct record.
7. **7.40-7.45pm Action Tracker Update**
8. **7.45-7.50pm 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.
9. **7.50-8.00pm Co-option of Members**
Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election. There are three vacancies for Potterne Parish Council.
Recommendation:
 - (1) That the Council believes that it is in the interests of the Parish that the vacancies on the Council are filled, and that this be achieved by co-option.
 - (2) That person eligible to become co-opted be encouraged to put their names forward to the Clerk. An advertisement for prospective candidates has been published for response by 22nd June 2021 giving a six-week period for applications.
 - (3) That consideration of applications be given at the Potterne Parish Council Meeting due to be held on 7th July 2021.
Eligibility for co-option is as follows:
 - a. *Be a local government elector for the parish; or*
 - b. *Be an occupier (owner or tenant) of land or premises in the parish for the previous 12 months; or*
 - c. *Have their place of work in the parish for the previous 12 months; or*
 - d. *Have resided in the parish for the previous 12 months; or*
 - e. *Have resided within three miles of the parish boundary for the previous 12 months.*

10. 8.00-8.10pm To appoint members to the following Work Streams and Responsibilities

- a. Road Safety, Vehicle Parking and Public Transport
- b. Leisure Facilities, Appearance and Environment
- c. Community and Learning
- d. Commercial Development
- e. Footpaths and Cycleways
- f. Communications
- g. Residential Development/Planning
- h. Finance

11. 8.10-8.15pm Risk Management Policy (PAPER 1)

Policy to be approved without changes (last update May 2020).

12. 8.15-8.20pm Road Safety, Vehicle Parking and Public Transport

13. 8.20-8.25pm Leisure Facilities, Appearance and Environment

- a. Defibrillators (PAPER 2)

14. 8.25-8.30pm Community and Learning

15. 8.30-8.35pm Commercial Development

16. 8.35-8.40pm Footpaths and Cycleways

- a. Erection of small signs on gates/stiles reminding of Countryside Code

17. 8.40-8.45pm Communications

18. 8.45-8.50pm Residential Development

To note the following decisions (TPOs considered previously via email due to short reporting timescales):-

PL/2021/04396	2 Ewatts Court, Whistley Road, Potterne	Reduce Walnut Tree by 2 Metres
No Comment		
PL/2021/03703	8 Crown Place, Whistley Road, Potterne	Elm trees growing through garden hedge. Tops to be cut in line with hedge.
No Objection		
PL/2021/03717	Sycamore House, Blackberry Lane, Potterne	T1 Horse chestnut fell due to split and hole running through tree at 8m; T1/T3 Yew reduce by 2m; T4 reduce by 203m in height; T5 Horse chestnut reduce 3m back past original reduction points to prevent limb failure.
No Objection		

19. 8.50-8.55pm Correspondence

- a. Email from Amy Towill regarding a forthcoming Planning Application

20. 8.55-9.00pm Finance:

- a. Agree accounts to be paid and transfer of sufficient funds to pay accounts:

Payable to		Net	VAT	Gross
Karon Van Den Bergh	Administration Costs	552.50		552.50
St Mary's Church	Contribution towards cost of maintaining the closed churchyard	750.00		750.00
Society of Local Council Clerks	Membership Fee	130.00		130.00
Information Commissioner's Office	Data Protection Fee	35.00		35.00
SSE	Electricity	6.30	.31	6.61

		1473.80	.31	1474.11
Inter account transfer:				
Date: 20.5.2021		Amount:		1500.00

21. 9.00-9.05pm Cemetery Fees Received

- £200.00 - Interment of Ashes – White – Grave No A63
- £100.00 - Burial- Godwin – Grave No A156

22. 9.05-9.10pm Purchase of Microsoft 365 Annual Subscription for Parish Council Laptop

Annual Subscription is £65.00 a year. Resolution required.

23. 9.10-9.15pm Bank Account Signatories

Annual Approval of Bank Signatories – No changes to be made:
 Lloyds Bank, Full access and authorities, two signatories needed on all transactions
 Peter Balls; Nesta Pudney, Robert Hunt-Grubbe and Karon Van Den Bergh (Clerk)
 National Savings: Full access and authorities, two signatories needed on all transactions
 Peter Balls; Nesta Pudney, Robert Hunt-Grubbe and Karon Van Den Bergh (Clerk)

24. Items to be considered for the Agenda for the next Meeting.

25. Date of next meeting: 2nd June 2021, 7pm, Village Hall, Potterne

26. Close meeting