

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 2nd June 2021 from 7.30-9.00pm**

Press & Public are invited to attend.

Karon Van Den Bergh - Clerk to the Council. 27/05/2021

AGENDA

1. **7.30-7.35pm Welcome and Apologies**
2. **7.35-7.40pm Declaration of Members' Interests**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
3. **7.40-7.45pm Minutes of Meeting held on 19th May 2021**
To resolve that the minutes of the meeting of the Council held on the 19th May 2021 be approved for signing as a correct record.
4. **7.45-7.50pm Action Tracker Update**
5. **7.50-8.00pm 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.
6. **8.00-8.05pm Acceptance of Office**
To note the completion of the declaration of acceptance of office forms by the parish councillors who did not attend the meeting held on 19th May 2021.
7. **8.05-8.10pm Road Safety, Vehicle Parking and Public Transport (SC)**
 - a. Traffic Calming Village Consultation (mini roundabout/crossing at Potterne Wick)
8. **8.10-8.15pm Leisure Facilities, Appearance and Environment (NP)**
9. **8.15-8.20pm Community and Learning (CC)**
 - a. Post COVID support to the Village
10. **8.20-8.25pm Footpaths and Cycleways (PA)**
11. **8.25-8.35pm Residential Development (RHG/RC/PA)**

PL/2021/03935	Otago, Hartmoor, Devizes SN10 5JS	Extension and Alterations of Existing Dwelling
PL/2021/04939	Rear Barn, Land at Devizes Road, SN10 5LN	Prior approval Part 20 Class ZA: Demolition of block of flats or single detached building and erection of replacement. Demolition of existing light industrial building and erection of single residential dwelling
PL/2021/03982	Box Cottage, 34 Whistley Road, SN10 5QY	Listed Building Consent. Demolition and rebuild of existing brick chimney on east elevation
PL/2021/03800	Homefield House, Hartmoor, Devizes SN10 5JS	Demolish existing 3 bay car port and replace with a 3 bay garage with room above for home office or gym.

12. 8.35-8.40pm Correspondence

Email from Jackie Sawyer asking for advice on arranging road closures for the Village Open Gardens Events on 31st July 2021.

13. 8.40-8.45pm Finance:

- a. Year End Accounts to 31 March 2021 (PAPER 1)
- b. Internal Audit Report (PAPER 2)
- c. Annual Governance Statement (PAPER 3a)
- d. Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2020/2021 (PAPER 3b)
- e. 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>
Karon Van Den Bergh	Administration Costs	552.50		552.50
Village Hall	Room Hire 19.5.2021	18.00		18.00
SSE	Electricity	6.30	.31	6.61
		576.80	.31	577.11
Inter account transfer:				
Date: 03.06.2021		Amount:		0.00

14. 8.45-8.50pm Cemetery Fees Received

£150.00 – Grant of Exclusive Right of Burial for signature – McLoughlin

15. 8.50-8.55pm Parish Council Documents:

The following existing documents circulated prior to the meeting to be reviewed:

- i. Code of Conduct (PAPER 4)
- ii. Financial Regulations (PAPER 5)
- iii. Freedom of Information including Guide to Information (PAPER 6)
- iv. Internet Banking Policy (PAPER 7)
- v. Privacy Data Protection Policy (PAPER 8)
- vi. Standing Orders (PAPER 9)
- vii. Subject Access Request (SAR) Policy (PAPER 10)

16. 8.55-9.00pm Wiltshire Councillor Update – Tamara Reay, Devizes Rural West

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

Applications, in person, to be received from prospective co-opted councillors

18. Date of next meeting: 7th July 2021, 7.30-9.00pm, Village Hall, Potterne

19. Close meeting