

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

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5th March 2024

Dear Councillor,

Your attendance is requested for a Parish Council meeting to be held on Tuesday, 12th March 2024 at 7.30 pm in West Knoyle Village Hall.

Yours sincerely,

Mrs. L. C. Wood,
Parish Clerk.

AGENDA

1. Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

2. To receive apologies for absence.

3. Declarations of Interest:

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Parish Council Code of Conduct for Members and by Section 27 of the Localism Act 2011. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

- a) To receive Declarations of Interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

A request for dispensation must be made on an individual basis

4. Minutes – To approve Draft Minutes of Parish Council meeting held on Tuesday, 28th November 2023 (Minutes attached)

5. Matters Arising from previous meetings

- a) Minute No. 170a) Clerks Vacancy & introduction to Sofya

6. Planning

- a) Planning application to consider at the meeting
- None at time of printing agenda
- b) Planning applications determined since last meeting
- PL/2023/09032 – Siting of temporary mobile home for a rural worker, Broad Oak
 - PL/2023/11014 – single storey extension and internal alterations at Broadmead Farm

7. To receive report from Wiltshire Councillor

8. Footpaths, Highways, Traffic & Transport

- a) Highway & Footpath issues for Parish Steward
- b) To report on the Draft Highways Maintenance Programme 2024 - 2030
- b) To report on issues & correspondence arising from defective sewage plant at Stoney Bridge

9. Play Area

- a) Report from Woodland Trust regarding boundary tree inspection concerns.
- b) Actions and tasks arising from 2023 RoSPA Play Area Inspection report
- c) Signage for Play Area
- d) Replacement of equipment and quotations received

10. Finance, Policy & Resources

- a) Payments: To approve the following payments:

L. C. Wood	Salary 2023/24 – Q4 31.3.24	£220.00
HMRC	PAYE – Q4	£ 55.00
Cash	Petty cash reimbursement (Postage & Travel) 28.11.23 – 31.3.24	TBA
The Sign Shed	Signage for play area (7 signs)	51.64
Mirage Signs	Signage for play area	TBA
T. J. Thornley	Website - SSL Certificate renewal, Domain renewal, Hosting renewal and website maintenance	180.12

- b) Report on latest bank reconciliation
- c) To review and assess the effectiveness of internal controls (schedule attached)
- d) To make job offer for role of Parish Clerk and consider terms for contract of employment.

11. General Items

- a) Update on SID repair
- b) D-Day 80
- c) Draft Biodiversity Policy

12. Date of next meeting

- a) To set date and time of next meeting and date & time of Annual Parish Meeting

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.