

**SWALLOWCLIFFE PARISH COUNCIL  
MINUTES OF THE EXTRAORDINARY MEETING**

held at  
**Swallowcliffe Village Hall**  
on  
**Friday 11<sup>th</sup> November 2016 at 7.00pm**

**Present:** Cllr. D Atkins (Chairman)  
Cllr. S Banas  
Cllr. P.J.d'A Willis  
Cllr. G Blundell  
Cllr. N Cooke

**Apologies** None

**In Attendance:** Mr Simon Pritchard (Parish Clerk)

**Members of the Public:** 0



ITEM	
16/32 A	<b><u>Apologies for Absence</u></b> None
16/32 B	<b><u>Acceptance of Apologies for Absence</u></b> N/A
	<b><u>Pecuniary Interests &amp; Dispensations:</u></b>
16/33 A	<b><u>To confirm the dispensations Officer of the Council:</u></b> It was Resolved that this would be the Parish Clerk
16/33 B	<b><u>To declare any pecuniary interests or dispensations:</u></b> It was confirmed that all members of the Council had a pecuniary interest in agenda item 16/37 as all members of the Council are council tax payers. The Clerk confirmed that all 5 members had applied for a dispensation for this item and that he had granted all 5.
16/34	<p><b><u>Planning Applications</u></b></p> <p>16/09868/FUL Address: <b>Vine Cottage</b> Proposal: <b>To raise chimney</b> <b>Resolved: No Objection</b></p> <p>16/09666/FUL Address: <b>Lake House</b> Proposal: <b>Relocate Bat House</b> <b>Resolved: No Objection</b></p> <p>While members had no objection to the moving of the bat house, it was noted by one member that the building of a boat house formed part of the application, members agreed to give themselves the weekend to go back over the planning application and email the Clerk if they had any concerns</p>
16/35	<p><b><u>Audit 2015 – 2016</u></b></p> <p>The Council Received and noted the report from the Council's external auditor Grant Thornton. The statutory notices will now be displayed on 3 notice boards around the village and on the Council's website.</p>
16/36 A	<p><b><u>Finance</u></b></p> <p><b><u>To confirm cheque signatories:</u></b> It was Agreed that Cllrs Banas &amp; Willis would be added as cheque signatories, to join the Clerk and Cllr Atkins. Bringing the total number to 4, with 2 needed for each cheque.</p>
16/36 B	<b><u>To receive income &amp; expenditure report:</u></b> The report was noted, with one change needing to be made – PV2 is the cost of the defibrillator cabinet not the defibrillator itself.

16/36 C	<b><u>To receive an update on the banking handover:</u></b> The clerk reported that despite NatWest having had the correct forms for sometime, he is still not registered as the account contact or cheque signatory. Two attempts had been made this week to contact the right department.
16/36 D	<b><u>To approve payment of Clerk's expenses:</u></b> It was Resolved to approve payment of £55.64
16/37	<p><b><u>Parish Precept:</u></b>  The Clerk had provided Members with a draft budget and invited Members to put forward any projects he had missed.  Members highlighted a few budget lines that they wanted to add:</p> <ul style="list-style-type: none"> <li>• Traffic calming schemes - £500</li> </ul> <p>This would be the start of an ongoing savings fund to build up over a number of years. The money could be used to pay for a Speed Indicator Device (SID) or other traffic calming measures in the Village.</p> <ul style="list-style-type: none"> <li>• Payment to the Royal Oak for the electricity for the defibrillator - £50</li> <li>• The cost of wiring in the defibrillator £200</li> </ul> <p>Members were happy with the Clerk's draft budget lines. The Clerk will add the new projects identified to the precept and bring it back to the December meeting for a vote.</p>
16/38	<p><b><u>Appointment of an HR Panel:</u></b>  Council was asked to consider appointing two members to an HR Panel. This Panel would be responsible for carrying out the Clerk's 6 month probationary review, annual review and assessing / authorising any overtime requests. After debate it was Agreed to appoint Cllrs Banas &amp; Blundell to such a Panel.</p>

Meeting Closed at 8:00 pm

Signed Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**Email:** Swallowcliffepc1@gmail.com

**Website:** <http://www.southwilts.com/site/swallowcliffe-parish-council-news/>

*After the meeting had closed it was noted that the on the agenda for the December 14<sup>th</sup> meeting would be the consultation BT are running with regard to the removal of the Village phone box.*

*The Clerk also informed Members that the Centre for Sustainable Energy would be holding a 10 minute talk and Q&A session before the start of the December meeting, starting at 6:30pm. The Clerk will advise this on the website, Village notice boards and email surrounding parishes.*