

Odstock Parish Council
Annual Parish Council Meeting Agenda
Jay McGowan Parish Clerk - 07946 576550

The Annual Odstock Parish Council Meeting to be held on **Wednesday 3rd May 2023 at 7.30pm** at The Pavilion, Nunton Recreation Field.

All Parishioners are welcome to join the Parish Council Meeting. Please register your interest to attend by emailing the clerk, no later than 1pm on 3rd May 2023.

Yours faithfully, Mrs Jay McGowan - Parish Clerk. clerk@odstock-pc.org.uk
Tel: 07946 576550

26th April 2023

The Press and Public are invited to attend. Prior to commencement of the meeting there will be a period of 10 minutes when members of the public may comment or ask questions on relevant Parish Council business. Please be aware that the meeting may be recorded.

Public Session

Agenda

01.23 To elect a chairman for 2023/2024

02.23 To elect a vice chairman for 2023/2024

03.23 To receive and consider acceptance of apologies.

04.23 Vacancies in Parish Council Office: None.

05.23 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation.

06.23 To consider any urgent matters raised in the public session, and any other urgent matters or items from councillors. (For discussions only, no decisions can be taken)

07.23 To agree any items on the agenda that are to be dealt with following the exclusion of the press & public.

08.23 To approve and sign the Minutes of meeting held 11th January 2023.

09.23 To consider and approve Parish Council representatives:

Finance and Staffing Committee

Highways

Nunton Recreation Field

Parish Council Website

Parish Steward

10.23 To review and adopt the following policies:

Standing Orders

Code of Conduct

Financial Policies

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11.23 Finance Tracker. To review and note the budget spent for 2022/2023.

12.23 To receive the internal audit for 2022/2023

13.23 Bank Reconciliation: to receive bank statement year ending 31st March 20

14.23 To approve Certificate of Exemption.

15.23 Section 1 of Annual Return for the Financial Year ending 31st March 2023: to approve Section 1 – Annual Governance Statement of the Annual Return submission.

16.23 Section 2 of the Annual Return for the Financial Year ending 31st March 2023: to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2021/2022.

17.23 VAT Reclaim: to approve the VAT Claim

18.23 To appoint an internal auditor for 2023/2024

19.23 To approve Membership of WALC for 2023/2024

20.23 To consider and review Parish Council Insurance for 2023/24

21.23 CIL report. To note the CIL funds for 2023/2024

22.23 Vicarage Garden. To consider the ongoing maintenance to the area. E Riley.

23.23 Clerk's Report/Matters arising from previous meeting.

- a. Parish Noticeboards.
- b. Litter bins. To consider installing litter bins in the Villages. Possible locations of bins were circulated prior to the meeting.
- c. Defibrillator.
- d. Stiles on to A338.
- e. Car Boot Sales: The first Car Boot Sale for 2023 was held on Sunday 23rd April 2023.
- f. King's Coronation: A lunch event for all Parishioner to attend has been planned at Radnor Hall. A request for £500 towards the event has been granted towards the cost of the event.
- g. Parish Steward Visits. Focus will be on grass cutting throughout the summer months, however worksheets to be submitted as usual.
- h. Odstock Playground equipment: To receive an update of repairs from Cllr Berry.
- i. Jubilee Gardens: The undergrowth in is area has now been cleared and tidied up.

The Parish Council would like to thank everyone who helped for their time and effort.

24.23 AONB Landscape Improvement Scheme

25.23 Transport, Roads and Footpaths

- a. Odstock Hospital Signpost. A request to reinstate this signpost, Councillors to consider this request.
- b. Bus Shelter Bodenham Dual Carriageway. It has been noted the shelter may need some maintenance.
- c. Unnamed Road Sign

26.23 Grass Cutting Contract. The grass cutting contract is due for renewal, to review and consider the quotes for renewal.

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27.23 Planning

- a. To consider a response to any new planning applications received.
PL/2023/02945: 4 Ebbleside Villas, Odstock Road, Nunton, SP5 4HT. Household planning permission - Demolition of existing garage and single storey kitchen to the rear of the property. Construction of single storey side and rear extension to provide inclusive and accessible accommodation.
- b. To consider a response to any planning applications received between publishing of the agenda, and date of the meeting.
- c. To confirm any planning application responses determined email for applications received since last meeting.
- d. To note any planning application decisions received by Wiltshire Council.

28.24 Finance

- a. To note bank balance at 01.05.23
Current:
Savings:
- b. To approve schedule of payments:

29.23 Correspondence Received.

Briefing Note 23-10: Guidance for Neighbourhood Planning Within Wiltshire
Police and Crime Commissioner Quarterly Newsletter
Beech Tree Solar Farm.
New Hall Hospital Development – Grand Opening. Cllrs Riley was invited to the event.
New Area Board Health & Wellbeing Group

30.23 Forthcoming Meetings

Southern Wiltshire Area Board Summer Event: 15th July 2023 - Winterslow

31.23 Items to be carried forward to the next meeting.

32.23 Dates of future meetings.

Wednesday 5th June 2023
Wednesday 6th September 2023
Wednesday 1st November 2023

33.23 To close the meeting.