

**Odstock Parish Council**  
**Annual Parish Council Meeting Agenda**  
**Jay McGowan, Parish Clerk – [clerk@odstock-pc.org.uk](mailto:clerk@odstock-pc.org.uk)**

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Dear All

You are invited to attend the **Annual Parish Council Meeting** of Odstock Parish Council to be held on **Wednesday 8<sup>th</sup> May 2024 at 7.30pm** at The Pavilion, Nunton Recreation Field.

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

1<sup>st</sup> May 2024

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The Press and Public are invited to speak at the Annual Parish Meeting held prior to this meeting.

**Agenda**

**01.24 To elect a chairman for 2024/2025.**

**02.24 To elect a vice chairman for 2024/2025.**

**03.24 To receive and consider acceptance of apologies.**

**04.24 Vacancies in Parish Council Office:** None.

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

**06.24 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)**

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

**08.24 Minutes.** To approve and sign the Minutes of meeting:

10<sup>th</sup> January 2024

6<sup>th</sup> March 2024.

**09.24 To consider and approve Parish Council representatives:**

Finance and Staffing Committee

Highways

Nunton Recreation Field

Parish Council Website

Parish Steward

**10.24 To review and adopt the following policies:**

Standing Orders

Code of Conduct

Financial Policies

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**11.24 To receive the internal audit for 2023/2024.**

**12.24 Bank Reconciliation:** to receive bank reconciliation year ending 31<sup>st</sup> March 2024.

**13.24 To approve Certificate of Exemption.**

**14.24 Annual Return for the Financial Year ending 31<sup>st</sup> March 2024:** to approve Section 1 – Annual Governance Statement of the Annual Return submission.

**15.24 Annual Return for the Financial Year ending 31<sup>st</sup> March 2024:** to approve Section 2 – The Account Statements of the Annual Return and Statement Variances for 2023/2024.

**16.23 VAT Reclaim:** to approve the VAT Claim

**17.24 To appoint an internal auditor for 2024/2025.**

**18.24 To approve Membership of WALC for 2024/2025.**

**19.24 To consider and review Parish Council Insurance for 2024/25.**

**20.24 CIL report.**

**21.24 Nunton Pavilion.** To agree a date to clear out the outside building.

**22.24 Jubilee Garden Bridge repairs.**

**23.24 Clerk's Report/Matters arising from previous meeting.**

- a. Parish Noticeboards. Sign is waiting to be ordered.
- b. Litter bins.
- c. Defibrillator.
- d. Stiles on to A338. No further update.
- e. Car Boot Sales: The first Car Boot Sale for 2024 will be 12<sup>th</sup> May 2024.
- f. Odstock Playground equipment.
- g. Jubilee Gardens: To agree the wording for the parking signs.
- h. Parish Steward Visits. The focus will currently be on grass verges, however worksheets to be submitted as usual to Cllr Start.

**24.24 Transport, Roads and Footpaths**

- a. Odstock Bus Shelter. To consider submitting a LHFIFG report for the repairs.
- b. Jubilee Gardens Parking. To consider submitting a LHFIFG report for bollards.
- c. Unnamed Road Signs. Nigel to update.

**25.24 Grass Cutting Contract.** The grass cutting contract is due for renewal, to review and consider the quote for renewal.

**26.24 Planning**

- a. To consider a response to any new planning applications received.  
**PL/2024/03106:** Elm Tree Barn, Nunton. Demolition of barn, erection of two dwellings, garaging, car port, ground mounted PV array, swimming pool to plot 1 and associated works.
- 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

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since last meeting.

d. To note any planning application decisions received by Wiltshire Council.

**27.24 Finance**

a. To note bank balance at 08.05.24

b. To approve standing Direct Debit payments:

Clerk's Salary: £291.66 per month

ICO Fee: £35 per year

c. To approve schedule of payments:

**28.24 Correspondence Received.**

Briefing Note 24-07 & 08

**29.24 Forthcoming Meetings**

Wiltshire Council Town & Clerk's meeting: 10<sup>th</sup> May 2024, TEAMS

LHFIG: 6<sup>th</sup> August 2024, TBN

**30.24 Items to be carried forward to the next meeting.**

**31.24 Dates of future meetings.**

Wednesday 3<sup>rd</sup> July 2024

Wednesday 4<sup>th</sup> September 2024

Wednesday 6<sup>th</sup> November 2024

**32.24 To close the meeting.**