



The meeting of Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 19 March 2017** commencing at **7.00 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

## AGENDA

1. **APOLOGIES** -Chair Simon Richardson
2. **MINUTES OF THE LAST MEETING** held on Monday 15 January 2018.
3. **APPLICATION FOR PARISH COUNCILLOR VACANCY – Mr Lindsay Shaw**
4. **POLICE MATTERS**
  - a. Correspondence with Police Commissioner Angus Macpherson re Staverton & Hilperton Crime Epidemic
5. **PLANNING**
6. **SPORTSGROUND AND VILLAGE HALL**
  - a. Fire Safety visit – update to fire risk assessment now that kitchen has additional cooking facilities.
  - b. MANAGEMENT AGREEMENT – Playing Field – update SR/JJ
  - c. Boiler & Heating System – Needs draining and flushing with descaler to remove sludge
7. **WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**
8. **EDITOR OF STAVERTON NEWSLETTER – Caroline Smith has resigned**
9. **COUNCILLORS/RESIDENTS MATTERS**
  - a. Visit to Cereal Partners Factory – Date to be arranged.JJ
  - b. Complaints - Dog Faeces – Illegal waste – Purchase of new waste bin for footpath from Cygnet Way leading to School Lane RS
  - c. Car Park next to Boat Yard at The Slipway – Hedge surrounding car park to be cut low to prevent illegal fly tipping SR
  - d. Play area inspection report re gaps under the bridge. Update re contractor response JJ
10. **PARISH STREET MAINTENANCE – Report by John Corfield**
11. **FINANCE**
  - a. Clerk’s Financial Report – JJ
  - b. Assets Register
  - c. Code of Conduct
  - d. Complaints Procedure
  - e. Council Equity Policy
  - f. Corporate Governance Questionnaire
  - g. Internal Audit Review
  - h. Internal Audit Programme
  - i. Internal Audit Report – actions minuted
  - j. Financial Regulations
  - k. Model Standing Orders – Part II
  - l. Risk Assessment – Play Area
  - m. Risk Assessment – Sports Ground

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At the village hall	15	JANUARY 2018		JUNE (Exec Ctee Meeting)	19	NOVEMBER 2018		

- n. Risk assessment – Fire/Health and Safety Village Hall
- o. Risk assessment - Financial
- p. Data Protection – Privacy Statement - KL
- q. Data Protection – General Guidelines
- r. Data Protection – Controller and Processor Guidelines - Councillors to sign individual guidelines – SPC domain & passwords **KL/JJ**
- s. Data Protection – Risk Assessment
- t. Data Protection IT Health Check for Parish Clerk’s Computer
- u. Data Protection Summary 2018
- v. Data Protection – GDPR Risk Assessment – 4% income to be set aside for breaches and need liability insurance for breaches
- w. Check List Questions – Privacy Statement
- x. Register of Interests – Councillors to sign individual copies
- y. Notice Board for The Slipway
- z. White display gates for bridge entrance to village
- aa. Briefing note 342 Changes to Waste Disposal – WC will no longer provide business waste disposal. As from 1<sup>st</sup> April 2018 the Parish Council will contract waste removal from Hills Waste.

**12. CORRESPONDENCE**

- a. Briefing Note 342 – Waste Update

**13. DATE OF THE NEXT PARISH COUNCIL MEETING: 14 May 2018 APM & AGM and close of meeting.**

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