



The meeting of Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 18 March 2019** commencing at **7.00 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

## AGENDA

1. **APOLOGIES**
2. **MINUTES OF THE LAST MEETING** held on Monday 14 January 2019.
3. **POLICE MATTERS – PCSO ANDREW MACLAUCHLAN**
4. **PLANNING**
5. **SPORTSGROUND AND VILLAGE HALL**
  - a. Football meeting
  - b. Sports Ground Litter Bin
  - c. MANAGEMENT AGREEMENT – Playing Field – update SR/JJ
  - d. Boiler settings changed without permission – JJ
  - e. Replacement net for Tennis Court – SR
6. **WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**
7. **COUNCILLORS/RESIDENTS MATTERS**
  - a. Illegal parking by lorry at Cottles Barton Car Park - JJ
  - b. Complaint – Update
8. **PARISH STREET MAINTENANCE – Report by Cllr Nick Woodall**
9. **FINANCE**
  - a. Clerk’s Financial Report – JJ
  - b. Cllr Lamb to be approved to check and sign off reconciliations to bank statements
  - c. Gas Smart Meter – Village Hall – JJ/SR
  - d. Assets Register (1)
  - e. Code of Conduct (2)
  - f. Complaints Procedure (3)
  - g. Council Equity Policy (4)
  - h. Corporate Governance Questionnaire (5)
  - i. Internal Audit Review (6)
  - j. Internal Audit Programme (7)
  - k. Internal Audit Report – actions minuted (8)
  - l. Financial Regulations (9)
  - m. Model Standing Orders – Part II (10) (Approved at January meeting)
  - n. Risk Assessment – Play Area (11)
  - o. Risk Assessment – Sports Ground (12)
  - p. Risk assessment – Fire/Health and Safety Village Hall (13)
  - q. Risk assessment – Financial (14)
  - r. Data Protection – Privacy Statement – KL (15)
  - s. Data Protection – General Guidelines (16)
  - t. Data Protection – Controller and Processor Guidelines (17) - 2 Documents to sign and Councillors to also sign individual checklist guidelines re SPC domain & passwords
  - u. Data Protection – Risk Assessment (18)
  - v. Data Protection IT Health Check for Parish Clerk’s Computer (19)
  - w. Data Protection Summary 2018 (20)
  - x. Data Protection – GDPR Risk Assessment (21) – 4% income to be set aside for breaches and need liability insurance for breaches

<a href="#">Meeting Dates for 2018-2020</a>			18	MARCH 2019	15	JULY 2019	13	JANUARY 2020
On Mondays starting at 7.00 pm	19	NOVEMBER 2018	13	MAY 2019 AGM & APM	16	SEPTEMBER 2019		
At the village hall	14	JANUARY 2019		JUNE (Exec Ctee Meeting)	18	NOVEMBER 2019		

- y. Data Protection - Check List Questions – Privacy Statement (22)
- z. Register of Interests – Councillors to sign individual copies

**10. CORRESPONDENCE**

- a. Briefing Note 375 - Polling District and Polling Place Review
- b. Briefing Note 19-003 - Electoral Review of Wiltshire Council - Draft Recommendations of the Local Government Boundary Commission for England
- c. Briefing Note 19-004 Draft Wiltshire Housing Site Allocations Plan
- d. Briefing Note Number 19-005 - Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line
- e. Briefing Note Number 19-007 - Retail Rate Relief for the High Street
- f. Briefing Note 19-008 Community Led Housing Project

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

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