



The meeting of Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 16th March 2020** 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 20th January 2020**
- 3) **POLICE MATTERS – Police Surgery held on 11th March 2020 between 11am and 12 noon**
- 4) **PLANNING MATTERS**
 - a) Variation of Condition – Smallbrook House Development 20/01722/VAR
 - b) Demolition of existing kitchen extension and new two storey extension at 53 New Terrace. 20/01834/FUL
- 5) **RESIDENT/COUNCILLOR MATTERS**
 - a) Corona Virus (Covid-19) – Parish Council Operational Risk Assessment 2020 - JJ
 - b) Motorcycle nuisance report at sports ground – JG
- 6) **SPORTSGROUND AND VILLAGE HALL**
 - a) Sponsorship poster for side of storage container. Update JJ
 - b) Bookings – village hall – JJ/LS
- 7) **WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**
 - a) Damaged bollards along Footpath between Cygnet Way and School Lane
- 8) **PARISH STREET MAINTENANCE – Report by Cllr Nick Woodall**
- 9) **STAVERTON NEWSLETTER – Cllr Lindsay Shaw**
- 10) **FINANCE & AUDIT 2019/20**
 - a. Clerk's Financial Report – JJ
 - b. Register of Interest 2020
 - c. AUDIT (2) – Assets Register
 - d. AUDIT (5) – Code of Conduct
 - e. AUDIT (6) – Complaints Procedure
 - f. AUDIT (7) – Equal Opportunities Procedure
 - g. AUDIT (10) – Council Members Training Plan
 - h. AUDIT (11) – Review of System of Internal Audit
 - i. AUDIT (12) – Internal Audit Programme
 - j. AUDIT (16) – General risk Assessment for Staverton Village
 - k. AUDIT (17) – Risk Assessment for Play Area School Lane
 - l. AUDIT (18) – Fire Risk Assessment for Village Hall
 - m. AUDIT (21) – Privacy Statement and Protection of Personal Information
 - n. AUDIT (22) – General DATA Protection Guidelines & Regulations
 - o. AUDIT (23) – DATA Protection Councillor/Controller Guidelines
 - p. AUDIT (25) – DATA Protection Risk Assessment
 - q. AUDIT (26) – DATA Protection GDPR Risk Assessment
 - r. AUDIT (28) – DATA Protection and Freedom of Information Act – Compliance
- 11) **CORRESPONDENCE – Briefing Notes**
 - a) 20-04 Wiltshire Housing Site Allocations Plan
 - b) 20-05 Community Area Transport Groups Survey
 - c) 20-06 Young Carers Awareness Day 30 January 2020
 - d) 20-09 Changes to Kerbside Recycling Collections
 - e) 20-10 Government Plans for Enhanced Bus Services

- f) 20-11 Review of Wiltshire Local Plan
- g) Adoption of Bat Mitigation Strategy

12) DATES OF THE NEXT PARISH COUNCIL MEETING 11 May 2020 (Annual General Meeting and Parish Meeting) and close of meeting.

Meeting Dates for 2020 TO 2021	20	JANUARY 2020	11	MAY 2020 AGM & APM	14	SEPTEMBER 2020	18	JANUARY 2021
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	16	MARCH 2020	13	JULY 2020	16	NOVEMBER 2020		