



The meeting of Staverton Parish Council is to be held on **Monday 14TH March 2022** at Staverton Village Hall, commencing at **7 pm** for the purpose of transacting the following business.

June Jones

[June Jones, Parish Clerk](#)

AGENDA

1. **APOLOGIES**
2. **MINUTES OF THE LAST MEETING HELD ON 17 January 2022**
3. **POLICE MATTERS – Fraud Protection Officer PC Rachel Davies**
4. **MUGA PROJECT UPDATE – Headteacher of Staverton School, Mr Ed Powe**
5. **HILPERTON AND STAVERTON WORKING GROUP – Mrs Celia Beckett**
6. **PLANNING**
 - a. PLO/2022/01285 Staverton Farm – Change of Use from Agricultural Building to storage use.
 - b. PL/2021/07211 38 Tweedle Cottage – Proposed vehicle access
7. **WILTSHIRE COUNCILLOR – Trevor Carbin**
8. **COUNCILLORS AND RESIDENTS' MATTERS**
 - a. Purchase of waste bin off Marina Drive – Update – SR/JG
 - b. Dog waste bin requested at Oatfields
9. **SPORTS GROUND AND VILLAGE HALL – Chair Simon Richardson**
 - a. Repairs to storm damaged fencing near Cygnet Way entrance
 - b. Toilet cistern leak
 - c. Floor covering to main hall – Needs replacing
 - d. COVID 19 – Changes to guidelines/Test and Trace - Update
10. **PARISH STEWARD – Cllr Woodall**
11. **FINANCE & PARISH CLERK**
 - a. Clerk's Financial Report
 - b. TENDERS FOR GRASS CUTTING CONTRACTS – PLAY AREA AND SPORTS GROUND
 - c. AUDIT – ASSETS REGISTER – VOTE
 - d. AUDIT – REVIEW OF THE SYSTEM OF INTERNAL AUDIT – VOTE
 - e. AUDIT – INTERNAL AUDIT PROGRAMME – VOTE
 - f. AUDIT - RISK ASSESSMENT FOR PLAY AREA
 - g. AUDIT - RISK ASSESSMENT FOR SPORTS GROUND
 - h. AUDIT- FIRE RISK ASSESSMENT FOR VILLAGE HALL
 - i. AUDIT - FIRE EMERGENCY EVACUATION REPORT – VILLAGE HALL
 - j. AUDIT – FIRE RISK ASSESSMENT REVIEW CHECKLIST – VILLAGE HALL
 - k. AUDIT - FIRST AID RISK ASSESSMENT
 - l. AUDIT – DATA PROTECTION ACT & FREEDOM OF INFORMATION ACT

m. Website and Email Domains Update – SR & JJ

12. CORRESPONDENCE AND BRIEFING NOTES SINCE LAST MEETING

- a. Briefing Note 22-01 New Residual Waste Collections February and March
- b. Briefing Note 22-02 Update on Possible Dis

13. DATE OF THE NEXT PARISH COUNCIL MEETING

Is MONDAY 16th May 2022 (**Annual Parish Meeting and Annual General Meeting**). Time and close of meeting.

Meeting Dates for 2022/23	17	JANUARY 2022	16	MAY 2022 AGM & APM	12	SEPTEMBER 2022	17	JANUARY 2023
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	14	MARCH 2022	18	JULY 2022	14	NOVEMBER 2022		