



The meeting of the **Staverton Parish Council** is to be held on **Monday 13th March 2023** commencing at **7 pm** for the purpose of transacting the following business.

June Jones

[June Jones, Parish Clerk](#)

AGENDA

EMERGENCY EVACUATION INSTRUCTIONS TO BE READ OUT IN CASE OF FIRE

1. **APOLOGIES** Cllr Mark Frati
2. **MINUTES OF THE LAST MEETING** held on Monday 16th January 2023.
3. **NEW CHAIR AND VICE CHAIR of the PARISH COUNCIL**
4. **HILPERTON & STAVERTON CONSERVATION WORKING GROUP – Dr Celia Beckett**
 - a. Funding for legal aid.
5. **EQUINOX EXPLORER SCOUT UNIT – George Braham**
6. **WILTSHIRE COUNCILLOR – Trevor Carbin**
 - a. Draft agreement for additional 200 (plus 500 already planned) homes in Staverton.
7. **COUNCILLORS AND RESIDENTS MATTERS**
 - a. Purpose, Roles and Duties of Staverton Parish Council and its Councillors – Resident request
 - b. Unauthorized caravan parked in car park next to Boatyard – update - JJ
 - c. Councillors duties – To be discussed in a closed meeting after public meeting, following the resignation of Cllr Simon Richardson and resignation of the newly elected Chair, Cllr Mark Frati
 - d. Cllr Claire Braham – Emergency Services Planning Officer – Update
8. **SPORTS GROUND, VILLAGE HALL, PLAY AREA and GENERAL**
 - a. Date to restart hall hires
 - b. Criminal Damage to lights at front of Village Hall – Update JG
 - c. Summer Maintenance of Playing field – Meeting held on 15 Feb - JJ
 - d. Coronation of King Charles – Flags, bunting and flag pole - JJ
 - e. Village Hall and Field Hires – New Bookings Secretary June Jones, Parish Clerk
 - f. Village Hall Front Door – Update JJ
 - g. Village Hall Loft Insulation
 - h. Village Hall Car Park damage – Update JG
 - i. Storm Damage Repairs to field fence – Update KL
 - j. Signs – No dogs allowed – Update RB
9. **PLANNING APPLICATIONS**
 - a. Planning Application PL/2022/09520 – Retrospective erection of Driveway Gates 8 Marina Drive BA14 8UR
10. **PARISH STEWARD – Update Cllr Nick Woodall**
11. **FINANCE**
 - a. Clerk's Financial Report
 - b. Approve Cllr Nick Woodall as signatory on cheques
 - c. Investment with Cambridge & Counties Bank for £15,000
 - d. AUDIT – ASSETS REGISTER 2022-23
 - e. AUDIT – CORPORATE GOVERNANCE QUESTIONNAIRE 2022-23
 - f. AUDIT – REVIEW OF THE SYSTEM OF INTERNAL AUDIT 2022-23
 - g. AUDIT – INTERNAL AUDIT PROGRAMME 2022-23

- h. AUDIT – GENERAL RISK ASSESSMENT 2022-23
- i. AUDIT – GENERAL RISK ASSESSMENT PLAY AREA 2022-23
- j. AUDIT – FIRE RISK ASSESSMENT 2022-23
- k. AUDIT – FINANCIAL RISK ASSESSMENT 2022-23

12. CORRESPONDENCE – BRIEFING NOTES

- a. 23-01 Use of Council-owned land for environmental mitigation.
- b. 23-03 End of COVID 19 booster vaccine campaign
- c. 23-04 Community Governance Review – Consultation
- d. 23-06 Wiltshire School Places Strategy 2023-2027

13. DATE OF THE NEXT PARISH COUNCIL MEETING is Monday 15TH May 2023. The Annual Parish Meeting will be held at 6.30 pm and the Annual General Meeting will be held at 7 pm.

14. Close of meeting.

Meeting Dates for 2023/24	16	JANUARY 2023	15	MAY 2023 AGM & APM	11	SEPTEMBER 2023	15	JANUARY 2024
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	13	MARCH 2023	17	JULY 2023	20	NOVEMBER 2023		