

# CHRISTIAN MALFORD PARISH COUNCIL

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To: **Members of the Council**

You are summoned to the **Annual Meeting of Christian Malford Parish Council** to be held in the **Christian Malford Village Hall** on **Tuesday 3 May 2022** commencing at **7.45pm**

Linda Roslyn  
Parish Clerk  
27 April 2022

*Parish Council meetings are open and members of the public and press are welcome to attend. Such entitlement does not include the right to speak except during the Public Forum, where each member of the public is entitled to speak once on issues affecting the Parish. Any questions asked shall not require a response or debate. The Council may wish to consider a matter in more detail at a later date before making a full response. (Please see the Council's Standing Orders for further information – available on the website or on request from the Parish Clerk).*

## AGENDA

020<sup>(22)</sup> **Elect a Chair**

To elect a Chair and to receive the Statutory Declaration of Acceptance of Office.

021<sup>(22)</sup> **Apologies and Reasons for Absence.**

022<sup>(22)</sup> **Declarations of interests from members regarding matters on the agenda.**

023<sup>(22)</sup> **Public Forum Session**

*15 minutes will be allowed for questions and comments from members of the public.*

024<sup>(22)</sup> **Minutes for Approval**

To approve the minutes of the Parish Council Meeting held on Tuesday 5 April 2022.

025<sup>(22)</sup> **To review and approve Policies, Procedures and Governance Documents:**

- a) Standing Orders (v3.0)
- b) Financial Regulations (v3.2)
- c) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
- d) Complaints Procedure (v1.0)
- e) Persistent & Vexatious Complaints Procedure (v1.0)
- f) Publication Scheme (v1.0)
- g) Removable Media Policy (v1.0)
- h) Allotment Rules & Procedures (v3.0)
- i) Bee Keeping Policy (v1.1)
- j) CCTV Operational Procedure (v1.0)
- k) Internal Financial Control Statement (v1.4)
- l) Asset Register (v3.1)

026<sup>(22)</sup> **Insurance**

To review the Council's Insurance Policy and approve renewal with BHIB for 3 years with 2022-2023 premium at £619.58.

027<sup>(22)</sup> **Internal Auditor**

To approve the appointment of Collier Marsh Accountancy to carry out Financial Internal Audit.

028<sup>(22)</sup> **Risk Schedule (v1.3)**  
To approve the Risk Schedule – May 2022 (v1.3).

029<sup>(22)</sup> **To review and appoint members with responsibility to co-ordinate:**

- a) Planning Working Group
- b) Neighbourhood Development Plan
- c) Finance & Personnel
- d) Highways, Parish Steward & Community Speed Watch/SID
- e) Recreation Ground
- f) Burial Ground
- g) Malford Meadow/Allotments
- g) Flooding/Emergency Plans
- h) Village Hall
- i) Rights of Way and Asset Maintenance
- j) Environmental & Sustainability

030<sup>(22)</sup> **Finance**

- a) To approve the monthly accounts statement and new invoices for payment.
- b) To note the increase in the Clerk's hourly rate to £15.16 with effect from 1 April 2022.

031<sup>(22)</sup> **Planning**

**New Applications:** To receive an update from Cllr C Read and to consider the responses to new planning applications:

	Planning Ref	Details
a	PL/2022/02511	Corner House, 1 Dodford Lane, SN15 4DE – Erection of a two-storey side extension, single-storey rear extension and alterations to the porch.

032<sup>(22)</sup> **Neighbourhood Development Plan Review**

To receive an update from Cllr B Kimber.

033<sup>(22)</sup> **Highways, Parish Steward and Community Speed Watch**

To receive updates from Cllr I Patterson.

034<sup>(22)</sup> **Recreation Ground**

To receive an update from Cllr K Assinder.

035<sup>(22)</sup> **Malford Meadow and Allotments**

- a) To receive an update from Cllr Hines.
- b) To consider a proposal from the Allotmenters to create a compost bin area on the Meadow.

036<sup>(22)</sup> **Burial Ground**

To receive an update from Cllr M Johnson.

037<sup>(22)</sup> **Rights of Way and Village Assets**

To receive an update from Cllr I Kirkpatrick.

038<sup>(22)</sup> **Village Hall**

To receive an update from Cllr Hines.

- 039<sup>(22)</sup> **Flooding/Emergency Plan**  
To receive an update from Cllr M Cox.
- 040<sup>(22)</sup> **Environmental/Sustainability Matters**  
To receive an update from Cllr B Kimber.
- 041<sup>(22)</sup> **Annual Village Meeting 2022**  
To discuss arrangements for the event.
- 042<sup>(22)</sup> **Request to Plant a Tree for the Queen's Jubilee**  
To consider a request to plant a tree for the Queen's Jubilee and agree a suitable location.
- 043<sup>(22)</sup> **Wiltshire Council**  
To receive an update from Ward Cllr H Greenman.
- 044<sup>(22)</sup> **Clerk's Report**  
To note the **Clerk's Report**, including main items of correspondence and matters referred.
- 045<sup>(22)</sup> **Date of the Next Meeting**  
To note the date of the next Meeting of the Parish Council as Tuesday 7 June 2022.