

PITTON & FARLEY PARISH COUNCIL
Mrs AC Purves, Parish Clerk
“Cranbourne”, White Way, Pitton, Salisbury, Wilts, SP5 1DT
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4th May 2012

Dear Councillor

You are summoned to attend the **Annual Meeting of Pitton & Farley Parish Council** to be held in **Pitton Village Hall** on **Wednesday 9th May 2012 at 7.15pm** to transact the following business:

Yours faithfully,

Mrs AC Purves
Parish Clerk

The Press and Public are invited to attend, so prior to the start of the meeting there will be a short period of time set aside for public questions or comments about items on the agenda.

AGENDA

- 1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. To receive apologies for absence**
- 4. To receive any Declarations of interest from Members**
- 5. To approve the minutes of the meeting held on 28th March 2012**
- 6. To approve the minutes of the Pitton Ward planning meetings held on 22nd February and 27th April 2012**

7. **To approve and confirm the Standing Orders for Pitton & Farley Parish Council.**
8. **To approve and confirm the Financial Regulations for Pitton & Farley Parish Council.**
9. **To appoint an Internal Auditor for 2012/2013.**
10. **To consider the adoption of the Internal Audit Review for 2011/2012 and the Internal Auditor Effectives 2011/12.**
11. **To confirm the adoption of the Financial Risk Assessment 2011/2012.**
12. **To appoint representatives on the under mentioned bodies as required:**
 - a) Pitton Flood Action Group (1 member)
 - b) Pitton Village Hall (1 member)
 - c) Farley Village Hall (1 member)
13. **To review the Council asset register**
14. **To review the Council insurance policy and discuss/decide on alterations**
15. **To review and decide on any amendments to Council policies –**
 - a) Complaints policy
 - b) Freedom of Information requests
 - c) Press/media policy
16. **To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.**
17. **To receive reports from:-**
 - a. The Wiltshire Council representative for Winterslow, Cllr. Chris Devine
 - b. The Council's representative on the Pitton Village Flood Action Group
 - c. The Council's representative on the Pitton Village Hall Management Committee.
 - d. Parish Website representative.
 - e. Chairman's report.
 - f. Parish Clerk's report - see enclosed.

18. Finance

- a. To confirm and authorise a schedule of accounts in the sum of £739.45 - see enclosed.
- b. To note the 2012/2013 Budget Monitoring form – see enclosed.
- c. To note the amount of R2 funding available – see enclosed.

19. Highway/Parish Steward/Footpath matters.

- a. To note the dates of the next Parish Steward visit – see enclosed.
- b. To note tasks completed and work that needs doing.

20. To note the changes to the Standards Framework – see enclosed

21. Planning

To consider a response to the following planning application: S/2012/0652/FULL – erection of orangery and lounge extension at Ashwood Cottage, Grimstead Road, Farley.
Hard copies of the plan will be available to view at the meeting, or plans can be viewed at www.wiltshire.gov.uk

22. To review other ongoing matters – see enclosed report:

- a. Common land in the Parish – Aymers Pond Pitton.
- b. Refurbishment of Farley memorial noticeboards – see enclosed.
- c. General maintenance in The Close, Pitton including the Townsend entrance and Pitton bus shelter – see enclosed.
- d. State of the roads in the parish – Parsonage road and Church Road Farley.
- e. Oak tree at Ben Lane - see enclosed.
- f. Cleanliness of the Pitton siphon – see enclosed.

23. Dates of next meetings.

Ordinary meeting of the Parish Council – Wednesday 27th June 2012 at 7.30pm in Farley Village Hall.

Ordinary meeting of the Parish Council – Wednesday 1st August 2012 at 7.30pm in Farley Village Hall.

24. To close the meeting

