

**Draft of Minutes**  
**Meeting of Chelwood Parish Council, 22<sup>ND</sup> May 2012, 7:00 p.m.**

Present Mr P Sherborne (chair), Mr P Harrison (vice-chair), Mr P Jones, Ms J Glynn,  
Mrs C Beecroft (clerk).

Apology Mr G Joyner.

Public Submissions- None

1. Election of Chair and Vice Chair

Mr S Sherborne and Mr P Harrison stood down as chair and vice-chair.

Mr P Sherborne was nominated as chair by Ms J Glynn, seconded by Mr P Jones.

Mr P Harrison was nominated as vice-chair by Mr P Jones, seconded by Ms J Glynn.

2. Mr S Sherborne and Mr P Harrison signed Declaration of Acceptance of Office.

3. Register of Interests

Parish Councillors were reminded of need to keep register up to date.

4. Matters Arising not covered in agenda

Minutes of previous meeting approved.

Parish Plan has been collated by Ms J Glynn ready for distribution at parish meeting.

5. Planning Application

Reference:12/01597/FUL :Breach Farm, Lower Bristol Road, Clutton, BS39 5QR

Erection of a two storey rear extension to enlarge the kitchen and add utility, wc, bedroom with en-suite.

Parish Council observation: Scale of extension not disproportionate. Hidden from view so will not cause deterioration to rural character. PC resolved to support application.

6. Gypsy and Traveller Site Allocation – Preferred Options consultation

Parish councillors will read BANES documentation by next meeting. Stanton Wick Action Group will put forward their views against proposed site at Stanton Wick at parish meeting. BANES require a response by 18<sup>th</sup> July.

7. Lifecycle UK – offer of bike stands - not required

8. Finance

Audit 11/12

Mr S Meale has completed the internal audit report. Governance approved by PC.

Appointment of External Auditor - consultation

Grant Thornton UK LLP have been proposed. PC have no objections.

Scales of audit fees 2012/13 to 2016/17

No fee for basic audit of income/expenditure band £0-10,000

Ward Councillors Initiative Scheme

£300 has been received from BANES

Previous Balance: £2115.20

Income:

Ward Councillors Initiative Scheme £300.00

Current Balance: £2415.20

9. Correspondence – circulated

1. MoD Concept Statements consultation - 30<sup>th</sup> May
2. Community Infrastructure Levy Draft Charging Schedule consultation – 8<sup>th</sup> June

10. Date of Next Scheduled Meeting:

**Tuesday 3rd July 2012 at 7:30pm**

If you have an item for the agenda contact P Sherborne or C Beecroft by 29<sup>th</sup> June.