

# SWALLOWCLIFFE PARISH COUNCIL

Minutes of the Parish Council Meeting  
held in the Village Hall, Swallowcliffe  
on **Thursday 3<sup>rd</sup> July 2025** at 7:00pm

Present:

- Cllr. Stephen Banas (Chairman, portfolio holder for: highways matters)
- Cllr. Amanda Brockway (Vice chair, portfolio holder for planning, footpaths / rights of way and rep to Wiltshire Council's South West Area Board)
- Cllr. Nick Osborne (Village Hall treasurer, portfolio holder for finance)
- Cllr. Nigel Cooke (Portfolio holder for village asset maintenance)
- Cllr. Sarah Taylor (Defibrillator Management and Parish Steward coordinator)
- Mr Matthew Phillips – Parish Clerk
- Mr Barry Fitzpatrick (Parish flood warden)
- Mr Simon Pritchard (retiring Parish Clerk)

In Attendance:

- Ms Lu Boothman (Environmental initiatives)
- 2 members of the public

## Public Engagement

a) Wiltshire Councillor's Report – Cllr N. Najjar

No report – not present

b) The Village Hall Committee Representative - Cllr N. Osborne

Unaudited account balance end May £10,294

BBQ net ~£600

Unaudited deficit last year ~ £1,600 due to higher than normal maintenance conducted

c) Wiltshire Council: SW Area Board – Cllr A. Brockway

No report – no meeting of the board.

d) Environmental Initiatives – Ms L. Boothman

More than normal litter picking for Best Kept Village competition. Residents thanked.

e) Footpaths / Rights of Way - Cllr A. Brockway

Higher Farm team has cleared some footpaths.

f) Highway Matters (including Local highway and footway improvement groups (LHFIG)) – Cllrs S. Banas & S. Taylor

1. Non-clearing of certain verges and ditches discussed, and with whom the responsibility lies.

**Resolved:** Chair to request Bottom Road verge clearing.

2. Ivy climbing the large church cedar discussed. **Resolved:** Cllr. Nigel Cooke to take up with St Peter's PCC.
  3. Noted that 'Not suitable for heavy vehicles' signs at top of Barbers Lane and the A30 have been installed. PC contribution £152 to Wiltshire Council to be paid.
  4. Two SID socket upgrades have been assigned to highways engineer - awaiting schedule
- g) Flood Warden – Mr B. Fitzpatrick
- Nothing to report.
- h) Parish Council Chairman's Report – Cllr S. Banas
1. New Clerk started in post – Matthew Phillips. Thanks expressed to Simon Pritchard, the departing clerk.
  2. Generator maintenance now undertaken by Matthew Phillips
  3. Defibrillator management taken up by Cllr Sarah Taylor
- i) Input from Councillors or Residents on any matters not covered above.
- None

## Formal Meeting Agenda

**Started at 19:21**

### 55. Apologies for Absence

None.

### 28. Declarations of Pecuniary Interests & Dispensations:

*Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Council's Code of Conduct.*

None

### 29. Adoption of Minutes:

**To adopt the minutes of last Parish Council meetings on:**

- a) Wednesday 14<sup>th</sup> May 2025 - Annual Council meeting  
**Approved unanimously**
- b) Monday 2<sup>nd</sup> June 2025 - Extraordinary Parish Council Meeting  
**Approved unanimously**

### 30. Local Planning or Tree Applications made to Wiltshire Council:

**To receive and comment on any new applications.**

*NB: No applications received at the time the agenda was published; the parish council reserves the right to table any application received by the time of this meeting.*

None received.

### 31. Poles Farm Planning Application Update:

To receive a verbal report of any updates. The resolve on any further action.

Reported that:

- Cllr Najjar approached by Cllr. Amanda Brockway to check progress of calling in the application, which he received positively, yet had not done so to date.
- A member of the public reported that Cllr Najjar said consensus, due to number of public comments, is that decision would come to committee.
- Unlikely to be considered at July planning meeting.
- A member of the public believed that previous site visit was not adequate, plan of record inadequate, and therefore planning application invalid. Therefore, believe that site visit should be made by planning committee councillor(s) to see for themselves.

**Resolved unanimously :**

- The council will approach Wiltshire Association of Local Councils as to how one goes about confronting an application on the basis of site description planning inaccuracies.
- That the council to follow up with Cllr N. Najjar to understand whether he has called in the planning application.

### 32. SID Coverage – Rookery Lane:

To receive a verbal report on a request for a SID location in Rookery Lane. To resolve on any further action.

Cllr. Stephen Banas reported that requested location is Wiltshire Council controlled highways verge and sighting of a SID there would require their approval. Approval will be based on 85% percentile speeds as monitored by a speed monitoring strip.

Therefore, the parish council will request a speed assessment.

**Resolved unanimously:**

- To request LHFIF for speed survey on Rookery Lane.

### 33. Best Kept Village Competition:

To receive any verbal update from Cllr Brockway.

Delighted to report that Swallowcliffe is joint winner of newcomer award.

Cllr Brockway was thanked for all her work preparing the submission.

### 34. Parish Council Finance:

#### A. Payments to Authorise:

1. FossilDesign Ltd – 2-years hosting + domain - £130.00

**Resolved unanimously:**

- Agreed to pay.
- Matthew Phillips to approach Fossil Design Ltd in order to pursue the renewal of the out-of-date SSL certificate

2. Thomas & Co Solicitors – for village hall land registration - £1,500.00 inclusive of VAT

**Resolved unanimously:**

- To pay full amount
- To request £625 contribution from village hall committee as previously agreed
- To claim correct amount of VAT

3. To pay Cllr. Nick Osborne £13.73 for materials

**Resolved unanimously:**

- Agreed to pay.

**B. Payments made since the last meeting:**

- To receive a list of payments made since the last meeting.

Payments list received and approved.

**C. Bank reconciliation and spend against budget to date:**

- To receive and note.
- Cllr N. Osborne to confirm and sign the bank rec.

Confirmed and signed.

## Meeting end

**Closed at 20:16.**