

# SHREWTON PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

Camberley House, Clay Street, Crockerton, Warminster BA12 8AG

Telephone: 07798 764436

Email: shrewtonparishcouncil@gmail.com

**The Annual Meeting of the Parish Council Meeting will be held on  
Wednesday 2<sup>nd</sup> May 2018 at 7.15pm**

**All Parish Council Meetings are open to the Public and Press**

**23rd April 2018**

**To All Members of Shrewton Parish Council**

Dear Councillor

You are summoned to The Annual Meeting of Shrewton Parish Council at the Methodist Church Hall, Shrewton, on Wednesday 2<sup>nd</sup> May 2018 to transact the business set out below.



Nikki Spreadbury-Clews  
Parish Clerk

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## MEETING SCHEDULE

**7.15pm**

### **Public Participation**

**To enable** members of the public to address the Council, with an allowance of three minutes per person, regarding any matter relating to the village.

## COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Acceptance of apologies for absence**
- 4. Report from Unitary Authority Member.**
- 5. To approve** as a correct record, the minutes of the Full Council meeting held on 4<sup>th</sup> April 2018, copies of these minutes have been circulated.
- 6. Dispensations and declarations of interest** Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 7. Update on Items from March Meeting.**

**8. Receive Cllr Reports from:**

- a) **Chairman**
- b) **Flood Warden.** Cllr Parrett.
- c) **Parish Steward.** Cllr Parrett
- d) **Military Liaison.** Cllr Henry
- e) **Youth Club.** Cllr Henry
- f) **Recreation Ground.** Cllr Lock
- g) **Winter Weather.** Cllr Flint

**9. Receive reports from:**

- a) **Traffic Working Group.** Cllr Harris

**10. The Recreation Ground.** Members to discuss current position and make decision on any further actions required at this time.

**11. Roles and Responsibilities.** Members to make decision on roles and responsibilities for the next 12 months.

**12. Localism Act 2011 – Standards.** Members to instruct Clerk on response to Wiltshire Council as per Wiltshire Council letter of 13 April 2018.

**13. Planning Applications for Decision:** None received.

**14. Planning Decisions for noting:**

17/12466/FUL                      New pedestrian access to dwelling. 29 Highfield Rise, Shrewton. SP3 4DZ.  
Approved with conditions.

**15. Accounts for Payment:** Members are asked to approve the payments listed below:

Clerks Salary April 2018	£437.79
HMRC PAYE April 2018	£ 13.00
WALC Annual subscription	£783.19
Auditing Solutions Ltd	£210.00
Came & Company	£389.36
<b><u>Receipts</u></b>	
Interest	£1.87
Precept	£15,390.00

The clerk requested for written authorisation for a transfer of monies from Lloyds Bank savings account to the current account for £5000.00 to be signed by two authorised signatories.

**16. Approval and signing-off of parish accounts**

The Clerk will present the parish accounts for 30<sup>th</sup> April 2018 for approval.

**17. Internal Audit.** Members are asked to discuss the Internal Audit report from Audit Solutions Ltd and any recommended actions.

**18. Clerks Salary.** As per the Internal Audit report the Clerks salary from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 was underpaid by £33.24. Members to discuss, confirm this figure and make decision on payment in May Salary. Members to agree the Clerks salary with effect from 1<sup>st</sup> April 2018 as per NALC employment briefing E01-18 2018-19 National Salary Award and confirm the monthly salary calculation.

**19. The Annual Governance and Accountability Return 2017/18 Part 3. Section 1 – Annual Governance Statement 2017/18.** Members will be asked to answer with a yes or no to the statements.

**20. The Annual Governance and Accountability Return 2017/18 Part 3. Section 2 – Accounting Statements 2017/18.** Members to approve the Accounting Statements.

**21. Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.** Members to make decision on proposed dates Monday 11<sup>th</sup> June to Friday 20<sup>th</sup> July.

**22. Asset Register.** Confirmation of assets held and risk assessment/inspection requirements.

**23. General Data Protection Regulation (GDPR).** Clerk to update members.

**24. Council Insurance Renewal.** Members to consider the Insurance policy renewal and if the cover is adequate for the Councils assets.

**25. Fly posting.**

**26. Correspondence** to note list of correspondence circulated from 26<sup>th</sup> March to 23<sup>rd</sup> April 2018.

**27. Standing Agenda items**

- a) Highways and Byways.
- b) Village maintenance.
- c) Flower Show.

**28. Meetings to consider attending: -**

- Southern Area planning meeting – 10<sup>th</sup> May
- Amesbury Area Board – 24<sup>th</sup> May
- launch of the Amesbury Dementia Action Alliance – 21<sup>st</sup> May at 4.00pm – Cllr Dunlop attending
- Local Highway Town and Parish Meetings – 7.00pm to 9.00pm
  - 1/5/18 City Hall, Salisbury
  - 3/5/18 Cotswold Room, County Hall, Trowbridge – Clerk attending
  - 8/5/18 Council Chamber, Monkton Park, Chippenham
  - 23/5/18 Kennet House, Devizes
- Town and Parish Council Training & Networking Day - Friday 15 June – 9.00am – 4.00pm  
Trowbridge Civic Centre

**29. Date of next meeting**

The next Meeting of The Full Council is to be held on Wednesday 6<sup>th</sup> June 2018 at 7.30pm in The Methodist Church Hall.

The minutes of this meeting will be available to all members of the public from the village website [www.shrewton.com](http://www.shrewton.com), the Parish Notice board or by contacting the Parish Clerk.