

SHREWTON PARISH COUNCIL

Minutes of the Annual Meeting of Shrewton Parish Council Held at the Methodist Hall on Wednesday 2nd May 2018 at 7.30 p.m.

Present: Councillors

Richard Harris (Chairman), John Berry (Vice Chairman), Beth Dunlop, Roy Flint, Dave Hassett, Ron Lock, Den Parrett.

In attendance: Parish Clerk Nikki Spreadbury-Clews and no members of the public.

Public Participation

No members of the public present.

Meeting commenced at 7.30 pm

18/1 Election of Chairman. Cllr Hassett proposed Cllr Harris, seconded Cllr Flint, voting unanimous in favour.

18/2 Election of Vice Chairman. Cllr Flint proposed Cllr Berry, seconded Cllr Parrett, voting unanimous in favour.

18/3 Acceptance of apologies for absence. Resolved: Cllrs Woodman and Henry.

18/4 Report from Unitary Authority Member. Resolved: None

18/5 Minutes. The minutes of the Full Council meeting held on 4th April 2018 were approved as a true record and signed by the chairman.

18/6 Dispensations and Declarations of interest. Resolved: No report.

18/7 Update from April Meeting. Clerk had sent response to A303 consultation. Clerk had written to Rights of Way concerning footpath 18, no response to date. Further to April's meeting clerk to write to member of public who attended and advised of ownership and able to drive vehicles on footpath 18.

18/8 Councillors reports received:

- a) **Chairman.** Cllr Harris's report attached.
- b) **Flood Warden.** Cllr Parrett reported Flood warnings were issued by the environment agency in April for the area and he visited all those who had previously been flooded to ensure they had taken action. A report had been made to Wessex Water about sewage going into the River Till, it was dealt with immediately. Re-submission of cost of works for drain on A360 is to be made.
- c) **Parish Steward (PS).** Cllr Parrett reported parish stewards had visited in April, no visit May due to grass cutting. Any blocked gullies are to be reported on My Wiltshire.
- d) **Military Liaison.** No report
- e) **Youth Club.** No report
- f) **Recreation ground.** Cllr Lock reported the AGM had taken place with six Trustees being appointed, a new Chairman will be appointed at the next meeting, approximately another six had come forward to assist.
- g) **Winter weather.** Cllr Flint is compiling list of salt bins and enquiring whether any local farmers have Wiltshire Council snow plough attachments.

18/9 Updates from working groups:

- a) **Traffic Working group.** Cllr Harris's report attached.

18/10 The Recreation Hall and grounds. Continue to support the recreation hall.

18/11 Roles and Responsibilities. The following were agreed: -

1) Working Groups

a) **Traffic** -Cllrs Harris and Hassett and non-Council members Janice Hassett, Paul Timlett and Tom Thead.

2) Responsibilities and representation to partner organisations: -

a) **Communications** – Cllr Harris

b) **Amesbury Area Board** – Cllr Harris (reserve Cllrs Flint, Hassett & Woodman)

c) **Community Area Transport group (CATG)** – Cllr Harris (reserve Cllr Hassett)

d) **Flood Warden** – Cllr Parrett (reserve Cllr Flint)

e) **Parish Steward** – Cllr Parrett (reserve Cllr Flint)

f) **Neighbourhood Tasking Group (NTG)** – Cllr Berry

g) **Recreation Hall & Grounds** – Cllr Lock (reserve Cllr Berry)

h) **Stonehenge World Heritage** – Cllr Lock

i) **Shrewton WI** – Cllr Woodman

j) **Dementia Champion** – Cllr Dunlop

k) **Stonehenge Community Forum** – Cllr Berry

l) **Winter Weather** – Cllr Flint

The following were held over to next meeting: - Military Liaison and Youth Liaison.

It was requested that responsibility of footpaths are divided up at next meeting. Clerk to send copy of all the footpaths prior to meeting for volunteers to come forward.

18/12 Localism Act 2011 – Standards. Members had received the letter issued by Wiltshire Council 13th April 2018. Clerk will forward copy of Shrewtons Code of Conduct.

18/13 Planning Decisions noted:

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

18/14 Accounts for Payment

It was resolved that the following cheques be approved and the request for transfer of £5000.00 from savings account to current account was authorised and signed by Cllrs Berry and Harris, Cllr Flint proposed, seconded by Cllr Parrett, voting unanimous in favour.

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
<u>Receipts</u>	
Interest	£ 1.87
Precept	£15,390.00

18/15 Approval and signing-off of Parish Accounts for 30th April 2018. Previously circulated. The clerk reported Bank balances for 30th April 2018 were current account £2,169.14 savings account £59,405.96. Cllr Hassett proposed acceptance of the accounts, seconded Cllr Flint, voting unanimous in favour. The Chairman and the RFO signed the accounts.

18/16 Internal Audit completed by Auditing Solutions Ltd. Previously circulated. Members agreed to the recommended actions. Proposed Cllr Berry, seconded Cllr Lock, voting unanimous in favour.

18/17 Clerks Salary. Noted in confidential minutes.

18/18 The Annual Governance and Accountability Return 2017/18 Part 3. Section 1 – Annual Governance Statement 2017/18. Previously circulated. The members agreed to answer Yes to questions 1 to 8, except question 5 would be No and question 9 was not applicable. Cllr Flint proposed acceptance of the Governance statement, Cllr Lock seconded, voting unanimous in favour. The Chairman and Clerk signed the statement.

18/19 The Annual Governance and Accountability Return 2017/18 Part 3. Section 2 – Accounting Statements 2017/18. Previously circulated. The members agreed the Accounting Statement, Cllr Dunlop proposed acceptance, Cllr Flint seconded, voting unanimous in favour. The Chairman and Clerk signed the statement.

18/20 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Members agreed the dates of 11th June to 20th July 2018. Proposed Cllr Berry, seconded Cllr Dunlop, voting unanimous in favour.

18/21 Asset Register. Members agreed the assets and the clerk will draw up a more thorough list with photographs. A report of the condition of the Bus stops was carried out by B&M Building and Construction Services Ltd in December 2016, stating they were in good condition and only require cosmetic repair. Cllr Flint volunteered to carry out this year's asset inspection.

18/22 Council Insurance Renewal. Members accepted the Insurance renewal with Came & Company at £389.36 and the policy was adequate. Proposed Cllr Berry, seconded Cllr Hassett, voting unanimous in favour.

18/23 General Data Protection Regulation (GDPR). NALC have reported the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England the requirement to appoint a Data Protection Officer(DPO). Members agreed to the wording to be sent to those the Parish Council hold records for, as previously forwarded by Cllr Berry.

18/24 Fly posting. Members agreed to an article in the Newsletter requesting posters to be removed once an event has taken place.

18/25 Correspondence: Noted

18/26 Standing agenda items:

- a) **Highways and Byways.** Enquire for solar SIDS.
- b) **Village maintenance.** Bus stop –Clerk to request a reflective keep right sign on the plastic bollard.
- c) **Flower Show.** Saturday 28th July – working group was formed consisting of Cllrs Berry, Dunlop and Flint to discuss the format of the Parish Council stand.

18/27 Meetings to consider attending: -

- **Neighbourhood Tasking Group (NTG) – 9th May – 7.00pm – Amesbury Police Station – Cllr Berry attending.**
- **Southern Area planning meeting – 10th May**
- **Amesbury Area Board – 24th May - Durrington**
- **launch of the Amesbury Dementia Action Alliance – 21st 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
 - 8/5/18 Council Chamber, Monkton Park, Chippenham
 - 23/5/18 Kennet House, Devizes -Clerk attending
- **Town and Parish Council Training & Networking Day - Friday 15 June – 9.00am – 4.00pm**
Trowbridge Civic Centre

18/28 Date of next meeting.

The next Parish Council Meeting will be held on Wednesday 6th June 2018 at 7.15pm.

The meeting closed at 9.31pm

Approved by the Council as a true record

Signed.....Chairman Date.....

Attachments: Reports from Chairman, Traffic Working Group.

Reports are on the Website www.shrewton.com or available from the Clerk on request.