

SHREWTON PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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**The Annual Meeting of the Parish Council Meeting will be held on
Wednesday 1st May 2019 at 7.15pm**

All Parish Council Meetings are open to the Public and Press

25th April 2019

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 1st May 2019 to transact the business set out below.



Nikki Spreadbury-Clews
Parish Clerk

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 3rd April 2019, 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 April 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

9. Receive reports from:

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

10. Planning Applications for Decision:

(Please note: in planning matters the Parish Council acts as consultee of the Principal Authority, the Principal Authority being the deciding Body)

19/03046/FUL Erection of garage. Maddington Manor Cottage, The Common, Shrewton, SP3 4JE

19/02987/LBC Internal alterations to rear 1900's servants' wing first floor bedrooms to form two tourist accommodation studios. Internal alterations to back stairs and china pantry door. New glazed doors to first floor balcony and cellar. Shrewton House, Elston Lane, Shrewton, Salisbury, Wiltshire, SP3 4HJ

19/03618/FUL Proposed single storey rear kitchen extension. 6 Hilltop Close, Shrewton, Salisbury, Wiltshire, SP3 4EB

11. Planning Decisions from Wiltshire Council for noting:

19/01471/FUL Single storey extension and new oil storage tank. Ceilo, Upper Backway, Shrewton, SP3 4DE. Wiltshire Council decision – Approved with conditions.

19/02246/FUL Proposed garage conversion and proposed Workshop. Rivendell, Nett Road, Shrewton, Wiltshire, SP3 4HB. Wiltshire Council decision – Approved with conditions

12. Grant application from Shrewton Recreational Charity for £300. Members to discuss and make Decision on the application.

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

Clerks Salary April 2019	£474.67
HMRC PAYE April 2018	£ 2.00
WALC Annual subscription	£763.38
Auditing Solutions Ltd	£216.00
Arrowhead	£100.00
<u>Receipts</u>	
Interest	£2.30
Precept	£10,000.00

14. Methodist Church Hall Hire. Members to note the cost of the Councils session will increase to £18.00 with effect from 1st June 2019.

15. Approval and signing-off of parish accounts

The Clerk will present the parish accounts for 30th April 2019 for approval. Cllr Lock to check the last quarter accounts.

16. Shrewton Parish Council Code of Conduct attached for members to note.

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

18. Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting for members perusal. The documents will be taken as read.

Members to approve and adopt the Standing Orders and Financial Regulations.

19. Appointment of Internal and External Auditors.

Members to approve that the Internal Auditor, Auditing Solutions Ltd of Clackerbrook Farm, 46 The Common, Bromham, Chippenham will continue to carry out the Council's internal audit.

Members to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members to note PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

20. Internal Audit Report 2018-19. Members to consider, adopt any recommended actions and approve the Internal Audit report from Auditing Solutions Ltd, as per attached.

21. The Annual Governance and Accountability Return 2018/19 Part 3. Section 1 – Annual Governance Statement 2018/19. Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2018-2019, as per attached.

22. The Annual Governance and Accountability Return 2018/19 Part 3. Section 2 – Accounting Statements 2018/19. Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2018-2019, as per attached.

23. Annual Governance and Accountability Return (AGAR) 2018-19

Members to approve completion of the AGAR 2018-19 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliation and variances on the accounting statements. The commencement for the exercise of public rights will commence on Monday 24 June 2019 and will continue for a 30-day working period in accordance with 'The Local Audit and Accountability Act 2014'. The signed statements, statutory declaration and notice will be published on notice board as well as on the Council's website. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by 1 October 2019.

24. Insurance and Assets.

Members to Note the Council is currently insured with Hiscox, via Came and Company Local Council Insurance. **Renewal due 1 June 2019**

Members to approve the inventory of assets as attached.

Members to discuss and confirm the minimum value of assets to be recorded on the inventory of assets register.

25. Members to note when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council.

26. Council Insurance Renewal. Members to consider the Insurance policy renewal and if the cover is adequate for the Council and its assets. Renewal to be forwarded to members upon receipt.

27. A303 Amesbury to Berwick Down Planning. Members to discuss and make decision as to whether they wish to make further written representation.

28. Planning Inspectorate's Open Floor Hearing 23rd May 2019. Cllr Hassett seeks approval to represent Shrewton Parish Council at the hearing and for members to advise him of the Councils representation.

29. Application for a relocation of premises after outline consent has taken effect by Cross Plain Health Centre from Cross Plain Health Centre, High Street Shrewton, SP3 4DB to Portacabins at Cross Plain Health Centre, Larkhill, SP4 8DG. For members to discuss and make decision whether to comment. (postponed from April meeting)

30. Correspondence. Clerk to advise

31. Future Partnership meetings:

- **Stonehenge WHS Committee** – 30 April 10.30am - Wyndham Hall, Amesbury
- **Local Highway Town and Parish Council Meetings** – 7.00pm to 9.00pm – Chippenham 1 May, Salisbury 8 May, Trowbridge 15 May and Devizes 13 June.
- **Town and Parish Council Training and Networking Day** – Thursday 9 May 9.30am to 3.45pm – Guildhall, Salisbury.
- **CATG** – 13 May 10.00am – Amesbury
- **A303 Community Forum** - 15 May 7.00pm - Holiday Inn, Amesbury
- **A303 Planning Inspectorate Open Floor Hearing** – 23 May – City Hall, Salisbury
- **Amesbury Area Board** – 23 May 7.00pm - Woodford Village Hall

32. Date of next meeting

The next Meeting of The Full Council is to be held on Wednesday 5th June 2019 at 7.15pm 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, the Parish Notice board or by contacting the Parish Clerk.