

SHREWTON PARISH COUNCIL

Minutes of the Annual Meeting of Shrewton Parish Council Held at the Methodist Hall on Wednesday 1st May 2019 at 7.30 p.m.

Present: Councillors

Richard Harris (Chairman), John Berry (Vice Chairman), Beth Dunlop, Darren Henry (Unitary and Parish Councillor), Dave Hassett, Ron Lock, Den Parrett and Anne Woodman

In attendance: Parish Clerk Nikki Spreadbury-Clews and five members of the public.

Public Participation

Richard Beale, from Shrewton recreational Trust, gave an overview of their grant application.

Meeting commenced at 7.28 pm

Cllr Henry left the room at 7.32pm to speak with a resident.

19/1 Election of Chairman. Cllr Hassett proposed Cllr Harris, seconded Cllr Lock, voting unanimous in favour.

19/2 Election of Vice Chairman. Cllr Hassett proposed Cllr Berry, seconded Cllr Parrett, voting unanimous in favour.

19/3 Acceptance of apologies for absence. Resolved: Cllr Flint

19/4 Minutes. The minutes of the Full Council meeting held on 3rd April 2019 were approved as a true record and signed by the chairman.

Cllr Henry returned to the meeting at 7.38pm

19/5 Report from Unitary Authority Member. Cllr Henry reported the Amesbury Area Board meeting on 18 July is going to have a session on Health & Wellbeing, members of the public are encouraged to attend. The Amesbury Community Engagement Manager (CEM) produces a weekly newsletter where local events can be advertised, to sign up please visit <https://ocm.wiltshire.gov.uk/amesbury/> Feedback was given that events are not advertised sufficiently. Cllr Parrett asked why no representative from MOD has attended a Parish Council meeting, Cllr Henry would invite them.

19/6 Dispensations and Declarations of interest. Resolved: Cllr Berry declared an interest regarding Grant application for Shrewton Recreational Charity.

19/7 Update from April Meeting. The film company are liaising with School regarding visit to 1917 film set. Proposed London Road footpath, resident will attend June meeting to present a proposal.

19/8 Councillors reports received:

- a) **Chairman.** Cllr Harris's report attached.
- b) **Flood Warden.** Cllr Parrett attended flood warden meeting. He had discussed the issue regarding the Byway leads to the ford at the meeting and had subsequently met with Wiltshire Council Rights of Way Officer to remove the tree blockage, he is to arrange a site meeting with environment agency regarding improvements and possibly applying for a grant through PIGS (Path Improvements Grant Scheme)

- c) **Parish Steward (PS).** Cllr Parrett reported parish steward had visited in April and the Chalk Hill sign has been painted, no visit in May due to grass cutting.
- d) **Military Liaison.** Larkhill housing near completion with main movement of families in July and August.
- e) **Youth Club.** The 13-19-year group had a session on mental health. There is a LYN event for adults involved with young people on 1 July from 6pm to 8pm, it will involve networking, training and Q&A and will focus on child sexual exploitation and mental health.
- f) **Recreation ground.** Cllr Berry reported the repairs are complete from the break-in. D Day Tea Party will be on Sunday 9 June, it's a ticketed event and those over 80 years and their families are encouraged to attend.

19/9 Updates from Traffic Working group. Cllr Harris's report attached.

19/10 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. Cllr Berry proposed no objections, seconded Cllr Woodman, voting unanimous in favour.

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. Cllr Woodman proposed no objections, seconded Cllr Lock, voting unanimous in favour.

19/03618/FUL Proposed single storey rear kitchen extension. 6 Hilltop Close, Shrewton, Salisbury, Wiltshire, SP3 4EB. Cllr Dunlop proposed no objections, seconded Cllr Parrett, voting unanimous in favour.

19/11 Planning Decisions from Wiltshire Council noted:

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

19/12 Grant application from Shrewton Recreational Charity for £300. LGA 1972 s137. Members felt the event being organised was a very worthy one, supporting and involving the older generation of the community. Cllr Lock proposed increasing the amount to be awarded to £400.00, provided the monies were used for the D Day afternoon tea only and should any monies be remaining the Parish Council are to be notified, Cllr Hassett seconded, voting unanimous in favour.

19/13 Accounts for Payment. It was resolved that the following cheques be approved, Cllr Berry proposed, seconded by Cllr Parrett, voting unanimous in favour.

Clerks Salary April 2019	cheque 001143	£474.67
HMRC PAYE April 2019	cheque 001144	£ 2.00
WALC Annual subscription	cheque 001145	£763.38
Auditing Solutions Ltd	cheque 001146	£216.00
Arrowhead	cheque 001147	£100.00
Shrewton Recreational Charity	cheque 001148	£400.00

Receipts

Interest	£2.30
Precept	£10,000.00

19/14 Methodist Church Hall Hire. Members noted the cost of the Councils session will increase to £18.00 with effect from 1st June 2019.

19/15 Approval and signing-off of Parish Accounts for 30th April 2019. Previously circulated, along with budget year to date. The clerk reported Bank balances for 30th April 2019 were: -

Treasurers account	£ 4,246.71
Business bank account	<u>£66,927.26.</u>
	£71,173.97

Cllr Hassett proposed acceptance of the accounts, seconded Cllr Berry, voting unanimous in favour. The Chairman and the RFO signed the accounts.

19/16 Members noted Shrewton Parish Council Code of Conduct, previously circulated.

19/17 Roles and Responsibilities. Resolved the following were approved: -

1) Working Groups

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

2) Responsibilities and representation to partner organisations: -

- a) **Amesbury Area Board** – Cllr Harris (reserve Cllrs Flint, Hassett & Woodman)
- b) **Community Area Transport group (CATG)** – Cllr Harris (reserve Cllr Hassett)
- c) **Dementia Champion** – Cllr Dunlop
- d) **Flood Warden** – Cllr Parrett (reserve Cllr Flint)
- e) **Governor at Shrewton Primary School** – Cllr Lock
- f) **Military Liaison** – Cllr Henry
- g) **Neighbourhood Tasking Group (NTG)** – Cllr Berry
- h) **Parish Steward** – Cllr Parrett (reserve Cllr Flint)
- i) **Recreation Hall & Grounds** – Cllr Berry
- j) **Stonehenge Traffic Action Group** – Cllr Hassett
- k) **Stonehenge World Heritage** – Cllr Lock
- l) **Shrewton WI** – Cllr Woodman
- m) **Stonehenge Community Forum** – Cllr Berry
- n) **Till Valley Link Liaison** – Cllr Woodman (soon to change to Cllr Dunlop)
- o) **Winter Weather** – Cllr Flint
- p) **Youth Liaison** -Cllr Henry

It was suggested for a new role of Rights of Way (ROW) Liaison, this would involve coordinating between public, members of the Parish Council, grounds maintenance contractor, Clerk and Wiltshire Council this will be placed on June agenda for discussion and volunteer.

19/18 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to Meeting, the documents were taken as read. Cllr Hassett proposed acceptance and adoption of the Standing Orders and Financial Regulations, seconded Cllr Berry, voting unanimous in favour.

19/19 Appointment of Internal and External Auditors.

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

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

Cllr Berry proposed both internal and external auditors, seconded Cllr Hassett, voting unanimous in favour.

19/20 Internal Audit completed by Auditing Solutions Ltd. Previously circulated. Members approved the report and agreed to adopt the recommended actions. Proposed Cllr Hassett, seconded Cllr Woodman, voting unanimous in favour.

An immediate action was to approve the closure of the earmarked reserves of £5,000 for the repair of the Round house, as this is not a Parish Council responsibility due to non ownership, and return it to the Councils General Reserve. Proposed Cllr Woodman, seconded Cllr Berry, voting unanimous in favour.

19/21 The Annual Governance and Accountability Return 2018/19 Part 3. Section 1 – Annual Governance Statement 2018/19. Previously circulated. **The members agreed** to answer Yes to questions 1 to 8, except question 5 would be a negative response and question 9 was not applicable. The internal auditor (IA) had stated a negative response to question 7, the members felt they had acted and asked the Clerk to raise this with the IA. Cllr Berry proposed acceptance of the Governance statement, Cllr Dunlop seconded, voting unanimous in favour. The Chairman and Clerk signed the statement.

19/22 The Annual Governance and Accountability Return 2018/19 Part 3. Section 2 – Accounting Statements 2018/19. Previously circulated. **The members approved** the Accounting Statement, Cllr Lock proposed acceptance, Cllr Berry seconded, voting unanimous in favour. The Chairman signed the statement. (the Clerk had signed the statement prior to presenting to the Council)

19/23 Annual Governance and Accountability Return (AGAR) 2018-19
Members approved 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. Proposed Cllr Hassett, seconded Cllr Berry, voting unanimous in favour.

19/24 Insurance and Assets.

Members Noted the Council is currently insured with Hiscox, via Came and Company Local Council Insurance. **Renewal due 1 June 2019 renewal not received.**

Members approved the inventory of assets as previously circulated. Cllr Berry proposed, seconded Cllr Dunlop, voting unanimous in favour.

Members approved the minimum value of assets to be recorded on the inventory of assets register would be £100.00. Cllr Hassett proposed, seconded Cllr Parrett, voting unanimous in favour.

19/25 Members noted when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council.

19/26 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.

19/27 A303 Amesbury to Berwick Down Planning Inspectorate written representation.
See minute ref 19/28

19/28 Planning Inspectorate's Open Floor Hearing 23rd May 2019.

Cllr Dunlop proposed Cllr Hassett represent the Parish Council at the hearing and approved the written representation previously circulated by Cllr Hassett, she proposed the same wording be used as written representation to Planning Inspectorate A303 Amesbury to Berwick Down Planning, Cllr Woodman seconded, voting unanimous in favour.

19/29 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. Members had not received any comments from residents and therefore agreed to reply 'No Comment'

19/30 Correspondence: Noted.

19/31 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.
- **Unveiling of the Memorial Copse** – 8 May – 11.00am
- **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

19/32 Date of next meeting.

The next Parish Council Meeting will be held on Wednesday 5th June 2019 at 7.15pm.

The meeting closed at 9.27pm

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.