

# SHREWTON PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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

Telephone: 07986 880164

Email: shrewtonparishcouncil@gmail.com

**Meeting of Shrewton Parish Council to be held online  
on Wednesday 20<sup>th</sup> May 2020 at 7.15pm**

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

**13<sup>th</sup> May 2020**

**To All Members of Shrewton Parish Council**

Dear Councillor

You are summoned to attend the Meeting of Shrewton Parish Council on Wednesday 20<sup>th</sup> May 2020 on Zoom to transact the business set out below.



Nikki Spreadbury-Clews  
Parish Clerk

## **LOGIN –**

**Join Zoom Meeting via the internet**

<https://us04web.zoom.us/j/72036158966?pwd=N3dzbHFISkoxS1piQlMvQ0hHYjVoUT09>

**Meeting ID: 720 3615 8966**

**Password: 4H7Gbk**

**Please call the Clerk on 07986 880164 if you are having any problems logging in.**

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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 items on the agenda in the first instance and if time permits any matter relating to the village.

## **COUNCIL MEETING AGENDA**

### **1. Acceptance of apologies for absence**

**2. To approve** as a correct record, the minutes of the Full Council meeting held on 4<sup>th</sup> March 2020, copies of these minutes have been circulated.

**3. 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.

#### 4. Chairman's report.

5. **Resignation of Councillor.** Den Parrett has resigned from Shrewton Parish Council with immediate effect. The Clerk will advise of the next steps.

#### 6. 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)**

**20/02005/OUT** Outline application for erection of 14 no. self-contained holiday accommodation units including access, siting and ancillary works. Shrewton House, Elston Lane, Shrewton, SP3 4HJ

**20/02774/FUL** Single storey full width rear extension. Single storey front extension. 44 Highfield Rise, Shrewton, SP3 4DZ

**20/03159/FUL** Single Storey Rear Infill Extension. Nettledown, Nett Road, Shrewton, SP3 4HB

#### 7. Planning Decisions from Wiltshire Council for noting:

**20/10455/FUL** Demolition of existing buildings and the erection of one detached dwelling (use class C3), attached car port, landscaping and associated works. Fleming Barn, B3083 The Common Shrewton North to Rolleston Road Shrewton, Homanton, Shrewton, SP3 4ER. Wiltshire Council decision – refused.

**19/11744/FUL** Conversion of curtilage listed coach house to two holiday let apartments and associated parking. Rolleston Manor, A360 Amesbury Road Shrewton East To Airman's Corner, Shrewton, SP3 4HF. Wiltshire Council decision – approve with conditions.

#### 8. Old School Mews Appeal decision from the Planning Inspectorate - the appeal was allowed.

At the March meeting of the Council, members noted the decision and requested this be placed on the April agenda for further discussion/consideration, however the April meeting was cancelled due to Coronavirus restrictions.

9. **Accounts for Payment:** Members are asked ratify eight payments listed and to approve the current payments listed below:

##### Payments for ratification

Salisbury Plain Benefice (replacement chq)	001204	£490.00
Clerks Salary March 2019	001205	£474.67
HMRC March 2019	001206	£2.00
Wiltshire Council	001207	£3500.00
Clerks Salary April 2020	001208	£476.67
Came & Company	001209	£446.21
Auditing Solutions	001210	£222.00
Hurdcott Landscapes Ltd	001211	£234.00

##### Payments for authorisation

Clerks salary May 2020	001212	£476.67
WALC	001213	£785.42

##### Receipts

Interest		£2.56
Precept		£10,000.00

#### **10. Approval and signing-off of parish accounts**

The Clerk will present the parish accounts for the year ended 31<sup>st</sup> March 2020 and month ended 30<sup>th</sup> April 2020 for approval. Cllr Lock to check the last quarter accounts.

**11. Shrewton Parish Council Code of Conduct** attached for members to note and adopt.

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

**13. 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.**

#### **14. 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.

**15. Internal Audit Report 2019/20. Members to** consider, adopt any recommended actions and approve the Internal Audit report from Auditing Solutions Ltd, forwarded 6 May 2020.

**16. The Annual Governance and Accountability Return 2019/20 Part 3. Section 1 – Annual Governance Statement 2019/20. Members are** requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2019-2020, as per attached.

**17. The Annual Governance and Accountability Return 2019/20 Part 3. Section 2 – Accounting Statements 2019/20. Members are** requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2019-2020, as per attached.

#### **18. Annual Governance and Accountability Return (AGAR) 2019/20**

**Members to approve** completion of the AGAR 2019/20 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliation and variances on the accounting statements.

**Members to note** the commencement for the exercise of public rights will commence on Monday 3 August 2020 and will continue for a 30-day working period until Monday 14 September 2020 in accordance with 'The Local Audit and Accountability Act 2014'.

**Publication Requirements** - The Clerk will publish the following documents on the Council's website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

- **Annual Internal Audit Report 2019/20**
- **Annual Governance and Accountability Return (AGAR) 2019/20 Part 3.**
- Analysis of variances
- Bank reconciliation
- List of Payments over £100
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**19. Councils Assets.**

**Members to approve** the inventory of assets as attached.

**20. 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.

**21. Council Insurance and its renewal**

**Members to Note** the Council is currently insured with Pen Underwriting Ltd, via Came and Company Local Council Insurance. As advised in email forwarded 27 April 2020 renewal due 1 June 2020 at £446.21 in a Long-Term Agreement (LTA) due to expire 31 May 2022.

**Members to consider** the Insurance policy renewal and confirm if the cover is adequate for the Council and its assets.

**22. Update on Items from previous meetings.**

**23. Correspondence.** Clerk to advise

**24. Date of next meeting**

The next Meeting of The Council will be Wednesday 3<sup>rd</sup> June 2020; this will be remotely via Zoom.

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.