

SHREWTON PARISH COUNCIL

Minutes of the Shrewton Parish Council Meeting held remotely via Zoom on Wednesday 20th May 2020 at 7.15 p.m.

Present: Councillors

Richard Harris (Chairman), John Berry (Vice Chairman), Roy Flint, Dave Hassett, Ron Lock, Colin Pope and Anne Woodman

In attendance: Parish Clerk Nikki Spreadbury-Clews, Kevin Daley (Unitary Councillor to Till & Wylve Valley) and seven members of the public.

Public Participation

Member of the public thanked the Council for conducting the meeting using technology during the current restrictions.

20/1 Acceptance of apologies for absence. Resolved: Beth Dunlop

20/2 Minutes. The minutes of the Full Council meeting held on 4th March 2020 were approved as a true record and will be signed by the Chairman at a future face-to-face meeting once restrictions have been lifted.

20/3 Dispensations and Declarations of interest. Resolved: None

20/4 Chairman's report: Cllr Harris's report.

We are going through unprecedented times and events that we never thought we would see in our country. Everybody has restrictions on what they can and cannot do; we are generally confined to our homes, only limited numbers of shoppers allowed in supermarkets at any one time, we are not allowed to travel except for essential reasons, entertainment venues and pubs have been forced to shut...as one London licensee remarked as her pub closed for the foreseeable future, even in the blitz that didn't happen.

Our community spirit has once again shone in this time of adversity. Thanks to the efforts of the Shrewton and Orcheston Community Support organising team and many volunteers those unable to venture out have been supported so that they can remain safe in their own homes. Over 100 'shopping' and 'medicine' runs have been carried out but the help didn't stop there; PCs and dripping taps have been fixed and 'phone support has been provided to those who need somebody to talk to - on behalf of the Parish Council I would like to thank all those volunteers who have selflessly given up their time to help others in their time of need.

In addition, I would like to thank the Co-Op and its staff for the help and support they have given the volunteers, without this the task of the volunteers doing people's shopping would have been much more difficult.

Den Parrett

After serving on the Parish Council for 8 years Den Parrett has decided to step down from the Parish Council. Den has been a very active member of the Council and he will be missed. However, Den is not disappearing completely from supporting our village as he is remaining flood warden. On behalf of the Parish Council I would like to wish Den all the best for the future.

20/5 Resignation of Councillor. Wiltshire Council have been advised of the resignation of Den Parrett, due to the current restriction's vacancies are not being advertised, we will be notified in due course.

20/6 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. Members had reviewed 39 letters of representation on the planning website, all but one was either objecting or raising concerns, due to the strong feeling against the applications Cllr Hassett proposed objecting to the application for the following reasons:-

1. The development area is prone to flooding from ground water.
2. The sewage system would struggle with increased usage.
3. The proposed development will impact on the lives of the neighbours, all the near neighbours are elderly.
4. Access is onto an already very busy B3086, which is notorious as a rat run, increased traffic will increase dangers to other road users including pedestrians, as many roads in the area do not have pavements.
5. the development will have a detrimental impact on wildlife, flora & fauna

Seconded Cllr Flint, voting unanimous if favour.

20/02774/FUL Single storey full width rear extension. Single storey front extension. 44 Highfield Rise, Shrewton, SP3 4DZ. Cllr Flint proposed no objections, seconded Cllr Lock, voting unanimous in favour.

20/03159/FUL Single Storey Rear Infill Extension. Nettledown, Nett Road, Shrewton, SP3 4HB. Cllr Woodman proposed no objections, seconded Cllr Lock, voting unanimous in favour.

20/7 Planning Decisions from Wiltshire Council noted:

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 Rollestone Road Shrewton, Homanton, Shrewton, SP3 4ER. Wiltshire Council decision – refused.

19/11744/FUL & 19/12202/LBC Conversion of curtilage listed coach house to two holiday let apartments and associated parking. Rollestone Manor, A360 Amesbury Road Shrewton East To Airman's Corner, Shrewton, SP3 4HF. Wiltshire Council decision – approve with conditions.

20/8 Old School Mews Appeal decision from the Planning Inspectorate - the appeal was allowed.

This matter had been postponed to the April meeting for further discussion/consideration, however the April meeting was cancelled due to Coronavirus pandemic restrictions. Cllr Harris advised if the matter was to be taken further, by either Parish Council or a resident, it would be through the High Court, legal advice would be required, if the Parish Council were to do this and lose, they would have to pay the other sides fees as well. It was mentioned the time scale for doing this had expired. **Resolved:** Due to the timescales and the possible costs involved, no further action would be taken by the Parish Council.

20/9 Accounts for Payment. It was resolved the eight payments were ratified and the two payments approved, Cllr Berry proposed, seconded by Cllr Lock, voting unanimous in favour.

Payments Ratified

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 authorised

Clerks salary (May 2020)	001212	£476.67
WALC	001213	£785.42

Receipts

Interest	£2.56
Precept	£10,000.00

20/10 Approval and signing-off of Parish Accounts for year ended 31st March 2020 and month ended 30th April 2020. As previously circulated, along with year-end spend for 31 March 2020 and year to date spend against budget for 30 April 2020. Cllr Lock had carried out the quarterly check as at 31 March 2020 and reported no discrepancies.

The clerk reported Bank balances as at 31st March 2020 and 30th April 2020 were respectively: -

Treasurers account	£ 390.63	£ 4,888.96
Business Interest account	<u>£61,996.69</u>	<u>£69,925.01</u>
Less Outstanding payments	<u>£ 986.67</u>	<u>£ 4,898.88</u>
	£61,400.65	£69,915.09

Cllr Lock proposed acceptance of the accounts, seconded Cllr Pope, voting unanimous in favour. The Clerk signed the accounts the Chairman will sign at a future face-to-face meeting once restrictions have been lifted.

20/11 Members noted and adopted Shrewton Parish Council Code of Conduct, previously circulated. Proposed Cllr Lock, seconded Cllr Berry, voting unanimous in favour.

20/12 Roles and Responsibilities. Resolved the following were approved: -

1) Working Groups

i) **Traffic** -Cllrs Harris and Hassett and non-Council members Janice Hassett, 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) **Governor at Shrewton Primary School** – Cllr Lock

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

f) **Parish Steward** – Cllr Flint (temporary)

g) **Recreation Hall & Grounds** – Cllr Berry (Chairman of Shrewton Recreation Ground)

h) **Rights of Way (ROW) Liaison** – Cllr Flint and Cllr Pope

i) **Stonehenge Traffic Action Group** – Cllr Hassett

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

k) **Shrewton WI** – Cllr Woodman

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

- m) **Till Valley Link Liaison** – Cllr Woodman
- n) **Winter Weather** – Cllr Flint
- o) **Youth Liaison** - Cllr Dunlop

Flood Warden – Den Parrett has volunteered to continue to be the village flood warden. The Parish Council are grateful and would like to thank Den Parrett.

20/13 Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to Meeting, the documents were taken as read. Cllr Berry proposed acceptance and adoption of the Standing Orders and Financial Regulations, seconded Cllr Woodman, voting unanimous in favour.

20/14 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 Flint proposed both internal and external auditors, seconded Cllr Pope, voting unanimous in favour.

20/15 Internal Audit completed by Auditing Solutions Ltd. Previously circulated.

Members considered the internal audit report, approved and adopted the following recommendations, proposed Cllr Hassett, seconded Cllr Woodman, voting unanimous in favour.

R1. Standing Orders, Financial Regulations, Code of Conduct, Complaints procedure and Risk Register to be published. No expansion of the list of payments over £100.

R2. Amended

R3. Clerk had queried this with the auditor, his response *'In this case, my recommendation is designed to slightly improve the Council's cash flow position, and also to recover as much income as possible in the year to which it relates. As long as the VAT account is properly maintained, and shows a clear balance at the year-end for recovery in the next financial year, I do not see any particular conflict with FR's or risk of challenge from HMRC.'* The Clerk's preference is to continue to claim at the Councils financial year end, i.e. 31 March, members were happy with this arrangement.

R4. Delegate powers to enable Clerk to transfer funds from one account to another. Members agreed to continue with the current arrangement of the Clerk notifying one of the authorised members with Internet Banking access to carry out transfers.

R5. Business Risk Register is a living document and will continue to be reviewed annually. Clerk to prepare a financial procedures guide to enable business continuity in her absence.

R6. Review of level of balances and earmarked reserves to ensure they are necessary and appropriate. Members agreed to be reviewed on quarterly basis commencing August and at budget setting and precept determination.

R7. Amended

20/16 The Annual Governance and Accountability Return 2019/20 Part 3. Section 1 – Annual Governance Statement 2019/20. Previously circulated. **The Members agreed** to answer Yes to all questions with question 9 not applicable. Cllr Woodman proposed acceptance of the Governance statement, Cllr Flint seconded, voting unanimous in favour. The Clerk signed the statement and arranged to post to the Chairman for signature.

20/17 The Annual Governance and Accountability Return 2019/20 Part 3. Section 2 – Accounting Statements 2019/20. Previously circulated. **The Members approved** the Accounting Statement, Cllr Woodman proposed acceptance, Cllr Berry seconded, voting unanimous in favour. The Clerk had signed the statement prior to presenting to the Council and arranged to post to the Chairman for signature statement.

20/18 Annual Governance and Accountability Return (AGAR) 2019-20 Part 3.

Members approved 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. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by 1 October 2020.

Members noted 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.

Cllr Woodman proposed approval of AGAR 2019-20, exercise of public rights and publication requirements, seconded Cllr Lock, voting unanimous in favour.

20/19 Councils Asset register.

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

20/20 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. Any monies received from the disposal to be noted on the asset register.

20/21 Council Insurance and its renewal.

Members noted the Council is currently insured with Pen Underwriting Ltd, via Came and Company Local Council Insurance, with a long-term agreement which expires 31 May 2022, annual renewal due 1 June 2020 with a premium of £446.21.

Members considered the Insurance policy renewal and confirmed the cover is adequate for the Council and its assets.

Cllr Hassett proposed, seconded Cllr Berry, voting unanimous in favour.

20/22 Updates from previous meetings.

Cllr Berry advised the village hall had been successful in receiving a Wiltshire Council Community Foundation grant to assist due to a loss income during Coronavirus restrictions. Cllr Berry gave thanks to Cllr Daley for his assistance with this.

Clerk advised the application for permission for the cleaning of the War Memorial is with the Diocese and a response is due soon. The cleaning company are able to carry out the works during current restrictions and will schedule the works in once advised to.

Activities at the George are to be reported to the authorities by the Clerk.

Footpath 18 - correspondence had been exchanged between Cllr Yuill, stand in Unitary Councillor since passed onto Cllr Daley, and the Rights of Way Officer.

20/23 Correspondence: Various correspondence noted. Bonfires and Fireworks, these are causing distress to fellow villagers— The Parish Council request residents give consideration to other villagers and do not have bonfires and let fireworks off during the current Coronavirus pandemic, residents may be suffering from health problems.

20/24 Date of next meeting.

The next Parish Council Meeting will be held on Wednesday 3rd June 2020 at 7.15pm, this will be remotely via the internet platform Zoom.

The meeting closed at 8.15pm.

Approved by the Council as a true record

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

Attachments: Report from Chairman

Minutes and reports are on the Website www.shrewton.com or available from the Clerk on request.