

# SHREWTON PARISH COUNCIL

## **Minutes of the Shrewton Parish Council Meeting held remotely via Zoom on Wednesday 7<sup>th</sup> October 2020 at 7.15 p.m.**

### **Present: Councillors**

Richard Harris (Chairman), John Berry (Vice Chairman), Roy Flint, Ron Lock, Colin Pope and Anne Woodman. Cllr Hassett joined late due to technical difficulties.

**In attendance:** Parish Clerk Nikki Spreadbury-Clews. Tim Elliott. Unitary Cllr Daley sent his apologies.

### **Public Participation**

Tim Elliott gave an overview of his application to become Councillor.

**20/99 Acceptance of apologies for absence. Resolved:** Cllr Dunlop

**20/100 Minutes.** The minutes of the Council planning meeting held remotely on 2<sup>nd</sup> September 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.

**20/101 Dispensations and Declarations of interest. Resolved:** None

**20/102 Chairman's report attached.**

**20/103 Co-option of new member.** There are currently three Councillor vacancies. An application had been received from Tim Elliott.

**Resolved:** Cllr Pope proposed approval of Tim Elliott to be co-opted to the Council, seconded Cllr Berry, voting unanimous in favour.

The Clerk will arrange for Tim to sign the Declaration of Acceptance of Office, Tim remained at the meeting however could not take part in discussions or vote until paperwork signed.

**20/104 Updates from previous meetings.**

- i) Hindes Meadow** – Wiltshire Council housing repairs reply- We are looking after that wall. So far, we have located 2 contractors near the area that can mend cob walls. The quotes are currently waiting to be authorised, we are hoping these can go through soon. Apologies for the inconvenience caused due to the length of time. Regarding the road marking, I am unsure if this is maintained by us. I will clarify with the surveyor for that area.
- ii) Road re-surfacing and highway issues-** The B3083 is planned for the 26/10/2020, currently the B3086 High St, Shrewton is in the plan for 2021/22. Clerk is awaiting responses regarding other matters reported.  
Cllr Daley has also written to Cllr Wayman at Wiltshire Council regarding the High St re-surfacing.
- iii) Speed and volume of traffic along Chalk hill** – Clerk has requested a traffic survey to determine the extent of the issue.
- iv) Parking at the bottom of Chalk hill** –Clerk to ask the Police if they can attend the area.
- v) Website.** There have been no volunteers for role of webmaster.  
Website Accessibility regulations have come into force for Public Bodies, including Councils. The Parish Councils web site has to comply with Web Content Accessibility Guidelines (WCAG). Members to consider whether to continue with Shrewton.com or have their own dedicated website.

**20/105 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)**

**20/07760/FUL** Loft conversion and rear extension to existing house. By The Barn, London Road, Shrewton, SP3 4DN. Cllr Berry proposed no objections, seconded Cllr Pope, voting unanimous in favour.

Two planning applications had been received since the agenda was published, Cllr Harris called for an **extra ordinary planning meeting to be held online on Tuesday 20<sup>th</sup> October at 7.15.**

**20/106 Planning Decisions from Wiltshire Council noted:**

**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. This application has been withdrawn by the applicant.

**20/05726/FUL** Loft conversion with rear dormer making good previous non-compliant conversion. Wessex Bourne Salisbury Road Shrewton SP3 4HZ. Wiltshire Council decision – approved with conditions.

**20/06234/HRN** 300m SW, Barleycroft Farmhouse, Shrewton SP3 4EW - Planning Consultation on Hedgerow removal. Wiltshire Council decision – no objections.

**20/03801/FUL** Construction of new detached dwelling with parking. Jasmine Cottage, Rollestone Road, Shrewton, SP3 4HG. Wiltshire Council decision – Refused.

**20/06788/HRN** Removal of 2 x 10m sections of hedgerow Land between Castle Barn Residence and B3083. Wiltshire Council decision – no objection.

*7.33pm Cllr Hassett joined the meeting*

**20/107 Military vehicles continuing to transit B3086 High St/London Road.** The Clerk continues to report Incidents. Cllr Harris suggested a meeting with a top official of the military at Larkhill, Cllr Harris and Cllr Hassett will make enquiries to whom this should be, once established the Clerk will write for a meeting.

**20/108 Shrewton traffic plan.** The traffic plan on the website dated January 2016 and last updated January 2017 is in need of an update of activities that have taken place and those still being pursued. Cllr Harris has this in hand.

Chitterne Parish Council have written to various Parishes affected with A303 rat running, including Shrewton, for a joined-up approach to meet with Wiltshire Council Highways strategic planning and be included in any ongoing discussions regarding the area. Cllr Flint proposed Shrewton Parish Council should be included, seconded Cllr Berry, voting unanimous in favour. Cllr Harris volunteered to be the representative, all approved.

**20/109 Coronavirus – keeping our community safe.** An incident had occurred at the Co-op where four military personnel had entered late one evening not wearing face masks, a member of the public felt vulnerable and left. Clerk reported to military. Since then the Co-op are displaying better signage, have sanitiser and masks are for sale. Cllr Berry proposed the Parish Council buy and provide masks at the entrance for members of the public who may have forgotten theirs, seconded Cllr Flint, voting six in favour with one abstaining. Cllr Harris will speak with the manager of the Co-op to establish if they would be happy for this.

*At 7.54pm the Zoom meeting disconnected; members and the public were asked to re-join.  
At 7.55pm with all, apart from Cllr Flint, re-connected and being quorate the meeting continued.*

**20/110 Neighbourhood Watch (NHW)** Members discussed the correspondence from Neighbourhood Watch Association, they had suggested community safety be placed on each meeting agenda, members felt community issues are regularly discussed and acted on and unless there was anything specific to discuss or communicate there was no reason to add it to each agenda.

**20/111 Accounts for Payment.**

**Resolved:** Two payments were approved. Cllr Berry proposed, seconded Cllr Pope, voting unanimous in favour.

**Payments authorised**

PKF Littlejohn	001231	£240.00
Clerks salary (October)	001232	£550.67
HMRC (PAYE)	001233	£17.00

**20/112 Approval and signing-off of Parish accounts for the month ended 30<sup>th</sup> September 2020.** As previously circulated, along with spend against budget to 30<sup>th</sup> September 2020.

The clerk reported Bank balances as at 30<sup>th</sup> September 2020 were: -

Treasurers account	<b>£ 1,675.82</b>
Business Interest account	<b>£52,935.78</b>
Less Outstanding payments	<b>£ 1,086.67</b>
	<b>£53,524.93</b>

Cllr Lock had carried out the quarterly review and confirmed the accounts were in order.

**Resolved:** Cllr lock proposed acceptance of the accounts, seconded Cllr Hassett, 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.

*At 8.04pm Cllr Flint re-connected to the meeting.*

**20/113 Internal Audit Report 2019/2020.**

**R5. Risk management - Financial Procedures.** Circulated prior to meeting for members perusal. The document was taken as read.

**Resolved:** Members approved the Financial Procedures to be used in the absence of the Clerk and confirmed this now completes the recommended actions from the 2019/2020 internal audit. Proposed Cllr Berry, seconded Cllr Lock, voting unanimous in favour.

**20/114 Completion of limited assurance review 31 March 2020.**

**Resolved:** Members noted and acknowledged, as previously circulated, PKF Littlejohn LLP review of the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2020.

The return stated 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

Other matters not affecting our opinion which we draw to the attention of the authority:

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting) to do the following on behalf of the smaller authority:

- (a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and
- (b) notify the local auditor of the date on which that period was so commenced.

We note that Section 1, the Annual Governance Statement was approved on 20/05/20 and Section 2,

the Accounting Statements were approved on 20/05/20, however the public rights period did not commence until 03/08/20. We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years. The Clerk has published the Notice of Conclusion of Audit and AGAR (sections 1,2&3) on the website as required.

**20/115 Councillor Guide.** Circulated prior to meeting. Members approved the document and were happy for it to be used.

**20/116 Correspondence.** Clerk to write to resident regarding hedge on Tanners Lane.

Clerk to advise a resident regarding correspondence of a continuous pavement along the High St, that the road is not wide enough and it is believed when the High St is resurfaced a painted cycle way is to be implemented.

Various correspondence from a resident to Wiltshire Council with the Parish Council copied in concerning potential flooding to their garden and noise from building work at weekends. (The Parish Steward is to look at the drains in the area). The resident requested "that for future applications requiring construction Wiltshire Planning works with Shrewton Parish Council to create consistent and fair working hours constraints so that all residents are aware of their obligations and there is no ambiguity as to what is inconsiderate and what is not." Members felt this was not feasible and each application would be considered in line with local residents' representations.

Remembrance Sunday – with the Covid pandemic still very much in existence the normal parade and church service would not be feasible. Suggestions had been made for a service to be held outside at the Rec, various organisations involved felt they would not be the organisers and that the Parish Council should be, after consideration members felt a possible gathering of many people, stewarding, risk assessing, possible track & trace etc. was not something the Parish Council could undertake. The Parish Council hope to be allowed to lay a wreath at the War Memorial and members of the public should remember, but safely from home.

**20/117 Clerks Salary award 2020/2021.** Noted in confidential minutes.

**20/118 Date of next meeting**

The next Meeting of The Council will be Wednesday 4<sup>th</sup> November 2020; to be held online. This meeting will include budget and precept setting for 2021/2022.

The meeting closed at 8.30pm.

Approved by the Council as a true record

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

Attachments: Chairman's report.

Minutes and reports are on the Website [www.shrewton.com](http://www.shrewton.com) or available from the Clerk on request.