

SHREWTON PARISH COUNCIL

Clerk: Nikki Spreadbury-Clews

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

Telephone: 07986 880164

Email: shrewtonparishcouncil@gmail.com

**Annual Meeting of Shrewton Parish Council to be held at Shrewton Village Hall
on Wednesday 12th May 2021 at 7.15pm**

**All Parish Council Meetings are open to the Public and Press.
Please note due to Covid restrictions the number of persons will be limited,
please contact the clerk prior to the meeting if you wish to attend.**

5th May 2021

To All Members of Shrewton Parish Council

Dear Councillor

You are summoned to attend the Annual Meeting of Shrewton Parish Council on Wednesday 12th May 2021 at Shrewton Village Hall 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 items on the agenda in the first instance and if time permits any matter relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Councillors to sign their Declaration of Acceptance of Office.**
- 4. Co-option of a new member.** Six Councillor vacancies currently exist.
Members to discuss and make decision on application for co-option from Nick Sage to Shrewton Parish Council.
- 5. Acceptance of apologies for absence**
- 6. To approve** as a correct record, the minutes of the Full Council meeting held on 7th April 2021, copies of these minutes have been circulated.

7. 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.

8. Chairman's report.

9. 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)

21/01659/FUL Demolition of the existing redundant agricultural building and the erection of a
& **21/02527/LBC** single storey, one-bedroom annexe. The Grange, Maddington Street, Shrewton
(revised plans) Salisbury, Wiltshire, SP3 4JL

PL/2021/03932 Increase flue height on external combi-boiler. Halfway Cottage, Rollestone Road, Shrewton. SP3 4HG

10. Planning Decisions from Wiltshire Council for noting:

20/10762/FUL Demolition of existing building and the erection of one detached dwelling (Use
Revised plans Class C3), landscaping improvements and associated works. Barn at Fleming Farm
Homanton Shrewton SP3 4ER. Wiltshire Council decision – Approved with conditions.

11. Accounts for Payment: Members are asked ratify four payments listed and authorise one.

Auditing Solutions Ltd	001262	£228.00
Salary	001263	£487.27
N Spreadbury-Clews reimbursement of costs	001263	£306.14
HMRC	001264	£2.40

Payment for authorisation

Hurdcott Landscapes Ltd	001265	£288.00
-------------------------	--------	---------

12. Approval and signing-off of parish accounts

The Clerk will present the parish accounts for the month ending 30th April 2021 for approval.

13. Bank account signatories and internet banking.

Members to discuss and make decision on adding signatories to the Bank account and moving the internet banking forward.

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

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

16. 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.

17. 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.

18. Internal Audit Report 2020/21. Members to consider, adopt any recommended actions and approve the Internal Audit report from Auditing Solutions Ltd.

R1. (Budgetary Control and Reserves) Members should continue to review the level of balances and earmarked reserves to ensure that they are necessary and appropriate. Any excess balances should be transferred to the General Reserve and taken account of in the setting of the budget and Precept for the next financial year.

19. The Annual Governance and Accountability Return 2020/21 Part 3. Section 1 – Annual Governance Statement 2020/21. Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2020-2021, as per attached.

20. The Annual Governance and Accountability Return 2020/21 Part 3. Section 2 – Accounting Statements 2020/21. Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2020-2021, as per attached.

21. Annual Governance and Accountability Return (AGAR) 2020/21

Members to approve completion of the AGAR 2020/21 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 14 June 2021 and will continue for a 30-day working period until Friday 23 July 2021 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 2020/21**
- **Annual Governance and Accountability Return (AGAR) 2020/21 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.

22. Asset register. Members to consider and approve the inventory of assets as attached.

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

24. 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 26 April 2021 renewal due 1 June 2021 at £458.10 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.

25. Update on Items from previous meetings.

26. Correspondence. Clerk to advise

27. Partnership Meetings to consider attending: -

- 1) **Climate Strategy Climate Event** - Thursday May 20th 10.00 – 11.30 am via Microsoft teams.
- 2) **Amesbury Area Board** – Thursday June 10th 6.30pm

28. Clerks Annual Leave. For noting the Clerk will be on annual leave 28th June to 3rd July 2021.

29. Date of next meeting

The next Meeting of The Council will be Wednesday 2nd June 2021 at Shrewton Village 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.