

# SHREWTON PARISH COUNCIL

## Minutes of the Annual Meeting of Shrewton Parish Council Held at Shrewton Village Hall on Wednesday 12<sup>th</sup> May 2021 at 7.15 p.m.

### **Present: Councillors**

Richard Harris (Chairman), John Berry (Vice Chairman), Tim Elliott, Dave Hassett and Nick Sage

**In attendance:** Nikki Spreadbury-Clews (Parish Clerk) and two members of the public. Cllr Kevin Daley (Unitary Member) had sent his apologies.

### **Public Participation** None

**21/1 Election of Chairman.** Cllr Harris was prepared to continue, Cllr Berry proposed Cllr Harris, seconded Cllr Hassett, voting unanimous in favour. Cllr Harris took the Chairmanship.

**21/2 Election of Vice Chairman.** Cllr Berry was prepared to continue, Cllr Elliott proposed Cllr Berry, seconded Cllr Hassett, voting unanimous in favour.

**21/3 Councillors signed their Declaration of Acceptance of Office.**

**21/4 Co-option of new members.** Five members of the public were elected uncontested in the local elections, with a total of eleven seats available, therefore the Parish Council can co-opt six members.

The Council had received an application from Nick Sage, Cllr Elliott proposed accepting Nick Sage as a member, seconded Cllr Hassett, voting unanimous in favour.

Cllr Sage joined the meeting and signed the declaration of acceptance of office, Cllr Harris welcomed him to Shrewton Parish Council.

[If you are interested in supporting your local community and becoming a Councillor, please contact the clerk.](#)

**21/5 Acceptance of apologies for absence. Resolved:** Ron Lock

**21/6 Minutes.** The minutes of the Council meeting held on 7<sup>th</sup> April 2021 were approved as a true record and signed by the chairman.

**21/7 Dispensations and Declarations of interest. Resolved:** None

**21/8 Chairman's report attached.**

**21/9 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  
& **21/02527/LBC** of a single storey, one-bedroom annexe. The Grange, Maddington Street,  
Shrewton (revised plans) Salisbury, Wiltshire, SP3 4JL. **Resolved:** Cllr Hassett  
proposed no objections Provided the development remains as ancillary use to the main house and  
remains part of the curtilage of the Grange and not sold off later as a separate entity, seconded  
Cllr Berry, voting unanimous in favour.

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

**Resolved:** Cllr Elliott proposed supporting the application, seconded Cllr Berry, voting unanimous in favour.

**21/10 Planning Decisions from Wiltshire Council for noted:**

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

**21/11 Accounts for Payment: LGA 1972 s150 (5)**

**Resolved:** Members ratified four payments and authorised three payments as listed. Proposed Cllr Hassett, seconded Cllr Elliott, voting unanimous in favour.

**Payments ratified**

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

**Payment authorised**

Hurdcott Landscapes Ltd	001265	£288.00
HMRC	001267	£2.40
Salary	001268	£487.27

**21/12 Approval and signing-off of Parish accounts for the month ending 30 April 2021.** As previously circulated, along with spend against budget to 30 April 2021.

The clerk reported Bank balances as at 30 April 2021 were: -

Treasurers account	<b>£ 2,620.60</b>
Business Interest account	<b>£53,346.32</b>
Less Outstanding payments	<b>£ 1,799.87</b>
	<b>£54,167.05</b>

**Resolved:** Cllr Berry proposed acceptance of the accounts, seconded Cllr Hassett, voting unanimous in favour. The Clerk and chairman signed the accounts.

**21/13 Bank account signatories and internet banking.**

**Resolved:** Anne Woodman to be removed as signatory and Cllr Elliott to be added. Members approved the setting up of internet banking with Online Payment Control (OPC), this enables the Clerk to input electronic payments with two members (cheque signatories) required to log on to online banking and authorise before the payment is released. Proposed Cllr Berry, seconded Cllr Sage, voting unanimous in favour. The Clerk is to arrange the paperwork.

**21/14 Members noted and adopted Shrewton Parish Council Code of Conduct** as previously circulated. Proposed Cllr Elliott, seconded Cllr Sage, voting unanimous in favour.

**21/15 Roles and Responsibilities. Resolved the following were approved: -**

**1) Working Groups**

- a) **Traffic** -Cllrs Harris and Hassett and non-Council members Janice Hassett and Tom Theed.
- b) **Project working group** – Cllrs Lock and Elliott and non-Council members Roy Flint and Colin Pope

**2) Responsibilities and representation to partner organisations: -**

- a) **Amesbury Area Board** – Cllr Harris (reserve Cllr Hassett)
- b) **Community Area Transport group (CATG)** – Cllr Harris (reserve Cllr Hassett)
- c) **Governor at Shrewton Primary School** – Cllr Lock
- d) **Military Liaison** – Cllr Harris
- e) **Neighbourhood Tasking Group (NTG)** – Cllr Berry and Cllr Sage
- f) **Parish Steward** – Cllr Sage
- g) **Recreation Hall & Grounds** – Cllr Berry (Chairman of Shrewton Recreation Charity)
- h) **Rights of Way (ROW) Liaison** – Cllr Sage
- i) **Stonehenge Traffic Action Group** – Cllr Hassett
- j) **Stonehenge World Heritage** – Cllr Lock
- k) **A303 Amesbury to Berwick Down (Stonehenge) Community Forum** – Cllr Berry & Cllr Hassett
- l) **Youth Liaison** – Cllrs Elliott and Sage

**21/16 Standing Orders and Financial Regulations.** Based on NALC model regulations circulated prior to meeting, the documents were taken as read.

**Resolved:** Cllr Berry proposed approval and adoption of the standing orders and financial regulations, seconded Cllr Hassett, voting unanimous in favour.

**21/17 Appointment of Internal and External Auditors.**

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

**Members approved** the external auditors will be 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.

**Resolved:** Cllr Berry proposed approval of both internal and external auditors, seconded Cllr Hassett, voting unanimous in favour.

**21/18 Internal Audit Report 2020-2021 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.

**Resolved:** Members considered the internal audit report and its recommendation as above, Cllr Berry proposed approval and adoption of the report, seconded Cllr Elliott, voting unanimous in favour.

**21/19 The Annual Governance and Accountability Return 2020/21 Part 3. Section 1 – Annual Governance Statement 2020/21.** Previously circulated.

**Resolved:** Members agreed to answer Yes to questions 1 to 8, with 9 not applicable. Cllr Berry proposed acceptance of the Governance statement, Cllr Hassett seconded, voting unanimous in favour. The Clerk and Chairman signed the statement.

**21/20 The Annual Governance and Accountability Return 2020/21 Part 3. Section 2 – Accounting Statements 2020/21.** Previously circulated.

**Resolved:** Members approved the Accounting Statement, Cllr Berry proposed acceptance, Cllr Elliott seconded, voting unanimous in favour. The Chairman signed the statement. (the Clerk had signed the statement prior to presenting to the Council)

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

**Members approved** the completed 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 noted** 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.

**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** completed by Auditing Solutions Ltd.
- **Annual Governance and Accountability Return (AGAR) 2020/21 Part 3.**
- Analysis of variances, Bank reconciliation and 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.

**Resolved:** Cllr Berry proposed approval of the AGAR, exercise of public rights and publication requirements, seconded Cllr Sage, voting unanimous in favour.

**21/22 Councils Asset register.**

**Resolved:** Members approved the inventory of assets as previously circulated. Cllr Hassett proposed, seconded Cllr Berry, voting unanimous in favour.

**21/23 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.

**21/24 Council Insurance and its renewal.**

**Members noted** 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.

**Resolved:** Members considered the Insurance policy renewal and the cover is adequate for the Council and its assets. Proposed Cllr Berry, seconded Cllr Sage, voting unanimous in favour.

**21/25 Update on items from previous meetings.**

- 1) Blind House – ongoing with Wiltshire Council
- 2) White lining A360 – ongoing with Wiltshire Council
- 3) Emergency access Nett Road/Highfield Rise – ongoing with Wiltshire Council
- 4) Removal Bus Stop sign London Road – ongoing with Wiltshire Council
- 5) Hindes Meadow Wall is currently being rebuilt.
- 6) Concerns over possible pollution river Till – Wessex Water have issued a satisfactory reply
- 7) Stiles on footpath SHRE16 – clerk to follow up with MOD
- 8) Loose stile footpath SHRE14 – clerk to write to landowner
- 9) Grant Shrewton Social club – outstanding with the Clerk

- 10) Maintenance costs grounds recreation ground – outstanding with the Clerk
- 11) Update/new website – Mike Wren, new resident to village, has offered to help.  
Members/Clerk to liaise with Mike.
- 12) Substantive highways scheme funding application for improvements to London Road to be followed through once new community area transport group (CATG) in place (expected to be confirmed at Area Board meeting in June)

**21/26 Correspondence.** None

**21/27 Partnership Meetings to consider attending: -**

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

**21/28 Clerks Annual Leave.** Members noted the Clerk will be on annual leave from 28 June to 2 July 2021.

**21/29 Date of next meeting.**

The next meeting of the Council will be held on Wednesday 2<sup>nd</sup> June 2021 at 7.15pm at Shrewton Village Hall.

The meeting closed at 8.26pm

Approved by the Council as a true record

Signed ..... Dated .....

The minutes of this meeting will be available to all members of the public from the village website <https://shrewton.com> or by contacting the Parish Clerk.