

**MINUTES OF SHERSTON PARISH COUNCIL HELD ON THURSDAY
14th May 2018 at 7.30PM, IN SHERSTON VILLAGE HALL**

Present

Chairman

Mr J Matthews (JM)

Councillors

Mr S Magee(SM), Mr G Robinson (GR) Mr P Cutcher (PC)
Mr T Moody (TM), Ms N Fisher (NF), Mr M Smith (MS) &
Mrs T Burgess (TB)

Cllr J Thomson was present and 2 members of the public.

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| 01.05.18 | <p><u>Election of Chairman</u></p> <p>Resolved to elect a Chairman of the Council for the Municipal Year 2018/2019</p> <p>Cllr J Matthews</p> <p>(Following election, the chairman was invited to complete the formal statutory Declaration of Acceptance of Office).</p> |
| 02.05.18 | <p><u>Election of Vice Chairman</u></p> <p>Resolved to elect a Vice Chairman for the Municipal Year 2018/2019.</p> <p>Cllr P Cutcher</p> |
| 03.05.18 | <p><u>Apologies for absence and to consider the reasons given</u></p> <p>Council received apologies for absence for Mrs M Jolliffe (MJ), Mr T Weedon (TW) and resolved to approve the reasons given.</p> <p>Noted: Resignation of Cllr G Hayman</p> |
| 04.05.18 | <p><u>Declarations of interest</u></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p> <p>No declarations received.</p> |
| 05.05.18 | <p><u>Exclusion of the Press and Public</u></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p> |
| 06.05.18 | <p><u>Minutes</u></p> <p>Resolved to confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 12th April 2018.</p> |
| 07.05.18 | <p><u>To Review and Appoint Members to serve on the Planning</u></p> |

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| | <p><u>Committee and Working Parties</u></p> <p>a. Planning Committee – JM, PC, TB, TW, MJ b. General Purpose Working Party – TW. NF c. Allotment Working Party - TM d. Finance Working Party - SM e. Personnel Working Party - NF f. Defibrillator Working Party - PC g. Recreational Working Party - MS h. Footpath Working Party - TB i. Neighbourhood Plan Working Party - JM j. North Legacy Working Party - GR</p> |
| 08.05.18 | <p><u>To Review and Adopt the Planning Committee's - Terms of reference</u></p> <p>Resolved to adopt the Planning Committee's terms of reference.</p> |
| 09.05.18 | <p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2018/2019.</p> <p>A. School - MS B. Village Hall - TW C. Public Transport - TB D. Voluntary Sector - MJ E. Emergency Services/Planning - NF F. Snow Wardens - JM G. Area Board - JM</p> |
| 10.05.18 | <p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Sponsorship of the telephone box JM to speak with a horticultural supplier • Olympic Day – 23rd June – Resolved permission of the Rec • Entrance to the Rec to be looked at – NF to look into • Grass Cutting – JM to arrange a maintenance • Reference made to the National Party Politics views coinciding with the views of the PC |
| 11.05.18 | <p><u>To hear Reports from Councillors attending Meetings of Outside Bodies</u></p> <p>To receive verbal reports from Councillors who have represented the Council at meetings of outside bodies.</p> <p>JM – Area Board report - Noted</p> |
| 12.05.18 | <p><u>Sherston Parish Council – Standing Orders 2018</u></p> <p>Considered and resolved to adopt the revised standing orders prepared by the clerk.</p> |

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| 13.05.18 | <p><u>Sherston Parish Council – Financial Regulations 2018</u></p> <p>Considered and resolved to adopt the revised Financial Regulations prepared by the clerk.</p> |
| 14.05.18 | <p><u>CO-OPTION</u></p> <p>Discussed and resolved to co-opt to fill the two vacancy's for Sherston Parish Council.</p> <ul style="list-style-type: none"> • Andrew Tremellen • Lucy Suggett |
| 15.05.18 | <p><u>Risk Assessment Schedule</u></p> <p>Considered and resolved to adopt a Risk Assessment Schedule prepared by the clerk.</p> |
| 16.05.18 | <p><u>System of Internal Controls</u></p> <p>Considered and resolved to adopt a System of Internal Controls prepared by the clerk.</p> |
| 17.05.18 | <p><u>Accounts for Payment – April 2018</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for April 2018</p> <ul style="list-style-type: none"> • Staff Costs • RBS - £347.24 • Wiltshire Council - £32.50 • CPC - £655.21 • P Cooper - £72.00 <p>Resolved to approve the accounts for payment</p> |
| 18.05.18 | <p><u>Annual Investment Strategy</u></p> <p>Resolved to approve and adopt the Annual Investment Strategy, as required by legislation.</p> |
| 19.05.18 | <p><u>RECREATIONAL GROUND</u></p> <p>Discussed and resolved any required work for the recreational ground including the new play park development and any associated costs.</p> <ul style="list-style-type: none"> • Existing equipment that requires repairs will be looked at and required work completed – TB to seek maintenance operative to complete the required work. • Report received detailing the feedback from the consultation held in regards to the new rec development inclusive of the MUGA comments noted. • Planning response received regarding the installation of the MUGA, Resolved to instruct a planning consultant to apply for the relevant planning permission. |

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| 20.05.18 | <p><u>Planning Applications for Consideration</u></p> <p>To consider a schedule of applications submitted for consultation: Resolved JM to submit comments</p> |
| 21.05.18 | <p><u>General Data Protection Regulation – New Data Protection Laws</u></p> <p>Resolved to adopt:</p> <ul style="list-style-type: none"> • Management of Transferable Data Policy • Social Media & Electronic Communication Policy • Information & Data Protection Policy • Retention & Disposal Policy • Appendix A: A List of Documents for Retention or Disposal • Data Security Breach Policy • Privacy Notice • General Data Protection Regulations Allotment Tenants Privacy Notice • Email Contact Privacy Notice • Councillor Privacy Notice • General Data Protection Regulations (Service) Consent to hold Contact Information • Subject Access Request Form <p>for formal adoption</p> |
| 22.05.18 | <p><u>Training Policy</u></p> <p>Considered and resolved to adopt a Training Policy for formal adoption.</p> |
| 23.05.18 | <p><u>Press and Media Policy</u></p> <p>Considered and resolved to adopt a Press and Media Policy for formal adoption.</p> |
| 24.05.18 | <p><u>Parking</u></p> <p>Discussed ongoing issues regarding both dangerous parking and blocking access points with agreeing a plan of action to try to address.</p> <ul style="list-style-type: none"> • PC and TB to meet with Matt Perry. |
| 25.05.18 | <p><u>Website</u></p> <p>Discussed and reviewed proposals for the new website, agreed that Cllr MS would instruct changes to be completed.</p> |
| <p>In view of the confidential nature of the business about to be</p> | |

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| | transacted, it is likely that the press and public will be excluded during consideration of this item (Item 5 above refers) |
| 26.05.18 | <u>Clerks Salary Pay Award</u> Deferred |

Meeting concluded – 22:10

Date of next meeting – 14.06.18

Signed as a True Record:

Date: