

# Sherston Parish Council

Chairman: John Matthews

## All Council Meetings are open to the Public and Press

7<sup>th</sup> May 2020

**To: All Members of Sherston Parish Council**

Dear Councillor,

You are summoned to the Annual Meeting of the Parish Council, on **Thursday 14th May 2020 at 7.30pm**. The meeting will be held electronically. To join the meeting via Zoom, please use the following login details: Meeting ID. 897-9591-4011 Password 980149 The meeting will consider the items set out below.



**Donna Ford**  
Parish Clerk

*Before the meeting there will be a public session to enable the electorate of Sherston to ask questions, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.*

### Fire Safety – Evacuation Procedure / Recording Protocol

The Committee is requested to note the fire safety procedure and the Parish Council's recording protocol.

**7.30pm**

**Welcome**

### **Public Question Time**

This section (at the chairman's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

# AGENDA

14<sup>th</sup> May 2020 – 7:30pm – Zoom

1.	<b><u>Election of Chairman</u></b>  To elect a Chairman of the Council for the Municipal Year 2020/2021. (Following election, the Chairman will be invited to complete the formal statutory Declaration of Acceptance of Office).
2.	<b><u>Election of Vice Chairman</u></b>  To elect a Vice Chairman for the Municipal Year 2020/2021.
3.	<b><u>Approval of holding the meeting remotely</u></b>  Members to resolve to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7 <sup>th</sup> May 2021 or the repeal of legislation whichever is the earlier. (Enclosed)
4.	<b><u>Apologies for absence</u></b>  Council to receive apologies for absence.
5.	<b><u>Declarations of interest</u></b>  Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
6.	<b><u>Exclusion of the Press and Public</u></b>  To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.
7.	<b><u>Minutes</u></b>  To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 12 <sup>th</sup> March 2020.
8.	<b><u>To Review and Appoint Members to serve on the Planning Committee and Working Parties</u></b>  a. Planning Committee b. General Purpose Working Party c. Allotment Working Party d. Finance Working Party e. Personnel Working Party f. Defibrillator Working Party g. Recreational Working Party h. Footpath Working Party

9.	<p><b><u>To Review the Planning Committee's - Terms of reference 2020/21</u></b></p> <p>A copy of the Planning Committee's terms of reference are attached.</p>
10.	<p><b><u>Appointment of Representatives on Outside Bodies</u></b></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2019/2020.</p> <ul style="list-style-type: none"> <li>A. School</li> <li>B. Village Hall</li> <li>C. Public Transport</li> <li>D. Voluntary Sector</li> <li>E. Emergency Services/Planning</li> <li>F. Snow Wardens</li> <li>G. Area Board</li> </ul>
11.	<p><b><u>Sherston Parish Council – Standing Orders 2020/21</u></b></p> <p>To review standing orders for formal adoption prepared by the clerk.</p>
12.	<p><b><u>Sherston Parish Council – Financial Regulations 2020/21</u></b></p> <p>To review the Financial Regulations for formal adoption prepared by the clerk.</p>
13.	<p><b><u>Code of Conduct 2020/21</u></b></p> <p>Members to consider and adopt the Model Code of Conduct.</p>
14.	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Village Speed Watch</li> <li>• Bus Shelter attached to the Angel</li> <li>• Recreational Ground – Rubbish Clearance</li> <li>• Funding Church Path</li> </ul>
15.	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Members to receive a written report from the Clerk.</li> </ul>
16.	<p><b><u>Planning</u></b></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>20/00745/FUL Lavender Cottage 14 Gaston Lane Sherston SN16 0LY Internal alterations including movement of the bathroom to the first floor, removal of partitions and alterations to make stairs BC compliant. Small extension to the rear (3m<sup>2</sup>) to square off existing extended area. First and second floor extension above and on existing single storey kitchen/dining room.</p>

	<p>20/01944/FUL Lucy Tom Interiors Noble Street Sherston SN16 0NA Erection of a gazebo to provide shelter for outdoor seating.</p> <p>20/03025/FUL 2 Parsonage Cottages Tetbury Road South East Past Pinkney Court Farm To B4040 At Bottom Of Bransdown Pinkney SN16 Rear extension</p> <p>20/03099/FUL Jasper Cottage 6 Tanners Hill Sherston Malmesbury SN16 0NB Proposed replacement porch and front boundary wall</p> <p>20/03257/FUL Burwash Gaston Lane Sherston Wiltshire SN16 0LY Proposed detached timber framed garage</p> <p>20/03327/LBC Listed Building Consent Retrospective application for external boiler. Lyndhurst, 32 High Street, Sherston, SN16 0LQ</p>
17.	<p><b><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></b></p> <p>To receive verbal reports from Councillors who have represented the Council at meetings of outside bodies.</p> <ul style="list-style-type: none"> <li>• Allotment Working Group – Report Update</li> <li>• Sherston Sports Field – Report Update</li> <li>• Wall repairs/steps at the recreation ground – Report Update</li> <li>• Footpaths – Report update</li> </ul>
18.	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li>• The High Street phone box.</li> <li>• Installation of Basket swing and pyramid climber</li> <li>• Emergency Plan</li> <li>• Notice Board</li> </ul>
19.	<p><b><u>Accounts for Payment –May 2020</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for May 2020</p> <ul style="list-style-type: none"> <li>• Schedule of payments enclosed</li> </ul>
20.	<p><b><u>Pre School</u></b></p> <p>Members to consider the lease between the Pre School and Parish Council.</p>

	<p>Members to consider any associated costs and invoices.</p> <p>Members to consider the loan agreement contract to the Scouts on behalf of the Preschool.</p>
<b>21.</b>	<p><b><u>Scout lease</u></b></p> <p>Members to consider the documentation received for the Scout Lease and advice obtained by SM.</p>
<b>22.</b>	<p><b><u>Parish Steward and Parish Maintenance</u></b></p> <p>Consider any required work for the Parish Steward</p>

**Date of Next meeting – 11<sup>th</sup> June 2020 Via Zoom**