

# Sherston Parish Council

Chairman: John Matthews

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

12<sup>th</sup> March 2020

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

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 12th March 2020 at 7.30pm** in Village Hall, Sherston. 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

12<sup>th</sup> March 2020 – 7:30pm – Sherston Village Hall

1.	<b><u>Apologies for absence</u></b>  Council to receive apologies for absence.
2.	<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.
3.	<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.
4.	<b><u>Minutes</u></b>  To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13 <sup>th</sup> February 2020.
5.	<b><u>Chairman's Announcements</u></b> <ul style="list-style-type: none"><li>• Dog / Litter Bins</li><li>• CPRE Wiltshire and the hills group best kept village competition 2020</li><li>• Tree blocking the top path in Grove Wood blown down in recent gales</li></ul>
6.	<b><u>Clerks Report</u></b> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk.</li></ul>
7.	<b><u>Planning</u></b>  Consider and comment on all planning applications received up to and including the date of the meeting.  20/00371/FUL Hill House Farm, Thompsons Hill Sherston SN16 0PZ Front porch. Extended single storey link. Barn renovation  20/00745/FUL 13 Church St Sherston sn160lr 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.
8.	<b><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></b>

	<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>
<b>9.</b>	<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> </ul>
<b>10.</b>	<p><b><u>Accounts for Payment –March 2020</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for February 2020</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• P Cooper</li> <li>• CPC - £743.38</li> <li>• Viking Stationary - £242.66</li> <li>• Compass Graphic - £57.60</li> <li>• British School Rooms - £30</li> <li>• Screwfix – Trampoline safety - £42.98</li> </ul>
<b>11.</b>	<p><b><u>Rural Facilities Survey</u></b></p> <p>Members to consider and complete the Rural Facilities Survey</p>
<b>12.</b>	<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>13.</b>	<p><b><u>Fixed Asset Register</u></b></p> <p>Members to consider the Fixed Asset Register prepared by the Clerk.</p>
<b>14.</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>15.</b>	<p><b><u>Parish Steward and Parish Maintenance</u></b></p> <p>Consider any required work for the Parish Warden.</p>

16.	<p><b><u>System of Internal controls and Risk Assessment 2020/21</u></b></p> <p>Members to consider the system of internal controls prepared by the Clerk for 2020/21.</p> <p>Members to consider the Risk Assessment prepared by the Clerk for 2020/21.</p>
17.	<p><b><u>Unity Trust Bank Account</u></b></p> <p>Members to consider changing bank accounts from Santander to Unity Trust.</p>
18.	<p><b><u>Internal Auditor 2019.20</u></b></p> <p>Members to appoint the internal auditor for 2019.20</p>
19.	<p><b><u>Green Infrastructure and Open Space Study</u></b></p> <p>Members to consider and respond to the green infrastructure and open space study.</p>

**Date of Next meeting – 9<sup>th</sup> April 2020 at the Village Hall**