

Sherston Parish Council

Chairman: John Matthews

All Council Meetings are open to the Public and Press

7th May 2021

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of the Parish Council, on **Thursday 13th May 2021 at 7.30pm**. The meeting will be held electronically. To join the meeting via Zoom, please use the following login details: Meeting ID. 831 9016 9920 Password 249462

<https://us02web.zoom.us/j/83190169920?pwd=d2F1aTRsWVRHRHdMdzR5TzB0bzNDUT09>

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

13th May 2021 – 7:30pm – Zoom

1.	<u>Election of Chairman</u> To elect a Chairman of the Council for the Municipal Year 2021/2022. (Following election, the Chairman will be invited to complete the formal statutory Declaration of Acceptance of Office).
2.	<u>Election of Vice Chairman</u> To elect a Vice Chairman for the Municipal Year 2021/2022.
3.	<u>Apologies for absence</u> Council to receive apologies for absence.
4.	<u>Declarations of interest</u> Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
5.	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.
6.	<u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 8 th April 2021.
7.	<u>Co – Option</u> Members to consider applications received for Co-Option to fill a vacancy on the Parish Council.
8.	<u>General Power of Competence</u> Members to receive a report from the clerk regarding the General Power of Competence.
9.	<u>To Review and Appoint Members to serve on the Planning Committee and Working Parties</u> <ul style="list-style-type: none">a. Planning Committeeb. General Purpose Working Party INC Parish Stewardc. Allotment Working Partyd. Finance Working Partye. Personnel Working Partyf. Defibrillator Working Partyg. Recreational Working Party

	<p>h. Footpath Working Party i. Environmental Working Party j. Neighbourhood Plan Working Party k. Emergency Plan l. Sports Field m. Sustainable Sherston n. Website o. Cliffhanger</p>
10.	<p><u>To Review the Planning Committee's - Terms of reference 2021/22</u></p> <p>A copy of the Planning Committee's terms of reference are attached.</p>
11.	<p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2021/2022.</p> <p>A. School B. Village Hall C. Public Transport D. Voluntary Sector E. Emergency Services/Planning F. Snow Wardens G. Area Board H. GATG</p>
12.	<p><u>Sherston Parish Council – Standing Orders 2021/22</u></p> <p>To review standing orders for formal adoption prepared by the clerk.</p>
13.	<p><u>Sherston Parish Council – Financial Regulations 2021/22</u></p> <p>To review the Financial Regulations for formal adoption prepared by the clerk.</p>
14.	<p><u>Code of Conduct 2021/22</u></p> <p>Members to consider and adopt the Model Code of Conduct.</p>
15.	<p><u>Chairman's Announcements</u></p>
16.	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> Members to receive a written report from the Clerk.
17.	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>PL/2021/03712 - Works to a Protected Tree 34 The Tartars, Sherston, Malmesbury, Sn16 0nt</p>

	<p>T1: Beech tree Reduce by 1.5 metres on all aspects and (3m lateral total, 1.5 on top). Thin canopy by 10%.</p> <p>PL/2021/03076 - Householder Application 6 Woods Close, Sherston, Malmesbury, SN16 0LF Remove rear conservatory, replace with garden room with wood burning stove</p>
18.	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>To receive written reports from Councillors who have represented the Council at meetings of outside bodies.</p>
19.	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • The High Street phone box. • Internet Accessibility and Statement
20.	<p><u>Accounts for Payment –May 2021</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for May 2021</p> <ul style="list-style-type: none"> • Staff Costs • Patrick Cooper – • MPA carpentry & Property Solutions - £670.00 • Malmesbury Mowing - £135 & £135 & £30 & £135 & £135 & £30 • Complete Product Company - £534.04 • RBS – Year End Close Down - £432.00 • I Selkirk – Internal Audit - £125.00 <p>The approval of the use of a variable direct debit The approval of the use of BACS or CHAPS</p>
21.	<p><u>Internal Audit</u></p> <p>Members to review the Internal report and any action required.</p>
22.	<p><u>Statement of Accounts for the Year Ended 31st March 2021</u></p> <p>To resolve to confirm and sign the Statement of Accounts for the Year Ended 31st March 2021.</p>
23.	<p><u>Completion of Section 1 of the Annual Return for the Year Ended 31st March 2021 – Annual Governance Statement</u></p> <p>To resolve to respond to the Annual Governance Statement.</p>
24.	<p><u>Completion of Section 2 of the Annual Return for the Year Ended 31st March 2021 – Accounting Statements</u></p> <p>To resolve to approve and sign the Accounting Statements.</p>

25.	<p><u>Annual Meeting of the Parish</u></p> <p>Members to consider any actions required.</p>
26.	<p><u>Councillor Training</u></p> <p>Members to consider Councillor training and agree the date.</p>
27.	<p><u>Play Area Inspection</u></p> <p>Members to consider the Operational Play area inspection and any work required.</p>
28.	<p><u>Sports Field</u></p> <p>Members to consider correspondence received regarding the strip of land west of the sports field.</p>
29.	<p><u>Commemorative plaques for the playground and Preschool</u></p> <p>Members to consider plaques</p>

Date of Next meeting – 10th June 2021 Via Zoom