

**MINUTES OF SHERSTON PARISH COUNCIL HELD ON THURSDAY  
14<sup>th</sup> 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.

<b>01.05.18</b>	<p><b><u>Election of Chairman</u></b></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>
<b>02.05.18</b>	<p><b><u>Election of Vice Chairman</u></b></p> <p>Resolved to elect a Vice Chairman for the Municipal Year 2018/2019.</p> <p>Cllr P Cutcher</p>
<b>03.05.18</b>	<p><b><u>Apologies for absence and to consider the reasons given</u></b></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>
<b>04.05.18</b>	<p><b><u>Declarations of interest</u></b></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>
<b>05.05.18</b>	<p><b><u>Exclusion of the Press and Public</u></b></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>
<b>06.05.18</b>	<p><b><u>Minutes</u></b></p> <p>Resolved to confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 12th April 2018.</p>
<b>07.05.18</b>	<p><b><u>To Review and Appoint Members to serve on the Planning</u></b></p>

	<p><b><u>Committee and Working Parties</u></b></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><b><u>To Review and Adopt the Planning Committee's - Terms of reference</u></b></p> <p>Resolved to adopt the Planning Committee's terms of reference.</p>
09.05.18	<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 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><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Sponsorship of the telephone box JM to speak with a horticultural supplier</li> <li>• Olympic Day – 23<sup>rd</sup> June – Resolved permission of the Rec</li> <li>• Entrance to the Rec to be looked at – NF to look into</li> <li>• Grass Cutting – JM to arrange a maintenance</li> <li>• Reference made to the National Party Politics views coinciding with the views of the PC</li> </ul>
11.05.18	<p><b><u>To hear Reports from Councillors attending Meetings of Outside Bodies</u></b></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><b><u>Sherston Parish Council – Standing Orders 2018</u></b></p> <p>Considered and resolved to adopt the revised standing orders prepared by the clerk.</p>

<b>13.05.18</b>	<p><b><u>Sherston Parish Council – Financial Regulations 2018</u></b></p> <p>Considered and resolved to adopt the revised Financial Regulations prepared by the clerk.</p>
<b>14.05.18</b>	<p><b><u>CO-OPTION</u></b></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"> <li>• Andrew Tremellen</li> <li>• Lucy Suggett</li> </ul>
<b>15.05.18</b>	<p><b><u>Risk Assessment Schedule</u></b></p> <p>Considered and resolved to adopt a Risk Assessment Schedule prepared by the clerk.</p>
<b>16.05.18</b>	<p><b><u>System of Internal Controls</u></b></p> <p>Considered and resolved to adopt a System of Internal Controls prepared by the clerk.</p>
<b>17.05.18</b>	<p><b><u>Accounts for Payment – April 2018</u></b></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"> <li>• Staff Costs</li> <li>• RBS - £347.24</li> <li>• Wiltshire Council - £32.50</li> <li>• CPC - £655.21</li> <li>• P Cooper - £72.00</li> </ul> <p>Resolved to approve the accounts for payment</p>
<b>18.05.18</b>	<p><b><u>Annual Investment Strategy</u></b></p> <p>Resolved to approve and adopt the Annual Investment Strategy, as required by legislation.</p>
<b>19.05.18</b>	<p><b><u>RECREATIONAL GROUND</u></b></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"> <li>• Existing equipment that requires repairs will be looked at and required work completed – TB to seek maintenance operative to complete the required work.</li> <li>• Report received detailing the feedback from the consultation held in regards to the new rec development inclusive of the MUGA comments noted.</li> <li>• Planning response received regarding the installation of the MUGA, Resolved to instruct a planning consultant to apply for the relevant planning permission.</li> </ul>

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

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

**Meeting concluded – 22:10**

**Date of next meeting – 14.06.18**

**Signed as a True Record:**

**Date:**