

**MINUTES OF SHERSTON PARISH COUNCIL HELD ON THURSDAY  
12<sup>th</sup> March 2020 at 7.30PM, IN SHERSTON VILLAGE HALL**

Present

Chairman: Mr J Matthews (JM)

Councillors: Mr T Moody (TM) Mr P Cutcher – Vice Chair (PC) Mrs Lucy Suggett (LS) Mr M Smith (MS) Mr S Magee (SM) & Mr B Smee (BS)

J Thomson (JT) – Wiltshire Councillor

0 members of the public.

<b>01.03.20</b>	<p><b><u>Apologies for absence</u></b></p> <p>Council received apologies for absence</p> <p>Mrs T Burgess (TB) Mr A Tremellen (AT) Ms N Fisher (NF)</p> <p><b>Resolved:</b> To note the apologies.</p>
<b>02.03.20</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> <ul style="list-style-type: none"> <li>• None received.</li> </ul>
<b>03.03.20</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> <p>N/A</p>
<b>04.03.20</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 13<sup>th</sup> February 2020.</p>
<b>05.03.20</b>	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Dog / Litter Bins – Clerk to request costing to have another bin emptied.</li> <li>• CPRE Wiltshire and the hills group best kept village competition 2020 – No further action.</li> <li>• Tree blocking the top path in Grove Wood blown down in recent gales – JM to visit the site and report back.</li> <li>• Coronavirus information circulated by the clerk – Noted.</li> <li>• VE Day Celebrations – JM advised that he had responded to the request for support and would circulate any further request to the members.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sandpits Lane, Lorry and traffic issues email received, JM responded providing an update of the ongoing communication with Wiltshire Council and lorry watch.</li> <li>• PC advised that the lorry issues would be raised at the next CATG meeting.</li> <li>• Notice board upgrade request – Clerk to obtain costing.</li> <li>• FOI request – PC to provide a response.</li> <li>• Village Storage - There was a potential issue arising with storage in the village because of the change of ownership and extremely dilapidated state of the Fish Farm at Querns Piece Farm.</li> </ul>
<b>06.03.20</b>	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted</li> </ul>
<b>07.03.20</b>	<p><b><u>Planning</u></b></p> <p>Considered and comment on all planning applications received.</p> <p>20/00371/FUL Hill House Farm, Thompsons Hill Sherston SN16 0PZ Front porch. Extended single storey link. Barn renovation – No Objection</p> <p>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 (3m2) to square off existing extended area. First and second floor extension above and on existing single storey kitchen/dining room – No Objection</p> <p>JM advised the plans for the village hall was now available on the Wiltshire website.</p>
<b>08.03.20</b>	<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>Allotment Working Group – LS reported.</p> <ul style="list-style-type: none"> <li>• Current waiting list of 7 people</li> <li>• 4 plots now allocated</li> <li>• 2 more plots to be allocated from the waiting list</li> <li>• Meeting to be held with the allotment holders. LS to organise</li> <li>• PC to look at storage for the rotavator</li> </ul> <p>Sherston Sports Field – AT reported.</p> <ul style="list-style-type: none"> <li>• Sub Committee being set up and a meeting would be arranged.</li> <li>• Consultation to be prepared asking what people want on the field</li> <li>• What groups would be interested in using the space</li> </ul> <p>Wall repairs at the recreation ground – JM and SM to walk around and look</p>

	<p>at the walls to be able to obtain a quote for the required work.</p> <p>Footpaths – TS had received a quotation for the walks booklets and is in discussion with the supplier over costings.</p> <p>PC advised that he had attended the area board meeting; it was agreed that PC would invite the reps to attend the Annual Parish meeting to do a presentation on the fibre broadband.</p> <p><b>Resolved:</b> That the reports are noted.</p>
<b>09.03.20</b>	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li>• The High Street phone box –JM advised a meeting had been held and the preferred use for the phone box would be a book swap, currently awaiting costings for the refurbishment.</li> <li>• Installation of Basket swing and pyramid climber – PC to chase up costings and report back to the next meeting.</li> <li>• Emergency Plan – MS to liaise with JM and NF to finish the plan.</li> </ul> <p><b>Resolved:</b> The reports are noted.</p>
<b>10.03.20</b>	<p><b><u>Accounts for Payment – March 2020</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for March 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 &amp; £90</li> <li>• British School Rooms - £30</li> <li>• Screwfix – Trampoline safety - £42.98</li> <li>• Malmesbury Mowing - £135 &amp; £135</li> <li>• M Pope – Allotments - £300</li> </ul> <p>JM advised that a request for funding had been received from the Church, the Clerk advised that advice on funding for churches had already been circulated outlining the legislation.</p>
<b>11.03.20</b>	<p><b><u>Rural Facilities Survey</u></b></p> <p>Members considered the Rural Facilities Survey and following advice received from JT the Parish Council will not be responding to the survey due to Wiltshire Council already having all the information requested.</p>
<b>12.03.20</b>	<p><b><u>Pre - school</u></b></p> <p>PC advised that the lease between the pre-school and Parish Council had now been signed and was awaiting the invoice for the legal work.</p>

	<p>PC advised that the parish council are awaiting the loan agreement from the solicitors for the scouts and pre-school from the parish council.</p>
<b>13.03.20</b>	<p><b><u>Fixed Asset Register</u></b></p> <p>Members considered the Fixed Asset Register prepared by the Clerk and resolved to approve.</p>
<b>14.03.20</b>	<p><b><u>Scout Lease</u></b></p> <p>PC advised that the lease had been finalised and signed and sent to the scouts association.</p> <p>PC advised the donation for £7000 to the scouts had been given to the scouts from the North Legacy funding.</p> <p>PC advised that the parish council are awaiting the loan agreement from the solicitors for the scouts and pre-school from the parish council.</p>
<b>15.03.20</b>	<p><b><u>Parish Steward and Parish Maintenance</u></b></p> <p>The leaves on the pavements in Church St and around Anthony Close.</p>
<b>16.03.20</b>	<p><b><u>System of Internal controls and Risk Assessment 2020/21</u></b></p> <p>Members considered the system of internal controls prepared by the Clerk for 2020/21.</p> <p><b>Resolved</b> to adopt the system of internal controls.</p> <p>Members considered the Risk Assessment prepared by the Clerk for 2020/21.</p> <p><b>Resolved</b> to adopt the Risk Assessment.</p>
<b>17.03.20</b>	<p><b><u>Bank Account</u></b></p> <p>Members considered changing bank accounts from Santander to Unity Trust.</p> <p><b>Resolved</b> to change bank account to Unity Trust.</p> <p>Members <b>Resolved</b> to</p> <ul style="list-style-type: none"> <li>• Remove the late Maureen Joliffe from the Santander bank accounts</li> <li>• Add Martin Smith, Lucy Suggett and Phil Cutcher to the accounts as signatories.</li> </ul>
<b>18.03.20</b>	<p><b><u>Internal Auditor 2019.20</u></b></p> <p>Members <b>Resolved</b> to appoint the internal auditor I Selkirk for 2019.20</p>
<b>19.03.20</b>	<p><b><u>Green Infrastructure and Open Space Study</u></b></p>

	<p>Members considered the green infrastructure and open space study and following advice received from JT the Parish Council will not be responding to the study due to Wiltshire Council already having all the information requested.</p>
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**Meeting concluded – 21.07pm**

**Date of next meeting – 9<sup>th</sup> April 2020 @ 7.30pm – Village Hall**

**Signed as a True Record:**

**Date:**