

**MINUTES OF SHERSTON ANNUAL PARISH COUNCIL MEETING HELD ON
THURSDAY 14th May 2020 at 7.30PM, REMOTLEY VIA ZOOM**

Present

Chairman: Mr J Matthews (JM)

Councillors: Mr T Moody (TM) Mr P Cutcher – Vice Chair (PC) Mr M Smith (MS) Mr S Magee (SM) Mr B Smee (BS) Mrs T Burgess (TB) Mr A Tremellen (AT) Ms N Fisher (NF)

J Thomson (JT) – Wiltshire Councillor

0 members of the public.

01.05.20	<p><u>Election of Chairman</u></p> <p>To elect a Chairman of the Council for the Municipal Year 2020/2021.</p> <p>Resolved – JM elected as Chairman – JM to complete the formal statutory Declaration of Acceptance of Office.</p>
02.05.20	<p><u>Election of Vice Chairman</u></p> <p>To elect a Vice Chairman for the Municipal Year 2020/2021.</p> <p>Resolved – PC elected as Vice Chairman</p>
03.05.20	<p><u>Approval of holding the meeting remotely</u></p> <p>Members resolved to adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7th May 2021 or the repeal of legislation whichever is the earlier. (Enclosed)</p>
04.05.20	<p><u>Apologies for absence</u></p> <p>Council received apologies for absence</p> <p>Mrs Lucy Suggett (LS)</p> <p>Resolved: To note the apologies.</p>
05.05.20	<p><u>Declarations of interest</u></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"> • Cllr TB & PC – Planning Application
06.05.20	<p><u>Exclusion of the Press and Public</u></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>

	N/A
07.05.20	<p><u>Minutes</u></p> <p>Resolved to confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 12th March 2020.</p>
08.05.20	<p><u>To Review and Appoint Members to serve on the Planning Committee and Working Parties</u></p> <p>Committee and Working Parties</p> <ul style="list-style-type: none"> • Planning Committee – JM, PC, TB, AT, NF,BS • General Purpose Working Party – NF • Allotment Working Party – TM /SM • Finance Working Party – SM / JM / MS • Personnel Working Party – NF / JM • Defibrillator Working Party – PC / LS • Recreational Working Party – MS / LS • Footpath Working Party – TB / NF • Neighbourhood Plan Working Party – JM / LS / MS • North Legacy Working Party – PC & All Councillors • Sports Field working Party – MS / JM / AT / BS
09.05.20	<p><u>To Review the Planning Committee's - Terms of reference 2020/21</u></p> <p>Members resolved to adopt the Planning Committee terms of reference.</p>
10.05.20	<p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2020/2021.</p> <ul style="list-style-type: none"> A. School - MS B. Village Hall - AT C. Public Transport - TB D. Voluntary Sector - NF E. Emergency Services/Planning - NF F. Snow Wardens - JM G. Area Board - JM
11.05.20	<p><u>Sherston Parish Council – Standing Orders 2020/21</u></p> <p>Reviewed and adopted standing orders for 2020.21</p>
12.05.20	<p><u>Sherston Parish Council – Financial Regulations 2020/21</u></p> <p>Reviewed and adopted the Financial Regulations for 2020.21</p>
13.05.20	<p><u>Code of Conduct 2020/21</u></p>

	Reviewed and adopted the Code of Conduct for 2020.21.
14.05.20	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Stanton St Quintin recycling centre will not be open due to being unable to maintain social distancing legislation – JT will be circulating information and posting details on social media and websites. • Tetbury Hospital A&E is still open. • Neighbourhood Network to continue until further notice • Village Speed Watch – MS, AT & TB to join and will contact Noel Banks to confirm details. • Bus Shelter attached to the Angel – Clock still in Malmesbury awaiting repair, agreed to the repainting of the bus shelter but will not contribute to the costs. • Recreational Ground – Rubbish Clearance, JM to arrange clearing once restrictions are lifted. AT to arrange some clearance at the football field and will liaise with JM in the hire of a skip. • Funding Church Path – Awaiting a grant application for funding.
15.05.20	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted • AT to look at replacing the backing on the notice boards and will report back with prices.
16.05.20	<p><u>Planning</u></p> <p>Considered and comment on all planning applications received.</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 (3m2) to square off existing extended area. First and second floor extension above and on existing single storey kitchen/dining room. – No Comment</p> <p>20/01944/FUL Lucy Tom Interiors Noble Street Sherston SN16 0NA Erection of a gazebo to provide shelter for outdoor seating. – No Comment</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– No Comment</p> <p>20/03099/FUL Jasper Cottage 6 Tanners Hill Sherston Malmesbury SN16 0NB Proposed replacement porch and front boundary wall– No Comment</p> <p>20/03257/FUL Burwash Gaston Lane Sherston Wiltshire SN16 0LY</p>

	<p>Proposed detached timber framed garage – No Comment</p> <p>20/03327/LBC Listed Building Consent Retrospective application for external boiler. Lyndhurst, 32 High Street, Sherston, SN16 0LQ – No Objection but unhappy with the principal of the planning being done retrospective which forms part of a planning application which was previously refused.</p>																																	
17.05.20	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <ul style="list-style-type: none"> • Allotment Working Group – Nothing further to report. • CATG – No Meetings have been held. • Area Board – Mechanism now in place for grant funding. • Sherston Sports Field – Tennis now being played under Government Guidelines. MA & AT to arrange a consultation with the working group and look into funding options. • Wall repairs/steps at the recreation ground – SM & JM to chase up quotes. • Footpaths – TS to look at quotes for new booklets. 																																	
18.05.20	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • The High Street phone box – JM awaiting costings. • Installation of Basket swing and pyramid climber – On hold. • Emergency Plan – Now completed. • Notice Board – AT to look at the boards and costings. <p>Resolved: The reports are noted.</p>																																	
19.05.20	<p><u>Accounts for Payment – May 2020</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for May 2020.</p> <table border="1" data-bbox="343 1585 1385 2101"> <thead> <tr> <th><u>Payee</u></th> <th><u>Description</u></th> <th><u>Amount (inc of VAT)</u></th> </tr> </thead> <tbody> <tr> <td>Malmesbury Mowing</td> <td>Grasscutting x 4 invoices</td> <td>£540</td> </tr> <tr> <td>RBS</td> <td>Accounts Package - End of year</td> <td>£216</td> </tr> <tr> <td>CPC</td> <td>Cliffhanger</td> <td>£474.48</td> </tr> <tr> <td>Donna Ford</td> <td>Purchase of Zoom software</td> <td>£143.88</td> </tr> <tr> <td>Compass Graphic</td> <td>Website 2 x invoices</td> <td>£64.80</td> </tr> <tr> <td>P Cooper</td> <td>Replacement Cheque</td> <td>£57.60</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>D Ford</td> <td>Underpayment in salary</td> <td>£ 9.28</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£ 738.58</td> </tr> <tr> <td>Malmesbury Mowing</td> <td>Grassing Cutting x 2</td> <td>£ 270.00</td> </tr> </tbody> </table>	<u>Payee</u>	<u>Description</u>	<u>Amount (inc of VAT)</u>	Malmesbury Mowing	Grasscutting x 4 invoices	£540	RBS	Accounts Package - End of year	£216	CPC	Cliffhanger	£474.48	Donna Ford	Purchase of Zoom software	£143.88	Compass Graphic	Website 2 x invoices	£64.80	P Cooper	Replacement Cheque	£57.60				D Ford	Underpayment in salary	£ 9.28	HMRC	PAYE	£ 738.58	Malmesbury Mowing	Grassing Cutting x 2	£ 270.00
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	Community Heartbeat	Defib Pads	£	51.60
	Malmesbury Mowing	Grassing Cutting x 2	£	270.00
	M Pope	Allotments	£	384.00
	Forrester Solicitors	Preschool - Lease	£	1,976.40
	Compass Graphic	Website	£	63.80
	Clerks Salary & Expenses April & May			
20.05.20	<u>Pre - school</u>			
	<p>PC advised that the lease between the pre-school and Parish Council had now been signed and the invoice for the legal work has now been paid.</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>			
21.05.20	<u>Scout Lease</u>			
	<p>PC advised that the lease had been finalised and signed and sent to the scouts association, BS to chase up.</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>			
22.05.20	<u>Parish Steward and Parish Maintenance</u>			
	<p>Post on the triangle – MS to send the reference to the Clerk and JT to chase up.</p>			

Meeting concluded – 21.15pm

Date of next meeting – 11th June 2020 @ 7.30pm – Zoom

Signed as a True Record:

Date: