

**MINUTES OF SHERSTON ANNUAL PARISH COUNCIL MEETING HELD ON  
THURSDAY 13<sup>th</sup> May 2021 at 7.30PM, REMOTELY VIA ZOOM**

Present

Chairman: Mrs T Burgess (TB)

Councillors: Mr M Smith (MS) Mrs T Burgess (TB) Mr A Tremellen (AT) – Vice Chair  
Ms N Fisher (NF) Mr G Morris (GM) Mr P Cutcher (PC) Mrs R Wagstaff (RW) Mr M  
Tarrant (MT) Mr B Smee (BS) Mr W Roberts (WR) Mr O Evans (OE) Mr N Freeth  
(NF)

0 members of the public

<p><b>01.05.2</b> <b>1</b></p>	<p><b><u>Election of Chairman</u></b></p> <p><b>Resolved:</b> To elect Councillor Mrs T Burgess (TB) as Chairman of the Council for the Municipal Year 2021/2022. (Following election, the Chairman completed the formal statutory Declaration of Acceptance of Office).</p>
<p><b>02.05.2</b> <b>1</b></p>	<p><b><u>Election of Vice Chairman</u></b></p> <p><b>Resolved:</b> To elect Mr A Tremellen (AT) as Vice Chairman for the Municipal Year 2021/2022.</p>
<p><b>03.05.2</b> <b>1</b></p>	<p><b><u>Apologies for absence</u></b></p> <p>Council received apologies for absence</p> <p>Mr H Andrews (HA)</p>
<p><b>04.05.2</b> <b>1</b></p>	<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>None received.</p>
<p><b>05.05.2</b> <b>1</b></p>	<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>
<p><b>06.05.2</b> <b>1</b></p>	<p><b><u>Minutes</u></b></p> <p><b>Resolved:</b> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 8<sup>th</sup> April 2021.</p>

<p><b>07.05.2</b> <b>1</b></p>	<p><b><u>Co – Option</u></b></p> <p>Members considered applications received for Co-Option to fill 3 vacancies on the Parish Council.</p> <p><b>Resolved:</b> To Co-Opt</p> <ul style="list-style-type: none"> <li>• Nic Fisher</li> <li>• Harry Andrews</li> <li>• Nigel Freeth</li> </ul> <p>(Following Co-Option, all members completed the formal statutory Declaration of Acceptance of Office).</p>
<p><b>08.05.2</b> <b>1</b></p>	<p><b><u>General Power of Competence</u></b></p> <p>Members received a report from the clerk regarding the General Power of Competence.</p> <p><b>Resolved:</b> That Sherston Parish Council confirms that it meets the criteria for the use of the General Power of Competence in having more than two thirds elected Councillors and an appropriately qualified Clerk and resolves to adopt the Power immediately.</p>
<p><b>09.05.2</b> <b>1</b></p>	<p><b><u>To Review and Appoint Members to serve on the Planning Committee and Working Parties</u></b></p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>a. Planning / Neighbourhood Plan Working Party – <b>GM</b> / NF / PC / MS</li> <li>b. General Purpose &amp; Finance Working Group – <b>AT</b> / PC / OE / TB / WR / HA / MT / NF</li> <li>c. Allotment Working Party – <b>BS</b> / NF / RW</li> <li>d. Personnel Working Party – <b>TB</b> / AT</li> <li>e. Environmental Working Party – <b>TB</b> / MS / RW / BS / OE / NF / PC / GM</li> <li>f. Communication – TB / NF / <b>RW</b> / HA</li> </ol> <p>Note - Chair of working groups are highlighted in bold.</p>
<p><b>10.05.2</b> <b>1</b></p>	<p><b><u>To Review the Planning Committee's - Terms of reference 2021/22</u></b></p> <p><b>Resolved:</b> To dissolve the Planning Committee.</p>

<p><b>11.05.2</b> <b>1</b></p>	<p><b><u>Appointment of Representatives on Outside Bodies</u></b></p> <p><b>Resolved:</b> To appoint representative(s) to serve on outside bodies for the ensuing year 2021/2022.</p> <p>A. School - MS B. Village Hall- BS C. Public Transport - MT D. Snow Wardens - NF E. Area Board – AT / TB F. CATG - AT</p>
<p><b>12.05.2</b> <b>1</b></p>	<p><b><u>Sherston Parish Council – Standing Orders 2021/22</u></b></p> <p>Members reviewed Standing Orders prepared by the clerk.</p> <p><b>Resolved:</b> Members reviewed and adopted the Standing Orders.</p>
<p><b>13.05.2</b> <b>1</b></p>	<p><b><u>Sherston Parish Council – Financial Regulations 2021/22</u></b></p> <p>Members reviewed the Financial Regulations prepared by the clerk.</p> <p><b>Resolved:</b> Members reviewed and adopted the Financial Regulations.</p>
<p><b>14.05.2</b> <b>1</b></p>	<p><b><u>Code of Conduct 2021/22</u></b></p> <p>Members considered the Code of Conduct prepared by the Clerk.</p> <p><b>Resolved:</b> To adopt the Code of Conduct.</p>
<p><b>15.05.2</b> <b>1</b></p>	<p><b><u>Chairman's Announcements</u></b></p> <p>Nothing to report.</p>
<p><b>16.05.2</b> <b>1</b></p>	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
<p><b>17.05.2</b> <b>1</b></p>	<p><b><u>Planning</u></b></p> <p>PL/2021/03712 - Works to a Protected Tree 34 The Tartars, Sherston, Malmesbury, Sn16 Ont T1: Beech tree Reduce by 1.5 metres on all aspects and (3m lateral total, 1.5 on top). Thin canopy by 10%. – <b>No Objection</b></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 – <b>No Objection</b></p>

<p><b>18.05.2</b> <b>1</b></p>	<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>Footpath Working Group – Written report noted.</p> <p><b>Resolved:</b> Not to publish the requested article by a member of public regarding the Cliff, due to concerns over damaging relationships with land owners.</p> <p>Sports Field Working Group – Written report noted.</p> <p><b>Noted:</b> Application to refund the chair of the football club for the financial cost of the materials used in the renovations, was postponed and will be heard during the June meeting. AT to report again.”</p>
<p><b>19.05.2</b> <b>1</b></p>	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li>• The High Street Phone Box - Article to be published in the June edition of the Cliffhanger inviting residents to suggest options for future use - TB</li> <li>• Internet Accessibility and Statement currently being undertaken. RW to widen action to undertake a full review of the website, to include purpose, maintenance, accessibility etc and make recommendations</li> </ul> <p><b>Resolved:</b> The reports are noted.</p>
<p><b>20.05.2</b> <b>1</b></p>	<p><b><u>Accounts for Payment – May 2021</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for May 2021.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Patrick Cooper – £80.00</li> <li>• MPA carpentry &amp; Property Solutions - £670.00</li> <li>• Malmesbury Mowing - £135 &amp; £135 &amp; £30 &amp; £135 &amp; £135 &amp; £30 &amp; £135 &amp; £135 &amp; £30</li> <li>• Complete Product Company - £534.04</li> <li>• RBS – Year End Close Down - £432.00</li> <li>• I Selkirk – Internal Audit - £125.00</li> <li>• CPC - £534.04</li> </ul> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• The approval of the use of a variable direct debit</li> <li>• The approval of the use of BACS or CHAPS</li> </ul>

<p><b>21.05.2</b> <b>1</b></p>	<p><b><u>Internal Audit</u></b></p> <p>Members reviewed the Internal Audit report and any action required.</p> <p><b>Resolved:</b> To note the Internal Audit report with no actions arising.</p>
<p><b>22.05.2</b> <b>1</b></p>	<p><b><u>Statement of Accounts for the Year Ended 31<sup>st</sup> March 2021</u></b></p> <p><b>Resolved:</b> To confirm and sign the Statement of Accounts for the Year Ended 31<sup>st</sup> March 2021.</p>
<p><b>23.05.2</b> <b>1</b></p>	<p><b><u>Completion of Section 1 of the Annual Return for the Year Ended 31<sup>st</sup> March 2021 – Annual Governance Statement</u></b></p> <p><b>Resolved:</b> The responses to the Annual Governance Statement.</p>
<p><b>24.05.2</b> <b>1</b></p>	<p><b><u>Completion of Section 2 of the Annual Return for the Year Ended 31<sup>st</sup> March 2021 – Accounting Statements</u></b></p> <p><b>Resolved:</b> To approve and sign the Accounting Statements.</p>
<p><b>25.05.2</b> <b>1</b></p>	<p><b><u>Annual Meeting of the Parish</u></b></p> <p>Members considered any actions required.</p> <p><b>Resolved:</b> No actions required.</p>
<p><b>26.05.2</b> <b>1</b></p>	<p><b><u>Councillor Training</u></b></p> <p>Members considered Councillor training and agreed the date.</p> <p><b>Resolved:</b> To approve the Councillor training for 1<sup>st</sup> July 2021</p>
<p><b>27.05.2</b> <b>1</b></p>	<p><b><u>Play Area Inspection</u></b></p> <p>Members considered the Operational Play area inspection and any work required.</p> <p><b>Resolved:</b> To obtain a quote for any required work outstanding.</p> <p>TB to request costings from Wiltshire Council to replace the 2 bins on post in the Recreational Area.</p>

<b>28.05.2</b> 1	<b><u>Sports Field</u></b>  Members considered correspondence received regarding the strip of land west of the sports field.  <b>Resolved:</b> AT / TB to seek advice from the solicitors regarding the proposed license and investigate the potential of a tenancy / lease agreement.
<b>29.05.2</b> 1	<b><u>Commemorative plaques for the playground and Preschool</u></b>  Members considered commemorative plaques  <b>Resolved:</b> MT to chase the brief required for the plaques.

**Meeting concluded – 22.27pm**

**Date of next meeting – 10<sup>th</sup> June 2021 @ 7.30pm – Zoom**

**Signed as a True Record:**

**Date:**