

# **Berwick St John Parish Council**

Parish Clerk; Mrs C Churchill

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*To Cllrs Bell, Bridges, Hall, Keyse, Marks, Meade and Sparkes.*

*You are hereby summoned to attend a Virtual Meeting of Berwick St John Parish Council to be held on Monday 7<sup>th</sup> September 2020 at 7.30pm to transact the business on the attached agenda.*

*If you are unable to attend this meeting please could you let me know as soon as possible, if sending apologies please ensure they are sent by 12pm on Monday 7<sup>th</sup> September.*

*Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health and Safety and Human Rights. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (01722 743027) or ([clerk@berwickstjohnparishcouncil.org](mailto:clerk@berwickstjohnparishcouncil.org)) at least 24 hours before the meeting so that every effort may be made to provide access*

*Clare Churchill.*

Clerk to Berwick St John Parish Council.

1<sup>st</sup> September 2020.

# Agenda for a Virtual<sup>1</sup> Meeting of Berwick St John Parish Council to be held on Monday 7<sup>th</sup> September 2020 at 7.30pm

## Meeting access details – ZOOM

Meeting ID: 867 4392 6815

Password: 805102

*Members of the Public are welcome to attend and are invited to speak if they so wish. If a member of the public wishes to speak, please could they advise the clerk as soon as possible?  
Public question time will be for a short period prior to the start of the meeting.*

*The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.*

Prior to the start of the meeting there will be a short period of time set aside for questions or statements from members of the public on any matter concerning the village.

Report from Wiltshire Cllr Mrs Jose Green.

## AGENDA

### **0984. Apologies for absence and to consider whether to approve the reasons given.**

Please note that without a reason for absence an apology can not be accepted.

*Local Government Act 1972 s85(1).*

Failure to attend a meeting for a period of 6 consecutive months will result in a member ceasing to be a member of that authority unless the failure to attend was approved by the authority before the expiry of that period.

### **0985. To approve the Minutes of the Meeting held on 6<sup>th</sup> July 2020.**

*Local Government Act 1972 sch 12 para 41(1)*

### **0986. To approve the Minutes of the Meeting held on 28<sup>th</sup> August 2020.**

*Local Government Act 1972 sch 12 para 41(1)*

### **0987. Interests.**

- (i) Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr's register of interests.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

Cllrs are reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date.

**0988 To exclude members of the Public and Press.** To resolve to exclude, if required, for matters that need to be discussed in confidence.

*Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972 ss100.*

### **0989. Update of actions form the Minutes dated 7<sup>th</sup> July 2020.**

- 1. (0962.1) Sign for the overflow car park at the Memorial hall - the making of this sign. Cllr Meade
  - 2. (0962.3) Emergency Plan. Cllr Hall.
  - 3. (0962.4) Update on the purchase of a flag and flag pole for the Memorial Hall. Cllr Sparkes
- All other actions are separate agenda items.

### **0990. Update of actions form the Minutes dated 28<sup>th</sup> August 2020.**

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1. (0982) The audit paperwork has been signed.
2. (0962.v) The Certificate of Exemption has been sent to the External Auditor.
3. (0962.vi) The notice for public rights has been displayed.
4. (0974) An extraordinary meeting was held on 28<sup>th</sup> August to approve the accounts.

**0991. Parking within the village.**

**0992. Flooding within the parish.** Following recent heavy rainfall some properties were flooded. To consider what action BsJPC can take to ensure this doesn't happen again.

**0993. Play Area.**

- (i) Grass cutting
- (ii) To note any issues or concerns.

**0994. Highways**

- (i) To receive an update on any matters previously reported to Highways.
- (ii) To receive an update on the request to WC to clean the roads preferably with a road sweeper.
- (iii) To note any matters that need reporting to Highways
- (iv) To note previously reported overgrown vegetation and outcome following sending of a letter.
- (v) To receive an update on the letter sent to the owner of Easton Farm re overhanging vegetation.
- (vi) To note any vegetation overhanging the highway or watercourse and requiring a letter
- (vii) To receive an update on:
  - white lines at the junction of Luke Street / Top Road.
  - illegible sign for bend going out of village towards Alvediston.
  - missing sign junction of Top and Bottom roads.
  - posts for the guard rail on bottom road (east of the junction with Top road)

Cllrs are reminded that any issue should be reported to WC using the app, this ensures it goes on the list. If possible using a smartphone at the location ensures it is recorded correctly.

- (viii) Parish Emergency Assistance Scheme (PEAS). To confirm the requirements.
- (ix) Salt bins within the parish. To confirm these will be checked and reported to WC if any require filling or replacing (due to damage). Please note WC are not providing any additional bins, these need to be purchased and maintained by the parish.
- (x) To note any items to be placed on the Parish Steward list.

**PLANNING**

**0995. To consider how to respond to any planning applications received after the publication of this agenda.**

**0996. To note any applications for tree work received after the publication of this agenda.**

**0997. To note the following planning decision made by Wiltshire Council.**

**20/05896. Dormers. Fell a Beech tree** – dead, diseased or dangerous. Permitted.

**20/06354. Leat House.** Fell 1 Birch tree. No objection.

The planning application for the Walled Garden is currently undetermined.

**0998. Breaches of deemed planning consent.** To receive information relating to any breaches of planning within the parish, this maybe work carried out without appropriate planning consent or not in accordance of planning consent.

**0999. Planning consultation.** Council is asked to note the current consultation to changes in the planning system.

To confirm whether Berwick St John PC wishes to respond to this consultation.

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

**1000. Telephone Kiosk in Water Street.** BT wish to remove this kiosk due to the lack of use. The Parish Council has the opportunity to purchase the kiosk for £1. Should the PC resolve to purchase the kiosk the telephony will be removed.

- (i) To respond to BT on the decision to remove the telephone kiosk / telephone
- (ii) To resolve whether to purchase the telephone kiosk.
- (iii) To consider what the kiosk could be used for should the PC wish to purchase it.

(iv) To agree to the painting of the kiosk.

**1001. Planting of the Oak Tree to commemorate 100 years since the end of the First World War.**

- (i) To agree a date for the planting of the tree (weather permitting).
- (ii) To consider what sort of event should be held to mark this occasion.

**1002. To receive an update on the following;**

- (i) Berwick St John Parish Council website.
- (ii) Covid-19
- (iii) Berwick St John village website
- (iv) Invasive plants within the parish

**1003. Finance. Year ending 31<sup>st</sup> March 2021.**

- (i) To note the balance of the accounts.

Opening balance £13,577.20

Total receipts £ 7,303.83

Total payments £ 1,831.30

Closing balance £19,029.73

This includes ring fenced sums totalling £809.61, leaving an available balance of £18,220.12

The ringfenced sum consists of £500 from the sale of the football goals and £309.61 for printer and website training (transparency grant).

- (ii) To note the budget / spend spreadsheet.

- (iii) To vire funds from reserves to budget if required.

- (iv) To note payments made since the last meeting (£95 – 2 x broadband monthly and Information Commissioner standing order, plus payments authorised at the last meeting).

- (v) To authorise payments due

- (vi) To consider whether the allocated sum from the sale of the football goals should be used to purchase a bench to be sited within the parish.

*Local Government Act 1972 s150(5)*

**1004. To agree what should be submitted to the Bulletin.**

**1005. To agree a date for the Clerk's review.**

**1006. Clerk's Report inc correspondence**

Emails re coronavirus

CATG (September) meeting will be held virtually.

WC Planning meeting held virtually – no applications concerning the parish

SWWAB – Virtual meeting on 30<sup>th</sup> September

Attended webinars on planning, model code of conduct.

Briefing note for holding face to face meetings.

Briefing note re changes to the legislation – the requirement for the Annual Parish Meeting has been removed.

The notice specifying date, time and place of a meeting must also include the details of how to access the meeting.

Information regarding potential grant for village halls – f/w to Cllrs Bridges and Meade.

**1007. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk before Monday 26<sup>th</sup> October 2020.

Cllrs are reminded that agenda items should include a title, brief description and a proposal.

**1008. To confirm the date of the next meeting as Monday 9<sup>th</sup> November 2020.** Please note this is the second Monday to allow time for the precept information to arrive.

This will be the budget setting meeting and Cllrs are asked to notify the Clerk of any items to be added to the budget by the deadline for agenda items.