

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 4th May 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 4th May.

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) 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.

28th April 2020.

Agenda for a Virtual¹ Meeting of Berwick St John Parish Council to be held on Monday 4th May 2020 at 7.30pm

Meeting access details – ZOOM Meeting ID - 84724362379 Password – 3c4g78

*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

0933. Election of Chair and other appointments. To confirm that under the legislation that came into force on 4th April 2020, the current appointments agreed in May 2019 will continue until May 2021. This includes the role of Chairman and Vice Chairman.

0934. 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.

0935. To approve the Minutes of the Meeting held on 2nd March 2020.

Local Government Act 1972 sch 12 para 41(1)

0936. 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.

0937. 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.

0938. To adopt the Draft Protocol for Remote Meetings of Berwick St John Parish Council

0939. Covid-19.

- (i) To receive a report on the Voluntary assistance in Berwick St John
- (ii) To note the new legislation affecting parish councils– see appendix 1.

0940. Update of actions form the Minutes dated 2nd March 2020.

1. (0913.1) Sign for the overflow car park at the Memorial hall. Update on the making of this sign.

¹ 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.

2. (0913.2) Planting of the Oak tree to commemorate 100 years since the end of the First World War.
3. (0913.3) Emergency Plan. Update on the co-ordinator.
4. (0926.v) Update on the purchase of a flag and flag pole for the Memorial Hall.

0941. Play Area.

- (i) Current closure following Govt advice to close all play areas.
- (ii) Grass cutting
- (iii) To note any issues or concerns.

0942. Highways

- (i) To receive an update on any matters previously reported to Highways.
- (ii) To request that WC Highways 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 note any vegetation overhanging the highway or watercourse and requiring a letter
- (vi) To receive an update on:
 - white lines; the 'top ten' priorities list;
 - 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.

(vii) To confirm requirements for PEAS (parish emergency assistance scheme) for 2020/21 should WC offer this service.

(viii) To note any items to be placed on the Parish Steward list.

PLANNING

0943. To respond to the following planning application for Listed Building Consent.

(i) **20/02168/LBC. Lower Bridmore Farm, Rebuild a partially collapsed barn.**

[Lower Bridmore Farm](#)

0944. To consider how to respond to any planning applications received after the publication of this agenda.

0945. To note any applications for tree work received after the publication of this agenda.

0946. To note the following planning decision made by Wiltshire Council.

20/01381/LBC. Easton Farm, Water Street. Reinforce ground floor ceiling.

[Easton Farm](#)

0947. 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.

0948. Meeting dates for Berwick St John PC for 2020 – 2021. To confirm the following dates.

Monday 6th July

Monday 7th September

Monday 9th November – this is the second Monday to ensure that the financial information has been received to set the budget.

Monday 4th January 2021

Monday 1st March 2021

May 2021. The elections are scheduled on 6th May so no meetings can be held before 11th May 2021.

0949. VE75. Due to the current restriction on gatherings the plans for VE75 were cancelled. Please note the Nation is asked to raise a Toast at 3pm on Friday 8th May in their homes.

To consider a future event to mark this occasion.

0950. To receive an update on the Berwick St John village website.

0951. To receive an update on invasive plants within the parish.

0952. To consider repainting the Berwick St John telephone box.

0953. Finance. Year ending 31st March 2020.

(i) To note the balance of the accounts.

Opening balance £15,102.10

Total receipts £ 7,308.76

Total payments £ 8,853.66

Closing balance £13,557.20

This includes ring fenced sums totalling £809.61, leaving an available balance of £12,747.59

(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 (£60 – 2 x broadband monthly standing order).

(v) To authorise payments due

Local Government Act 1972 s150(5)

0954. To agree what should be submitted to the Bulletin.

0955. Clerk's Report inc correspondence

Emails re coronavirus

WALC virtual meetings re holding virtual meetings

Confirmation that the PCC election has been postponed until May 2021

SWWAB meeting on 18th March – postponed.

All WC meetings have been cancelled for the timebeing.

Audit papers recently received.

0956. To note items for the agenda of the next meeting. Any items for the agenda should be sent to the Clerk before 23rd June 2020.

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

0957. To confirm the date of the next meeting as Monday 6th July 2020.

Appendix 1.

Following the outbreak of Covid-19 all gatherings of more than 2 people were banned.

The Coronavirus Act 2020 was passed on 25th March 2020.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4th April 2020.

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 come into force on 30th April 2020

Meetings

Meetings may be held virtually but must be open to the public and all the regulations regarding notice and advertising still apply.

Virtual meetings are primarily for emergency and urgent items that can not wait for the meeting restrictions to be lifted.

The requirement to hold the Annual meeting of the parish council has been removed and the Chairman and Vice Chairman may continue in the role until May 2021.

Audit

The audit dates have been amended. The deadline for submission is now 31st July 2020.

The dates for the public rights now must start on or before the first working day of September 2020.

Elections

All elections due in May 2020 have been postponed until May 2021, this only affects the Police and Crime Commissioner election in Wiltshire. Wiltshire and Parish elections are scheduled for May 2021.