

# **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 6<sup>th</sup> July 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 6<sup>th</sup> July.*

*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.

30<sup>th</sup> June 2020.

# Agenda for a Virtual<sup>1</sup> Meeting of Berwick St John Parish Council to be held on Monday 6<sup>th</sup> July 2020 at 7.30pm

## Meeting access details – ZOOM

Meeting ID: 881 4849 8729

Password: 6kdHti

*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

### **0958. 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.

### **0959. To approve the Minutes of the Meeting held on 4<sup>th</sup> May 2020.**

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

### **0960. 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.

**0961. 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.*

### **0962. Update of actions form the Minutes dated 4<sup>th</sup> May 2020.**

1. (0940.1) Sign for the overflow car park at the Memorial hall. Update on the making of this sign.
2. (0940.2) Planting of the Oak tree to commemorate 100 years since the end of the First World War.
3. (0940.3) Emergency Plan. Update from Cllr Hall.
4. (0940.4) Update on the purchase of a flag and flag pole for the Memorial Hall.

All other actions are separate agenda items.

### **0963. Play Area.**

- (i) Current closure following Govt advice to close all play areas, this has changed and the play area can be opened from 4<sup>th</sup> July

To note the guidance issued by the Government on reopening of play areas.

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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.

### [Guidance-for-managing-playgrounds-and-outdoor-gyms](#)

To confirm whether the play area will be reopened

If the play area is to be reopened to clarify the measures to be put in place to ensure the safety of users.

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

### **0964. 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; 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.

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

### **PLANNING**

**0965. To respond to the following planning application. A site visit was held on 18<sup>th</sup> June.**

**20/03937. Rushmore Walled Garden, The Bothy Orchard and Woodland, Tollard Green.**

The restoration and conversion of the Walled Garden buildings on the Rushmore Estate including the construction of a new unit to the north west corner of the site and the extension to the Stable and Bothy buildings. The construction of 17 holiday units and one communal building to the south and east of the walled gardens.

#### **Rushmore Walled Garden**

**0966. To note the following application for tree work.**

**20/04370. Michelmersh Grange.** T1 - Cotoneaster tree - fell T2 - Goat Willow tree - fell T3 - Ash tree - fell T4 - Unspecified tree - remove limb overhanging garage T5 - Leyland Cypress tree - fell

**0967. To consider how to respond to any planning applications received after the publication of this agenda.**

**0968. To note any applications for tree work received after the publication of this agenda.**

**0969. To note the following planning decision made by Wiltshire Council.**

20/02168. Lower Bridmore Farm. Approved with conditions.

**0970. 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.

**0971. Local Government Association Model Code of Conduct.**

The LGA is currently running a consultation on its revised code of conduct.

[LGA Model Code of Conduct](#)

[Questions in the response survey](#)

To respond to the consultation.

Please note Cllrs may respond as individuals should they wish.

**0972. To receive an update on the following;**

- (i) Berwick St Joh Parish Council website. Clerk has amended the financial tabs on the website as requested
- (ii) Covid-19
- (iii) Berwick St John village website
- (iv) Invasive plants within the parish

**0973. To consider repainting the Berwick St John telephone box.**

**0974. Finance. Year ending 31<sup>st</sup> March 2020.**

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

- (i) To note the end of year accounts
- (ii) To note the report from the Internal Auditor.
- (iii) To approve and sign the Annual Governance Statement
- (iv) To approve and sign the Annual Return.
- (v) To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria.

*Local Government Act 1972 s150(5)*

**0975. Finance. Year ending 31<sup>st</sup> March 2021.**

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

Opening balance £13,577.20

Total receipts £ 7,302.28

Total payments £ 809.61

Closing balance £20,002.82

This includes ring fenced sums totalling £809.61, leaving an available balance of £19,193.21

- (ii) To note the budget / spend spreadsheet.
- (iii) To vire funds from reserves to budget if required.
- (iv) To consider purchasing the paid for version of zoom for online meetings. The cost is £11.99 per month (no minimum contract ) or £119.90 for a year (£9.99 per month).
- (v) To note payments made since the last meeting (£60 – 2 x broadband monthly standing order).
- (vi) To authorise payments due

*Local Government Act 1972 s150(5)*

**0976. To agree what should be submitted to the Bulletin.**

**0977. To agree a date for the Clerk's review.**

**0978. Clerk's Report inc correspondence**

Emails re coronavirus

Guidance re reopening play areas

CATG (July) meeting has been cancelled.

WC Planning meeting held virtually – no applications concerning the parish

SWWAB – Jose Green continues as Chairman and Tony Deane as Vice Chairman

Briefing note re financial status of Wiltshire Council

**0979. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk before Monday 17<sup>th</sup> August 2020.

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

**0980. To confirm the date of the next meeting as Monday 7<sup>th</sup> September 2020.**