

Draft Minutes of a Virtual¹ Meeting of Berwick St John Parish Council held on 6th July 2020.

Present; Cllrs Bridges (Chairman), Hall, Keyse and Sparkes.
In attendance; Mrs C Churchill (Clerk). Wiltshire Cllr Mrs Green. No members of the public
Apologies Cllr Bell, Marks and Meade.

There were no questions or statements from members of the public.

Report from Wiltshire Cllr Mrs Jose Green.

The following report had been circulated via email prior to the meeting.

Well over 150 emails have been sent to Clerks over the last 4 months I'm sure you are up to speed on all of the updates, briefings, communications, publications, Wellbeing Hub information and the invitations to the virtual fortnightly meetings with the Support Groups and the Community Engagement Officers that Clare would have sent on to you. So no need for me to go through them, as all the info' is contained within them. The Support Network Groups (I assume BSJ has one) have done a marvellous job and a survey has been circulated to see what they feel about how, or if, the volunteers want to be involved in the future. The Area Board will be discussing the findings of this in the future. The WC Recovery Plan is complete now and information incase there is a C19 spike is available. Tisbury is keen to have something in place.

As for me the time has gone quickly, a lot of one to one case work, enquiries about the Government Grants, Businesses, Social care, missed dustbin collections, (now there are new routes/days etc) flytipping, vermin control, local housing allocations and the verge cutting, but also a lot of virtual meetings (Microsoft Teams) including Full Council, SWWAB AGM, PC meetings, Southern Planning, Cllrs Group meetings and the AONB Partnership Management Board that I'm on to name but a few! All meetings will continue in this format for the foreseeable future.

I must confess, I find virtual meetings from home not ideal.....dogs barking or worse, telephone calls, deliveries and general interruptions with poor Bband connection is a distraction.

WC, like other LA's have a huge budget deficit. Much is dependent on Government filling the hole but to be honest I do envisage hard times ahead.

Berwick St John PC wished to congratulate WC Cllr Green on her re-election as Chair of SWWAB for 20/21.

Cllr Bridges opened the meeting at 7.36pm

0958. Apologies for absence were received from Cllrs Bell, Marks and Meade (all technical issues). Berwick St John PC resolved to accept the apologies for the reasons given.
Local Government Act 1972 s85(1).

0959. To approve the Minutes of the Meeting held on 4th May 2020.

Berwick St John PC resolved to approve, without amendment, the previously circulated Minutes which were taken as read and will be signed by the Chairman.

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.
None declared.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.
None received.

Cllrs were 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. Not required.

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.

0962. Update of actions form the Minutes dated 4th May 2020.

1. (0940.1) Sign for the overflow car park at the Memorial hall. No update available, Clerk to email Cllr Meade for an update to be circulated by email. Clerk
 2. (0940.2) Planting of the Oak tree to commemorate 100 years since the end of the First World War. This can not be done until the autumn, hopefully in time for Armistice Day. Ongoing
 3. (0940.3) Emergency Plan. Cllr Hall confirmed that this was progressing and once completed will be circulated to all. Cllr Hall
 4. (0940.4) Update on the purchase of a flag and flag pole for the Memorial Hall. No progress due to covid-19, Cllr Sparkes will place the order shortly. Cllr Sparkes
- 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 4th July
To note the guidance issued by the Government on reopening of play areas.
Berwick St John PC resolved to note the guidance issued by HM Government.
To confirm whether the play area will be reopened
Berwick St John PC resolved to approve the previously circulated risk assessment, a hard copy will be signed for the records.
Berwick St John PC resolved to sanitise all the equipment prior to the play area being opened. Cllr Bridges will circulate some dates, all Cllrs are welcome to help. Cllr Bridges
Cllr Bridges will arrange for the printing and laminating of a sign to display at the play area. Cllr Bridges
- (ii) Grass cutting. This is under control, there are no issues.
- (iii) To note any issues or concerns. None reported.

0964. Highways

- (i) To receive an update on any matters previously reported to Highways. The bend sign at the eastern end of the village (see vii below) has been repainted.
- (ii) To receive an update on the request to WC to clean the roads preferably with a road sweeper. This has been requested but as yet no response.
- (iii) To note any matters that need reporting to Highways. White lines at the junction of Luke Street and Top Rd. The white lines have now disappeared and because of the high proportion of non village traffic (school and golf club) it is essential these lines are repainted.
- (iv) To note previously reported overgrown vegetation and outcome following sending of a letter. The Clerk has yet to write to the landowner re the Top Rd vegetation. Cllrs will confirm this is still an issue before the letter is submitted.
- (v) To receive an update on the letter sent to the owner of Easton Farm re overhanging vegetation. The letter was sent but no reply received. Cllrs reported the issue had improved slightly.
- (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. As reported above.
 - missing sign junction of Top and Bottom roads. No change.
 - posts for the guard rail on bottom road (east of the junction with Top road). No changeCllrs were 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. None reported.

PLANNING

0965. To respond to the following planning application. A site visit was held on 18th 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.

Berwick St John PC resolved to support this application for the following reasons;

- Welcome restoration of fine historic buildings
- Care being taken to promote sustainable development
- Plans seem appropriate for this sensitive site

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.

Berwick St John PC resolved to note the application.

0967. To consider how to respond to any planning applications received after the publication of this agenda. There were none.

0968. To note any applications for tree work received after the publication of this agenda. There were none.

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

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

Berwick St John PC noted the planning decision.

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. None reported.

0971. Local Government Association Model Code of Conduct.

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

Berwick St John PC resolved to respond as individuals.

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. No other issues reported.

(ii) Covid-19. The support group is ongoing and seems to be working well. Thank you to Helen Boyd who circulates useful information on the village email (not just covid-19 related).

(iii) Berwick St John village website. No issues reported.

(iv) Invasive plants within the parish.

The previously reported knotweed at Upton Farm is being treated by the new owner.

Cllrs were recently made aware of some invasive plants along the Top Rd which is near a previously treated site, which will be reported.

0973. To consider repainting the Berwick St John telephone box. A parishioner has offered to provide the paint.

It was noted that this telephone kiosk is still the property of BT and therefore BT should paint it.

Clerk to contact BT and ask them to repaint the box.

Clerk

0974. Finance. Year ending 31st 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

Due to covid-19 shielding the Internal Audit has yet to be completed, a short meeting will be required to approve the accounts and sign the paperwork before the end of July.

All the items below will be deferred to this meeting.

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| (i) | To note the end of year accounts | Deferred |
| (ii) | To note the report from the Internal Auditor. | Deferred |
| (iii) | To approve and sign the Annual Governance Statement | Deferred |

- (iv) To approve and sign the Annual Return. Deferred
- (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. Deferred

Local Government Act 1972 s150(5)

0975. Finance. Year ending 31st 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. Clerk to recirculate. Clerk
- (iii) To vire funds from reserves to budget if required. Not 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).
 Berwick St John deferred this item as the pro version is not required at the moment.
- (v) To note payments made since the last meeting (£60 – 2 x broadband monthly standing order).
 Berwick St John noted the information.
- (vi) To authorise payments due
 Berwick St John PC authorised payments totalling £803.37
 Berwick St John PC authorised the Clerk to pay these invoices electronically.

Local Government Act 1972 s150(5)

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

Thank you to those who helped prepare the playground for reopening.
 A request for volunteers to repaint the telephone box.

0977. To agree a date for the Clerk's review. Date to be agreed with Cllrs Bridges and Keyse and Clerk.

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
 Berwick St John PC noted the information.

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

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

To include;

Planting of the Oak tree
 Sign for the Memorial Hall car park.
 White lines at Luke Street / Top Rd.

0980. To confirm the date of the next meeting as Monday 7th September 2020.

Cllr Bridges closed the meeting at 8.06pm