

# Draft Minutes of a Virtual<sup>1</sup> Meeting of Berwick St John Parish Council held on 4<sup>th</sup> May 2020

**This meeting was held via zoom.**

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

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

Apologies were received from Wiltshire Cllr Mrs Jose Green.

**Cllr Bridges opened the meeting at 7.31pm**

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

Berwick St John PC resolved to confirm that the Chairman and Vice Chairman would continue in office until May 2021.

**0934. Apologies for absence** were received from Cllrs Bell and Meade (work).

Berwick St John PC resolved to accept the apologies for the reason given.

*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 2<sup>nd</sup> March 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)*

**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.

Cllr Sparkes declared an interest in 0946 (i) and 0943 (ii)

(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.

**0937. 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.

*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.**

Berwick St John PC resolved to adopt the draft protocol.

**0939. Covid-19.**

(i) To receive a report on the Voluntary assistance in Berwick St John. Two reports had been circulated via email, both are attached to the Minutes. Berwick St John PC resolved to note the reports. Clerk to check finance tab on the BsJPC website as some parts need updating.

(ii) To note the new legislation affecting parish councils– see appendix 1.

Berwick St John PC noted the new legislation.

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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.

**0940. Update of actions form the Minutes dated 2<sup>nd</sup> March 2020.**

1. (0913.1) Sign for the overflow car park at the Memorial hall. This is ongoing. Ongoing
2. (0913.2) Planting of the Oak tree to commemorate 100 years since the end of the First World War. This will be planted shortly and the village will be notified via the village email.  
Cllrs Bridges and Sparkes to liaise. Cllr Bridges / Sparkes
3. (0913.3) Emergency Plan. Cllr Hall will circulate the template plan and all Cllrs are requested to complete their personal details. All Cllrs
4. (0926.v) Update on the purchase of a flag and flag pole for the Memorial Hall. No update.

**0941. Play Area.**

- (i) Current closure following Govt advice to close all play areas, this remains closed.
- (ii) Grass cutting. The grass requires cutting, Cllr Marks will contact the contractor. Cllr Marks  
Cllr Sparkes will ensure the play area is securely closed after grass cutting. Cllr Sparkes
- (iii) To note any issues or concerns. None.

**0942. Highways**

- (i) To receive an update on any matters previously reported to Highways.  
A large pothole has been repaired.
- (ii) To request that WC Highways clean the roads preferably with a road sweeper.  
Berwick St John PC resolved to request that WC clean the roads within the parish. Clerk
- (iii) To note any matters that need reporting to Highways. Nothing reported, Cllrs continue to use the MyWiltshire app to report issues..
- (iv) To note previously reported overgrown vegetation and outcome following sending of a letter. No update available.
- (v) To note any vegetation overhanging the highway or watercourse and requiring a letter.  
Some work has been carried out at Easton Farm and there is vegetation overhanging the watercourse, Clerk to write to owner. Clerk  
Overgrown hedge on Top Road. Clerk to write to the landowner. Clerk
- (vi) To receive an update on:
  - white lines; the 'top ten' priorities list; Still outstanding,
  - illegible sign for bend going out of village towards Alvediston.
  - missing sign junction of Top and Bottom roads. Still outstanding,
  - posts for the guard rail on bottom road (east of the junction with Top road).All four items remain outstanding, Clerk to chase. Clerk  
Cllrs 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.
- (vii) To confirm requirements for PEAS (parish emergency assistance scheme) for 2020/21 should WC offer this service.  
Berwick St John resolved that the Clerk should order the equipment if it is on offer, Clerk to liaise with Cllr Meade. Clerk
- (viii) To note any items to be placed on the Parish Steward list. None reported.

**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.  
Berwick St John PC resolved to make no objection to this application.

**0944. To consider how to respond to any planning applications received after the publication of this agenda.** There were none.

**0945. To note any applications for tree work received after the publication of this agenda.** None

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

- 20/01381/LBC. Easton Farm, Water Street.** Reinforce ground floor ceiling.  
Berwick St John PC noted the decision.

**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.

An alleged breach had been reported but without any evidence the parish council is unable to follow this up. Parishioners are reminded that should they have concerns over a breach of planning then it should be reported to Wiltshire Council Planning directly.

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

Monday 6<sup>th</sup> July

Monday 7<sup>th</sup> September

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

Monday 4<sup>th</sup> January 2021

Monday 1<sup>st</sup> March 2021

May 2021. The elections are scheduled on 6<sup>th</sup> May so no meetings can be held before 11<sup>th</sup> May 2021. To be confirmed.

Berwick St John PC resolved to meet on the dates listed above.

**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 8<sup>th</sup> May in their homes.

**0950. To receive an update on the Berwick St John village website.** Nothing to report. A communications report had previously been circulated and is attached to the Minutes.

**0951. To receive an update on invasive plants within the parish.** These are growing but nothing further to report.

**0952. To consider repainting the Berwick St John telephone box.** Item deferred to the next meeting.

**0953. Finance. Year ending 31<sup>st</sup> 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. Noted

(iii) To vire funds from reserves to budget if required. Not required.

(iv) To note payments made since the last meeting (£60 – 2 x broadband monthly standing order).

*Local Government Act 1972 s150(5)*

**0954. To agree what should be submitted to the Bulletin.** In addition to the items mentioned at the last meeting;

VE Day – Cllr Keyse to write an article

Cllr Keyse

Planning – to report any concerns re breaches of planning.

Cllr Bridges

**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 18<sup>th</sup> March – postponed.

All WC meetings have been cancelled for the timebeing.

Audit papers recently received, the approval date has been put back so the accounts will be on the July agenda.

Berwick St John PC noted the report.

**0956. To note items for the agenda of the next meeting.** Any items for the agenda should be sent to the Clerk before 23<sup>rd</sup> 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 6<sup>th</sup> July 2020.**

**Cllr Bridges closed the meeting at 8.08pm**

## Appendix 1.

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

The Coronavirus Act 2020 was passed on 25<sup>th</sup> 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 4<sup>th</sup> April 2020.

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 come into force on 30<sup>th</sup> 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 31<sup>st</sup> 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.

### **Berwick St John in lockdown March 23<sup>rd</sup> 2020 onwards**

This is a summary for the Parish Council at its virtual meeting on Monday May 4<sup>th</sup> 2020.

Lockdown took effect on Monday March 23<sup>rd</sup> 2020.

At the suggestion of village resident Louise Hall, a small group met on Sunday March 22<sup>nd</sup> to plan for essential supplies to be maintained during lockdown.

From a rough count at that meeting, it emerged that of the 250 or so residents of the main part of the village over half were either over 65, living alone or vulnerable for some other reason. Clearly shopping and collection of prescriptions were the main concern.

We decided to run **order/delivery** services from 4 main shops: Ansty Farm shop, Buttlings Butchers, Ludwell Stores/PO and Tesco.

This system has now been going for 5 weeks. Orders are taken and shopping delivered twice a week by a Whats App group of supporters and helpers, set up by Grethe Wimbush. Angela Bridges is the 'controller'.

**Payment.** Bob Montgomery, the PCC treasurer put forward a simple idea at the first meeting and this has been very easy and successful. Shoppers pay, leave the receipt with the 'customer' and deliver a note of the date, amount and name to Bob. The shopper is then paid by Bob. He then reclaims the amount from each 'customer'. The PCC bank account is used for this. No actual cash needs to be handled, as all payments can be made online (preferable) or by cheque.

**Prescriptions.** We have collected from Lloyds and Boots in Shaftesbury and the surgeries in Tisbury and Sixpenny Handley.

**Users.** Many of those isolating in the village have family who can get things for them. Our system has about a dozen regular users and occasional 'extras'.

**Communication.** Many of the village are on the village email list. However when setting up the system we were aware that some potential users don't do email, so the initial shopping communications were hand delivered to every village letterbox.

**Keeping spirits up.** Helen Boyd has produced a weekly compilation of puzzles, quizzes, photographs. This goes round by email.

**Support from Wiltshire Council.** The Council has set up a well-being hub for anyone to use, which we have advertised. There are a lot of other Council initiatives to which we have drawn people's attention.

**Thanks.** None of this could have happened without support and help from the whole community. Thank you, Berwick.

## Communication Report

More means of communication have recently been set up for the village and there seems to be some confusion. This is a summary, as far as I understand it, of what exists at present.

### **1. Official Parish Council website**

This is at: [berwickstjohnparishcouncil.org](http://berwickstjohnparishcouncil.org)

It is the official site where details of Parish Councillors and the Parish Clerk are available. The Parish Clerk's contact details are given here and messages can be sent via the site.

Official Council papers, eg meeting agendas and minutes, are available here.

Parish Clerk is: Mrs Clare Churchill 01722 743027 [berwickstjohnpc@btinternet.com](mailto:berwickstjohnpc@btinternet.com)

### **2. General village website**

This is at: [berwickstjohn.co.uk](http://berwickstjohn.co.uk)

This was set up this year. It contains useful village information on forthcoming events, local services, church announcements etc.

In the corona virus emergency it has included details of village shopping deliveries, help with IT issues etc.

The main contact is Julian Hiscock on [elstarhts@gmail.com](mailto:elstarhts@gmail.com)

It is funded via the Berwick Bulletin, which receives a grant from the Parish Council.

The Bulletin is uploaded on to this, once personal details have been removed.

**Both the above websites need to be kept up to date.**

### **3. Village Facebook page**

Find this at: Berwick St. John village

Set up by Christina Marks and Karen Lane. Join by invitation. A page for everyone who loves, lives in or has connections with BSJ. Social.

### **4. Village email list**

Set up and maintained by Helen Boyd. Originally used for village alerts for eg Winter Talks, Church/Hall events, strange vehicles, burglaries etc.

During the virus crisis, has been used to put out information about shopping, restrictions on dog walking etc.; and occasionally as a means of getting a Parish Council alert out quickly-eg reminding people about social distancing. Anyone in the village can submit something for inclusion.

Helen has issued a weekly 'newsletter' since lockdown began, full of ideas for relaxation, quizzes etc.

We don't know yet how this will develop in the future.

Most of the village are on the list. People have to apply to Helen to join, which covers GDPR requirements. In addition, it is not made available to anyone outside the village, and is confined to village matters and events.

### **5. WhatsApp group**

Set up to organise village supplies during corona virus emergency. Future use or existence not discussed yet.