



Chairman: Tanya Burgess

## All Council Meetings are open to the Public and Press

5th April 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 13th April 2023 at 7.30pm**. The meeting will be held at the Pre School building on Sherston Recreational Ground.

The meeting will consider the items set out below.

**Donna Ford**  
Parish Clerk

***Before the meeting there will be a public session to enable the electorate of Sherston to ask questions, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.***

### **Fire Safety – Evacuation Procedure / Recording Protocol**

The Council is requested to note the fire safety procedure and the Parish Council's recording protocol.

**7.30pm**

**Welcome**

### **Public Question Time**

This section (at the chairman's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

# AGENDA

13<sup>th</sup> April 2023 – 7:30pm

1.	<p><b><u>Apologies for absence</u></b></p> <p>Council to receive apologies for absence.</p>
2.	<p><b><u>Declarations of interest</u></b></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p>
3.	<p><b><u>Exclusion of the Press and Public</u></b></p> <p>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p>
4.	<p><b><u>Minutes</u></b></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 9<sup>th</sup> March 2023.</p>
5.	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"><li>• Email received from resident regarding the High Street</li></ul>
6.	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk.</li></ul>
7.	<p><b><u>Planning</u></b></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>Application Ref PL/2023/01856 - Full Planning Permission Address: Sherston Recreational Ground, Green Lane, Sherston, SN16 0LL Proposal: Alteration to existing access from recreation ground to road, with changes to walling Applicant Name Sherston Parish Council Application Link: <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rd8K">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rd8K</a></p> <p>Application Ref PL/2023/02111 - Householder Application Address: 16 THE TARTERS, SHERSTON, MALMESBURY, SN16 0NT Proposal: Demolish Conservatory, General Alterations.. A side two storey extension.. A single storey rear extension. A first floor side extension. Application Link: <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AY2Bp">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AY2Bp</a></p>
8.	<p><b><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></b></p>

	<p>To receive written reports from Councillors who have represented the Council at meetings of outside bodies.</p> <p>Wiltshire Council update - MS</p> <p>Footpaths &amp; Sustainable Land Management Working Group - TB / NF / MS</p> <p>Climate &amp; Biodiversity Group – BS / MS / OE / KBJ</p> <p>Allotments Group – BS / NF</p> <p>Communications Group – TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – MS</p> <p>Personnel – TB / AT</p>
<b>9.</b>	<p><b><u>Outstanding Actions</u></b></p> <p>Appendix A – Members to update if any further action has been taken.</p>
<b>10.</b>	<p><b><u>Accounts for Payment – April 2023</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for April 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking –</li> <li>• Park Lane Press – Cliffhanger - £515 &amp; £785</li> <li>• SE Architecture – Planning permission – Recreational Ground entrance steps - £696.20</li> <li>• GB sports and Leisure – Playground Inspection - £252.00</li> <li>• IAP – IT services - £146.86</li> <li>• Tom Keay – Parish Maintenance - £240.00</li> </ul>
<b>11.</b>	<p><b><u>Parish Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Update on work completed and work planned – <b>AT</b></li> </ul>
<b>12.</b>	<p><b><u>Grant Applications</u></b></p> <p>Members to consider grant applications received:</p> <ul style="list-style-type: none"> <li>• Sustainable Sherston - £200</li> <li>• Arts festival - £550</li> </ul>
<b>13.</b>	<p><b><u>Parking on the Rec</u></b></p>

	Members to consider a request to allow car parking on the Rec on Friday 14 <sup>th</sup> , Saturday 15 <sup>th</sup> and Sunday 16 <sup>th</sup> of July 2023.
<b>14.</b>	<b><u>Playground Inspection</u></b>  Members to note the playground inspection and agree any associated work required.
<b>15.</b>	<b><u>Internal Auditor</u></b>  Members to confirm the appointment of Ian Selkirk as the Internal Auditor for the 2022/23 annual accounts.
<b>16.</b>	<b><u>Annual Parish Meeting</u></b>  Members to confirm the arrangements for the Annual Parish Meeting.
<b>17.</b>	<b><u>Sherston Parish Council OZEV ORCS Grant Offer Letter</u></b>  Members to approve the OZEV ORCS Grant offer agreement.
<b>18.</b>	<b><u>Allotments – Asset Transfer</u></b>  Members to consider an asset transfer of the allotments from Wiltshire Council and associated costs including solicitor costs to review the Heads of terms.

**Date of Next meeting – 11<sup>th</sup> May 2023**

## **Appendix A – Outstanding Actions**

- **08.11.21** - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – **AT**  
Update 12/01:- Meeting planned for Monday 16th with an architect to help with the planning application for the Court Street small entrance to the Rec  
Update 09/02:- Entrance to the Rec. need planning permission, so Sam Evans is to advise on the design. Costs will be incurred, and PC will pay for the planning permission  
Update 09/03:- AT advised that the planning application has now been submitted.  
**Update 13/04:-**
- **18.11.21 – TB** – To write to the charity commission to obtain advice regarding the current status and future management of the Recreational Ground which is held in Trust for the use of recreation in the village  
Update 12/01:- Further Communication sent 12/12 in response to questions posed by Charity Commission - awaiting response from Commission. TB advised that a letter has been received from a resident requesting payment of their legal costs for advice obtained on the recreational trust. The PC confirmed that the legal costs would not be made as no agreement was made to obtain the advice. TB to respond to resident. As per Chairmans announcements RT to take over progressing this action with the CC.  
**Update 09/02:-** Met with Councillor Robin Turner to transfer responsibility for working with the Charity Commission and addressing issues with the PennyMead Recreation Ground. Advised Charity Commission of the same  
Update 09/03:-
  - Email sent to resident regarding the outcome of the legal fees payment request on the 13<sup>th</sup> January.
  - Ongoing communications with Charity Commission
  - Investigations underway to identify a specialist Charity Trust solicitor who will be engaged to update the existing Trust Deed, key to this is ensuring the Pennymead/Recreation Ground is protected and retained as a recreation facility.**Update 13/04:-**
- **06.11.21 – Asset register - TVR** to update the current Asset register with any land / equipment owned that needs to be added.  
Update 12/01:- Meeting held between BS and Clerk, actions ongoing.  
Update 09/02:- ongoing  
Update 09/03:- Ongoing  
**Update 13/04:-**
- **15.03.22 – Boules Pitches - Building 3 boules pitches on the Rec in the south east corner between the trees and close to the steps into Court Street – NF**  
Update 08/12:- Approval was received from the Recreational Trust following a meeting on the 22<sup>nd</sup> November to allow the siting of the proposed Boules pitches. The PC resolved to match fund the boules committee and EMR £3,000 for the creation of the boules pitches.  
Update 12/01:- No further updates.  
Update 09/02:- NF approved, and hope to start work mid May.  
Update 09/03:- NF to prepare an article for the Cliffhanger

#### **Update 13/04:-**

- **14.10.22 – TB** - Councillors – retaining and attracting - TB to write an article for the Cliffhanger to engage residents with issues faced by the PC due to the lack of numbers.

Update 12/01:- Article drafted

Update 09/02:- To be published in March edition

Update 09/03:- TB to prepare an article for the Cliffhanger

#### **Update 13/04:-**

- **18.10.22 – TB/MS** - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents.

Update 12/01:- Update received from Surgery this week, needs to be included

Update 09/02:- Meeting arranged with NHS (National Health Service) to visit both existing surgery and proposed site to support funding discussions cancelled due to illness, rearranged for 10<sup>th</sup> February

Update 09/03:- Awaiting a formal planning application before comments can be made.

#### **Update 13/04:-**

- **12.12.22 – AT** - Play Inspection report - AT to arrange for the required work to be undertaken. A quote to be obtained for the replacement of the wooden adventure trail.

Update 12/01:- Meeting organised on Monday 16<sup>th</sup> with a representative from a company called Playdale to look at the replacement of the activity trail on the Recreation ground.

Update 09/02:- . Adventure Trial – following assessment, there are too many rotten timbers to be safe, AT investigating cost of replacing timbers to repair and replace these timbers.

Update 09/03:- AT obtaining quotes for the adventure trail and pyramid climber

#### **Update 13/04:-**

- **08.01.23 – MS** – Approved to purchase 7 gates to be sited 2x Easton Town, 1 Brook Hill, 2x Tetbury Road and 2x Knockdown Road. Parish to own and maintain, Wilts Council to install.

Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list.

Update 09/03:- Ongoing

#### **Update 13/04:-**

- **08.01.23 – TB** – Approved the spend of up to £1342.46 & VAT for replacing 2 heritage finger posts.

Update 09/02:- AT sourced alternatives coming in at reduced cost of £850.

Supplier asked to go ahead with making and installing.

Update 09/03:- Ongoing

#### **Update 13/04:-**

- **21.12.21 – BS** - Following a meeting at the allotment of Ben Smees and Victoria Purton (Assistant Estates Manager, Wiltshire Council) to discuss a replacement gate, Wiltshire Council (WC) offer a Community Asset Transfer of the allotments to the Parish Council. 09.02.2022. Following discussion at the council, BS confirmed to WC that the PC are interested in an asset transfer of the allotments. 23.03.2022. WC provided a template example of a Community Asset Transfer (CAT) document and confirm there would be no charge by WC. [PC will incur legal costs]. 09.05.2022 PC wrote to WC Estates Department requesting the CAT document for our legal review. 31.05.2022 Victoria Purton provided a copy of the lease and registered title, and confirmed they are working on creating heads of terms and creating a "sale plan". WC also confirmed there are no restrictive covenants, rights benefitting other people etc. 16.01.2023 BS emailed update requests to WC in June, July, August, Martin Smith in September, October, November and January 2023. Yet to receive the Heads of Terms and Sale Plan for our legal review. Update 09/03:- MS advised that the documents were being prepared by Wiltshire Council and would be circulated to the PC once completed, MS to chase again and advised that there are numerous asset transfers taking place and there is a queue.  
**Update 13/04:-**
- **16.02.23 – NF/AT** - Grove Wood Lease - NF and AT to investigate the details of the lease.  
Update 09/03:- NF – advised that a review was taken place and discussions with the land owner. Clerk to investigate the insurance implications for the insurance liability for Groovewood.  
**Update 13/04:-**
- **13.02.23 – RT** - Charity Trust review document prepared by RT  
Update 09/03:- Further review has been undertaken by TB and RT and once finalized the report would be circulated to members for consideration.  
**Update 13/04:-**