



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

3rd February 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 9th February 2023 at 7.30pm**. The meeting will be held at the Village Hall.

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

9th February 2023 – 7:30pm

1.	<u>Apologies for absence</u> Council to receive apologies for absence.
2.	<u>Declarations of interest</u> Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
3.	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.
4.	<u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 12 th January 2023.
5.	<u>Chairman's Announcements</u> <ul style="list-style-type: none">• Resignation of RW• Responded to communication from resident relating to speeding on Brook Hill. Advised that gates to be installed in a number of locations around the village, speed assessment to be undertaken, speed indicators to be purchased and installed following which consideration will be given to 20mph limits in certain locations• New Planter installed by the Gardening Group (funded by the PC) outside the Co-Op• Contacted Acorn Development to obtain progress update on Sopworth Road Planning Application. Advised Pre-Planning application planned for submission in next 2 weeks• 2nd Phase Grove Wood coppicing completed 29th January – excellent turnout from residents to help• Arranged for 'Councillor Can' leaflets to be printed and delivered with Cliffhanger explaining the role of Councillors to raise awareness• Met with Compass Graphic to discuss e-vamping website, more user friendly look and feel which PC can self-manage. Also discussed possibilities of consolidating various other Village websites to save costs with a view to providing a single 'shop window' into Sherston as a Village
6.	<u>Clerks Report</u> <ul style="list-style-type: none">• Members to receive a written report from the Clerk
7.	<u>Planning</u>

	<p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>No planning applications received up to and including 02.02.23</p> <p>Members to consider a replacement for RW to liase on and mange the planning applications.</p>
8.	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></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 & Sustainable Land Management Working Group - TB / NF / MS</p> <p>Climate & 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>
9.	<p><u>Outstanding Actions</u></p> <p>Appendix A – Members to update if any further action has been taken</p>
10.	<p><u>Accounts for Payment – February 2023</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for February 2023.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – • Martin Smith – Litter Pickers - £21.95 • Corido - Jubilee Tree Bench work - £79.00 • M Pope – Allotment work - £48.00
11.	<p><u>Parish Maintenance</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned – AT
12.	<p><u>Neighbourhood Plan revision/update</u></p>

	Members to consider appointing a minimum of 3 members to co-ordinate and manage the review/update.
13.	<u>Charity Trust Review</u> Members to consider the Charity Trust review document prepared by RT
14.	<u>Working Groups protocol</u> Members to consider the working group protocol prepared by the clerk
15.	<u>Dignity at work and Civility Pledge</u> Members to consider signing up to the Civility and Respect pledge and adopting the Dignity at work policy to replace the Bullying and Harassment policy.
16.	<u>Groove Wood Lease</u> Members to consider the lease and extended renewal for Groove Wood, ideally on same basis as current lease - Clerk
17.	<u>Gigaclear broadband</u> Members to consider any action required in relation to installation of ultrafast broadband - MS

Date of Next meeting – 9th March 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:-
- **06.11.21** - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – **TB**
Update 12/01:- NF to plant saplings in February.
Update 09/02:-
- **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

- **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:-
- **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 22nd 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:-
- **16.05.22** - **TVR** to arrange the migration to the office 365 package and integrated to share point. and upgrade
Update 12/01:- TB advised that the folder structure review had started. A calendar document has been prepared and will be migrated to a shared calendar on office 365.
Update 09/02:- Ongoing planned to complete by March
- **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
- **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:- NHS cancelled meeting due to illness, rearranged for 10th February
- **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 16th with a representative from a company called Playdale to look at the replacement of the activity trail on the Recreation ground.

Update 09/02:-

- **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.

- **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. Supplier asked to go ahead with making and installing

- **19.01.23 – MS** – Resolved to purchase 5x litter pickers

Update 09/02:- 8 x litter pickers purchased – Item Closed