



Chairman: Tanya Burgess

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

8th July 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 14th July 2022 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

14<sup>th</sup> July 2022 – 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> June 2022.</p>
5.	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"><li>• Allotment fence – removed, request to replace</li><li>• Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return letter received</li><li>• Incident on Cliff</li><li>• Payment Approvals</li><li>• Business rates - Preschool</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>PL/2022/04720 Full planning permission Pinkney Park, Pinkney, Malmesbury, SN16 0NX Erection of a First Floor Extension <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018J1IV">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018J1IV</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 – RW / TVR / TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – RW / MS / TVR</p> <p>Personnel – TB / AT</p>
<p>9.</p>	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li>• <b>08.10.21</b> - Communication strategy – <b>RW</b> Update:- 09/06 – Ongoing.</li> <li>• <b>09.10.20</b> - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – <b>AT</b> Update:- 09/06 – AT advised that 1 application had been received and the contractor will be appointed for 1 day every 2 weeks and a job description will be drawn up and issued accordingly.</li> <li>• <b>08.11.21</b> - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – <b>AT</b> Update:- 09/06 – A lengthy discussion took place over all 3 entrances and a agreement was made to prioritise the renovation in the following order – Court Street , Green Lane &amp; Opposite Cliff Road. AT advised that the plans had been drawn up for the entrance closest to the Rattlebone and a quote will now be requested. AT advised that he had liaised with SOSCIC over the plans for the donation and they are happy with the proposal of spend.</li> <li>• <b>06.11.21</b> - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – <b>TB</b> Update:- 09/06 – TB advised that a further communication had been received from solicitors regarding the commitment to replace the shrubs following damage to the hedgerow. New concerns were also raised relating to damage to the fencing and fly tipping. AT and TB responded reconfirming the commitment to replant the hedging in the Autumn. Following site visit no damage was visible to fencing and fly tipping through that part of the hedgerow was deemed questionable.</li> <li>• <b>18.11.21</b> – <b>TB</b> – 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:- 09/06 – TB expressed frustration at lack of response from the Charity commission and suggested that the Parish Council proceed with establishing/re-establishing the trust. Clerk to progress.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>06.11.21</b> – Asset register - <b>TVR</b> to update the current Asset register with any land / equipment owned that needs to be added. Update:- 09/06 – Ongoing.</li> <li>• <b>11.12.21</b> – Grant research and applying for grants - <b>BS</b> Update:- 09/06 – MS advised that Government funding is available to help support the development of community assets, list available from MS – BS to look at the requirements.</li> <li>• <b>12.12.21</b> - <b>AT</b> to review the annual playground inspection and request approval for any associated work required Update:- 09/06 – Clerk to contact GB sport &amp; Leisure and request an update on delivery of signage and zip wire.</li> <li>• <b>14.03.22</b>:- Cliffhanger - Management and publication of the Cliffhanger - <b>TB</b> to arrange review meeting with Cliffhanger representatives. Update:- 09/06 – TB advised that a meeting had been held with the Cliffhanger volunteers and would continue every month where the content would be looked at each month. It was also agreed that the purpose of the Cliffhanger, how to engage and what to expect would be re-marketed to drive future content and features.</li> <li>• <b>15.03.22</b> – 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 – <b>NF</b> Update:- 09/06 – Ongoing.</li> <li>• <b>16.04.16</b> - Westonbirt Cycling event – <b>MS</b> to write to the event organisers to reroute future events away from the village center and request advance notice of the event. Update:- 09/06 – AT advised that he had made contact with the organisers DB Max who supplied marshals for the jubilee cycle event. AT to liaise in November to discuss future events.</li> <li>• <b>16.05.22</b> - <b>KBJ</b> to place an article in the Cliffhanger reminding people of the country code and courtesy and respect of footpaths. Update:- 09/06 – Ongoing.</li> <li>• <b>16.05.22</b> - <b>TVR</b> to arrange the migration to the office 365 package and integrated to share point. and upgrade Update:- 09/06 – Ongoing.</li> <li>• <b>05.06.22</b> - Discretionary gully tank visit - w/b 06.06.22 – For the next visit request the High Street drains, Grove Wood drains and Bustlers Hill drains – <b>AT</b> to make contact.</li> <li>• <b>05.06.22</b> - Thanks to all volunteers for the help over the Jubilee weekend – <b>MS</b> to send a list of volunteers to <b>TB</b> who will place an article in the Cliffhanger.</li> </ul>
<b>10.</b>	<b><u>Accounts for Payment – July 2022</u></b>

	<p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for July 2022.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper</li> <li>• Barrett Garden Maintenance – Grass Cutting - £215, £215, £175, £215</li> <li>• GB Sport &amp; Leisure – Playground maintenance – £120, £335.27</li> <li>• IAP – IT services - £65.16</li> <li>• HMRC – PAYE - £803.51</li> </ul>
<b>11.</b>	<p><b><u>Parish Maintenance</u></b></p> <p>TVR to update on work completed and work planned.</p>
<b>12.</b>	<p><b><u>Working group to improve the wild area at the school over the summer holidays</u></b></p> <p>Members to consider setting up a SPC working group to improve the wild area at the school over the summer holidays - PC members will be MS and AT and volunteers from FSS and others in the community will also be in the group.</p> <p>Confirmation required that work on the wild area by this working group will be covered by PC public liability insurance</p> <p>To discuss ongoing maintenance of the area with the school</p> <p>Propose that operational responsibility will remain with the school (i.e. how its used and supervision of children)</p>
<b>13.</b>	<p><b><u>Proposed plant of Horse Chestnut tree on the Rec</u></b></p> <p>Members to consider the planting of a horse chestnut tree on the rec.</p>
	<p><b><u>Confidential Items</u></b></p>

**Date of Next meeting – 8<sup>th</sup> September 2022**