



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

4th November 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 10th November 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

10th November 2022 – 7:30pm

1.	<p><u>Apologies for absence</u></p> <p>Council to receive apologies for absence.</p>
2.	<p><u>Declarations of interest</u></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><u>Exclusion of the Press and Public</u></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><u>Minutes</u></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13th October 2022.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Met with Acorn Developers to understand current position with regard to planning application for Sopworth Road in support of providing an update to residents• Replied to further email from resident who had previously raised concerns about the Recreation Ground, it's future and the Trusts management of it – see ongoing action• Met with leads of Footpath Group to assess progress on priority actions• Met with Chris Pickthall to understand requirements for Remembrance Sunday• Requested Clerk order wreath• Received email from Hathaway Landscapes Ltd – details passed to Vice Chair for consideration• NALC details circulated regarding materials available to promote awareness of Councillor recruitment• Met with local landowner to review status of Cliff access/issues/maintenance• Reported number of street light issues to Wiltshire Council• Co-ordinated parties to undertake works on Grove Wood Steps• Updated and re-circulated key contacts list for comments (list for Councillor use ONLY)• Attending Malmesbury Area Board on November 29th• 2 articles written for Cliffhanger• Provided comprehensive feedback on Climate/Biodiversity Document• 20220802 - NJ/C-050447-L1J4 : RECREATION GROUND : 305568 CRM:0223077 – correspondence received

6.	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> Members to receive a written report from the Clerk
7.	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <ul style="list-style-type: none"> PL/2022/07730 – Proposed metal gates <ul style="list-style-type: none"> REEVERS HILL, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017dOXH PL/2022/08061 - T1 - Norway Maple is to have an all round reduction of 1.8 metres <ul style="list-style-type: none"> 14B CLIFF ROAD, SHERSTON, MALMESBURY, SN16 0LN https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198KUK PL/2022/08315 - Willow trees – pollard <ul style="list-style-type: none"> MANOR FARM, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198rdz PL/2022/08298 - Change of Use of Existing Building to a Separate Dwelling (Revised Proposal) <ul style="list-style-type: none"> Wall Ground Farm, Sopworth Road, Sherston, SN16 0QB https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198oal
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 – RW / TB</p> <p>Operations Group – AT / MT - To note the operational inspection report and any associated repairs required.</p> <p>Planning / Neighborhood Plan – RW / 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 – November 2022</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for November 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – • GB Sport & Leisure – Quartely playground inspection - £252.00 • HMRC – Payee - £726.76 • Community Heartbeat – Defib battery - £223.20 • Sherston Village Hall – Room Hire - £121.00 • Park Lane Press - £515.00 • Royal Mail – PO Box - £104.55
11.	<p><u>Parish Maintenance</u></p> <p>Update on work completed and work planned.</p>
12.	<p><u>Climate and Biodiversity Action Plan</u></p> <p>Members to consider the proposed Climate and Biodiversity Action Plan – BS/MS/KBJ/OE</p>
13.	<p><u>Budget Requirements</u></p> <p>Members to consider budget requirements for 2023.24</p>
14.	<p><u>Grant Request</u></p> <p>Members to consider grant request received from Blooming Sherston</p>
15.	<p><u>A Councillor Can Leaflet</u></p> <p><u>Members to review the Councillors can leaflet and adopt</u></p>

Date of Next meeting – 8th December 2022

Appendix A – Outstanding Actions

- **08.10.21** - Communication strategy – **RW**
Update:- 09/06 – Ongoing.
Update:- 14/07 – Ongoing.
Update:- 29/09 – Ongoing
Update:- 13/10 – TB to discuss requirements with RW and break down into individual tasks
- **09.10.20** - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – **AT**
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.
Update:- 14/07 – Role offered and accepted. AT to prepare a job description, task requirements and agree a start date
Update:- 29/09 – AT advised that a contractor had been approached and details of requirement is being prepared.
Update:- 13/10 – AT advised an initial meeting would be arranged with the contractor to agree start date and share initial requirements. A terms of reference will be documented to detail regular tasks and requirements.. AT to investigate a DBS check and Insurance details.
- **08.11.21** - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – **AT**
Update:- 09/06 – A lengthy discussion took place over all 3 entrances and an agreement was made to prioritise the renovation in the following order – Court Street , Green Lane & 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 SOSIC over the plans for the donation and they are happy with the proposal of spend.

Update:- 14/07 – Ongoing.

Update:- 29/09 – AT advised that quotes had been received and the designs were presented to the PC – AT to investigate if planning permission is required and proceed with the scheme if no permission is needed.

Update:- 13/10 - AT advised that a request has been sent to Wiltshire Planning to ascertain whether the parish council require planning permission in order to alter one of the entrances to the council's recreation ground.

- **06.11.21** - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – **TB**
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.
Update:- 14/07 – On hold until the Autumn.
Update:- 29/09 – NF advised that he would source the hedging required and replant.
Update:- 13/10 - NF advised that he would lay the hedges to fill the gap.
- **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:- 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.
Update:- 14/07 – Contact had been made with the Charity Commission who has advised that the letter had been received and would be passed to a case officer. Charity Commission advised that no further action should be taken until the case has been reviewed and a response received.
Update:- 29/09 – TB to write back to the Charity Commission with the proposed response.
Update:- 13/10 – TB advised that the response letter was being prepared and would be sent shortly.
- **06.11.21** – Asset register - **TVR** to update the current Asset register with any land / equipment owned that needs to be added.
Update:- 09/06 – Ongoing.
Update:- 14/07 – Clerk to contact the IT company to arrange the file migration which will enable the Asset register to be completed.
Update:- 29/09 – Ongoing
Update:- 13/10 – Clerk to look at the current asset register with assistance from BS in order to update – aim to complete by next meeting
- **14.03.22:-** Cliffhanger - Management and publication of the Cliffhanger - **TB** 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.

Update:- 14/07 – TB advised that meetings will be taking place with representatives from the Cliffhanger and a relaunch of the Cliffhanger will be established.

Update:- 29/09 – Ongoing.

Update:- 13/10 – Ongoing

- **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:- 09/06 – Ongoing.
Update:- 14/07 – Ongoing.
Update:- 29/09 – NF advised that it was being investigated if planning permission was required and would report back to the next meeting.
Update:- 13/10 – NF advised that queries had been raised by the planners and the permission request is still ongoing.
- **16.05.22 - TVR** to arrange the migration to the office 365 package and integrated to share point. and upgrade
Update:- 09/06 – Ongoing.
Update:- 14/07 – Clerk to arrange migration.
Update:- 29/09 – Councillors to advise what IT systems they use and clerk to pass details onto the IT provider.
Update:- 13/10 – Clerk to arrange migration with the IT provider. Aim to complete set up of platform by November meeting
- **11.07.22 - TB** to write an article for the Cliffhanger advising residents of their responsibilities for keeping footpaths clear/maintaining their boundaries under Section 154 of the Highways Act 1980.
Update:- 29/09 – Ongoing.
Update:- 13/10 - Ongoing.
- **16.09.22 - MS** – Warm Community Spaces – MS to look at relaunching the neighbourhood community group used through covid to offer support to residents if required and placing a article in the Cliffhanger.
Update:- 13/10 – Ongoing.
- **17.09.22 – MS** - To request some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives.
Update:- 13/10 – Ongoing.
- **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.
- **15.10.22 – BS** - Damage to Heritage Bollards - BS to contact Wiltshire Council to request having the bollards fixed.
- **18.10.22 – TB/MS** - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents.

