



Chairman: Tanya Burgess

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

7<sup>th</sup> October 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 13th October 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

13<sup>th</sup> October 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 29<sup>th</sup> September 2022.</p>
5.	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"><li>• Resignation of TVR</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> <ul style="list-style-type: none"><li>• PL/2022/07342 - Notification of proposed works to trees in a conservation area<ul style="list-style-type: none"><li>○ 15 THOMPSONS HILL, SHERSTON, MALMESBURY, SN16 0NE</li><li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017ciNB">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017ciNB</a></li></ul></li><li>• PL/2022/07531 - Householder planning permission<ul style="list-style-type: none"><li>○ 6 GREEN LANE, SHERSTON, MALMESBURY, SN16 0NP</li><li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d54C">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d54C</a></li></ul></li><li>• PL/2022/07569 - Householder planning permission<ul style="list-style-type: none"><li>○ Knockdown Farm, Knockdown, GL8 8QY</li><li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d5ea">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d5ea</a></li></ul></li><li>• PL/2022/07514 - Householder planning permission<ul style="list-style-type: none"><li>○ HONEYWELL, GROVE ROAD, SHERSTON, MALMESBURY, SN16 0NF</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d2CQ">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d2CQ</a></li> <li>● PL/2022/07533 - Householder planning permission <ul style="list-style-type: none"> <li>○ HIGHFIELD, TETBURY ROAD, SHERSTON, MALMESBURY, SN16 0LU</li> <li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d54W">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017d54W</a></li> </ul> </li> </ul>
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 / TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – RW / MS</p> <p>Personnel – TB / AT</p>
9.	<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.  Update:- 14/07 – Ongoing.  <b>Update:- 29/09</b> - 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.  Update:- 14/07 – Role offered and accepted. AT to prepare a job description, task requirements and agree a start date  <b>Update:- 29/09</b> – AT advised that a contractor had been approached and details of requirement is being prepared.</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</li> </ul>

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.

- **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.
- **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.
- **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
- **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.

	<p>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.  <b>Update:- 29/09</b> – Ongoing.</p> <ul style="list-style-type: none"> <li>• <b>15.03.22</b> – Boules Pitches - Building 3 boule 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.  Update:- 14/07 – Ongoing.  <b>Update:- 29/09</b> – NF advised that it was being investigated if planning permission was required and would report back to the next meeting.</li> <li>• <b>16.05.22 - TVR</b> 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.  <b>Update:- 29/09</b> – Councillors to advise what IT systems they use and clerk to pass details onto the IT provider.</li> <li>• <b>11.07.22 - TB</b> 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.  <b>Update:- 29/09</b> – Ongoing.</li> <li>• <b>13.07.22</b> - Resolved the planting of a horse chestnut tree on the rec in the Autumn that will be donated by a resident – BS to liaise with resident.  <b>Update:- 29/09</b> – Ongoing.</li> <li>• <b>12.09.22 – MS</b> - Working group to improve the wild area at the school over the summer holidays</li> <li>• <b>15.09.22 – MS</b> - Members resolved the Foxley Road cycle route and associated costs involved</li> <li>• <b>16.09.22 - MS</b> – Warm Community Spaces – MS to look at relaunching the neighborhood community group used through covid to offer support to residents if required and placing a article in the Cliffhanger.</li> <li>• <b>17.09.22 – MS</b> - To request some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives</li> <li>• <b>18.09.22 – TB</b> – Blooming Sherston - Request for £500 for initial trough outside Post Office, TB to investigate if highways permission required</li> <li>• <b>19.09.22 – TB</b> – Phone Box - Possible option to adapt to flower arrangement – TB to liase with Blooming Sherston</li> </ul>
<b>10.</b>	<b><u>Accounts for Payment – October 2022</u></b>

	<p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for October 2022.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper</li> <li>• Compass Graphic Design – Website - £338.40</li> <li>• Wiltshire Council – Allotments - £32.50</li> <li>• Wiltshire Council – Nursery Business rates - £1,221.79</li> </ul>
<b>11.</b>	<p><b><u>Parish Maintenance</u></b></p> <p>Update on work completed and work planned.</p>
<b>12.</b>	<p><b><u>Biodiversity plan</u></b></p> <p>Members to consider the proposed Biodiversity plan – <b>BS/MS</b></p>
<b>13.</b>	<p><b><u>Budget Requirements</u></b></p> <p>Members to consider budget requirements for 2023.24</p>

**Date of Next meeting – 10<sup>th</sup> November 2022**