



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

20th September 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 29th September 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

29th September 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 14th July 2022.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Damage to cars – request from resident for Street lighting• Further bill received relating to surrender of the Pre-School Building. Querying as seems rather excessive given 'actual' work undertaken. To be discussed in Sept meeting• Wiltshire Council approached for an update on Pre-School service provider efforts – update expected after 24th August• Recreation ground – email received raising concerns over the walnut trees and dogs on the recreational ground – new dog signs fitted in all locations• Letter received from resident regarding maintenance issues in the village <p><u>For information:-</u></p> <ul style="list-style-type: none">• Attended initial meeting of Blooming Sherston – request for planter funding received• Sherston Parish Council - Audit objection. Resident has written letter.• Neighbourhood Plan Land - Fire Risk reported to developer and field cleared/cut• Pre-school building surrendered as of the 15th July 2022. Deed of Surrender signed by all parties and Keys returned to Chair. Clerk asked to file Deed in secure location• YMCA contacted to see if they are in a position to re-consider taking on the Sherston Pre-School. Due to ongoing industry wide staffing issues they are not in a position currently to take on.• The owner of a property in Silver Street has been contacted following complaints relating to workmen blocking/causing an obstruction at the

	<p>junction off the high street by parking on the highway. Issue appears to be resolved</p> <ul style="list-style-type: none"> • Email received from resident asking to post article relating to reporting Fox Hunting – resident advised that Council are not a political organisation and should remain neutral. • Chair attended meeting with representatives of the Gardening Club regarding possible funding requirements – 2nd Sept. • Attended meeting of Communications Working Party – see monthly report • Chaired Footpath Working Party on 15th August – see monthly report • Article published in Cliffhanger relating to raising awareness and use of the MyWilts website and App • Article drafted for publication on SWO and in Cliffhanger relating to Footpath update and further issues on the Cliff • Comments returned relating to New Premises Licence Application - Millennium Building, Pinkney Park • Corresponded with Wiltshire Footpath Officer who has confirmed that all issues with footpaths should be formally reported via the MyWilts site
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/2022/05866 - Removal/variation of conditions <ul style="list-style-type: none"> ○ Cotswold House, Knockdown Road, Sherston, Malmesbury, SN16 0FP ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cRBI • PL/2022/05468 - Householder planning permission <ul style="list-style-type: none"> ○ 32 Easton Town, Sherston, Malmesbury, SN16 0LS ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018bqN4 • PL/2022/05862 - Householder planning permission <ul style="list-style-type: none"> ○ Manor Farm, Court Street, Sherston, Malmesbury, Wilts, SN16 0LL ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cR7G • PL/2022/06561 - Notification of proposed works to trees in a conservation area <ul style="list-style-type: none"> ○ OLD SILK MILL, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NG ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018djAp • PL/2022/06664 - Householder planning permission <ul style="list-style-type: none"> ○ 4 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dqjn

	<ul style="list-style-type: none"> • PL/2022/06428 - Full planning permission <ul style="list-style-type: none"> ○ New Barn Stables, Easton Grey, Wiltshire, SN16 0PW ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dT6O • PL/2022/03345 - Permission in Principle <ul style="list-style-type: none"> ○ Land Off Thompsons Hill, Sherston, Malmesbury, Wilts, SN16 0PZ ○ Permission in principle application for development of 1 self-built dwelling ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000184ql6 ○ <i>Agreed wording added to website: An objection is raised to this proposal on the grounds that the proposal site lies outside of the defined settlement limits of Sherston and hence within an area of open countryside for the purposes of development control. It is also within the designated Cotswold Area of Outstanding Natural Beauty. The erection of a new dwelling on this site would unacceptably extend the ribbon form of development that lies along this part of Thompsons Hill and would set an undesirable precedent for further development outside of the presently defined settlement limits. Land is allocated elsewhere in Sherston via the approved Neighbourhood Plan sufficient to accommodate approximately 52 dwellings. This is considered more than sufficient to meet local needs and hence there is no need for further development to be carried out beyond the presently defined settlement limits.</i>
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 / TVR / TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – RW / MS / TVR</p> <p>Personnel – TB / AT</p>
9.	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • 08.10.21 - Communication strategy – RW

Update:- 09/06 – Ongoing.

Update:- 14/07 – Ongoing.

- **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

- **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 a 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 SOSCIC over the plans for the donation and they are happy with the proposal of spend.

Update:- 14/07 – Ongoing.

- **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.

- **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.

- **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.

	<ul style="list-style-type: none"> • 12.12.21 - AT to review the annual playground inspection and request approval for any associated work required Update:- 09/06 – Clerk to contact GB sport & Leisure and request an update on delivery of signage and zip wire. Update:- 14/07 – Items have now been delivered and will be fitted in due course. • 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. • 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. • 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. • 05.06.22 - 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 – AT to make contact. Update:- 14/07 – AT to make contact for the next visit in the Autumn • 05.06.22 - Thanks to all volunteers for the help over the Jubilee weekend – MS to send a list of volunteers to TB who will place an article in the Cliffhanger. Update:- 14/07 – The article will be published in the August Cliffhanger • 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. • 13.07.22 - 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.
10.	<p><u>Accounts for Payment – September 2022</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for September 2022.</p> <ul style="list-style-type: none"> • Staff Costs

	<ul style="list-style-type: none"> • Staff Expenses - £10.80 • Patrick Cooper - £57.60, £57.60, £72.00 • Community Heartbeat – Replacement light - £19.20 • GB Sport & Lesure – Operational inspection March 2022 - £252.00 • Barrett Garden Maintenance – Grass Cutting – 28/07 - £215, 13/08 £215, 24/08 - £215, 7/09 - £125 • Park Lane Press - Cliffhanger – June - £785.00 & July - £502.00 • PKFLittlejohn – External Audit fees - £360.00 • Zurich Insurance renewal - £2,462.56
11.	<p><u>Parish Maintenance</u></p> <p>TVR to update on work completed and work planned.</p>
12.	<p><u>Working group to improve the wild area at the school over the summer holidays</u></p> <p>Members to consider setting up a SPC working group to improve the wild area at the school - PC members will be MS and AT and volunteers from FSS and others in the community will also be in the group.</p>
13.	<p><u>Biodiversity plan</u></p> <p>Members to consider the proposed Biodiversity plan – BS/MS</p>
14.	<p><u>Insurance</u></p> <p>Members to review the Insurance schedule and consider a 1, 3 or 5 year LTA - Clerk</p>
15.	<p><u>Foxley Road cycle route</u></p> <p>Members to consider the Foxley Road cycle route and associated costs involved - MS</p>
16.	<p><u>Warm spaces for community use</u></p> <p>Members to consider if any action can be taken - MS</p>
17.	<p><u>Traffic Surveys</u></p> <p>Members to consider requesting some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives - MS</p>
18.	<p><u>Blooming Sherston</u></p> <p>Request for £500 for initial trough outside Post Office, is highways permission required – TB</p>
19.	<p><u>Phone Box</u></p>

	Possible option to adapt to flower arrangement in conjunction with Blooming Sherston - TB
20.	<u>AGAR 2021.22</u> Members to note the external auditors report with no issues arising
	<u>Confidential Items</u>
21.	<u>Staff Costs</u> Members to consider funding costs for clerks training and CPD Members to approve yearly SCP increment

Date of Next meeting – 13th October 2022