



Chairman: Tanya Burges

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

8<sup>th</sup> April 2022

**To: All Members of Sherston Parish Council**

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 14th April 2022 at 6.30pm**. The meeting will be held at the Village Hall.

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to read "Donna Ford", is located below the text.

**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.

**6.30pm**

**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> April 2022 – 6:30pm

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| 1. | <b><u>Apologies for absence</u></b><br><br>Council to receive apologies for absence.   |
| 2. | <b><u>Declarations of interest</u></b><br><br>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.  |
| 3. | <b><u>Exclusion of the Press and Public</u></b><br><br>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.  |
| 4. | <b><u>Minutes</u></b><br><br>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 10 <sup>th</sup> March 2022.   |
| 5. | <b><u>Chairman's Announcements</u></b> <ul style="list-style-type: none"><li>• Councillor Vacancy update</li><li>• Pumpkins Nursery closure update</li><li>• NALC Events – Councillors to register with NALC so that they can receive updates direct</li><li>• Illegal fox hunting</li><li>• Zip Wire – Members to consider the costings for replacement</li></ul> |
| 6. | <b><u>Clerks Report</u></b> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk.</li></ul>  |
| 7. | <b><u>Planning</u></b><br><br>Consider and comment on all planning applications received up to and including the date of the meeting.  |

| Application Ref | Application Type   | Address  | Proposal   | Application Link  |
|-----------------|--|--|--|---|
| PL/2022/02133   | Householder planning permission                                | 2 EASTON SQUARE, SHERSTON, MALMESBURY, SN16 0LX            | Construction of single storey rear extension & detached garden studio.   | <a href="https://development.wiltsapplication/a0i3z000017U">https://development.wiltsapplication/a0i3z000017U</a>   |
| PL/2022/02245   | Notification of proposed works to trees in a conservation area | REEVERS HILL, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL | G1 - Group of Trees, mixture of species including Silver Birch, Sycamore, Acer, Lime, Poplar, Beech & Ash. Thin the group no more than 30% of the existing canopy.   | <a href="https://development.wiltsapplication/a0i3z000017U">https://development.wiltsapplication/a0i3z000017U</a>   |
| PL/2022/02302   | Notification of proposed works to trees in a conservation area | WATERS MEET, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NQ    | T1 - Willow to be repollard back to where it was done previously, in the rear garden of the property   | <a href="https://development.wiltsapplication/a0i3z000017U">https://development.wiltsapplication/a0i3z000017U</a>   |
| PL/2021/10732   | Full Planning Permission                                       | The Cottage, Willesley, GL8 8QU                            | Demolition of a single storey side extension, erection of a two-storey side extension, replacement doors and windows, relocation of oil tank with associated walls, demolition of stables and erection of an agricultural building | <a href="https://development.wiltsapplication/a0i3z000016rV">https://development.wiltsapplication/a0i3z000016rV</a> |
| PL/2022/02296   | Removal/variation of conditions                                | ANGEL HOUSE, HIGH STREET, SHERSTON, MALMESBURY, SN16 0LH   | Variation of Condition 2 (To authorise the above dwellings unrestricted usage) of planning application 13/02364/FUL (Conversion of redundant store to residential dwelling)  | <a href="https://development.wiltsapplication/a0i3z000017U">https://development.wiltsapplication/a0i3z000017U</a>   |

**8. To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports**

To receive written reports from Councillors who have represented the Council at meetings of outside bodies.

Wiltshire Council update - MS

Biodiversity and Sustainable Land Management Working Party – TB / MS

Allotments Group - BS

Communications Group - RW

Operations Group – AT

Planning – NFI / RW

Neighborhood Plan – NF/TB

Personnel - TB

**9. Outstanding Actions**

- 08.10.21 - Communication strategy – RW  
**Update:- 09/12** Kick off session to be arranged in the New Year  
**Update:- 12/01 – Ongoing**

**Update:- 02/22 – Ongoing**

**Update:- 10/03 - Ongoing**

- 09.10.20 - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – **AT**

**Update:- 09/12 - Ongoing**

**Update:- 12/01 - Ongoing**

**Update:- 02/22 –** A quote has been received for the grass cutting for the village at a cost of £175.00, with an additional £30 for the Village Hall – Resolved to accept the quote. **AT** to advise the current grass maintenance contractor of the reduced quote received.

**Update:- 10/03** MT prepared draft of vacancy advert for review and comment. All to provide feedback.

- 09.07.21 - Village clean up groups – Arrange next village clean up session – **AT**

**Update:- 09/12 –** Ongoing. **KB** to support **AT** with comms and engaging wider community

**Update:- 12/01- Ongoing**

**Update:- 02/22** **TVR** to take on the task for arranging a cleanup session.

**Update:- 10/03** Identify weekend in May for next village tidy up ‘Clean for the Queen’ and publicise via various forums – Cliffhanger, Parish Council and SWO Facebook sites to encourage support

- 08.11.21 - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – **AT**

**Update:-09/12 –** **AT** to explore requirements and present proposal, may include assessing other entrances.

**Update:- 12/01- Ongoing**

**Update:- 02/22 – Ongoing**

**Update:- 10/03 -** A meeting has been scheduled for Friday 11th March with a Chartered Building Surveyor to ascertain what the requirements are for the access onto the Recreation Ground, with regards to ramps and steps. This advice is provided as a gift and will not impact on the budget of £5000. Once the design is finalised a contractor will be commissioned, which will hopefully be within the month.

- 18.10.21 - Queens Jubilee

**TB** to draft an article to advise the PC will not be arranging activities but will offer support for anyone wanting to arrange.

**Update:- 09/12 - Ongoing**

**Update:- 12/01 –** **TB** advised that a post has been put on social media and will draft an article for the Cliffhanger. **MS** to investigate the possibility of a lighting of a beacon. Resident has stepped forward to coordinate beacon activity and liaising with **MS**. Various activities planned with Parish Council actively supporting.

**Update:- 02/22 –** To EMR £1500 towards the cost of the Jubilee event for the purchase of goods and services. The jubilee working group to communicate with the village requesting any plans the residents may have collated in order to facilitate any road closures that may be needed.

**Update:- 10/03** MS managed obtain £900 grant for the area board to support the Jubilee committee, any surplus will be donated to the village hall. Road closure requests sent to Wiltshire Council.

- 12.11.21 - Electric Charging Points investigate options and requirements – **MS**

**Update:- 09/12** carried forward, considering aligning with the wider Malmesbury Area councils as could benefit from a wider requirement

**Update:- 12/01- Ongoing**

**Update:- 02/22 – Ongoing**

**Update:- 10/03** 8 Councils confirmed in the Malmesbury area that there is an interest. Wiltshire Council going out to tender to select company to become a preferred supplier.

- 06.11.21 - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – **TB**

**Update:- Clerk** advised that additional correspondence had been received from the land owners solicitor proposing a solution. Now awaiting a response from the complainant.

**Update:- 12/01- Ongoing**

**Update:- 02/22 –** Correspondence sent to complainant advising that the matter will be closed on the basis that no further contact has been received. Correspondence received advising that a proposal would be sent to the Parish Council.

**Update:- 10/03** Following prompting complainants land agent has responded. Council have resolved to plant 4-5 shrubs to fill the gap in the hedge and councillors have noted the agents comments with regard to no access being permitted as such any access will be treated as trespass and have advised the Football Club of the same.

- 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:- 09/12** letter sent

**Update:- 12/01 – Ongoing**

**Update:- 02/22 – TB** to send a chasing letter.

**Update:- 10/03 no response received, further chase letter to be sent**

- 06.11.21 – Asset register - **NFI** to update the current Asset register with any land / equipment owned that needs to be added.

**Update:- 09/12** Ongoing. **TVR** offered to support

**Update:- 12/01- Ongoing – TB** to send over all documents to TVR.

**Update:- 02/22 – TVR** to liaise with TB over what is required.

**Update:- 10/03 meeting arranged for 11<sup>th</sup> March**

- 11.12.21 – Grant research and applying for grants

83. **Update:- 09/12 TVR** to focus on researching general Grant availability, application processes and timeframes to see if any community benefit to be had

**Update:- 12/01- Ongoing.**

**Update:- 02/22 - TVR** is unable to facilitate the grant project, **BS** to

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|            | <p>replace <b>TVR</b>.</p> <ul style="list-style-type: none"> <li>12.12.21 - <b>AT</b> to review the annual playground inspection and request approval for any associated work required<br/> <b>Update:- 12/01- Ongoing</b><br/> <b>Update:- 02/22 – AT</b> advised that signs are required at the skate park and the Rec – <b>MT/AT</b> to investigate the signs required. <b>NF</b> to remove the old bench at the Rec.<br/> <b>Update:- 10/03 NF</b> removed bench. <b>MT</b> to investigate further as queries were raised about what was deemed ‘mandatory’ signage wise. Clerk to support by approaching other clerks in her network to see what signage they have implemented for their playgrounds</li> <li>14.03.22:- Cliffhanger - Management and publication of the Cliffhanger - TB to arrange review meeting with Cliffhanger representatives</li> <li>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. <b>Resolved</b> – Would like to fund via grant, with the Boules Committee providing any shortfall.<br/> Cliffhanger article to raise awareness/consult residents<br/> Rattlebone to be consulted<br/> Residents backing onto area of interest to be consulted<br/> Planning application to be submitted in due course</li> </ul> |
| <b>10.</b> | <p><b><u>Accounts for Payment – April 2022</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for April 2022.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper</li> <li>• Wiltshire Council – Allotments - £32.50</li> <li>• CPC – Cliffhanger - £671.50</li> </ul> <p>Members to review the monthly financial reports.</p>  |
| <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>Scouts Hut</u></b></p> <p>Members to consider a request to graffiti the scouts hut.</p>   |
| <b>13.</b> | <p><b><u>Green Lane Association</u></b></p> <p>Members to consider the correspondence received and any associated action required.</p>   |

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| 14. | <p><b><u>Communication</u></b></p> <p>Members to consider the communication strategy for the Parish Council.</p>  |
| 15. | <p><b><u>Parking on the Rec</u></b></p> <p>Members to consider a request for parking on the Rec for this years Boule's tournament on Saturday 16<sup>th</sup> July.</p>   |
| 16. | <p><b><u>Westonbirt Cycling event</u></b></p> <p>Members to consider writing to the event organisers to reroute future events away from the village centre.</p>   |
|     | <p><b><u>Confidential Items</u></b></p>   |
| 17. | <p><b><u>Surrender of lease for the Pre School land and Building, Sherston Recreation Ground</u></b></p> <p>Members to consider the surrender of the lease for the pre school land and building at Sherston Recreational ground and associated costs.</p> <p>Members to consider giving delegated powers to the clerk for expenditure required in regards to legal costs.</p> |

**Date of Next meeting – 12<sup>th</sup> May 2022**