



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY  
13<sup>TH</sup> APRIL 2023 at 7.30PM, PRESCHOOL, RECREATIONAL GROUND**

Present

- Mrs T Burgess (TB) – Chairman Mr Nigel Freeth (NF) Robin Turner (RT) Mr M Tarrant (MT) Mr B Smee (BS) Keith Savage (KS) Matthew Wofinden-England (MWF)

0 members of the public

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| <b>01.04.23</b> | <p><b><u>Apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• Mr O Evans (OE)</li> <li>• Harry Stevens (HS)</li> <li>• Katharine Bodey-Jones (KBJ)</li> <li>• Mr M Smith (MS)</li> <li>• Andrew Tremellen (AT)</li> <li>• Mr Edward Durell (ED)</li> </ul> <p>Noted – Apologies for absence</p> |
| <b>02.04.23</b> | <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> <p>Nothing to declare.</p>   |
| <b>03.04.23</b> | <p><b><u>Exclusion of the Press and Public</u></b></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.</p> <p><b>Resolved:</b> N/A</p>   |
| <b>04.04.23</b> | <p><b><u>Minutes.</u></b></p> <p><b>Resolved:</b> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 9<sup>th</sup> March 2023.</p>   |
| <b>05.04.23</b> | <p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Email received from resident regarding the High Street</li> <li>• Attended Blooming Sherston meeting in the Angel</li> </ul>   |

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|          | <ul style="list-style-type: none"> <li>• Responded to ramblers email celebrating the replacement of a of a number fixed stiles with accessible ones</li> <li>• AT offered to co-ordinate all arrangements for Annual Parish Meeting</li> <li>• Ongoing communications and support of Sustainable Sherston regarding Tree and Shrub planting</li> <li>• Boules and Farming articles sent to Cliffhanger for publication</li> <li>• All councillors approved article for fox hunting to be published in the Cliffhanger.</li> </ul>   |
| 06.04.23 | <p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>   |
| 07.04.23 | <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>Application Ref PL/2023/02111<br/>Address: 16 THE TARTERS, SHERSTON, MALMESBURY, SN16 0NT<br/><b>Proposal:</b> Demolish Conservatory, General Alterations. A side two storey extension. A single storey rear extension. A first floor side extension.</p> <p><b>COMMENTS:</b><br/>This proposal seeks permission to carry out a range of works to both enlarge and improve the appearance of this detached two storey house on The Tarters. An existing glazed conservatory at the rear of the property is to be removed and replaced by a solid wall single storey flat roofed dining room extension with a glazed skylight. The existing Bradstone chimney will be removed and replaced by a metal flue serving a wood burning stove. The existing wooden cladding is proposed to be removed and replaced by textured render and the existing car port is to be converted into a workroom and entrance hall. A two-storey extension is proposed on the southwestern side of the building infilling an open corner to provide additional living space. Finally, it is proposed to construct a second storey above an existing single storey lean-to extension on the north-eastern side of the property to allow for the enlargement of an existing bedroom. All the proposed extensions mirror similar ones carried out elsewhere throughout The Tarters and are considered to be entirely appropriate and in scale with the existing dwellinghouse. It is not considered that any of the proposed new living spaces will result in a significant loss of amenity or loss of privacy to neighbouring properties. That said the immediate neighbouring property to the north-east (Number 15) does have a few secondary windows directly overlooking the application site which will be partially obscured by the proposed new two storey extension. However, it should be noted that these are positioned on a similar two storey side extension that was constructed onto that property several years ago. It is not considered that this should preclude the works now proposed to Number 16 The Tarters.</p> <p><b>RECOMMENDATION:</b><br/>No Objection</p> <p>Application Ref PL/2023/01856<br/>Address: Sherston Recreational Ground, Green Lane, Sherston, SN16 0LL</p> |

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|          | <p><b>Proposal:</b> Alteration to existing access from recreation ground to road, with changes to walling Applicant Name Sherston Parish Council</p> <p><b>COMMENTS:</b><br/>This application was submitted on behalf of the Parish Council. It is not therefore considered appropriate to comment on the application.</p>   |
| 08.04.23 | <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>Wiltshire Council update – MS written report received – Appendix A</p> <p>Footpaths &amp; Sustainable Land Management Working Group - TB / NF / MS – Written report – Appendix B</p> <p>Climate &amp; Biodiversity Group – BS / MS / OE / KBJ – Nothing to report.</p> <p>Allotments Group – BS / NF – All allotment bills have been issued, 2 plots have been released.</p> <p>Communications Group – TB – Nothing to report.</p> <p>Operations Group – AT / MT – Queries raised over the play inspection report.</p> <p>Planning / Neighbourhood Plan – MS – Nothing to report.</p> <p>Personnel – TB / AT – Nothing to report.</p>   |
| 09.04.23 | <p><b><u>Outstanding Actions</u></b></p> <p>Outstanding actions noted</p> <ul style="list-style-type: none"> <li>• <b>08.11.21</b> - SOSIC Donation – Utilisation of £5,000 for steps at the Rec – <b>AT</b><br/>Update 12/01:- Meeting planned for Monday 16th with an architect to help with the planning application for the Court Street small entrance to the Rec<br/>Update 09/02:- Entrance to the Rec. need planning permission, so Sam Evans is to advise on the design. Costs will be incurred, and PC will pay for the planning permission<br/>Update 09/03:- AT advised that the planning application has now been submitted.<br/><b>Update 13/04:- Awaiting for planning permission.</b></li> <li>• <b>18.11.21 – 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<br/>Update 12/01:- Further Communication sent 12/12 in response to questions posed by Charity Commission - awaiting response from Commission. TB advised that a letter has been received from a resident requesting payment of their legal costs for advice obtained on the recreational trust. The PC confirmed that the legal costs would not be made as no agreement was made to obtain the advice. TB to respond to resident. As per Chairmans announcements RT to take over progressing this action with the CC.</li> </ul> |

Update 09/02:- Met with Councillor Robin Turner to transfer responsibility for working with the Charity Commission and addressing issues with the PennyMead Recreation Ground. Advised Charity Commission of the same  
Update 09/03:-

- Email sent to resident regarding the outcome of the legal fees payment request on the 13<sup>th</sup> January.
- Ongoing communications with Charity Commission
- Investigations underway to identify a specialist Charity Trust solicitor who will be engaged to update the existing Trust Deed, key to this is ensuring the Pennymead/Recreation Ground is protected and retained as a recreation facility.

**Update 13/04:- Ongoing – 2<sup>nd</sup> meeting of the trust held on 13/04/2023. Awaiting for confirmation from a trust law specialist regarding representation.**

- **06.11.21** – Asset register - **TVR** to update the current Asset register with any land / equipment owned that needs to be added.  
Update 12/01:- Meeting held between BS and Clerk, actions ongoing.  
Update 09/02:- ongoing  
Update 09/03:- Ongoing  
**Update 13/04:- the new asset register will be issued at the May meeting.**
- **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 08/12:- Approval was received from the Recreational Trust following a meeting on the 22<sup>nd</sup> November to allow the siting of the proposed Boules pitches. The PC resolved to match fund the boules committee and EMR £3,000 for the creation of the boules pitches.  
Update 12/01:- No further updates.  
Update 09/02:- NF approved, and hope to start work mid May.  
Update 09/03:- NF to prepare an article for the Cliffhanger  
**Update 13/04:- Article drafted and sent to Cliffhanger for publication**
- **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.  
Update 12/01:- Article drafted  
Update 09/02:- To be published in March edition  
Update 09/03:- TB to prepare an article for the Cliffhanger  
**Update 13/04:- Propose that this is parked given that we have a full compliment of councillors with one (waiting in wings) following the publication of the Councillor can leaflet**
- **18.10.22** – **TB/MS** - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents.  
Update 12/01:- Update received from Surgery this week, needs to be included  
Update 09/02:- Meeting arranged with NHS (National Health Service) to visit both existing surgery and proposed site to support funding discussions cancelled due to illness, rearranged for 10<sup>th</sup> February  
Update 09/03:- Awaiting a formal planning application before comments can be made.

**Update 13/04:- Awaiting for a formal planning application.**

- **12.12.22 – AT** - Play Inspection report - AT to arrange for the required work to be undertaken. A quote to be obtained for the replacement of the wooden adventure trail.  
 Update 12/01:- Meeting organised on Monday 16th with a representative from a company called Playdale to look at the replacement of the activity trail on the Recreation ground.  
 Update 09/02:- . Adventure Trial – following assessment, there are too many rotten timbers to be safe, AT investigating cost of replacing timbers to repair and replace these timbers.  
 Update 09/03:- AT obtaining quotes for the adventure trail and pyramid climber  
**Update 13/04:- Awaiting quotes to replace the adventure trail and the purchase and installation of a pyramid climber.**
- **08.01.23 – MS** – Approved to purchase 7 gates to be sited 2x Easton Town, 1 Brook Hill, 2x Tetbury Road and 2x Knockdown Road. Parish to own and maintain, Wilts Council to install.  
 Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list.  
 Update 09/03:- Ongoing  
**Update 13/04:- Awaiting delivery and installation date from Wiltshire Council. MS to draft a communication with the phased plans for speeding initiatives which will be communicated to the parish.**
- **08.01.23 – TB** – Approved the spend of up to £1342.46 & VAT for replacing 2 heritage finger posts.  
 Update 09/02:- AT sourced alternatives coming in at reduced cost of £850. Supplier asked to go ahead with making and installing.  
 Update 09/03:- Ongoing  
**Update 13/04:- Materials received, CNC company now designing**
- **21.12.21 – BS** - Following a meeting at the allotment of Ben Smee and Victoria Purton (Assistant Estates Manager, Wiltshire Council) to discuss a replacement gate, Wiltshire Council (WC) offer a Community Asset Transfer of the allotments to the Parish Council.09.02.2022. Following discussion at the council, BS confirmed to WC that the PC are interested in an asset transfer of the allotments. 23.03.2022. WC provided a template example of a Community Asset Transfer (CAT) document and confirm there would be no charge by WC. [PC will incur legal costs]. 09.05.2022 PC wrote to WC Estates Department requesting the CAT document for our legal review. 31.05.2022 Victoria Purton provided a copy of the lease and registered title, and confirmed they are working on creating heads of terms and creating a "sale plan". WC also confirmed there are no restrictive covenants, rights benefitting other people etc.16.01.2023 BS emailed update requests to WC in June, July, August, Martin Smith in September, October, November and January 2023. Yet to receive the Heads of Terms and Sale Plan for our legal review.  
 Update 09/03:- MS advised that the documents were being prepared by Wiltshire Council and would be circulated to the PC once completed, MS to

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|          | <p>chase again and advised that there are numerous asset transfers taking place and there is a que.</p> <p><b>Update 13/04:- Agenda item 18</b></p> <ul style="list-style-type: none"> <li>• <b>16.02.23 – NF/AT</b> - Grove Wood Lease - NF and AT to investigate the details of the lease.<br/>Update 09/03:- NF – advised that a review has taken place and discussions with the land owner. Clerk to investigate the insurance implications for the insurance liability for Groovewood.</li> <li>• <b>Update 13/04:- Confirmation on insurance liability received - PL will cover the land in which your organisation uses to conduct its activities. If this land is used for your organisations activities then it will be covered. Lease – Awaiting for the land owner to arrange a new lease.</b></li> <li>• 13.02.23 – <b>RT</b> - Charity Trust review document prepared by RT<br/>Update 09/03:- Further review has been undertaken by TB and RT and once finalized the report would be circulated to members for consideration.<br/><b>Update 13/04:- The document has been circulated for information – Item closed.</b></li> </ul> |
| 10.04.23 | <p><b><u>Accounts for Payment – April 2023</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for April 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking –</li> <li>• Park Lane Press – Cliffhanger - £515 &amp; £785</li> <li>• SE Architecture – Planning permission – Recreational Ground entrance steps - £696.20</li> <li>• GB sports and Leisure – Playground Inspection - £252.00</li> <li>• IAP – IT services - £146.86</li> <li>• Tom Key – Parish Maintenance - £240.00</li> <li>• Royal Mail – PoBox - £109.50</li> <li>• Wiltshire Council – Allotment rates - £32.50</li> </ul>  |
| 11.04.23 | <p><b><u>Parish Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Update on work completed and work planned – <b>AT</b></li> </ul> <p>Noted – No further updates.</p>   |
| 12.04.23 | <p><b><u>Grant Applications</u></b></p> <p>Members to consider grant applications received:</p> <ul style="list-style-type: none"> <li>• Sustainable Sherston - £200</li> <li>• Arts festival - £550</li> </ul>  |

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|                 | <b>Resolved:</b> To approve both the grant applications as detailed above.   |
| <b>13.04.23</b> | <p><b><u>Parking on the Rec</u></b></p> <p>Members to consider a request to allow car parking on the Rec on Friday 14<sup>th</sup>, Saturday 15<sup>th</sup> and Sunday 16<sup>th</sup> of July 2023.</p> <p><b>Resolved:</b> To approve a request to allow car parking on the Rec on Friday 14<sup>th</sup>, Saturday 15<sup>th</sup> and Sunday 16<sup>th</sup> of July 2023.</p>                        |
| <b>14.04.23</b> | <p><b><u>Playground Inspection</u></b></p> <p>Members noted the playground inspection and agreed any associated work would be managed by AT as the operations lead.</p>  |
| <b>15.04.23</b> | <p><b><u>Internal Auditor</u></b></p> <p>Members resolved the appointment of Ian Selkirk as the Internal Auditor for the 2022/23 annual accounts.</p>  |
| <b>16.04.23</b> | <p><b><u>Annual Parish Meeting</u></b></p> <p>Members confirmed the arrangements for the Annual Parish Meeting.</p> <p><b>Resolved:</b> AT to act as the lead for organizing the Annual Parish Meeting.</p>  |
| <b>17.04.23</b> | <p><b><u>Sherston Parish Council OZEV ORCS Grant Offer Letter</u></b></p> <p>Members approved the OZEV ORCS Grant offer agreement.</p>   |
| <b>18.04.23</b> | <p><b><u>Allotments – Asset Transfer</u></b></p> <p>Members considered an asset transfer of the allotments from Wiltshire Council and associated costs including solicitor costs to review the Heads of terms.</p> <p><b>Resolved:</b> To approve the asset transfer of the allotments from Wiltshire Council and associated costs including solicitor costs up to £2000 to review the Heads of terms.</p> |

**Meeting concluded – 21:27pm**

**Date of next meeting – 11<sup>th</sup> May 2023 @ 7.30pm**

**Signed as a True Record:**

**Date:**

## **Appendix A**

### **Public EV Charging Points:**

Councillors will remember we resolved to pursue this project a few months ago. This is on the agenda as item 17. The government OZEV grant has been awarded for £11,683. Along with the Wiltshire Council grant of £2,500 this will amount to £14,000 of investment into keeping Sherston up with the times. You may remember the proposal is to install 4 charging points on the high street (Wiltshire Highways owned land) opposite the Coop. The location is dictated by where the electricity supply is. As the charging points will be able to deliver 22KW of power each, a significant electricity cable is needed. Were the chargers to be located elsewhere, the project costs would be very much higher as the new electricity supply would also be needed.

As explained before there are approximately 150 houses in Sherston with no off-street parking and 40 with remote garages with no power supply. The government still plans to stop the sale of new petrol and diesel cars by 2030. For these people to transfer to electric vehicles (EVs) they will have the inconvenience of no residential charging capability and at present no public charge points closer than 9 miles away! So we are currently in a chicken and egg situation where residents are reluctant to commit to EVs due to the charging infrastructure and commercial providers of that infrastructure are reluctant to commit to installing chargers due to the lack of EVs in the village at present. You may remember we tried to work with Instavolt on commercial terms, which fell through as they didn't think it was commercially viable. Residents have approached me to ask what they are supposed to do with their next car purchase given the above. 'Destination businesses' in Sherston such as the Angel, Coop and Rattlebone would also be interested in this facility as it will drive passing trade.

As a reminder, this scheme is using Joju Solar, who are Wiltshire Council's preferred supplier, the scheme has government and WC grants (which we have) and a Parish Council contribution of £5288, which we agreed a few meetings ago.

We need to have a communication session allowing questions from residents about this scheme. I'm currently looking at Friday early evening on 21st April (I suggest 6pm until 8pm) or Sunday 23rd April anytime after 1pm (suggest until 3pm). We will also be using Facebook and suggest a leaflet drop to High St/Cliff Rd/Silver St/Court St/Church St etc.

The main contentious issue may be that 4 car parking spaces will be removed from the High St. Given that there are about 80 spaces for cars I think the inconvenience this will bring will be minimal. The actual installation posts can be black which will tie in with the existing heritage style bollards that already litter that part of the High St. The markings on the tarmac are up to the PC. They can be very minimal if that is what we want. Wiltshire Highways insist on parking restrictions for these spaces, so if people park in them when not charging, they could be given a parking ticket. The project includes the cost of bringing in these parking restrictions.

**I would like the PC to continue to support this proposal and raise a purchase order on Joju Solar so that we can proceed with the project.**

**Allotments - Transfer of asset:**



As Ben will explain, the transfer documents for the transfer of the allotments to the Parish Council have come through from Wiltshire Council. These need to be run past a lawyer to double check all is well. As Councillors will remember, this transfer is being pursued so that the PC has more control over the allotments site going forward and also provides more protection from the site from any ideas of development. We have a statutory duty to provide allotments given the demand so we need to preserve this facility as best we can.

**Annual Parish Meeting:**

I am very happy to invite community groups to the Parish Meeting once time and venue are sorted out.

**Neighbourhood Plan/GP Surgery:**

I chased the GP surgery a week ago and they have responded to say that their revised business case is nearly ready to be submitted to the NHS for approval. This approval is critical to the success of getting a new GP surgery. Once the business case is submitted we need to lobby the NHS and our MP to help out with this process. I will get details of who the decision-makers are within the NHS.

**Cycle Route signage on Foxley Road:**

I can't remember whether this was reported at the last meeting but the new signage is now in place. This shows cyclists that there is a better route between Sherston and Malmesbury; it's the same distance as the B4040 but quieter and safer for cyclists. I will organise an official opening later in the spring involving the cycling community and school children.

**Bollard on Church St:**

This continues to be delayed due to Wiltshire Council appointing a new contractor for highways maintenance (Milestone). Many jobs of work are suffering due to the handover to the new company.

**Speeding:**

The village gates on order are almost ready for delivery according to the supplier JACS. We then need to wait for Wiltshire Highways to install them.

The speed assessments have been delayed again to May; this is incredibly frustrating but is allegedly due to problems with another Wiltshire Council supplier. There doesn't appear to be enough capacity in Wiltshire Council Highways.

# Footpath & Highways Group Monthly Report – April 2023

Author - Tanya Burgess

**What's happened since the last meeting?** ,Grove Wood – lower river path to be refurbished in the next couple of months due to erosion and loss of surfacing. Stephen Leonard Wiltshire Council agreed to provide materials (scalpings, wood etc), Parish Council to promote and ask for volunteers to assist. Will also involve removing various trees which have collapsed into the river. SL/Nigel Freeth and Tanya Burgess to liaise on arrangements.

**Update:- due to wet weather and flooding of the river these works have yet to be ascheduled**

1. Grove Wood – Cotswold Wardens still planning to refurbish top path, works stalled owing to issues getting scalpings to top of wood. Andrew Hibberd kindly offered to deliver and place scalpings at various points along the Path. Deborah Ackerley to liaise with Andrew and Wardens to arrange works.

**Update:- delivery of scalpings outstanding. Once date confirmed Cotswold Wardens will be able to schedule in works NB Wardens have offered free woodchip**

2. Grove Wood – 2<sup>nd</sup> set of steps. Further erosion occurred on partially refurbished steps, these will be revisited once above two aspects completed.

3. Heritage signposts for bottom of Brook Hill and Forlorn ordered

**Update:- materials received work underway**

4. Sean Richards to approach landowner in relation to the installation of an available heritage (from Wiltshire Council) kissing gate on their land to ease access

**Update:- Landowner has is happy with their existing stile arrangement. The heritage kissing gate will be utilised elsewhere in the village. Location TBC**

5. Wiltshire Council and landowner to install kissing gate from Manor Farm onto Shallow Brook lane to ease access.

**Update:- Ongoing**

6. Sustainable Sherston planted a number of trees and shrubs in Grove Wood in the areas cleared as part of the annual coppicing exercise

7. Several fixed styles on a number of footpaths replaced with accessible metal swing gates to aid access

8. Stretchline approached to see if we could make sure of the metal bridge on their land to avoid residents/walkers having to walk on the highway over the river at the bottom of Brookhill. Unfortunately this was not something they felt they were able to support.

# Footpath & Highways Group Monthly Report – April 2023

## What's next?

1. Continue to raise issues identified in tracker to be raised with Wiltshire Council on the MyWilts site and encourage residents to do the same. Group also started to pick up responsibility for Highways issues.
2. All identified footpath issues are recorded on master tracker and are addressed over time. Issues which are the responsibility of Wiltshire Council are logged on MyWilts with the reference numbers recorded on the tracker.
3. Outstanding - TB to amend Footpath text on Parish Council website
4. Ensure Grove Wood Lease renewed.
5. Understand DEFRA funding available and how Group can make best use of it
6. SHER4 – Requirement to fix, replace or remove gate off Knockdown Road (Moody's) to ensure documented access is safe for walkers – landowner confirmed that he would be happy to replace gate
7. Sherston Walks Booklets to be updated prior to next print run. TB planning meeting with local ramblers to compare notes to ensure all updates/changes captured.

## Points for further Discussion/Decision required

MyWilts reporting service – how to escalate issues such as reporting drainage which are causing flooding issues. TB to raise with Martin Smith

## Spend against Budget

**Footpath** - Budget £750

**Spend** - £320.47

**Left to spend - £429.53**

*Access to full action tracker can be provided on request from [Tanya.Burgess@sherston.org.uk](mailto:Tanya.Burgess@sherston.org.uk)*