



**MINUTES OF SHERSTONPARISH COUNCIL MEETING HELD ON THURSDAY
14TH April 2022 at 6.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) – Chairman
Mr M Smith (MS) Katharine Bodey-Jones (KBJ) Mr Nigel Freeth (NF) Mr B Smee (BS) Ms R Wagstaff (RW) Ms Tahiti Van Rooyen (TVR) Mr O Evans (OE) Harry Andrews (HA) Andrew Tremellen (AT)

1 member of the public

01.04.22	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Mr M Tarrant (MT) <p>The apologies for absence were noted.</p>
02.04.22	<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> <p>Nothing to declare</p>
03.04.22	<p><u>Exclusion of the Press and Public</u></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p> <ul style="list-style-type: none"> • Agenda item 17
04.04.22	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 10th March 2022.</p>
05.04.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Councillor Vacancy update – 2 vacancies to be filled, need to do more to attract new councillors • Pumpkins Nursery closure update – updated all in relation to the surrender of the existing lease and return of the property to the Parish Council. Also advised that MS was liaising with Wiltshire Council with regard to attempting to attract an alternative provider.

	<ul style="list-style-type: none"> • NALC Events – Councillors to register with NALC so that they can receive updates direct • Illegal fox hunting – Following written concerns raised by resident regarding alleged illegal fox hunting TB advised that the complainant needs to collate evidence and report concerns to the appropriate authority • Zip Wire – Members to consider the costings for replacement, AT to investigate the costs for replacements frame posts and wire with the view to complete the work required on a volunteer basis if necessary
06.04.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.04.22	<p><u>Planning</u></p> <p>PL/2022/02133 - Householder planning permission 2 EASTON SQUARE, SHERSTON, MALMESBURY, SN16 0LX Construction of single storey rear extension & detached garden studio. – No Objection</p> <p>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.- This small woodland was identified in the Sherston Neighbourhood Plan as being worthy of extra protection under Policy 2 (Protection of Open Spaces and Open Areas). It is considered to be a significant feature of this part of the Sherston Conservation Area. It sits on top of an identified Ancient Monument. Following discussions between Councillor Martin Smith and the Arboricultural Officer Lisa Price, the company planning to undertake this work have identified and photographed the trees they plan to fell (thin). It is confirmed that the focus of the work is to the trees close to and overhanging the road at Sopworth Lane; these include ash trees showing signs of chalara die-back (which are considered to be a health and safety issue). Also a number of trees that need to be thinned in order to allow the remainder to thrive. Taking this into account, no objection is raised to this proposal provided that the works are limited to those trees identified in the photographs provided. This equates to approximately 15% of the overall population. It is requested that the Council impose conditions on any approval so as to ensure that this is the case.</p> <p>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 – No Objection</p> <p>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 – The applicants requested that the Parish Council review their objection to this planning application, having pointed out that the walls of the agricultural building will be timber clad. This was discussed again at the last PC meeting, but the PC</p>

	<p>voted to object on the basis that an increase in size of the original stables to an agricultural building (it will be 3 times the size), will result in a large expanse of metal roofing. It is not considered to preserve or enhance the character of this part of the Willesley Conservation Area. No additional landscaping is proposed to minimise its impact. An objection therefore remains to this aspect of the proposal</p> <p>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) -</p> <p>This application seeks to secure a variation to this planning condition so as to allow Angel Cottage to be occupied as an entirely separate single dwelling unit. Indeed it would appear that the property has already been separately occupied for a number of years in breach of the condition and that Wiltshire Council has instigated enforcement proceedings to prevent this. It is noted that this is not the 1st time that retrospective planning permission has been sought by Mr & Mrs Jarvis. Following a previous request, the Parish Council did not object, however they did state that they trusted that this would not happen again. The Parish Council are therefore objecting to this retrospective planning application. It should also be noted that there is concern that if this variation to use is granted, then the applicants might at some future date wish to enlarge the building utilising their "permitted development" rights. This is likely to be problematic for adjoining residents. If Wiltshire Council is minded to grant the variation, it is recommended that the Council impose an appropriate planning condition withdrawing these rights. It is also noted that when planning consent was first granted for the creation of this unit that the Applicants managed to avoid paying the required Section 106 contribution towards "Open Space" provision. It is assumed that, should this application be approved, that Wiltshire Council will insist that this contribution be now paid</p> <p>Action:- RW to input Parish Council comments onto Planning Portal.</p>
08.04.22	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>Wiltshire Council update – MS – Appendix A</p> <p>Biodiversity and Sustainable Land Management Working Party – TB/MS – Appendix B</p> <p>Allotments Group – BS – Appendix C</p> <p>Communications Group – RW – No further action taken.</p> <p>Operations Group – AT – Appendix D</p> <p>Neighbourhood Plan – NF/TB – TB advised that the developers had withdrawn the previous application. We expect a new application to be submitted in due course once the developers have had the opportunity to liaise directly with the various planning officers to give any application the best possible chance of success. TB /</p>

	<p>AT / MS working with the GP Surgery and Wiltshire Council, discussing viable funding options for the new surgery given the size requirement. TB advised that the valuation of a jointly owned ransom strip along Sopworth Road (Parish & Wiltshire Councils) has been provided to the Developers for their consideration. This piece of land is required to support the widening of the road for the new development. There is a requirement for both authorities to ensure that they attain best value.</p> <p>Personnel – TB – TB to set up an annual performance review for the Clerk</p>
09.04.22	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • 08.10.21 - Communication strategy – RW Update:- 14/04 – TB & RW to set up a meeting • 09.10.20 - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – AT Update:- 14/04 – AT advised that he was putting together a contractor description of work required and would be looking at the budget to fund the contractor with a view to advertising the position. • 09.07.21 - Village clean up groups – Arrange next village clean up session – AT Update:- 14/04 – It was agreed to hold the village clean up – ‘Clean for the Queen’ day on the 28th May. • 08.11.21 - SOSIC Donation – Utilisation of £5,000 for steps at the Rec – AT Update:- 14/04 – AT advised that advise had been received and the cost of a ramp would exceed the budget and space available. It was agreed that the main entrance would be repaired as a priority, and the entrance further down Court Street would be assessed with a view to providing an accessible as a separate project. • 18.10.21 - Queens Jubilee Update:- 14/04 – Two road closures have been submitted – Item to be closed. • 12.11.21 - Electric Charging Points investigate options and requirements – MS 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. Update:- 14/04 – Ongoing • 06.11.21 - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – TB Update:- 14/04 – HA supported by AT, to purchase shrubs (suggested Hawthorn) and plant in the gap

	<ul style="list-style-type: none"> • 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:- 14/04 – A further letter has been sent to the Charity Commission by recorded post. • 06.11.21 – Asset register - NFI to update the current Asset register with any land / equipment owned that needs to be added. Update:- 14/04 – TB/TRV met and the work is ongoing. • 11.12.21 – Grant research and applying for grants 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:- 14/04 – Ongoing – Members to send suggestions to BS for grants required. • 12.12.21 - AT to review the annual playground inspection and request approval for any associated work required Update:- 10/03 NF removed bench. MT 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 Update:- 14/04 – AT advised that the signs have been ordered. • 14.03.22:- Cliffhanger - Management and publication of the Cliffhanger - TB to arrange review meeting with Cliffhanger representatives. Update:- 14/04 – TB advised that a meeting would be set up to look at the funding and management of the Cliffhanger. • 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. Resolved – Would like to fund via grant, with the Boules Committee providing any shortfall. Cliffhanger article to raise awareness/consult residents Rattlebone to be consulted Residents backing onto area of interest to be consulted Planning application to be submitted in due course Update:- 14/04 – Ongoing – Rattlebone has now been consulted.
10.04.22	<p><u>Accounts for Payment – April 2022</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for April 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper - £76.50 • Wiltshire Council – Allotments - £32.50 • CPC – Cliffhanger - £671.50

	<ul style="list-style-type: none"> • HMRC – Payee - £931.65 • Cherry Orchard Business Services – Payroll - £86.40 • Clerk – Zoom subscription - £143.88 • Clerk – Postage - £2.35 • Barrett Garden Maintenance – Grass Cutting - £215 & £215 • Ben Smee – Allotment water pipe marker - £52.61 <p>Members reviewed the monthly financial reports and noted no issues arising</p>
11.04.22	<p><u>Parish Maintenance</u></p> <p>Update on work completed and work planned.</p> <p>TRV advised that the parish steward had completed the pot hole repairs and rebranded the sign post at Easton Town Junction.</p>
12.04.22	<p><u>Scouts Hut</u></p> <p>Members considered a request to graffiti the scouts hut.</p> <p>Resolved – TB to respond to the request advising that the PC would not be comfortable in supporting the request.</p>
13.04.22	<p><u>Green Lane Association</u></p> <p>Members considered the correspondence received from Green Lane Association relating to byways and any associated action required.</p> <p>Resolved – The correspondence was noted and no further action required</p>
14.04.22	<p><u>Communication</u></p> <p>Members considered the communication strategy for the Parish Council.</p> <p>Resolved – That members need to ensure that they do not engage on social media channels outside of the formal Parish Council Facebook and Website offerings as a Parish Councillor and follow the media and communication policy. Residents to be encouraged to formally approach the Parish Council via either the Clerk or via the Parish Council Facebook Group as these are the only monitored mediums.</p>
15.04.22	<p><u>Parking on the Rec</u></p> <p>Members considered a request for parking on the Rec for this years Boule’s tournament on Saturday 16th July.</p> <p>Resolved – To approve the request.</p>

16.04.22	<p><u>Westonbirt Cycling event</u></p> <p>Members considered writing to the event organisers to reroute future events away from the village center.</p> <p>Resolved – MS to approach Westonbirt to understand which companies hold events and subsequently write to all to request that organisers reroute future events away from the village centre and inform the Parish Council Clerk in advance of such events being held.</p>
	<p><u>Confidential Item</u></p>
17.04.22	<p><u>Surrender of lease for the Pre School land and Building, Sherston Recreation Ground</u></p> <p>Members considered the surrender of the lease for the pre school land and building at Sherston Recreational ground and associated costs.</p> <p>Resolved – To instruct the solicitor to progress the surrender of the lease on the preschool.</p> <p>Members considered giving delegated powers to the clerk for expenditure required regarding legal costs for the surrender of the lease.</p> <p>Resolved – To approve delegated powers to the clerk for expenditure required regarding legal costs for the surrender of the lease.</p>

Meeting concluded – 8pm

Date of next meeting – 12th May 2022 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Since May 2021, when I was elected to represent the wider Sherston area at Wiltshire Council, I have spent much of my time on case work, which is where residents seek help with accessing various services from Wiltshire Council or seek advice and/or lobby their local councillor on planning matters. Planning: Unfortunately, the planning team, particularly in the north of the county, have been struggling with turning around planning applications within the timescales they should be meeting. The initial problems started with a surge in applications during and after the Covid pandemic, the implementation of a new IT system early in 2021, lots of vacancies in the planning team, the changes in planning regulations by Government in undermining Neighbourhood Plans over two years old and the lack of a 5 year development land supply at Wiltshire Council. The latter two issues have meant an increase in speculative applications on green-field sites from large developers, which have further added to the planning workload, as developers go straight to appeal due to non-determination of their application by Wiltshire Council in the regulated timescales. I have asked numerous questions of the Cabinet at Wiltshire Council about the above issues (as reported in the local press) but have only received assurances that all is well, when plainly it is not. There are still major delays in getting applications determined (42% of applications are not determined within the 13 week service level). We are still losing planning staff to the private sector and other authorities. I will keep reminding the cabinet that all is not well. GP Surgery plans: As I'm sure the Chair of the Parish Council will report, a great deal of time has been spent on ensuring the various stakeholders in this project keep talking in a bid to make progress. At the start of the year, it felt like we were getting close to a Heads of Agreement, although it then transpired that the Parish Council needed to get independent advice from valuers and solicitors, before this could proceed. The GPs also need to get their business model signed off by the NHS. Although outline planning permission for a GP Surgery was approved a few months ago, the detailed planning permission was withdrawn by Acorn as the planning officers were recommending it be refused on a number of grounds. I've been informed that Acorn plan to revise their application and resubmit in the near future. School support: In my role as Vice-Chair of School Governors, I have also been involved in supporting Sherston Primary School through the problems caused by the Omicron wave of Covid and in getting a 'Good' report from the latest Ofsted inspection. Pre-school/nursery: As soon as we knew that the Pumpkins Pre-school was closing down, Tanya Burgess and I convened a number of meetings with Pumpkins, parents, Wiltshire Council and another possible supplier, YMCA. Whilst the Parish Council focus on the building and lease arrangements, I am focussing on getting Wiltshire Council officers to sound out other potential suppliers of a preschool facility, with the aim of getting something in place for September 2022. Highways and Speeding: The issue that I have had most complaints about after planning, are highways and speeding through the village. The state of the highways are in general not good. Since 2010, local authority support from central Government has been cut. The Local Government Association, in a study, says that this support has been reduced by 16% even over the last 4 years, whilst having their council tax increases capped at 2%. This accounts for the pressure on budgets and the reason for the number of potholes. However I continue to press for potholes to be fixed where I am aware of them. Please continue to use the MyWilts app to report issues and alert me if there are related safety issues. With the support of the Parish Council, I have submitted a plan to Wiltshire for 20 mph zones in some of the central streets in Sherston and asked for the views of Wiltshire Highways as to traffic calming measures on the approaches to the village and along Easton Town and through Pinkney. I hope to be

able to progress this with Wiltshire Highways in the next year. I am also trying to reinstate a Community Speed Watch group in Sherston as this scheme is being relaunched across Wiltshire on 1st June, by the new Police and Crime Commissioner, following pressure from myself and other councillors (see the May Cliffhanger for details). I am also hoping to set up a Lorry Watch group in Sherston that monitors the movements of HGVs trying to use the lanes in Sherston, with existing weight limits (see the May Cliffhanger for details).

Electric Vehicle Public Charging Points: As the lead councillor on the Malmesbury Area Board for Climate Change, I set up a survey for the Town and Parish Councils in the Malmesbury Area to assess the need for public EV charging points, aimed at those residents who have no off-street parking. Following that I am working with officers at Wiltshire Council and as soon as they have set up a framework and process, I will be applying to get charging points installed around the wider community area.

Sherston Village Hall: In order to help the village hall renovation project, I was very happy to support a grant of £5,000 in total from the Malmesbury Area Board, towards this exciting venture.

Platinum Jubilee Celebrations in Sherston: I was very happy to support the Jubilee committee's request of £928 from the Malmesbury Area Board as starter funding for the Jubilee celebrations. This was on the condition that any surplus made by the committee will be donated to the Village Hall project.

Climate Change and Biodiversity: My work on the steering committee of Sustainable Sherston, the School and the Parish Council, all overlap in this area. I have been involved in repairing the steps at Grove Wood, planting wildflowers in the Village Hall field, working on a plan for planting more trees at the school, better treatment of food waste at the school, continuing with the recycling of soft plastics, pill blister packs, crisp packets and printer cartridges. I am also progressing better signage to encourage more cycling on the Foxley Road as an alternative and sustainable route to Malmesbury. Also looking to open up more footpaths and cycle routes in the wider Malmesbury Area to join up the town with the surrounding villages. I also supported the grant from the Area Board for a thermal imaging camera to enable residents to check on the insulation in their homes. This has been very popular given the increase in the cost of energy. Please contact Sustainable Sherston if you wish to hire it out. I'm sure I've missed a number of items in this report as it's been a busy year. Feedback from residents is always welcome.

Appendix B

Author - Tanya Burgess

What's happened since the last meeting?

1. Meeting of Footpath leads took place on the 18th March. The footpath action tracker was viewed and priorities agreed. It was also agreed that TB would add contact details of Farmers/Landowners to each of the named footpaths
2. Issues still occurring on and around Manor Farm. Walkers knowingly straying from public rights of way and being abusive when approached.
3. Waymarkers received from Wiltshire Council
4. Budget agreed for 2022
5. Grovewood Lease arrears paid

What's next?

1. Next meeting scheduled for the Monday 23rd May 2022 - 19:30 Village Hall
2. Damaged and missing way markers to be replaced

Points for further Discussion/Decision required

1. How involved should the Parish Council be with Manor Farm Footpath issues?

Spend against Budget

Walks Booklets - Budget £250

Spend - £0

Footpath - Budget £750

Spend - £0

Appendix C

Author – Ben Smee

Allotment Group, 14.04.2022

What's happened since the last meeting?

1. Second Water Supply Trough installed single handedly by Nigel.
2. Renewals for 2022 sent, one plot surrendered, response from tenants of two plots outstanding.
3. Wiltshire Council sent details of a possible Community Asset Transfer for the allotments to the PC.

What's next? (plans for the next month)

1. Hopefully volunteer tenant holder to install new pedestrian gate on to Manor Close
2. Working Group to consider potential liabilities for the asset transfer to the PC, to be presented to the PC for their consideration in May.
3. Ben / Donna to determine the solicitors fees to facilitate asset transfer and request that Wiltshire Council pay this fee.

Points for further Discussion/Decision required (effectively agenda items requiring wider discussion)

None

Spend against Budget – placeholder (for future use once budget broken down to Working Group level)

In November 2021 meeting a budget of £480 was agreed for Replacement Manor Close gate.

Spend in April 2022 of £377.28 on the water trough comprising tank (£126.81), pipe and fittings (£197.86) and marker posts (£52.61)

Legal advice for possible asset transfer TBC

Appendix D

Author - Andrew Tremellen

What's happened since the last meeting?

1. A meeting was held with a the building surveyor, regarding the access to the Recreation Ground and the possibility of adding a ramp for wheelchair access. The

advice was as follows: In order to ensure that the PC was not compromised, the design of the entrance would need to go through planning and building regulations. Liability for the safety of users would be of paramount importance. Wheelchair access requires a 12 in 1 slope, meaning that the length of slope required would need to be at least 12 meters in length, when regulations state that a platform must be installed every ten meters of slope to allow for a fatigue stop. This would require digging up much of the grass around the entrance. With two Walnut trees flanking the entrance, we would need to involve an arborist to ascertain the likely root damage of any works carried out. The chances are that the budget of £5k would be used up entirely on legal fees and planning, before any ground was broken. The suggestion was to concentrate on the entrance further down Court Street (which has entered into previous PC discussions). To dismantle and retain the stone of one set of the wall pillars and to increase the width of that opening, rebuild the pillars and wall. Create a hard standing area inside the entrance, with a fence and gate around the hard standing. Therefore allowing wheelchair and pram access and creating a safety barrier to impede small children running into the road whilst increasing visibility for traffic. Upon discussions with the PC, quotes can be sought for such work to be carried out. This work would also need to include the repair of existing walls at the main entrance, which are slightly damaged anyway.

2. The a cable on the zip wire on the Recreation ground has started to fray and is in need of replacement. The seat was secured to prevent use. Costs were sought for a replacement which were favourable as a 'supply only' case. There is a refusal to install as well, due to the maintenance report in November 2021 stating that there were potentially rotten timbers in the frame. It was decided to attempt to remove the offending timbers, only to view that the rot was worse than first feared. The company that carry out our play equipment inspections (GB Sport and Leisure) have suggested that the zip wire has come to the end of its working life. A discussion is required as to how to proceed with the costs of replacing, or repairing, a much used piece of play equipment and the liability implications of each.