



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
8TH DECEMBER 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) – Chairman Mr Nigel Freeth (NF) Mr B Smee (BS)
Katharine Bodey-Jones (KBJ) Mr M Smith (MS) Mr M Tarrant (MT) Andrew
Tremellen (AT)

3 members of the public

01.12.22	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Mr O Evans (OE) • Ms R Wagstaff (RW)
02.12.22	<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>No items declared.</p>
03.12.22	<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> <p>Resolved: N/A</p>
04.12.22	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 8th November 2022.</p>
05.12.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Members resolved to Co-Opt Robin John William Turner, Edward Durell and Harry Stevens to the Parish Council. • The new office 365 system is now up and running which is a step forward for the council. • Groove Wood steps update, Cotswold wardens have made progress with the railings and the steps. • Email from a member of the public regarding a campervan parked on the Highstreet which is causing issues for residents reversing on the High Street

	<p>- Advised that a conversation with the owner would be the best course of action.</p> <ul style="list-style-type: none"> • Meeting held with the solicitor regarding action 18.11.21, way forward with Charity Commission agreed- A communication will be sent to the Charity Commission requesting that the deeds of the trust are varied, the building (Pre-School) itself will be transferred to the Recreational Trust. • 1st meeting of Recrational Trust held 22nd November. Regular meetings proposed. Decision taken to approve the siting of 3 Boules pitches on the Recreation Ground.
06.12.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.12.22	<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/2022/08735 – Householder planning permission 25 MANOR CLOSE, SHERSTON, MALMESBURY, SN16 0NS Proposed second storey side extension on existing single side extension, rear single storey extension and associated internal reconfiguration https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000199ch3 No objection • PL/2022/08593 – Outline planning permission: All matters reserved Home Farm, Knockdown, GL8 8QY Construction of rural workers dwelling (Outline application with all matters reserved) https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000199SCZ No objection subject to the imposition of an appropriate condition restricting occupancy of the proposed new dwelling to an essential agricultural worker • PL/2022/09159 – Householder planning permission 32 MANOR CLOSE, SHERSTON, MALMESBURY, SN16 0NS The proposal is for a two storey extension to the rear of the property, and in addition to internal reconfiguration. Proposed works are within the existing residential curtilage. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019AYXG No objection • PL/2022/08298 - Change of Use of Existing Building to a Separate Dwelling Wall Ground Farm, Sopworth Road, Sherston, SN16 0QB Change of Use of Existing Building to a Separate Dwelling (Revised Proposal) https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198oal No objection
08.12.22	<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 advised that:</p> <ul style="list-style-type: none"> • At the Malmesbury area board there was a representative from a charitable preschool, which may be worth investigating as a viable option for Sherston. • chasing up quotes for speeding devices and would report back when confirmed quotes have been received. <p>Footpaths & Sustainable Land Management Working Group - TB / NF / MS – Groove Wood steps update, Cotswold wardens have made progress with the railings and the steps. Footpath Group asked to remove metal hazard sticking up/potential trip hazard at Stretchline end of river. TB to write an article for the Cliffhanger / Facebook to gain volunteers for the next phase of the coppicing program planned for the 29th January</p> <p>Climate & Biodiversity Group – BS / MS / OE / KBJ – Agenda item 12</p> <p>Allotments Group – BS / NF / BS – BS – BS advised that the water has now been switched off.</p> <p>Communications Group – RW / TVR / TB – No further updates</p> <p>Operations Group – AT / MT – AT reported</p> <ul style="list-style-type: none"> • Tom Key has started his responsibilities with the village maintenance. If you have any pressing matters that require his attention, please contact AT or TK to add to the schedule – TB to write an article for the Cliffhanger/Facebook and RW to add details to the website. • Cambrian Tree Services has completed the work that was requested, namely, to reduce the overhanging branches from the sports field over number 12 Knockdown Rd, the overhanging branches at Strongs Close, plus cutting back branches in the entrance to the sports field that could have been potential hazards. • A request was circulated to ask that grass mowing on the village hall field be suspended to protect the grass. The contractor has performed his final cut of the season and will resume in the spring. <p>Planning / Neighbourhood Plan – RW / MS / TVR – No further action.</p> <p>Personnel – TB / AT – No further updates.</p>
09.12.22	<p><u>Outstanding Actions</u></p> <p>Outstanding actions noted</p> <ul style="list-style-type: none"> • 08.10.21 - Communication strategy – RW Update:- 09/06 – Ongoing. Update:- 14/07 – Ongoing. Update:- 29/09 – Ongoing Update:- 13/10 – TB to discuss requirements with RW and break down into individual tasks Update 10/11:- No Further action Update 08/12:- No Further action

- **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.
 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.
 Update:- 13/10 - AT advised that a request has been sent to Wiltshire Planning to ascertain whether the parish council require planning permission in order to alter one of the entrances to the council's recreation ground.
 Update 10/11:- See operations report
Update 08/12:- The disappointing news came back from Wiltshire planning that we will need to make a formal application in order to make alterations to the entrance onto the Rec from Court St. This will require some drawings to be produced, which we could hope can be completed by a resident for zero cost.
- **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.
 Update:- 13/10 - NF advised that he would lay the hedges to fill the gap.
 Update 10/11:- Ongoing
Update 08/12:- Ongoing
- **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.
 Update:- 13/10 – TB advised that the response letter was being prepared and would be sent shortly.

Update 10/11:- Communication sent to Charity Commission and response received – Solicitors advice will be obtained and a working group will be set up to discuss/move forward. Initial meeting of the Trustees to be arranged.
Update 08/12:- Meeting booked with Solicitors 07/12 - Meeting held with the solicitor regarding the recreational trust – communication will be sent to the Charity Commission requesting that the deeds of the trust are varied, suggesting that the building (Pre-School()) is transferred to the Trust.

- **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
 Update:- 13/10 – Clerk to look at the current asset register with assistance from BS in order to update – aim to complete by next meeting
 Update 10/11:- Pending move from the IT company to enable the move for office 365 to allow access for BS
Update 08/12:- 365 now enabled. Action can now progress
- **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.
 Update:- 29/09 – NF advised that it was being investigated if planning permission was required and would report back to the next meeting.
 Update:- 13/10 – NF advised that queries had been raised by the planners and the permission request is still ongoing.
 Update 10/11:- NF advised that planning permission is not required and a notification will be sent out to the parish and the Rec Trust will need to agree. The Boules committee have £3000 available and further grants will be applied for
Update 08/12:- Approval was received from the Recreational Trust following a meeting on the 22nd 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.
- **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.
 Update:- 29/09 – Councillors to advise what IT systems they use and clerk to pass details onto the IT provider.
 Update:- 13/10 – Clerk to arrange migration with the IT provider. Aim to complete set up of platform by November meeting
 Update 10/11:- Update from the clerk all details passed to IAP to contact each member
Update 08/12:- Migration completed for all members, shared access folder migrated by the clerk. TB and Clerk to review folder structure. Clerk to set up forward Calendar for the 12 months starting January 2023 to capture all Council commitments

	<ul style="list-style-type: none"> • 16.09.22 - MS – Warm Community Spaces – MS to look at relaunching the neighbourhood community group used through covid to offer support to residents if required and placing an article in the Cliffhanger. Update:- 13/10 – Ongoing. Update 10/11:- Ongoing Update 08/12:- Ongoing • 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 10/11:- Item to go in the Cliffhanger with the new leaflet- TB Update 08/12:- Ongoing, proposed for February edition • 18.10.22 – TB/MS - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents. Update 10/11:- TB to prepare an article for the Cliffhanger having had meetings with both Surgery and the Developers, Acorn. Update 08/12:- TB to write an article for Cliffhanger
10.12.22	<p><u>Accounts for Payment – December 2022</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for December 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – £57.60 • Goughs Solicitors – Interest on account - £90.65 • Compass Graphic – Website - £158.84 & £276.00 • GB Sports and Leisure – Play Inspections - £293.70 • J Woodward – Planting - £23.97 • Simon Mayhew-Sanders – Tree work - £1,200 <p>Action:- Review to be undertaken of Compass Graphic costs</p>
11.12.22	<p><u>Parish Maintenance</u></p> <p>Update required on work completed and work planned.</p> <p>TB to liaise with TVR</p>
12.12.22	<p><u>Climate and Biodiversity Action Plan</u></p> <p>Members considered the proposed Climate & Biodiversity Action Plan – BS/MS</p> <p>Resolved – To adopt V1 the Climate & Biodiversity Action Plan</p>
13.12.22	<p><u>Budget Requirements</u></p>

	<p>Members considered budget requirements for 2023.24</p> <p>Draft figures amended, clerk to input onto the system for presentation at the January meeting.</p>
14.12.22	<p><u>Annual Playground Inspection Report</u></p> <ul style="list-style-type: none">• Knockdown Road Skate• Green Lane Play Area <p>Members noted the inspection reports and considered any required work</p> <p>Resolved – AT to arrange for the required work to be undertaken. A quote to be obtained for the replacement of the wooden adventure trail.</p>

Meeting concluded – 21.52 pm

Date of next meeting – 12th January 2023 @ 7.30pm

Signed as a True Record:

Date: