



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY  
9<sup>TH</sup> FEBRUARY 2023 at 7.30PM, SHERSON VILLAGE HALL**

Present

- Mr Nigel Freeth (NF) Katharine Bodey-Jones (KBJ) Mr M Smith (MS) Andrew Tremellen (AT) Robin Turner (RT) Mr O Evans (OE) Harry Stevens (HS) Mr M Tarrant (MT) Mr B Smee (BS)

0 members of the public

<b>01.02.23</b>	<p><b><u>Apologies for absence</u></b></p> <p>Councillors: Mrs T Burgess (TB) – Chairman Mr Edward Durell (ED)</p> <p>Noted – The Clerks absence due to study day attendance</p>
<b>02.02.23</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>No declarations made.</p>
<b>03.02.23</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.D.</p> <p><b>Resolved:</b> N/A</p>
<b>04.02.23</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 12<sup>th</sup> January 2023.</p> <p>Note: RT to email Clerk about the setting up of the planning regarding the Annual Parish meeting, to be added to January's minutes. Otherwise agreed.</p> <p>Add to minutes: Annual Parish Meeting for the 27.04.22 – All councillors to speak to individual groups in the parish to ask them to attend – OE/TB/RT/AT/KBJ – Date now changed to 17<sup>th</sup> May 2023 – rebooked the room</p>

05.02.23	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Resignation of RW.</li> <li>• Responded to communication from resident relating to speeding on Brook Hill. Advised that gates to be installed in a number of locations around the village, speed assessment to be undertaken, speed indicators to be purchased and installed following which consideration will be given to 20mph limits in certain locations</li> <li>• New Planter installed by the Gardening Group (funded by the PC) outside the Co-Op</li> <li>• Contacted Acorn Development to obtain progress update on Sopworth Road Planning Application. Advised Pre-Planning application planned for submission in next 2 weeks.</li> <li>• 2<sup>nd</sup> Phase Grove Wood coppicing completed 29<sup>th</sup> January – excellent turnout from residents to help</li> <li>• Arranged for 'Councillor Can' leaflets to be printed and delivered with Cliffhanger explaining the role of Councillors to raise awareness</li> <li>• Met with Compass Graphic to discuss revamping website, more user friendly look and feel which PC can self-manage. Also discussed possibilities of consolidating various other Village websites to save costs with a view to providing a single 'shop window' into Sherston as a Village</li> </ul>
06.02.23	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
07.02.23	<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> <ul style="list-style-type: none"> <li>• No Planning applications received.</li> <li>• Members resolved to appoint the Clerk as a replacement for RW to liaise on and manage the planning applications. AT to discuss with TB and Clerk as the reallocation of the responsibilities.</li> </ul>
08.02.23	<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.</p> <p><b>Electric Vehicle Charging points</b> – the Clerk has submitted an application. Next steps, to consult with the public in the next month or two, MS to work with TB to put out information via the website/ Facebook and Cliffhanger. Wilts CC will need to consult residence about the allocation of spaces, in line with traffic regulations.</p> <p><b>Curbside recycling</b> – Wilts CC to start to be more strict about what goes into which bin, because of unsuitable materials have ended up in the blue bins. MS to put info into Cliffhanger about recycling</p>

	<p><b>Speeding</b> - village gates are now on the WCC work list. Speed assessments may be done by the end of March.</p> <p><b>Footpaths &amp; Sustainable Land Management Working Group</b> - TB / NF / MS – 2<sup>nd</sup> Phase of Grove wood Coppicing work completed. Order placed for two replacement wooden footpath signs.</p> <p><b>Climate &amp; Biodiversity Group</b> – BS / MS / OE / KBJ – meeting 8/02/23, monthly update shared via email. Request that the PC agree that OE lobby Wilts CC to start to include food waste recycling</p> <p><b>Allotments Group</b> – BS / NF. Hedge cut by NF, Parish contractor to finish when he returns before March. To be added to spreadsheet by AT. Asset transfer discussed.</p> <p><b>Communications Group</b> – TB. Office 365 files are being re-organized, following a system that Tanya and Ed are to devise and tell us how to use next meeting. Then we will each take charge of a part of the files.</p> <p><b>Operations Group</b> – AT / MT . Electricity bill being queried for the pre-school.</p> <p><b>Planning / Neighbourhood Plan</b> – MS Meeting with HS 10/02/23</p> <p><b>Personnel</b> – TB / AT – nothing to report</p>
09.02.23	<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> 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 <b>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</b></li> <li>• <b>06.11.21</b> - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – <b>TB</b> Update 12/01:- NF to plant saplings in February. <b>Update 09/02:- NF completed – Item closed.</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 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

- **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**
- **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.**
- **16.05.22** - **TVR** to arrange the migration to the office 365 package and integrated to share point. and upgrade  
Update 12/01:- TB advised that the folder structure review had started. A calendar document has been prepared and will be migrated to a shared calendar on office 365.  
**Update 09/02:- Completed – Item closed.**
- **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**
- **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**
- **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.**
- **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.

	<p><b>Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list.</b></p> <ul style="list-style-type: none"> <li>• <b>08.01.23 – TB –</b> Approved the spend of up to £1342.46 &amp; VAT for replacing 2 heritage finger posts. <b>Update 09/02:- AT sourced alternatives coming in at reduced cost of £850. Supplier asked to go ahead with making and installing.</b></li> <li>• <b>19.01.23 – MS –</b> Resolved to purchase 5x litter pickers <b>Update 09/02:- 8 x litter pickers purchased – Item Closed</b></li> <li>• <b>21.12.21 – BS -</b> 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.<b>09.02.2022.</b> Following discussion at the council, BS confirmed to WC that the PC are interested in an asset transfer of the allotments. <b>23.03.2022.</b> 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]. <b>09.05.2022</b> PC wrote to WC Estates Department requesting the CAT document for our legal review. <b>31.05.2022</b> 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.<b>16.01.2023 BS</b> 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.</li> </ul>
10.02.23	<p><b><u>Accounts for Payment – February 2023</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for February 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking – £57.60</li> <li>• Martin Smith – Litter Pickers - £21.95</li> <li>• Corido - Jubilee Tree Bench work - £79.00</li> <li>• M Pope – Allotment work - £48.00</li> <li>• RBS – Accounting software - £234.83</li> <li>• A Tremellen – Board magnets - £59.22</li> </ul>
11.02.23	<p><b><u>Parish Maintenance</u></b></p> <p>None. Work to be submitted by councillors directly onto worksheet and reviewed by AT. Work to be assessed and distributed between Parish Warden and Parish Maintenance - sheet available on 365, AT to send link out to everyone</p>
12.02.23	<p><b><u>Neighbourhood Plan revision/update</u></b></p>

	<p>Members considered appointing a minimum of 3 members to co-ordinate and manage the review/update.</p> <p><b>Resolved: MS, NF, AT and TB to be asked.</b></p>
13.02.23	<p><b><u>Charity Trust Review</u></b></p> <p>Members considered the Charity Trust review document prepared by <b>RT</b></p> <p><b>Resolved: Document prepared by RT reviewed by PC. Ongoing.</b></p>
14.02.23	<p><b><u>Working Groups protocol</u></b></p> <p>Members considered the working group protocol prepared by the clerk</p> <p><b>Resolved: Adopted</b></p>
15.02.23	<p><b><u>Dignity at work and Civility Pledge</u></b></p> <p>Members considered signing up to the Civility and Respect pledge and adopting the Dignity at work policy to replace the Bullying and Harassment policy.</p> <p><b>Resolved: Adopted</b></p>
16.02.23	<p><b><u>Groove Wood Lease</u></b></p> <p>Members considered the lease and extended renewal for Grove Wood, ideally on same basis as current lease – <b>Clerk</b></p> <p><b>Resolved: NF and AT to investigate the details of the lease.</b></p>
17.02.23	<p><b><u>Gigaclear broadband</u></b></p> <p>Members considered any action required in relation to installation of ultrafast broadband – <b>MS</b></p> <p><b>Resolved: MS to draft questions to send on behalf of the PC, to Wilts CC and our MP about the need to install ultrafast broadband in the village.</b></p>

**Meeting concluded – 9.37 pm**

**Date of next meeting – 9<sup>th</sup> March 2023 @ 7.30pm**

**Signed as a True Record:**

**Date:**