



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
13TH OCTOBER 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

- Councillors: Mrs T Burgess (TB) – Chairman Mr Nigel Freeth (NF) Andrew Tremellen (AT) Mr O Evans (OE) Mr B Smee (BS)

1 member of the public

01.10.22	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Katharine Bodey-Jones (KBJ) • Ms R Wagstaff (RW) • Mr M Smith (MS) • Mr M Tarrant (MT) <p>The apologies for absence were noted.</p>
02.10.22	<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>
03.10.22	<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>
04.10.22	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 29th September 2022.</p>
05.10.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Resignation of TVR

06.10.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.10.22	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>PL/2022/07342 Notification of proposed works to trees in a conservation area 15 THOMPSONS HILL, SHERSTON, MALMESBURY, SN16 0NE Recommendation: that the Applicant be asked to provide additional information in support of this proposal so as to justify the removal of the tree.</p> <p>PL/2022/07531 Householder planning permission 6 GREEN LANE, SHERSTON, MALMESBURY, SN16 0NP Recommendation: no objection subject to the imposition of a condition requiring a restriction on the use to prevent the creation of a separate dwelling unit.</p> <p>PL/2022/07569 Householder planning permission Knockdown Farm, Knockdown, GL8 8QY Recommendation: no objection subject to a condition requiring the carrying out of the additional tree planting shown on the submitted application plan.</p> <p>PL/2022/07514 Householder planning permission HONEYWELL, GROVE ROAD, SHERSTON, MALMESBURY, SN16 0NF Recommendation: no objection.</p> <p>PL/2022/07533 Householder planning permission HIGHFIELD, TETBURY ROAD, SHERSTON, MALMESBURY, SN16 0LU Recommendation: that Wiltshire Council be asked to seek an up to date tree assessment before making any decision on this application. If this confirms that there is no reason to seek amendments to the submitted application then it is recommended that no objection be raised to this proposal subject to the imposition of a condition seeking to ensure that the approved building cannot</p>

	<p>be occupied as anything other than for purposes ancillary to the residential use of the main dwelling and to remain within the same planning unit as the existing property (so as to prevent the creation of an entirely separate new dwelling unit in a location where such a permission is unlikely to be granted).</p>
<p>08.10.22</p>	<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 – No further updates</p> <p>Footpaths & Sustainable Land Management Working Group - TB / NF / MS – Approval given for the second set of steps at Groove wood and associated costs</p> <p>Climate & Biodiversity Group – BS / MS / OE / KBJ – Agenda item 12</p> <p>Allotments Group – BS / NF / BS – BS advised that there are two new allotment holders, contracts will be issued by the clerk</p> <p>Communications Group – RW / TVR / TB – No further updates</p> <p>Operations Group – AT / MT - No further updates</p> <p>Planning / Neighborhood Plan – RW / MS / TVR - No further updates</p> <p>Personnel – TB / AT - No further updates</p>
<p>09.10.22</p>	<p><u>Outstanding Actions</u></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 – TS to discuss requirements with RW and break down the tasks required. • 09.10.20 - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – AT Update:- 09/06 – AT advised that 1 application had been received and the contractor will be appointed for 1 day every 2 weeks and a job description will be drawn up and issued accordingly. Update:- 14/07 – Role offered and accepted. AT to prepare a job description, task requirements and agree a start date Update:- 29/09 – AT advised that a contractor had been approached and details of requirement is being prepared. Update:- 13/10 – AT advised an initial meeting would be taking place with the contractor and a terms of reference would be issued. AT to investigate a DBS check and Insurance details. • 08.11.21 - SOSIC 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 SOSIC 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.

- **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.
- **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.
- **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.

- **14.03.22:-** Cliffhanger - Management and publication of the Cliffhanger - **TB** to arrange review meeting with Cliffhanger representatives.
 Update:- 09/06 – TB advised that a meeting had been held with the Cliffhanger volunteers and would continue every month where the content would be looked at each month. It was also agreed that the purpose of the Cliffhanger, how to engage and what to expect would be re-marketed to drive future content and features.
 Update:- 14/07 – TB advised that meetings will be taking place with representatives from the Cliffhanger and a relaunch of the Cliffhanger will be established.
 Update:- 29/09 – Ongoing.
Update:- 13/10 – TB to arrange a update meeting with the view to looking at obtaining volunteers.
- **15.03.22** – Boules Pitches - Building 3 boule 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.
- **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.
- **11.07.22 - TB** to write an article for the Cliffhanger advising residents of their responsibilities for keeping footpaths clear/maintaining their boundries under Section 154 of the Highways Act 1980.
 Update:- 29/09 – Ongoing.
Update:- 13/10 - Ongoing.
- **13.07.22** - Resolved the planting of a horse chestnut tree on the rec in the Autumn that will be donated by a resident – BS to liaise with resident.
 Update:- 29/09 – Ongoing.
Update:- 13/10 – BS to advise resident that the option to plant the tree would only be available at Groove wood – Item closed.
- **12.09.22 – MS** - Working group to improve the wild area at the school over the summer holidays.
Update:- 13/10 – Work scheduled for October half term – Item closed.
- **15.09.22 – MS** - Members resolved the Foxley Road cycle route and associated costs involved.
Update:- 13/10 - MS to pursue – Item closed.

	<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 a article in the Cliffhanger. Update:- 13/10 – Ongoing. • 17.09.22 – MS - To request some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives. Update:- 13/10 – Ongoing. • 18.09.22 – TB – Blooming Sherston - Request for £500 for initial trough outside Post Office, TB to investigate if highways permission required. Update:- 13/10 – TB advised that a request has been made for additional information – Item closed • 19.09.22 – TB – Phone Box - Possible option to adapt to flower arrangement – TB to liase with Blooming Sherston Update:- 13/10 – Awaiting a business and management plan – Item closed.
10.10.22	<p><u>Accounts for Payment – October 2022</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for October 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper • Compass Graphic Design – Website - £338.40 • Wiltshire Council – 6 months allotment rent - £32.50 • Wiltshire Council – Nursery Business rates - £1,221.79 • Gough Solicitors – Preschool lease surrender - £600.00 • Park Lane Press – September Cliffhanger - £515.00
11.10.22	<p><u>Parish Maintenance</u></p> <p>Update required on work completed and work planned.</p> <p>Request from parishioner - Pot hole opposite 17 Court Street</p>
12.10.22	<p><u>Climate and Biodiversity Action Plan</u></p> <p>Members considered the proposed Climate & Biodiversity Action Plan – BS/MS</p> <p>Resolved – Proposed comments / amendments are sent by the date of November's PC meeting on the 10th of November.</p>
13.10.22	<p><u>Budget Requirements</u></p> <p>Members considered budget requirements for 2023.24</p>

	Clerk to send out updated budget reports for members to consider spend made this year and proposed funds required for 2023.24.
14.10.22	<p><u>Councillors – retaining and attracting</u></p> <p>Members to discuss current and future risk and how to mitigate.</p> <p>Resolved: TB to write an article for the Cliffhanger to engage residents with issues faced by the PC due to the lack of numbers.</p>
15.10.22	<p><u>Damage to Heritage Bollards</u></p> <p>Members discussed liability for damage caused</p> <p>Resolved – BS to contact Wiltshire Council to request having the bollards fixed.</p>
16.10.22	<p><u>Resignation of Councillor</u></p> <p>Members discussed the re-assignment of actions</p> <p>Resolved – TB advised that TVR has resigned, due to the lack of councillors outstanding actions would be re looked at.</p>
17.10.22	<p><u>Prioritisation of actions</u></p> <p>Given reduction in councillor numbers, members to agree which actions /initiatives to be parked pending increased numbers</p> <p>Resolved – TB advised that a push was required on outstanding actions and new actions would be limited due to a lack of members.</p>
18.10.22	<p><u>Status of Neighbourhood Plan/New Surgery – TB/MS</u></p> <p>Propose that residents are updated on current status</p> <p>Resolved – TB advised that a further meeting will take place next month, TB and MS to write an update for residents.</p>

Meeting concluded – pm

Date of next meeting – 10th November 2022 @ 7.30pm

Signed as a True Record:

307

Date: