



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

Present

- Councillors: Mrs T Burgess (TB) – Chairman 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)

1 member of the public

<b>01.01.23</b>	<p><b><u>Apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• Ms R Wagstaff (RW)</li> <li>• Mr M Tarrant (MT)</li> <li>• Mr B Smee (BS)</li> <li>• Edward Durell (ED)</li> </ul>
<b>02.01.23</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 items declared.</p>
<b>03.01.23</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>04.01.23</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 8<sup>th</sup> December 2022.</p>
<b>05.01.23</b>	<p><b><u>Chairman's Announcements</u></b></p> <ol style="list-style-type: none"> <li>1. Met with new Councillor Robin Turner to discuss areas where we need assistance. RT offered to help set up the governance and structure for the Recreation Ground, review and amend the objects of the Trust, agree meeting practices and undertake any necessary actions to transfer ownership of assets where relevant</li> </ol>

	<ol style="list-style-type: none"> <li>2. Responded to correspondence from resident regarding concerns related to dog walkers on Backrill Lane/Vineyard Road with dogs off leads and dogs chasing deer in fields.</li> <li>3. Agreed final position regarding outstanding Electricity bill for the Pre-School. SSE to chase previous tenant for outstanding bills leading up to the end of the tenancy 14<sup>th</sup> July 2022.</li> <li>4. Surgery arranged meeting for 27<sup>th</sup> January to provide progress update on funding submission for the build as well as design etc. Surgery and Council have approached James Gray (MP) and Lord Mancroft for their support to drive the submission forward.</li> </ol>
06.01.23	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
07.01.23	<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>• PL/2022/09683 – Householder planning permission <ul style="list-style-type: none"> <li>○ BROOK HILL HOUSE, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NQ</li> <li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019BgTB">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019BgTB</a></li> </ul> </li> </ul> <p>Planning permission was granted in September 2022 for the erection of a detached timber clad oak framed double car port to the east of Brook House (between the house and the Stretchline factory). This application proposes the erection of a double car port to the side of the main house as an alternative to the approved scheme. This would involve extending the existing driveway around the side of the house (towards the factory) and effectively inserting a double car port beneath the existing raised balcony area that sits to the side of the property. The proposed new car port would be virtually invisible from any public viewpoint. The front retaining wall to the existing balcony would need to be raised slightly and a new handrail to match the existing would be built on top of the wall. The extended driveway would be excavated as necessary and finished in a top coating of gravel. The application site lies at the entrance to the village within the designated Sherston Conservation Area. This is an important site in the context of the village. The revised scheme submitted by the Applicants is considered to represent a significant improvement over the one approved in September last year. <b>Recommendation: No objection</b> (subject to the imposition of the same conditions as applied last time around).</p> <ul style="list-style-type: none"> <li>• PL/2022/09633 – Full planning permission <ul style="list-style-type: none"> <li>○ LAND OFF COMMONWOOD LANE, SHERSTON, MALMESBURY, WILTSHIRE SN16 0PX</li> <li>○ <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019BTkQ">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019BTkQ</a></li> </ul> </li> </ul> <p>This site has an extensive planning history stretching back over the last 25 years. Various unsuccessful attempts have been made to obtain planning permission for a number of different uses and associated structures including: change of use to stables (1988); change of use to carpentry workshop (1988); change of use to</p>

	<p>commercial stables (1994); the erection of two holiday lets (2011); and most recently for the "part retrospective" construction of a storage building (2020). This last application was subsequently dismissed on appeal. The current proposal seeks planning permission for the conversion/extension of some of the completed structures on the site to form a single dwelling together with the provision of some livery stables and associated parking etc. The Applicant claims that the proposed dwelling would then be occupied by an essential agricultural worker - i.e. someone who would be looking after the horses that would be accommodated on the site. The application site lies well outside of the defined Sherston settlement boundary and hence within an area of open countryside for development control purposes. The existing site is currently disused and has been for some considerable time. Whilst some construction activity has seemingly taken place on the site in recent years it does not appear that any of this work was authorised by the Local Authority. Indeed the last application (submitted in 2020) for the "part retrospective" construction of a storage building was unsuccessful on appeal and has it would appear resulted in the more recent removal of part of that structure. The application is not supported by either a Business Plan or a Sustainability Appraisal seeking to justify why an essential worker needs to be accommodated on the site. Indeed in the absence of any existing agricultural or other rural activity on this site it is difficult to understand why anyone actually needs to live on site. The application proposal is considered to be contrary to several policies in the adopted Wiltshire Core Strategy (notably Policies CP1, CP2, CP13 and in the absence of any relevant functional and financial supporting evidence Policy CP 48) and contrary to the objectives of the made Sherston Neighbourhood Plan. <b>Recommendation: Object - in the absence of any supporting functional or financial evidence to justify the creation of a new dwelling unit on this site in the open countryside the application be refused as it is considered to be contrary to Policies CP1, CP2, CP13 and CP48 of the Wiltshire Core Strategy.</b></p>
08.01.23	<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 – Verbal report providing an update on the speeding devices and village gates. 2 quotes have now been received for the village gates from the preferred suppliers suggested by Wiltshire Highways. A further quote is required for the speeding devices.</p> <p><b>Resolved:</b> To accept the quote of £5,061.00 &amp; VAT in principle on basis MS is happy with quality - supply of 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> <p>Footpaths &amp; Sustainable Land Management Working Group - TB / NF / MS – Appendix A – <b>Resolved:</b> The spend of up to £1342.46 &amp; VAT for replacing 2 heritage finger posts.</p> <p>Climate &amp; Biodiversity Group – BS / MS / OE / KBJ – No Further updates.</p> <p>Allotments Group – BS / NF / BS – BS – No Further updates.</p> <p>Communications Group – RW / TVR / TB – No further updates.</p> <p>Operations Group – AT / MT – Appendix B.</p>

	<p>Planning / Neighbourhood Plan – RW / MS / TVR – See chairman’s report.</p> <p>Personnel – TB / AT – No further updates.</p>
09.01.23	<p><b><u>Outstanding Actions</u></b></p> <p>Outstanding actions noted</p> <ul style="list-style-type: none"> <li>• <b>08.10.21</b> - Communication strategy – <b>RW</b>  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  <b>Update 12/01:-</b> No Further action</li> <li>• <b>08.11.21</b> - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – <b>AT</b>  <b>Update 12/01:-</b> Meeting planned for Monday 16th with an architect to help with the planning application for the Court Street small entrance to the Rec</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>  <b>Update 12/01:-</b> NF to plant saplings in February.</li> <li>• <b>18.11.21</b> – <b>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  <b>Update 12/01:- Further</b> 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> <li>• <b>06.11.21</b> – Asset register - <b>TVR</b> to update the current Asset register with any land / equipment owned that needs to be added.  <b>Update 12/01:-</b> Meeting held between BS and Clerk, actions ongoing.</li> <li>• <b>15.03.22</b> – 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 – <b>NF</b>  <b>Update 08/12:-</b> 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.  <b>Update 12/01:-</b> No further updates.</li> <li>• <b>16.05.22</b> - <b>TVR</b> to arrange the migration to the office 365 package and integrated to share point. and upgrade</li> </ul>

	<p><b>Update 12/01:-</b> 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.</p> <ul style="list-style-type: none"> <li>• <b>16.09.22 - MS</b> – 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. <b>Update 12/01:-</b> Communication has been made to various groups and organisations, there are warm spaces available in Malmesbury – Item Closed</li> <li>• <b>14.10.22 – TB</b> - 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. <b>Update 12/01:-</b> Article drafted</li> <li>• <b>18.10.22 – TB/MS</b> - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents. <b>Update 12/01:-</b> Update received from Surgery this week, needs to be included</li> <li>• <b>12.12.22 – AT</b> - 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. <b>Update 12/01:-</b> 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.</li> </ul>
10.01.23	<p><b><u>Accounts for Payment – January 2023</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for January 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking – £72.00</li> <li>• HMRC – Payee - £1.103.92</li> <li>• Barrett Garden Maintenance – Grass Cutting - £215 &amp; £215 &amp; £215 &amp; £245</li> <li>• Park Lane Press – Cliffhanger - £515 &amp; £515.00</li> <li>• Parish Online – Subscription - £54.00</li> <li>• Tom Keay – Parish Maintenance - £240 = 3x half days</li> <li>• Community Heartbeat – Defib pads Willesley - £52.80</li> </ul>
11.01.23	<p><b><u>Parish Maintenance</u></b></p> <p><b>Resolved:</b> AT to now liaise with the Parish Steward in conjunction with the maintenance contractor and divey up work as appropriate.</p> <p>Members considered the increased costs for grass cutting for 2023</p> <p><b>Resolved:</b> To approve the £50 increase per cut for the grass cutting costs for 2023.</p>

12.01.23	<p><b><u>Budget Requirements</u></b></p> <p>Members considered the budget requirements for 2023.24</p> <p><b>Resolved:</b> To approve the budget for 2023.24 and the 5 year forward plan – TB to write an article for the Cliffhanger.</p>
13.01.23	<p><b><u>Precept Requirement</u></b></p> <p>Members considered the precept requirements for 2023.24</p> <p><b>Resolved:</b> To request a precept of £80,525.00 for 2023.24.</p>
14.01.23	<p><b><u>Electric Vehicle Charging Points</u></b></p> <p>Members considered information received regarding Electric Vehicle Charging Points – <b>MS</b></p> <p><b>Noted:</b> To agree in principle applying for grants for the electric charging points on the High Street. A consultation with residents to take place in the next few months.</p>
15.01.23	<p><b><u>Lighting</u></b></p> <p>Members considered correspondence received regarding street lighting – <b>MS</b></p> <p><b>Noted:</b> That the PC would not be providing additional street lighting. The PC recommends that the resident installs personal security lighting to their property. AT to visit resident to discuss.</p>
16.01.23	<p><b><u>Ways of Working</u></b></p> <p>Members reviewed and agreed ways of working to ensure optimal – <b>TB</b></p> <p><b>Resolved:</b> Deferred to March.</p>
17.01.23	<p><b><u>Priorities for 2023</u></b></p> <p>Members agreed the top 5 priorities for the year – <b>TB</b></p> <ul style="list-style-type: none"> <li>• Speeding</li> <li>• Preschool</li> <li>• Sopworth development and surgery</li> <li>• Sports field</li> <li>• Charitable Trust</li> </ul>
18.01.23	<p><b><u>Training</u></b></p> <p>Members to consider training requirements – <b>TB</b></p>

	<b>Resolved:</b> TB to attend the Community Engagement NALC training.
<b>19.01.23</b>	<p><b><u>Litter Pickers</u></b></p> <p>Members considered purchasing litter pickers – <b>MS</b></p> <p><b>Resolved:</b> To purchase 5 litter pickers.</p>

**Meeting concluded – 21.40 pm**

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

**Signed as a True Record:**

**Date:**

### **Appendix A**

Author - Tanya Burgess

#### **What's happened since the last meeting?**

1. December meeting rescheduled to February owing to illness
2. Grove Wood – 2<sup>nd</sup> set of steps partially renovated, further works to be scheduled to compete – either Cotswold Wardens or Footpath Group will undertaken depending on availability.
3. Article published in Cliffhanger updating residents on Grove Wood Steps project. Also ask for volunteers to help the 2<sup>nd</sup> Phase of coppicing. 6 volunteers so far, looking for a further 6 ideally to help 'scoop up' and clear cuttings. Article to be published on PC Facebook and promoted to Sherston What's Occurring this week.
4. Continuing to encourage residents to report issues on MyWilts site when direct contact received

#### **What's next?**

1. Quarterly Footpath meeting re-scheduled for the 24<sup>th</sup> February in the Village Hall
2. Continue to raise issues identified in tracker to be raised with Wiltshire Council on the MyWilts site and encourage residents to do the same
3. Outstanding - TB to amend Footpath text on Parish Council website

4. Obtain decision from Councillors regarding which option to move forward to replace the heritage fingerpost signage at bottom of Brook Hill and Forlorn.

### **Points for further Discussion/Decision required**

Approval required to spend £1342.46+vat to fund Heals Joinery replacing 2 heritage finger posts

### **Spend against Budget**

**Footpath** - Budget £750

**Spend** - £320.47

**Left to spend - £429.53**

### **Appendix B**

Author - AT

- A meeting is 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 and also the plan for the expansion of the facilities on the sportsfield. Possibilities and quotes will be asked for.

- Another meeting is also planned for Monday 16th with an architect to help with the planning application for the Court Street entrance to the Rec.

- Contact has been made with the following organisations, but no dates for meetings, as of yet.

James Higgs of DB Max, with the intention of arriving at a compromise with the routing of the cycle races that have been attracting complaints from residents. Hopefully a route down Tetbury Road will suffice.

Michelle from the Malmesbury Youth Centre to discuss how their set up is organised, funded, policed and whether there is anything for us to learn in order to provide a place for young people within the village.

Andy Short of Biddestone and Slaughterford parish council, with the view of gaining advice and discussing the route that B&S PC took to provide their impressive sports facilities and the funding and grants available.