



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY  
14<sup>TH</sup> JULY 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) – Chairman, Katharine Bodey-Jones (KBJ)  
Mr Nigel Freeth (NF) Andrew Tremellen (AT) Ms Tahiti Van Rooyen (TVR) Mr  
O Evans (OE) Mr B Smee (BS)

1 member of the public

01.07.22	<p><b><u>Apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• Mr M Tarrant (MT)</li> <li>• Mr M Smith (MS)</li> <li>• Ms R Wagstaff (RW)</li> </ul> <p>The apologies for absence were noted.</p>
02.07.22	<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>
03.07.22	<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> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
04.07.22	<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 9<sup>th</sup> June 2022.</p>
05.07.22	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Allotment fence – Noted that the fence has been removed. Decision was taken not to request that it be replaced at this time. NF agreed to arrange clearance. However, should be noted that the fence was removed without consultation by the neighbouring landowner. It may need replacing at some</li> </ul>

	<p>point if the new fence they have installed does not provide an adequate boundary.</p> <ul style="list-style-type: none"> <li>• Communication received from resident raising concerns over some aspects of the Parish Council recent audit under the - Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return. Resident attended meeting and it was noted that they would write to the Auditors direct to raise their concerns. They were also advised that further contact had been made with the Charity Commission who advised that the letter from the Parish Council has been received and will be allocated to a case worker for review. They have advised that until the case is reviewed no further action should be taken with regard to the Recreation Ground or the forming of a Trust.</li> <li>• Incident on the Cliff – TB advised that she had received a call regarding an incident between a resident and the landowner on the Cliff resulting in the landowner ending up on the floor and the police being called. TB advised that residents should be advised to stick to the footpath. Further communications to be issued in the Cliffhanger and Parish Council Website/Sherston What's Occurring.</li> <li>• Payment Approvals – TB confirmed that members should aim to approve payments in the meeting to speed up process and avoid delays.</li> <li>• Business rates – Preschool – TB advised that the rates bill had been received but has now been returned to Wiltshire Council to be amended and reverted back to Pumpkins until date of surrender of the building – 14<sup>th</sup> July 2022. Clerk to ensure relevant amendments made.</li> </ul>
<b>06.07.22</b>	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
<b>07.07.22</b>	<p><b><u>Planning</u></b></p> <p>PL/2022/04720 Full planning permission Pinkney Park, Pinkney, Malmesbury, SN16 0NX Erection of a First Floor Extension  <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018J1IV">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018J1IV</a> - No Comment</p>
<b>08.07.22</b>	<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 – Appendix A</p> <p>Footpaths &amp; Sustainable Land Management Working Group - TB / NF / MS – TB No updates at this time. Confirmed that the next meeting will take place on the 15<sup>th</sup> August.</p> <p>Climate &amp; Biodiversity Group – BS / MS / OE / KBJ – BS advised that Climate and Biodiversity plan has been prepared and circulated to members for review.</p> <p>Allotments Group – BS / NF – BS advised that the gate had been purchased and would be fitted shortly.</p>

	<p>Communications Group – RW / TVR / TB – No further action.</p> <p>Operations Group – AT / MT – TB advised that the zipwire would be fitted shortly.</p> <p>Planning / Neighbourhood Plan – RW / MS / TVR – Item covered in Wiltshire Council report.</p> <p>Personnel – TB / AT – TB to prepare a revised job description. TB advised that the clerk had prepared an annual calendar capturing regular Council commitments which will be sent to all members for review and comment.</p>
09.07.22	<p><b><u>Outstanding Actions</u></b></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.</li> <li>• <b>09.10.20</b> - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – <b>AT</b> 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</li> <li>• <b>08.11.21</b> - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – <b>AT</b> Update:- 09/06 – A lengthy discussion took place over all 3 entrances and an agreement was made to prioritise the renovation in the following order – Court Street , Green Lane &amp; 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.</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:- 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.</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 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.</li> </ul>

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.

- **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.
- **11.12.21** – Grant research and applying for grants - **BS**  
Update:- 09/06 – MS advised that Government funding is available to help support the development of community assets, list available from MS – BS to look at the requirements.  
Update:- 14/07 – Councillors to approach BS direct if they have any ‘projects’ in mind which may require funding at some point following which BS will investigate possible ‘grant’ opportunities. CLOSED
- **12.12.21 - AT** to review the annual playground inspection and request approval for any associated work required  
Update:- 09/06 – Clerk to contact GB sport & Leisure and request an update on delivery of signage and zip wire.  
Update:- 14/07 – Items have now been delivered and will be fitted in due course.
- **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.
- **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.
- **16.04.16 - Westonbirt Cycling event – MS** to write to the event organisers to reroute future events away from the village center and request advance notice of the event.  
Update:- 09/06 – AT advised that he had made contact with the organisers DB Max who supplied marshals for the jubilee cycle event. AT to liaise in November to discuss future events.  
Update:- 14/07 – Item Closed.
- **16.05.22 - KBJ** to place an article in the Cliffhanger reminding people of the country code and courtesy and respect of footpaths.

	<p>Update:- 09/06 – Ongoing. Update:- 14/07 – Article published – Item Closed.</p> <ul style="list-style-type: none"> <li>• <b>16.05.22 - TVR</b> 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.</li> <li>• <b>05.06.22 - Discretionary gully tank visit - w/b 06.06.22</b> – For the next visit request the High Street drains, Grove Wood drains and Bustlers Hill drains – <b>AT</b> to make contact. Update:- 14/07 – AT to make contact for the next visit in the Autumn</li> <li>• <b>05.06.22 - Thanks to all volunteers for the help over the Jubilee weekend – MS</b> to send a list of volunteers to <b>TB</b> who will place an article in the Cliffhanger. Update:- 14/07 – The article will be published in the August Cliffhanger</li> </ul>
10.07.22	<p><b><u>Accounts for Payment – July 2022</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for July 2022.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper - £XX</li> <li>• Barrett Garden Maintenance – Grass Cutting ( Rec, Sports field, Village Hall) - £215, £215, £175, £215</li> <li>• GB Sport &amp; Leisure – Playground maintenance – £120 – new aerial cable, £335.27 – new skate park safety signs and no dogs signs</li> <li>• IAP – IT services (Office 365 and email addresses) - £65.16</li> <li>• HMRC – PAYE - £803.51</li> <li>• Gough Solicitors – Pre-school lease surrender - £3,044.40</li> </ul>
11.07.22	<p><b><u>Parish Maintenance</u></b></p> <p>TVR advised that the Parish Steward will be in the parish on the 26<sup>th</sup> July and the jobs requested by members would be relayed to the steward.</p> <p>Concerns were raised relating to several areas in the village where the bushes/trees of private residences are over-hanging, causing an obstruction to public footpaths. 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.</p>
12.07.22	<p><b><u>Working group to improve the wild area at the school over the summer holidays</u></b></p>

	<p>Members considered setting up a SPC working group to improve the wild area at the school over the summer holidays - PC members will be MS and AT and volunteers from FSS and others in the community will also be in the group.</p> <p>Resolved that the working group would devise a project plan to present to members at the September meeting.</p>
13.07.22	<p><b><u>Proposed plant of Horse Chestnut tree on the Rec</u></b></p> <p>Members resolved the planting of a horse chestnut tree on the rec in the Autumn that will be donated by a resident.</p>

**Meeting concluded – 22.23pm**

**Date of next meeting – 8<sup>th</sup> September 2022 @ 7.30pm**

**Signed as a True Record:**

**Date:**

### **Appendix A**

GP Surgery:

- we are waiting on GPs to get their revised business model into the CCG as per our last update from Pip
- Paul Martin (Acorn) complained they were not getting time from Planners at Wiltshire so I followed that up to find that the planners had responded to Acorn back in June; Paul was going to check out why Acorn still didn't appear to know about the planners main objections
- Congregational Church have agreed in principle to sell a house on Knockdown Road to Acorn (the neighbouring house has also been approached) so that Acorn can create an entrance that bypasses the WC ransom strip and potentially won't need SPC's ransom strip either
- if Acorn can get planning permission on this, WC/SPC will get nothing
- Highways implications not great as most traffic would pass school
- WC have been consulting lawyers to seek redress over their land option (not sure what that means - we need to follow up with Mark H)

SPC working party for school wild area (hopefully Andy can talk to this item at the SPC meeting:

- the wild area at School is owned by SPC
- need to get SPC to agree to set up a working group so that volunteer work can be done over the summer; Andy and myself will be involved
- confirmation required that work on the wild area by this working group will be covered by PC public liability insurance

- in the future we will investigate putting in place a Memorandum of Understanding between SPC, the school and FSS to cover off ongoing maintenance (suggest a draft of this is put before the SPC meeting in September); I'm happy to give that a go
- essentially FSS have agreed to do the ongoing maintenance