



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

Present

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) Mr M Tarrant (MT) Mr B Smee (BS)

4 members of the public

01.03.23	<p><b><u>Apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>Mr Edward Durell (ED)</li> </ul> <p>Noted – Apologies for absence</p>
02.03.23	<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>NF – Declared an interest in planning application PL/2022/09378</p>
03.03.23 q	<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.Kmnj</p> <p><b>Resolved:</b> N/A</p>
04.03.23	<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> February 2023.</p>
05.03.23 s	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>Hunting Concerns raised by one resident in Sherston and two in Luckington – <b>Resolved:</b> TB to compose an email which will be sent via the Clerk to the Beaufort Hunt secretary to advise of the no dog policy on Parish Council Land and requesting them to be mindful of road safety within the Parish. BS/TB to prepare an article for the Cliffhanger addressing the correct channels for reporting concerns and complaints for the Beaufort Hunt</li> </ul>

	<ul style="list-style-type: none"> <li>• Attended Wiltshire Countryside Access Forum at Wiltshire Council Offices - 27<sup>th</sup> February</li> <li>• MS attended Malmesbury Area Board Meeting – 28<sup>th</sup> February</li> <li>• Correspondence from resident regarding planning application for Beech Tree felling</li> <li>• Facebook comments relating to use of Pre-School and continued use of SWO by Parish Council</li> <li>• Quarterly Footpath Group Meeting held 23<sup>rd</sup> February</li> <li>• Met with RT to progress Pennymead Trust / Recreation Ground review</li> <li>• Email received from Parish Council Surveyor related to progress with the Sopworth Road Development</li> <li>• Update received from Acorn Development regarding the Sopworth Road planning applications</li> <li>• Cliffhanger proposed increase in advertising costs – <b>Resolved:</b> to increase by 10%</li> </ul>
06.03.23	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
07.03.23	<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> <p>PL/2022/05468 Site Address 32 Easton Town, Sherston, Malmesbury, SN16 0LS Proposal - Two storey rear extension. Garage</p> <p><b>Comment:</b> <b>This application was first submitted in July 2022. The following comments were made by the Parish Council on that original submission:</b> <i>“There are two separate elements to this application. The first is a proposal to erect a large two storey extension to the rear of the property - virtually doubling the size of the existing dwelling. The second is a proposal to erect a large, detached garage at the front of the property - situated between the existing dwelling and the main road (Easton Town). The property itself lies within the defined Sherston Conservation Area. It is not listed.</i> <i>Dealing with each separate element in turn. Firstly, the extension. It is considered that this will have minimal impact on the Conservation Area - being virtually invisible from any public viewpoint. It is considered that the proposal may have an adverse impact on the residential amenities of the immediately adjoining property at No 1 Hunters Field by virtue of the potential for overlooking between the two properties and the fact that there is likely to be some loss of daylight/sunlight given the overall size and proximity of the proposed extension. It is noted that the supporting statement submitted with the planning application states that the existing windows to Number 1 Hunters Field are obscure glazed and hence this should not be a problem. This is not correct. The ground floor window in the side elevation of Number 1 are ordinary glazed windows. It is accordingly recommended that an objection be raised to this element of the proposal on the basis that, as submitted, the occupiers of Number 1 Hunters Field will suffer a loss of privacy from</i></p>

overlooking from the new windows proposed to be inserted in the new extension. This objection could easily be resolved were the applicants willing to either remove these windows altogether or to redesign them so that they were high level windows only and possibly obscure glazed. Consideration should also be given to further concerns from other neighbouring properties that indicate that the extension protrudes further than other properties, thus blocking some light from them. Reducing this slightly would bring the property in line with others. Secondly the proposed garage. This is proposed to be erected in the front garden to the property alongside the north-eastern site boundary and would be set back from the road by about 6 metres with a garage door facing the main road. The area between the garage door and the front boundary being shown as a space for the parking of two cars. It would be constructed of natural stone walls with a powder coated metal roof with solar panels along the south-west facing elevation. The erection of a garage in this location would it is noted potentially set a precedent for the other three existing properties that are similarly set back from the main road in this part of Easton Town. On balance it is considered however that this element of the proposal is acceptable and should not have an adverse impact on this part of the Sherston Conservation Area given its design and the fact that the placement of the garage will not be in advance of the nominal building line created by the more recently constructed properties to the east. No objection is raised to this element of the proposal.”

**Revised plans have now been submitted for consideration by the Council. These seek to deal with the above-mentioned concerns raised by the Parish Council (and similar concerns raised by a number of local residents). These show that the proposed extension has been reduced in length by approximately 1.2 metres and the side windows changed to high level windows. This overcomes the earlier stated concerns regarding loss of amenity from both a potential loss of light and overlooking.**

**Recommendation:**

**No objection to the revised submission.**

PL/2023/01358

Site Address

THE OLD VICARAGE, CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR

Proposal - Beech tree – fell

**Comment:**

**We are supportive of the Arboricultural Officer’s comments. Our preference is that a full assessment of the overall condition of the tree is undertaken by at least 2 Arborists (not just a visual assessment). We would like to see as much of the tree preserved as possible, with alternative options offered for protection/preservation, unless the tree is deemed to be beyond saving and/or dangerous.**

PL/2023/01436

Site Address

MOUNT PLEASANT, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NQ

Proposal - T1 - Yew. Reduce by 2m in height as shading garden

T2 - Apple. Reduce by 2m in height and spread as shading garden and encroaching on phone lines.

**Comment:**

**This application proposes a reduction in the height of two trees situated within the domestic/vegetable garden belonging to Mount Pleasant on Brook Hill. Both trees lie within the designated Sherston Conservation Area. Both**

are visible from public viewpoints on Brook Hill being situated on the area of raised ground to the left of the hill when entering the village from Luckington. It is proposed to reduce the height of both of these trees by approximately 2 metres so as to reduce the amount of shading to the Applicants garden.  
**Recommendation: No objection.**

PL/2023/01227

Site Address

HUNTLY HOUSE, 6 HIGH STREET, SHERSTON, MALMESBURY, SN16 0LQ

Proposal - Closing off of existing chimney breast, removal of wood burner & the construction of new chimney breast within existing lounge & bedroom 4 & repositioning of existing wood burner. Removal of existing rooflight to east elevation. 2No new conservation rooflights to west elevation. Remove existing window on south elevation to replace with pair of painted timber doors to form Juliet balcony. New painted metal flue for wood burner to east elevation.

**Comment:**

**See Below**

PL/2023/01460

Site Address

HUNTLY HOUSE, 6 HIGH STREET, SHERSTON, MALMESBURY, SN16 0LQ

Proposal - Closing off of existing chimney breast, removal of wood burner & the construction of new chimney breast within existing lounge & bedroom 4 & repositioning of existing wood burner. Removal of existing rooflight to east elevation. 2No new conservation rooflights to west elevation. Remove existing window on south elevation to replace with pair of painted timber doors to form Juliet balcony. New painted metal flue for wood burner to east elevation.

**Comment:**

**This application seeks both planning and listed building consent for the works described above. Huntly House (formerly the Foresters Arms) is a Grade II Listed Building. All of the proposed works are restricted to the existing two storey element of the building situated to the rear of the site and hence will be virtually invisible from any public viewpoint and thus likely to only have a minimal impact on the surrounding Conservation Area and street scene. It is considered unlikely that the insertion of the proposed two new roof lights and/or the Juliet balcony will have an adverse impact on the amenity of any adjoining residents.**

**It is considered that the main issue in this case is likely to be the impact of these proposals on the character of the Listed Building itself. It should again be noted however that all of these proposed works are intended to be carried out within or on the two storey section of the property which is the part most recently constructed and hence is likely to be of least historic interest. Indeed, the formal "listing" of the property makes no mention of this part of the overall structure. The interior of the entire building has clearly been extensively remodelled over the last 20 or 30 years. The proposed relocation of the existing wood burner and the construction of a new chimney breast within the lounge and associated works in the bedroom above are considered to have minimal impact on the listed building. The insertion of a new metal flue to serve the relocated wood burner and the construction of the Juliet balcony, being virtually invisible from any public viewpoint, are also considered to be acceptable in the context of the proposed improvements to the internal layout of the building.**

**Recommendation: No objection.**

PL/2023/00958

Site Address

Land at Filands Road / Jenners Lane, Malmesbury, SN16 9GT

Proposal - Erection of 132 dwellings, public open space and associated infrastructure, with 0.3ha of land safeguarded for a nursery.

**Comment:**

**The above-mentioned application relates to a large-scale housing proposal on land situated on the north-eastern side of Malmesbury. It is unclear however why the Parish Council has been notified about this proposal given that it lies some distance from the Parish site boundary. The Clerk asked the Council to clarify why it had forwarded this particular application to the PC and received the following response:**

**“Thank you very much for your e-mail querying whether perhaps Wiltshire Council had consulted Sherston parish council in error on this application. I must admit I am not familiar with this area so I asked our support section who registered the application and carried out the consultations. They tell me that some of the site is in or effects the parish of Sherston and that is why Sherston parish were consulted. So we did mean to consult with yourselves. Obviously if you feel it does not effect the parish or the parish have no objections to the application do feel free to either not respond or alternatively to offer no objections.”**

**Apart from the fact that certain Parish Councillors might be interested to know that this application has been submitted – given that the site in question is not shown allocated for development in the made Malmesbury Neighbourhood Plan but nevertheless is now accepted as being a sustainable development site capable of helping to meet an identified housing land supply shortfall and hence is likely to be supported in principle by Wiltshire Council – We can see no obvious reason to spend any time analysing or commenting on the proposal.**

**Recommendation: No Comments. The application site lies well beyond the Sherston Parish boundary and is unlikely to have an impact on residents of the Parish.**

PL/2023/01588

Site Address

5 SILVER STREET, SHERSTON, MALMESBURY, SN16 0LW

Proposal - Use of imitation Cotswold stone roof tiles

**Comment:**

**Planning permission was granted in 2020, under application 20/05548/FUL, for a “two storey side and single storey rear extension together with works to a boundary wall and introduction of roof lights and dormers”. In 2023, under application PL/2023/00321, a Non-Material Amendment was submitted which proposed the use of imitation Cotswold stone roof tiles on the house’s main roof and the roof of the approved extension. This application was refused for the following reasons:**

**“The proposed amendment is a change to the materials on the roof. The proposed roof tiles would not thoroughly match the adjoining dwelling at No. 3 Silver Street, which would continue to have a Cotswold stone roof.**

**Moreover, the change would not preserve or enhance the character or appearance of the Sherston Conservation Area. The local planning authority is not satisfied that the change is non-material.”**

**Given that the Council would not accept the proposed change to the roofing materials as a “Non-Material Amendment” to the original application the**

Applicants have decided to make a formal application to allow them to use imitation Cotswold stone rooftiles as an alternative to the more expensive Cotswold tiles. In support of their application they point out that the Council has allowed imitation Cotswold stone tiles to be used on the roof of Number 1 Silver Street as well as on the recently completed Sherston Village Hall extension and that there are a mixture of roofing materials to be found elsewhere on Silver Street. They argue that “the proposed use of imitation Cotswold stone rooftiles would follow a precedent adopted by other buildings in the area and would not have a detrimental effect on the Conservation Area”. It is considered that in this instance the use of good quality imitation Cotswold stone rooftiles would not have an adverse effect on the character or appearance of this part of the Sherston Conservation Area.  
**Recommendation: No objection**

PL/2022/09378

Site Address

MEADOWSIDE, TETBURY ROAD, SHERSTON, MALMESBURY, SN16 0LU

Proposal -

Erection of replacement dwelling (Revised application)

**Comment:**

Planning permission was granted in October 2021 for the demolition of an existing bungalow on this site and the erection of a replacement two storey dwelling (under Ref No PL/2021/08109). The principle of erecting a new (replacement) dwelling on this site has therefore already been established. The approved scheme allows for the replacement of the existing bungalow by a four bedroom, two storey dwelling including a detached garage. The approved proposal would be constructed of natural stone/lime render under artificial stone tiles. The house is repositioned further into the site and the existing access to the application site is utilised.

The Officers Delegated Report in 2021, having accepted that the application proposal was in principle acceptable in the context of the relevant development control policies, commented as follows on the design and scale issues:

*“Core Policy 57 of the WCS sets out that a high standard of design is required in all new developments, including extensions, alterations, and changes of use of existing buildings. Development is expected to create a strong sense of place through drawing on the local context and being complimentary to the locality. Core Policy 57, amongst other things, requires that applications for development should respect the local character and distinctiveness of the area with regard to the design, size, scale, density, massing, materials, siting and layout of the proposal. This is also reflected in the SNP and in this respect policy 7 is relevant. WCS Core Policy 51 is also relevant as it requires that development should not cause harm to the locally distinctive character of settlements and their landscape setting. The application building is surrounded by properties of varied height, mass, density, appearance, character and scale and it is considered that if the proposed two storey replacement dwelling is viewed from public vantage points it would read in the context of this setting and existing built form and not be visually prominent. Additionally, as noted above, the proposal would greatly improve the overall appearance of the locality as the proposed new dwelling would reflect the character and appearance of the properties within the immediate setting. This is reflective of the neighbouring properties or interested third parties comments. The proposal is therefore not considered to be*



	<p><b><i>significantly harmful to the character, appearance, visual amenity and openness of the locality and AONB with regard to the form, scale, density, massing, siting and layout of the proposal is in accordance with Core Policy CP51 (ii, iii, vi), 57 (i) (ii) (iii) of the WCS, Policy 7 of the SNP &amp; para 130 (b &amp; c) &amp; para 174 (b) of the Framework As well as criteria b of policy H4 of the NWLP.”</i></b></p> <p><b>Since the grant of planning permission in 2021, the Applicants have reconsidered their ideas for their “forever home” and have decided to submit an application seeking permission for an alternative proposal. It is this alternative proposal that we are being asked to consider.</b></p> <p><b>These revised proposals are considered to continue to be acceptable in principle and there is no conflict with the development strategy of the plan and the provisions of the National Planning Policy Framework.</b></p> <p><b>The design of the proposed replacement dwelling is however radically different from the approved scheme (which is of a more traditional design). The new proposal is much more contemporary both in design and sustainability terms.</b></p> <p><b>The Design and Access Statement submitted in support of the application states that:</b></p> <p><b><i>“The contemporary design draws upon the traditional vernacular form and materiality from within the locality. The overall form of the dwelling follows the massing and roof pitches of local rural buildings. The combination of traditional materials such as stone, and timber, establishes traditional/ contemporary material palette that respects traditional local materiality and the character of the area.”</i></b></p> <p><b>In addition, it is noted that:</b></p> <p><b><i>“The new proposed building form has been slightly rotated to ensure that it is parallel to the main road. The small rear expansion and flat roof link offer an architectural reference to old farmsteads and barns that are prevalent in the area, while the pitched roof of the main volume alludes to the traditional residences in the neighbourhood. The garage retains reference to the main volume, trying to create architectural styles that link together, rather than a variety of architectural styles with no connection.”</i></b></p> <p><b>And that:</b></p> <p><b><i>“A holistic approach to energy and design has been taken. Locally sourced timber will be used in construction together with a high level of insulation and the use of passive solar gain. Solar panels to be installed on a west facing roof to reduce reliance on the electricity from the main grid.”</i></b></p> <p><b>The revised design is considered to be entirely acceptable in the context of it’s immediate surroundings and within the wider surrounding AONB. Indeed, it is considered to be an improvement on the original approved scheme.</b></p> <p><b>Recommendation:</b></p> <p><b>No objection.</b></p>
08.03.23	<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 – Application for the OZEF charging points has been resubmitted.</p> <p>Footpaths &amp; Sustainable Land Management Working Group - TB / NF / MS – Appendix A</p>

	<p>Climate &amp; Biodiversity Group – BS / MS / OE / KBJ – No report received. BS advised that costs are being obtained for tree planting in The Tarters and would report back to the PC once a plan is finalised.</p> <p>Allotments Group – BS / NF – BS advised that all the renewals had been sent out, clerk to advise if any allotment holders had not renewed and the plots would be reallocated.</p> <p>Communications Group – Agenda item 14</p> <p>Operations Group – AT / MT - AT verbal update – Planning application has now been submitted for the entrance to the Rec. The tennis club are no longer using the tennis courts, the clerk has requested that the tennis courts are added to the insurance schedule. The bench under the Jubilee tree is still to be repaired, awaiting delivery of parts. AT reviewed the electricity bill for the preschool, this has now been passed to BS to review and report back. Awaiting quotes for the adventure trail and replacement climber.</p> <p>Planning / Neighborhood Plan – MS – Advised that a meeting would be scheduled for the working group to review the neighborhood plan.</p> <p>Personnel – TB / AT – No further action.</p>
09.03.23	<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 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>Update 09/03:- AT advised that the planning application has now been submitted.</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. <b>Update 09/02:-</b> 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</li> <li>• <b>Update 09/03:-</b> <ul style="list-style-type: none"> <li>○ Email sent to resident regarding the outcome of the legal fees payment request on the 13<sup>th</sup> January.</li> </ul> </li> </ul>



- Ongoing communications with Charity Commission
- Investigations underway to identify a specialist Charity Trust solicitor who will be engaged to update the existing Trust Deed, key to this is ensuring the Pennymead/Recreation Ground is protected and retained as a recreation facility.

- **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  
**Update 09/03:- 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.  
**Update 09/03:- NF to prepare an article for the Cliffhanger**
- **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  
**Update 09/03:- TB to prepare an article for the Cliffhanger**
- **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
- **Update 09/03:- Awaiting a formal planning application before comments can be made. Noted:** Outcome of meeting was that NHS visited the surgery. Next steps to visit site to improve understanding of requirements to help inform their decision regarding Surgery funding.
- **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.

	<p><b>Update 09/03:- AT obtaining quotes for the adventure trail and pyramid climber</b></p> <ul style="list-style-type: none"> <li> <p><b>08.01.23 – MS –</b> 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. Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list. <b>Update 09/03:- Ongoing</b></p> </li> <li> <p><b>08.01.23 – TB –</b> Approved the spend of up to £1342.46 &amp; VAT for replacing 2 heritage finger posts. Update 09/02:- AT sourced alternatives coming in at reduced cost of £850. Supplier asked to go ahead with making and installing. <b>Update 09/03:- Ongoing</b></p> </li> <li> <p><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. <b>Update 09/03:- MS advised that the documents were being prepared by Wiltshire Council and would be circulated to the PC once completed, MS to chase again and advised that there are numerous asset transfers taking place and there is a que.</b></p> </li> <li> <p><b>16.02.23 – NF/AT -</b> Grove Wood Lease - NF and AT to investigate the details of the lease. <b>Update 09/03:-</b> NF – advised that a review had taken place and discussions held with the land owner. Clerk to investigate the insurance implications for the insurance liability for Grovewood in terms of what the Parish Council need to ensure we have cover for</p> </li> <li> <p><b>13.02.23 – RT -</b> Charity Trust review document prepared by RT <b>Update 09/03:-</b> Further review has been undertaken by TB and RT and once finalized the report would be circulated to members for consideration.</p> </li> </ul>
10.03.23	<p><b><u>Accounts for Payment – March 2023</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for March 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>• IAP – IT - £138.79</li> <li>• Parklane Press – Cliffhanger - £515</li> <li>• Community Heartbeat – Rescue safety kit, Willesley - £16.80</li> <li>• T Burgess – Chairmans expenses - £94.00</li> <li>• Compass Graphic – Councillor Can leaflets - £320.00</li> </ul>
<b>11.03.23</b>	<p><b><u>Parish Maintenance</u></b></p> <p>AT advised that the contractor was undertaking work required and the maintenance spreadsheet would be available for members to complete for work required.</p>
<b>12.03.23</b>	<p><b><u>King Charles III Coronation</u></b></p> <p>Members to consider any action required – <b>TB</b></p> <p><b>Resolved:</b> TB to place an article on facebook to let residents know that the Parish Council have no plans for the day. Article to ask for anyone who is organising events for the Coronation to advertise so residents are aware.</p>
<b>13.03.23</b>	<p><b><u>Co-Option</u></b></p> <p>Members considered applications received for Co-Option to fill the remaining vacancy on the Parish Council.</p> <p><b>Resolved:</b> To Co-Opt Keith Robert Savage and Matthew Wofinden-England</p>
<b>14.03.23</b>	<p><b><u>Community Engagement / Communications Strategy and Action Plan</u></b></p> <p>Members reviewed the draft policies and action plan and appoint members to a communications working group - <b>Clerk</b></p> <ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Communications Strategy and action plan</li> </ul> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• To review the Community Engagement and Communications Strategy and Action Plan and consider for the May meeting when appointing members to a communications working group.</li> </ul>
<b>15.03.23</b>	<p><b><u>Highways-improvement-SN16 OPT-Sherston</u></b></p> <p>Members considered the Highways improvement form received.</p> <p>Noted: MS to provide a repose giving an update on the speeding initiatives in the Parish</p>

<b>16.03.23</b>	<b><u>Engaging with the Rural Crime Team – OE</u></b>  Members to consider what assistance the Parish Council might provide in engaging with the Rural Crime Team at Wiltshire Council, in light of some recent thefts in Willesley.  <b>Resolved:</b> OE to liaise with the Rural Crime team over the recent thefts in Willesley.
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**Meeting concluded – 22:20pm**

**Date of next meeting – 13<sup>th</sup> March 2023 @ 7.30pm**

**Signed as a True Record:**

**Date:**

## **Appendix A**

Author - Tanya Burgess

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

1. Re-scheduled December meeting held 23<sup>rd</sup> February
2. Priorities agreed, ordered as below:-
  - Grove Wood – lower river path to be refurbished in the next couple of months due to erosion and loss of surfacing. Stephen Leonard Wiltshire Council agreed to provide materials (scalpings, wood etc), Parish Council to promote and ask for volunteers to assist. Will also involve removing various trees which have collapsed into the river. SL/Nigel Freeth and Tanya Burgess to liaise on arrangements.
  - Grove Wood – Cotswold Wardens still planning to refurbish top path, works stalled owing to issues getting scalpings to top of wood. Andrew Hibberd kindly offered to deliver and place scalpings at various points along the Path. Deborah Ackerley to liaise with Andrew and Wardens to arrange works.
  - Grove Wood – 2<sup>nd</sup> set of steps. Further erosion occurred on partially refurbished steps, these will be revisited once above two aspects completed.
3. Heritage signposts for bottom of Brook Hill and Forlorn ordered
4. Nigel Freeth replaced rotten step village side of Grove Wood River Bridge. Disappointingly, work had to be undertaken twice due to vandalism as the step had been thrown into the river following the first installation
5. Sean Richards to approach landowner in relation to the installation of an available heritage (from Wiltshire Council) kissing gate on their land to ease access
6. Wiltshire Council and landowner to install kissing gate from Manor Farm onto Shallow Brook lane to ease access.
7. Resiting of SHER22 was discussed as agenda item - Topic was discussed at length in terms of whether or not the existing location of the footpath was the original location or whether it had been officially relocated from further up the bank. Stephen Leonard (Wiltshire Council Footpath Officer) had previously confirmed that the current location was the original location and that this is evidence on existing OS maps as well as those from the 1920's. There was no appetite from the landowner, Parish Council or members of the Group to look into applying to relocate the path.
8. Tanya Burgess, Nigel Freeth and Deborah Ackerley attended the Wiltshire and Swindon Countryside Access Forum in Wiltshire Council Offices on Monday 27th February.

1.

**What's next?**

1. Continue to raise issues identified in tracker to be raised with Wiltshire Council on the MyWilts site and encourage residents to do the same. Group also started to pick up responsibility for Highways issues.
2. All identified footpath issues are recorded on master tracker and are addressed over time. Issues which are the responsibility of Wiltshire Council are logged on MyWilts with the reference numbers recorded on the tracker.
3. Outstanding - TB to amend Footpath text on Parish Council website
4. Ensure Grove Wood Lease renewed.
5. Understand DEFRA funding available and how Group can make best use of it
6. SHER4 – Requirement to fix, replace or remove gate off Knockdown Road (Moody's) to ensure documented access is safe for walkers – landowner confirmed that he would be happy to replace gate

**Points for further Discussion/Decision required**

1. Looking for approval in principle that council should offer to replace chain saw chains as and when they next need replacing for 2 volunteers who are using their own equipment to help coppice Grove Wood. Cost will be confirmed at the time.

**Spend against Budget****Footpath** - Budget £750**Spend** - £320.47**Left to spend - £429.53**

***Access to full action tracker can be provided on request from  
Tanya.Burgess@sherston.org.uk***