



**MINUTES OF SHERSTON PARISH COUNCIL ANNUAL MEETING HELD ON
THURSDAY 12TH MAY 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mr M Smith (MS) Katharine Bodey-Jones (KBJ) Mr Nigel Freeth (NF)
Mr B Smee (BS) Ms Tahiti Van Rooyen (TVR) Mr O Evans (OE) Harry Andrews (HA)
Andrew Tremellen (AT) Mr M Tarrant (MT)

1 member of the public

01.05.22	<p><u>Election of Chairman</u></p> <p>To elect a Chairman of the Council for the Municipal Year 2022/2023.</p> <p>Resolved; Cllr T Burgess was duly elected as Chairman for the municipal year 2022/23</p>
02.05.22	<p><u>Election of Vice Chairman</u></p> <p>To elect a Vice Chairman for the Municipal Year 2022/2023.</p> <p>Resolved; Cllr A Tremellen was duly elected as Vice Chairman for the municipal year 2022/23</p>
03.05.22	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Mrs T Burgess (TB) • Ms R Wagstaff (RW) <p>The apologies for absence were noted.</p>
04.05.22	<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>Nothing to declare</p>

05.05.22	<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> <ul style="list-style-type: none"> • N/A
06.05.22	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14th April 2022.</p>
07.05.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Pre School update – <i>draft surrender document received by Parish Council solicitors, amendments submitted to tenants solicitors. Awaiting feedback</i> • Planning correspondence received and response sent • Further correspondence from resident - responded to a further email from resident about Fox Hunting and a question related to hedge cutting during nesting season – <i>resident advised that item was discussed and minuted during April meeting and was directed to the Environments Agency with regard to possible illegal hedge cutting.</i> • Use/purpose of Parish Council Whatsapp Group to be agreed – <i>Confirmation that the group should not be used for any formal council business and used as a means of conversation only.</i> • Response expectations from residents when contacting Parish Council formally – should we agree/publicise – <i>Any correspondence received by the official channels will be administered by the clerk. Members were reminded that any interaction on social media should be a direction to contact the council through the official channels.</i>
08.05.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
09.05.22	<p><u>To Review and Appoint Members to serve on the Working Groups</u></p> <p>Footpaths & Sustainable Land Management Working Group - TB / NF / MS</p> <p>Climate & Biodiversity Group – BS / MS / OE / KBJ</p> <p>Allotments Group – BS / NF</p> <p>Communications Group – RW / TVR / TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – RW / MS / TVR</p> <p>Personnel – TB / AT</p>

10.05.22	<p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2022/2023.</p> <ul style="list-style-type: none"> A. School - MS B. Village Hall - BS C. Public Transport - MT D. Cliffhanger – KBJ E. Emergency Services/Planning - TVR F. Snow Wardens - NF G. Area Board / LHFIG – AT / MS H. Defibrillator – MT
11.05.22	<p><u>Sherston Parish Council – Standing Orders 2022/23</u></p> <p>Members reviewed the standing orders for formal adoption.</p> <p>Resolved: To adopt the Standing Orders.</p>
12.05.22	<p><u>Sherston Parish Council – Financial Regulations 2022/23</u></p> <p>Members reviewed the Financial Regulations for formal adoption.</p> <p>Resolved: To adopt the Financial Regulations.</p>
13.05.22	<p><u>Code of Conduct 2022/23</u></p> <p>Members reviewed Code of Conduct for formal adoption.</p> <p>Resolved: To adopt the Code of Conduct.</p>
14.05.22	<p><u>Annual Meeting of the Parish</u></p> <p>Members consider any matters arising and actions required.</p> <p>Resolved: No actions required.</p>
15.05.22	<p><u>Planning</u></p> <p>RW advised that there were no planning applications for consideration.</p>
16.05.22	<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 – MS – CATG has now changed the name to LHFIG and now incorporate footpaths as well. Area Board has new guidance for applying for grants. MS advised an article had been placed in the Cliffhanger to raise a group for the community speed and lorry watch.</p>

	<p>Biodiversity and Sustainable Land Management Working Party – TB / MS – Appendix A – KBJ to place an article in the Cliffhanger reminding people of the country code and courtesy and respect of footpaths.</p> <p>Allotments Group – BS – No further updates.</p> <p>Communications Group – RW – Appendix B – Resolved: That members would be migrated to the office 365 package and integrated to share point at a cost of £5 per email per month and £15 per person one off migration costs, TVR to arrange the migration and upgrade.</p> <p>Operations Group – AT – No further updates.</p> <p>GP Surgery & Land Transfer –TB – Update meeting held with Wiltshire Council and Parish Council Surveyor 28th April. Key dependency to moving things forward is understanding what size surgery will be funded for the GP's to enable developers to understand total build costs, options are 330sqm or 530sqm. GP's submitting business case for approval. All parties await outcome.</p> <p>Personnel – TB – Annual Performance review (Clerk) – scheduled for 9th June.</p>
17.05.22	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • 08.10.21 - Communication strategy – RW Update:- 12/05 – Communication Meeting held 25th April – Report appendix B • 09.10.20 - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – AT Update:- 12/05 – The role has now been advertised and 1 application has been received so far. • 08.11.21 - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – AT Update:-09/12 – AT to explore requirements and present proposal, may include assessing other entrances. Update:- 12/01- Ongoing Update:- 02/22 – Ongoing Update:- 10/03 - A meeting has been scheduled for Friday 11th March with a Chartered Building Surveyor to ascertain what the requirements are for the access onto the Recreation Ground, with regards to ramps and steps. This advice is provided as a gift and will not impact on the budget of £5000. Once the design is finalised a contractor will be commissioned, which will hopefully be within the month. Update:- 14/04 – AT advised that advise had been received and the cost of a ramp would exceed the budget and space available. It was agreed that the main entrance would be repaired and the entrance further down Court Street would be look at instead to provide a ramp and better access to the Rec as a separate project. Update:- 12/05 – AT advised that a plan will be made for widening the entrance closest to the Rattlebone to increase visibility and better access. AT to liaise with Soscic over the plans when costings have been received.

- 12.11.21 - Electric Charging Points investigate options and requirements – **MS**
Update:- 12/05 – MS advised Wiltshire council are going out to tender for a preferred supplier for a contractor with the aim to set up a scheme later in the year.
- 06.11.21 - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – TB
Update:- 12/05 – HA advised the football goal will be removed this week to prevent people entering the neighbouring field and the shrubs can then be planted.
- 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:- 12/05 – Nothing as yet received from the Charity Commission – Clerk confirmed that the Registered letter had been delivered/received on 11.04.22.
- 06.11.21 – Asset register - **NFI** to update the current Asset register with any land / equipment owned that needs to be added.
Update:- 12/05 – TVR awaiting for the share point migration to enable the asset register to be completed.
- 11.12.21 – Grant research and applying for grants
Update:- 14/04 – Ongoing – Members to send suggestions to BS for grants required.
Update:- 12/05 – Ongoing
- 12.12.21 - **AT** to review the annual playground inspection and request approval for any associated work required
Update:- 10/03 NF removed bench. MT to investigate further as queries were raised about what was deemed 'mandatory' signage wise. Clerk to support by approaching other clerks in her network to see what signage they have implemented for their playgrounds
Update:- 14/04 – AT advised that the signs have been ordered.
Update:- 12/05 – AT advised that the signs have not yet been delivered.
- 14.03.22:- **Cliffhanger - Management and publication of the Cliffhanger - TB to arrange review meeting with Cliffhanger representatives.**
Update:- 12/05 – TB met with Cliffhanger representatives 9th May. Need to identify key contact on Parish Council, set up regular monthly meetings with Cliffhanger team, raise awareness of the Cliffhanger via article – what it is all about, how is it funded, how is it delivered, who contributes and how etc. Also requirement for Parish Council to take on invoicing and chasing payments. TB to discuss with Clerk.
- 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.
Resolved – Would like to fund via grant, with the Boules Committee providing any shortfall.
Cliffhanger article to raise awareness/consult residents - NF

	<p>Rattlebone to be consulted Residents backing onto area of interest to be consulted Planning application to be submitted in due course Update:- 14/04 – Ongoing – Rattlebone has now been consulted. Update:- 12/05 – Ongoing.</p> <ul style="list-style-type: none"> • 12.04.22 - Scouts Hut - Request to graffiti the scouts hut – TB to respond to the request advising that the PC would not be comfortable in supporting the request. Update:- 12/05 – TB written to resident to confirm Parish Council not comfortable to support and reasons why – Item Closed. • 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:- 12/05 – MS to write additional letters to the other cycling events to reroute away from the village.
18.05.22	<p><u>Accounts for Payment – May 2022</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for May 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper - £57.60 • Sherston Village Hall – Room Hire - £81.00 • WALC – Subscription - £650.56 • Rialtas – End of year financial close down - £480.00 • Royal Mail – Po Box address - £104.50 • Compass Graphic – Domain Renewals - £100.80 • Pains Fireworks – Jubilee - £486.00 • Barret Garden Maintenance – Grass Cutting - £430.00 <p>No financial reports were available due to end of year close down.</p>
19.05.22	<p><u>Parish Maintenance</u></p> <p>Update on work completed and work planned.</p> <p>TRV advised no further work has been completed.</p>

Meeting concluded – 21.10pm

Date of next meeting – 9th June 2022 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Author - Tanya Burgess

What's happened since the last meeting?

1. Wider Group Footpath membership reduced to regular attendees/contributors – all previous us parties informed
2. Quarterly meetings scheduled for wider group – meet in Village Hall 4th Monday of each month.
3. Team leads meeting monthly to drive priorities
4. Meeting of Footpath leads took place on the 18th March. The footpath action tracker was viewed and priorities agreed. It was also agreed that TB would add contact details of Farmers/Landowners to each of the named footpaths
5. Review of issues spreadsheet undertaken with items amended
6. Issues to be categorised into responsibilities – Wiltshire Council, Farmers/landowners/Other. With each party to receive a list of issues/items needing attention. It is hoped that the 'Other' category will be dealt with by either Cotswold Wardens, the new Village Maintenance person or local volunteers.
7. Metal bar removed above stone stile providing access to SHER20 from the Vineyard Road/Backrill Lane to help with accessibility
8. Issues still occurring on and around Manor Farm. Walkers knowingly straying from public rights of way and being abusive when approached and observed pushing through hedges onto the flying field.
9. Coppicing work undertaken in Grove Wood delivering visible results with flora and fauna thriving and butterflies returning.
10. £300 received from the Co-Op from the sale of Walks Booklets (nil profit initiative).

What's next?

1. Next meeting scheduled for the Monday 23rd May 2022 - 19:30 Village Hall
2. Waymarkers replacement to commence this month
3. Update article on Grove Wood in Cliffhanger

Points for further Discussion/Decision required

1. How involved should the Parish Council be with Manor Farm Footpath issues?

Spend against Budget

Walks Booklets - Budget £250

Spend - £0

Footpath - Budget £750

Spend - £0

Appendix B

Communications

In terms of the Comms work, I've obviously updated the website as items are sent to me, but Tanya, Tahiti and I also had a meeting on the 25th April to discuss the wider comms strategy.

There were some short-term actions out of that that I have completed:

- I have updated the pandemic guidance, but not removed it, as it's still a thing I think!
- Changed "Latest News" to "Highlights" at the top of the page
- Updated the community orchard information to be a little more generic and up to date
- Changed newsletter to Cliffhanger
- Updated the current Old School occupiers to be accurate

I'd like updates on the following if those "in charge" could send them to me, I will do that:

- Neighbourhood plan
- Cycling route proposal
- Footpath group

There's lots we can do around comms, such as:

- Updating noticeboards
- More visibility on Sherston's What's Occuring potentially via our Sherston PC FB page
- Cliffhanger content
- Twitter & Instagram presence
- Plus better website content / design

So – probably need at least 1 more volunteer to join Tahiti and me (I think Tanya probably has enough on and just wants to be kept in the loop / consulted as necessary), so we can really start to make progress.