



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
10TH NOVEMBER 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) – Chairman Mr Nigel Freeth (NF) Mr O Evans (OE)
Mr B Smee (BS) Katharine Bodey-Jones (KBJ) Ms R Wagstaff (RW) Mr M Smith
(MS) Mr M Tarrant (MT) Andrew Tremellen (AT)

1 member of the public

01.11.22	<p><u>Apologies for absence</u></p> <p>All members were present at the meeting.</p>
02.11.22	<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>
03.11.22	<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>
04.11.22	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13th October 2022.</p>
05.11.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Met with Acorn Developers to understand current position with regard to planning application for Sopworth Road in support of providing an update to residents • Replied to further email from resident who had previously raised concerns about the Recreation Ground, it's future and the Trusts management of it – see ongoing action • Met with leads of Footpath Group to assess progress on priority actions • Met with Chris Pickthall to understand requirements for Remembrance Sunday

	<ul style="list-style-type: none"> • Requested Clerk order wreath • Received email from Hathaway Landscapes Ltd – details passed to Vice Chair for consideration • NALC details circulated regarding materials available to promote awareness of Councillor recruitment • Met with local landowner to review status of Cliff access/issues/maintenance • Reported number of street light issues to Wiltshire Council • Co-ordinated parties to undertake works on Grove Wood Steps • Updated and re-circulated key contacts list for comments (list for Councillor use ONLY) • Attending Malmesbury Area Board on November 29th • 2 articles written for Cliffhanger • Provided comprehensive feedback on Climate/Biodiversity Document • 20220802 - NJ/C-050447-L1J4 : RECREATION GROUND : 305568 CRM:0223077 – correspondence received
06.11.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.11.22	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <ul style="list-style-type: none"> • PL/2022/07730 – Proposed metal gates o REEVERS HILL, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000017dOXH This application proposes the removal of a pair of defunct existing timber gate posts situated at the entrance to Reeves Hill and their replacement by a new metal gate which has been designed to look similar to that which is situated at the entrance to the adjacent Manor Farm. The application site lies within the curtilage of Manor Farm which is a Grade II listed building and hence requires both planning and listed building consent. The proposed new gates are considered to have no adverse impact on the setting of the listed building. Decision:- No objection. • PL/2022/08061 - T1 - Norway Maple is to have an all round reduction of 1.8 metres o 14B CLIFF ROAD, SHERSTON, MALMESBURY, SN16 0LN https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198KUK It is proposed to reduce the height of an existing Norway Maple situated in the rear garden of the property by about 1.8 metres. This seems entirely sensible given it's location relative to adjoining residential properties. Decision - No objection.

	<ul style="list-style-type: none"> • PL/2022/08315 - Willow trees – pollard o MANOR FARM, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198rdz It is proposed to pollard 14 existing mature willow trees lying alongside the bank of the tributary of the River Avon in the section below Manor Farm (all of which lie within the designated Sherston Conservation Area and within an area shown as having extra protection under Policy 2 of the made Sherston Neighbourhood Plan because of its significant landscape quality). All of these are proposed to be reduced in height to about 6 feet. The reasoned justification for undertaking this work being that most of the trees are overgrown and in urgent need of attention and in some case are already causing damage to neighbouring properties. It should be noted that the trees that are proposed to be pollarded lie on both sides of the river (four on the south side and ten on the north side). These are shown on a hand drawn sketch plan and in a series of photographs and a video accompanying the submitted application. Even then it is quite difficult, in the absence of an accurate survey drawing based on an OS plan which also shows the position of several other existing trees of different species to be absolutely clear which trees are proposed to be pollarded. For example, four of the trees proposed to be felled (numbered 1 to 4 on the submitted site plan) sit on the north side of the river amongst several other existing trees including more than four willows. Which of these trees are proposed to be pollarded? Tree numbers 6 to 14 are ranged further up the valley well away from any existing habitation. All of these are considered to have considerable amenity value. The proposed works will have a significant impact on the appearance of this part of the Avon Valley. There should be no doubt about which trees are proposed to be worked on and/or the extent of the work intended for each. It is considered that the information supplied to date is inadequate in that regard and does not allow for a proper assessment of the proposal within the limited time period available. Given the importance of this part of the Avon Valley to the setting of the village and the Conservation Area it is requested that the Applicant be asked as a matter of some urgency to supply an OS based plan identifying the trees that are proposed to be pollarded - together with perhaps a photograph of each tree for ease of identification. In the absence of such it is recommended that a holding objection be raised to this proposal - to be forwarded to Wiltshire Council as soon as reasonably possible - expressing concern about this proposal and it's potential adverse impact on the setting of the village and seeking clarification of precisely what work is proposed to which trees alongside the river. <p>Decision – request further information as above</p> <ul style="list-style-type: none"> • PL/2022/08298 - Change of Use of Existing Building to a Separate Dwelling (Revised Proposal) o Wall Ground Farm, Sopworth Road, Sherston, SN16 0QB https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198oa1 <p>Decision - Awaiting further details before being able to decide on a response. A request has been made to Wiltshire Council for the missing documents.</p>
08.11.22	<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 advised</p>

- Wiltshire highways officer had been to the village to look at the potential locations for gates at the entrances to the village and costings were being obtained for the gates and speed indicator devices.

Footpaths & Sustainable Land Management Working Group - TB / NF / MS – Appendix A – Request to spend £1342.46+vat to fund Heals Joinery replacing 2 heritage finger posts – Resolved MT to arrange for a second quote for a plastic alternative comparison which will be circulated to members for a decision.

Climate & Biodiversity Group – BS / MS / OE / KBJ – Agenda item 12

Allotments Group – BS / NF / BS – BS – Appendix B –

1. Consider whether Barrett Maintenance will undertake the beech hedge trimming in Jan / Feb of the hedges not accessible to Nigel's tractor flailer?
Resolved - AT to request the new maintenance contractor to undertake the work
2. Tenancy renewals will be issued in the new year. We notified a 5% increase last year. Consideration of increase for next year
Resolved – To give 1 years notice for a 5% rental increase for 2024
3. **Resolved** – AT/ BS to commission the maintenance contractor to maintain / trim communal areas / edges
4. Considered requirement to switch off water / drain troughs for the winter
Resolved – To switch of the water – NF to turn off

Communications Group – RW / TVR / TB – No further updates

Operations Group – AT / MT – Appendix C

Resolved – To accept the quote from Simon Mayhew, the tree surgeon, to remove the cherry and willow branches that overhang the driveway of 12 Knockdown Road, adjacent to the Sports-field, with attention to the electricity cable that runs along the boundary. The cost to carry out such work is £800 including removal of debris and branches

Resolved – To accept the quote to also cut back the branches overhanging the gardens of houses along the pavement opposite Butler's Close, which have been highlighted by residents as being a concern. The cost for that work is £200

MT advised that a new plaque had been ordered for the phone box to replace the stolen one

AT advised that the play inspection actions would be carried out by the maintenance contractor

	<p>Planning / Neighbourhood Plan – RW / MS / TVR – TB advised that she had met with Acorn Developers to understand current position with regard to planning application for Sopworth Road in support of providing an update to residents</p> <p>Noted – TB to set up a working group meeting with a view to refreshing the neighbourhood plan with a proviso to discuss at the Annual Parish meeting</p> <p>Personnel – TB / AT – No further updates</p>
09.11.22	<p><u>Outstanding Actions</u></p> <p>Outstanding actions noted</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 – TB to discuss requirements with RW and break down into individual tasks Update 10/11:- No Further action • 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 arranged with the contractor to agree start date and share initial requirements. A terms of reference will be documented to detail regular tasks and requirements.. AT to investigate a DBS check and Insurance details. Update 10/11:- Now appointed – Item Closed • 08.11.21 - SOSCIC 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 SOSCIC 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. Update 10/11:- See operations report

- **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.
Update 10/11:- Ongoing
- **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.
Update 10/11:- Communication sent to Charity Commission and response received – Solicitors advice will be obtained and a working group will be set up to discuss/move forward. Initial meeting of the Trustees to be arranged.
- **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 – aim to complete by next meeting
Update 10/11:- Pending move from the IT company to enable the move for office 365 to allow access for BS
- **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 – Ongoing

Update 10/11:- Item closed

- **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.

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.

Update 10/11:- NF advised that planning permission is not required and a notification will be sent out to the parish and the Rec Trust will need to agree. The Boules committee have £3000 available and further grants will be applied for
- **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. Aim to complete set up of platform by November meeting

Update 10/11:- Update from the clerk all details passed to IAP to contact each member
- **11.07.22 - TB** to write an article for the Cliffhanger advising residents of their responsibilities for keeping footpaths clear/maintaining their boundaries under Section 154 of the Highways Act 1980.

Update:- 29/09 – Ongoing.

Update:- 13/10 - Ongoing.

Update 10/11:- Published in November. Item Closed
- **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 an article in the Cliffhanger.

Update:- 13/10 – Ongoing.

Update 10/11:- 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.

Update 10/11:- The application has now been put in, when the data is received this can be used for speeding in the future

	<ul style="list-style-type: none"> • 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 10/11:- Item to go in the Cliffhanger with the new leaflet- TB • 15.10.22 – BS - Damage to Heritage Bollards - BS to contact Wiltshire Council to request having the bollards fixed. Update 10/11:- BS contacted Wiltshire Council who have advised they will repair them • 18.10.22 – TB/MS - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents. Update 10/11:- TB to prepare an article for the Cliffhanger having had meetings with both Surgery and the Developers, Acorn.
10.11.22	<p><u>Accounts for Payment – November 2022</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for November 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – £57.60 • GB Sport & Leisure – Quartely playground inspection - £252.00 • HMRC – Payee - £726.76 • Community Heartbeat – Defib battery - £223.20 • Sherston Village Hall – Room Hire - £121.00 • Park Lane Press - £515.00 • Royal Mail – PO Box - £104.55 • Tanya Burgess – Expenses - £30.05 • J Dansie – Cotswold Warden – Footpaths - £240.59 & £79.88
11.11.22	<p><u>Parish Maintenance</u></p> <p>Update required on work completed and work planned.</p> <p>TB to liaise with TVR</p>
12.11.22	<p><u>Climate and Biodiversity Action Plan</u></p> <p>Members considered the proposed Climate & Biodiversity Action Plan – BS/MS</p> <p>Resolved – Date for standalone meeting agreed for 22nd November at 7.30pm in the Village Hall</p>
13.11.22	<p><u>Budget Requirements</u></p> <p>Members considered budget requirements for 2023.24</p>

	Resolved – Clerk to prepare an initial budget to present to council
14.11.22	<p><u>Grant Request</u></p> <p>Members considered grant request received from Blooming Sherston</p> <p>Resolved – To approve the grant request for £600</p>
15.11.22	<p><u>A Councillor Can Leaflet</u></p> <p>Members to review the Councillors can leaflet</p> <p>Resolved – To adopt and publish the leaflet to be circulated with the Cliffhanger</p>
15.11.22	Footpath Report - Approval required to spend £1342.46+vat to fund Heals Joinery replacing 2 heritage finger posts. Councillors asked for further options in terms of materials to be investigated in. an attempt to reduce costs. MT to investigate

Meeting concluded – 21.49 pm

Date of next meeting – 8th December 2022 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Author - Tanya Burgess

What's happened since the last meeting?

1. The Cotswold Wardens started work on the 2nd set of steps in Grove Wood. They will also be addressing issues with the top footpath and the path along the river. Stephen Leonard of Wiltshire Council has offered additional materials to support. The Wardens have been put in touch with Stephen to arrange.
2. Monthly meeting with footpath leads, Richard Morgan and Deborah Ackerley to review progress against footpath works tracker
3. Met with Stephen Leonard (Wiltshire Footpath Officer). Really useful meeting, we have agreed to meet up quarterly. Discussed:-
 - Support which Wiltshire Council could offer
 - Cost, process and timescales for relocating Public Rights of Way
 - History behind opinions that SHER21 was relocated. SL confirmed that the footpath location is based on a 1924 baseline map, it has never been moved. The route walked previously by residents across the flat bit at the top was never a Public Right of Way.
 - SHER36 (the ShallowBrook Lane) bi-way will be resurfaced to improve the condition and overall safety for users
 - SL mentioned that there is an option for residents to 'sponsor' kissing gates by helping fund them – TB to explore at future footpath meetings
 - SHER15, SHER16, SHER18 landowner offered to improve sign posting if materials can be supplied. SL offered to supply if landowner can confirm quantities
 - Landowners responsibility when it comes to reinstating footpaths. Where a field is ploughed, landowners have 14 days to reinstate path. This involves marking out with Quad Bike or Tractor. When the crop grows to 4" the path should be either cut/mowed or sprayed out at to allow for at least a metre width of path.
 - Gate authorisation and process – every gate should be approved by the Footpath Officer.
 - Preference is for gates rather than stiles as and when replacements are required or new gates fitted
 - TB updated SL generally on many of the works logged and underway -upwards of 20 cases logged on the MyWilts site.
4. Quarterly farming article published in the Cliffhanger.
5. Article regarding homeowners responsibilities when it comes to shrubs, bushes and trees overhanging, obstructing public rights of way published in Cliffhanger

6. General update article published in Cliffhanger on footpath works. Also raised awareness of MyWilts site to report issues and asked for help with the upcoming coppicing of Grove Wood planned for January
7. Quote received for approval by the Council to replace the heritage fingerpost signage at bottom of Brook Hill and Forlorn.

What's next?

1. Quarterly Footpath meeting scheduled for the 7th December in the Village
2. Continue to raise issues identified in tracker to be raised with Wiltshire Council on the MyWilts site
3. TB to amend Footpath text on Parish Council website

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

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

Appendix B

Author – Ben Smee

Allotment Group, 08.11.2022

What's happened since the last meeting?

1. Wiltshire Council delayed further regarding the Community Asset Transfer of the allotments to the PC and sending us Heads of Terms for our legal review. Heard from Wiltshire on the 12 October and chased again on 4 November.

What's next? (plans for the next month)

1. Donna will commission legal review of Head of Terms, when received, the findings of which will be presented to the PC.

Points for further Discussion/Decision required (effectively agenda items requiring wider discussion)

5. Consider requirement to switch off water / drain troughs for the winter.
6. Consider whether Adam Barrett will undertake the beech hedge trimming in Jan / Feb of the hedges not accessible to Nigel's tractor flailer ? Martin Hagerty of Malmesbury mowing did it last year but is no longer employed to grass cut.
7. Tenancy renewals will be issued in the new year. We notified a 5% increase last year. Shall we do the same this year?

Spend against Budget – placeholder (for future use once budget broken down to Working Group level)

1. Approve spend to employ Mike Pope to maintain / trim communal areas / edges at estimated £132 for 2022. Awaiting invoice.

Budget for next year.

Estimated budget for 2023-24:

1. Bristol Water – Guess of £300
2. Wiltshire Council Rent – £65
3. Hedge trimming – Guess of £200
4. Mike Pope Maintenance – £150
5. Legal advice for asset transfer – Guess of £1000 to £2000
6. Waste disposal for possible spring clean up - £350
7. Expected Tenancy Income - **-£825**

Total £1240 to £2240

Need to confirm water bill in the last year and add say 50% due to dry summer and extra trough. Need to confirm most likely legal cost with Donna.

Appendix C

Author - Andrew Tremellen

What's happened since the last meeting?

1. Tom Keay of 3 Knockdown Road, SN16 0NJ, has agreed to be the Parish Council's maintenance contractor. He will take charge of monthly safety checks on equipment that is the responsibility of the council, the cutting back and removal of overgrown tree branches, brambles and nettles and hedges and bushes that prevent safe access on pavements, walkways, PROW and high use areas such as the Recreational Ground and Sports field across the parish. Where repairs and remedial building works are required, erecting posts, etc, will be within his remit. He will charge £20/hour within the framework of one working day per fortnight, to mean a charge to the parish council of approximately £4000 per annum.
Tom Keay. Email: tom.keay@outlook.Com Mobile: 07842 015484
2. Contact has been made with Wiltshire planning regarding the alterations to the access and wall on the Recreational Ground. Plans, photographs and measurements have been made available and the case officer, Lisa Davis, has replied to say that the dept will endeavor to respond by 23/11/22. The quote for the work being discussed was from Chris Frost at a cost of £6,500 plus VAT (which the PC can reclaim). £5000 was donated by Sherston Old School Committee, so the work will cost the PC £1,500, which can come from the operations budget. A vote will be required to spend this money, which I propose is once confirmation of planning procedure is received.
3. A quote has been received from Simon Mayhew, the tree surgeon, to remove the cherry and willow branches that overhang the driveway of 12 Knockdown Road, adjacent to the Sports-field, with attention to the electricity cable that runs along the boundary. The cost to carry out such work is £800 including removal of debris and branches. He has also quoted to cut back the branches overhanging the gardens of houses along the pavement opposite Butler's Close, which have been highlighted by residents as being a concern. The cost for that work is £200. Mr Mayhew is not VAT registered, so the cost to the PC will stand at £1000. I propose to ask Mr Mayhew to undertake these roles, with permission of the PC.
4. I believe that I have been able to recruit two new councillors through groups that I am connected with. Harry Stevens I know through the cricket club and consider a friend, Ed is somebody new to the village with young children and a contact through a Dad group. Unfortunately, neither can make the meeting this month, but keen to get involved as soon as possible.