



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
29TH SEPTEMBER 2022 at 7.30PM, SHERSON VILLAGE HALL**

Present

- Councillors: Katharine Bodey-Jones (KBJ) Mr Nigel Freeth (NF) Andrew Tremellen (AT) Mr O Evans (OE) Mr B Smee (BS) Mr M Tarrant (MT) Mr M Smith (MS)

1 member of the public

01.09.22	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Mrs T Burgess (TB) – Chairman • Ms Tahiti Van Rooyen (TVR) • Ms R Wagstaff (RW) <p>The apologies for absence were noted.</p>
02.09.22	<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>
03.09.22	<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: Item 21</p>
04.09.22	<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 July 2022.</p>
05.09.22	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Damage to cars – request from resident for Street lighting - Resolved that no further action would be taken by the PC due to the costs involved and no evidence to show that additional street lighting would be beneficial in this instance.

- Further bill received relating to surrender of the Pre-School Building. Querying as seems rather excessive given 'actual' work undertaken. Noted - The invoice has now been paid.
- Wiltshire Council approached for an update on Pre-School service provider efforts –
Update:- MS, advised that a further meeting had been held and additional tenants would be looked at in due course.
- Recreation ground – Email received raising concerns over the walnut trees and dogs on the recreational ground – New dog signs fitted in all locations. AT advised that the trees would be looked at soon.
- Letter received from resident regarding maintenance issues in the village – AT advised that the trees would be addressed within the maintenance schedule and quotes obtained.
- Public Works Loan Board (Sherston Old School) – Correspondence received regarding a partial early repayment of the loan – Clerk to investigate the costs and any penalties involved

For information:-

- Attended initial meeting of Blooming Sherston – request for planter funding received, awaiting confirmation of costs.
- Sherston Parish Council - Audit objection. Resident has written letter.
- Neighbourhood Plan Land - Fire Risk reported to developer and field cleared/cut
- Pre-school building surrendered as of the 15th July 2022. Deed of Surrender signed by all parties and Keys returned to Chair. Clerk asked to file Deed in secure location
- YMCA contacted to see if they are in a position to re-consider taking on the Sherston Pre-School. Due to ongoing industry wide staffing issues they are not in a position currently to take on.
- The owner of a property in Silver Street has been contacted following complaints relating to workmen blocking/causing an obstruction at the junction off the high street by parking on the highway. Issue appears to be resolved.
- Email received from resident asking to post article relating to reporting Fox Hunting – resident advised that Council are not a political organisation and should remain neutral.
- Chair attended meeting with representatives of the Gardening Club regarding possible funding requirements – 2nd Sept.
- Attended meeting of Communications Working Party
- Chaired Footpath Working Party on 15th August – see monthly report.
- Article published in Cliffhanger relating to raising awareness and use of the MyWilts website and App.
- Article drafted for publication on SWO and in Cliffhanger relating to Footpath update and further issues on the Cliff
- Comments returned relating to New Premises Licence Application - Millennium Building, Pinkney Park.
- Corresponded with Wiltshire Footpath Officer who has confirmed that all issues with footpaths should be formally reported via the MyWilts site.

06.09.22	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.09.22	<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/2022/05866 - Removal/variation of conditions – No objections raised <ul style="list-style-type: none"> ○ Cotswold House, Knockdown Road, Sherston, Malmesbury, SN16 0FP ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cRBI • PL/2022/05468 - Householder planning permission - No objections raised <ul style="list-style-type: none"> ○ 32 Easton Town, Sherston, Malmesbury, SN16 0LS ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018bqN4 • PL/2022/05862 - Householder planning permission - No objections raised <ul style="list-style-type: none"> ○ Manor Farm, Court Street, Sherston, Malmesbury, Wilts, SN16 0LL ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cR7G • PL/2022/06561 - Notification of proposed works to trees in a conservation area - No objections raised <ul style="list-style-type: none"> ○ OLD SILK MILL, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NG ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018djAp • PL/2022/06664 - Householder planning permission - No objections raised <ul style="list-style-type: none"> ○ 4 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dqjn • PL/2022/06428 - Full planning permission - No objections raised <ul style="list-style-type: none"> ○ New Barn Stables, Easton Grey, Wiltshire, SN16 0PW ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dT6O • PL/2022/03345 - Permission in Principle – Objection see below <ul style="list-style-type: none"> ○ Land Off Thompsons Hill, Sherston, Malmesbury, Wilts, SN16 0PZ ○ Permission in principle application for development of 1 self-built dwelling ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000184gl6 ○ <i>Agreed wording added to website: An objection is raised to this proposal on the grounds that the proposal site lies outside of the defined settlement limits of Sherston and hence within an area of open countryside for the purposes of development control. It is also within the designated Cotswold Area of Outstanding Natural Beauty. The erection of a new dwelling on this site would unacceptably extend the ribbon form of development that lies along this part of Thompsons Hill and would set an undesirable precedent for further development outside of the presently defined settlement limits. Land is allocated elsewhere in Sherston via the approved Neighbourhood Plan sufficient</i>

	<p><i>to accommodate approximately 52 dwellings. This is considered more than sufficient to meet local needs and hence there is no need for further development to be carried out beyond the presently defined settlement limits.</i></p>
<p>08.09.22</p>	<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 provided an update regarding the bollard at Church Street - Resolved: That one Jislon type bollard be installed on the pavement by the pedestrian access to Anthony Close at an estimated cost of up to £1000. MS advised that he was looking into schemes for electric vehicle charging points and a proposal was being considered for vehicle charging points in the village hall carpark. The PC gave their support in principle for the village hall investigating the scheme in further detail.</p> <p>Footpaths & Sustainable Land Management Working Group - TB / NF / MS – Appendix A.</p> <p>Climate & Biodiversity Group – BS / MS / OE / KBJ – Agenda item 13.</p> <p>Allotments Group – BS / NF – BS advised that letters of improvements had been sent out to 4 allotment holders and 1 allotment plot has now been reallocated.</p> <p>Communications Group – RW / TVR / TB – No further updates</p> <p>Operations Group – AT / MT - No further updates</p> <p>Planning / Neighborhood Plan – RW / MS / TVR - No further updates</p> <p>Personnel – TB / AT - No further updates</p>
<p>09.09.22</p>	<p><u>Outstanding Actions</u></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 • 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. • 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.

- **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.
- **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.
- **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
- **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.
Update:- 29/09 – Items have now been fitted – Item Closed.

	<ul style="list-style-type: none"> <p>• 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.</p> <p>• 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.</p> <p>• 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.</p> <p>• 05.06.22 - Discretionary gully tank visit - w/b 06.06.22 – For the next visit request the High Street drains, Grove Wood drains and Bustlers Hill drains – AT to make contact. Update:- 14/07 – AT to make contact for the next visit in the Autumn Update:- 29/09 – AT advised that he would make contact and advise of the priority areas.</p> <p>• 05.06.22 - Thanks to all volunteers for the help over the Jubilee weekend – MS to send a list of volunteers to TB who will place an article in the Cliffhanger. Update:- 14/07 – The article will be published in the August Cliffhanger Update:- 29/09 – Item closed.</p> <p>• 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.</p> <p>• 13.07.22 - Resolved the planting of a horse chestnut tree on the rec in the Autumn that will be donated by a resident – BS to liaise with resident. Update:- 29/09 – Ongoing.</p>
10.09.22	<u>Accounts for Payment – September 2022</u>

	<p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for September 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper - £57.60, £57.60, £72.00 • Community Heartbeat – Replacement light - £19.20 • GB Sport & Leisure – Operational inspection March 2022 - £252.00 • Barrett Garden Maintenance – Grass Cutting – 28/07 - £215, 13/08 £215, 24/08 - £215, 7/09 - £125 • Park Lane Press - Cliffhanger – June - £785.00 & July - £502.00 • PKFLittlejohn – External Audit fees - £360.00 • Zurich Insurance renewal - £2,462.56
11.09.22	<p><u>Parish Maintenance</u></p> <p>TVR updated on work completed and work planned.</p>
12.09.22	<p><u>Working group to improve the wild area at the school over the summer holidays</u></p> <p>Members considered setting up a SPC working group to improve the wild area at the school - 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 party would undertake the work in the October half term with MS acting as the PC representative. Agreed in principle to set up a memorandum of understanding for the ongoing maintenance and responsibility.</p>
13.09.22	<p><u>Biodiversity plan</u></p> <p>Members considered the proposed Climate & Biodiversity plan – BS/MS</p> <p>Resolved – BS to set up a working group to review the plan and any actions of concern to be collated and sent to BS</p>
14.09.22	<p><u>Insurance</u></p> <p>Members to review the Insurance schedule and consider a 1, 3 or 5 year LTA – Clerk.</p> <p>Resolved – To approve the insurance schedule on a 5 year LTA.</p>
15.09.22	<p><u>Foxley Road cycle route</u></p> <p>Members considered the Foxley Road cycle route and associated costs involved – MS</p>

	<p>Resolved – To approve the proposed Foxley Road cycle route and associated costs for signage of approx. £2133.</p>
16.09.22	<p><u>Warm spaces for community use</u></p> <p>Members considered if any action can be taken – MS</p> <p>Resolved – 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.</p>
17.09.22	<p><u>Traffic Surveys</u></p> <p>Members considered requesting some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives – MS</p> <p>Resolved – To request some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives</p>
18.09.22	<p><u>Blooming Sherston</u></p> <p>Request for £500 for initial trough outside Post Office, is highways permission required – TB</p> <p>Resolved – TB to request further information and investigate permission.</p>
19.09.22	<p><u>Phone Box</u></p> <p>Possible option to adapt to flower arrangement - TB</p> <p>Resolved - TB to request further information and report to the next meeting.</p>
20.09.22	<p><u>AGAR 2021.22</u></p> <p>Members noted the external auditors report with no issues arising.</p>
	<p><u>Confidential Item</u></p>
21.09.22	<p><u>Staff Costs</u></p> <p>Members to consider funding costs for clerks training and CPD</p> <p>Resolved: To approve the costs for the clerks training and CPD</p> <p>Members to approve yearly SCP increment</p> <p>Resolved: To approve the yearly SCP increment form September and NJC increase from April 2022.</p>

Meeting concluded – 22.23pm

Date of next meeting – 13th October 2022 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Author - Tanya Burgess

What's happened since the last meeting?

1. Quarterly meeting took place of Footpath Group on Monday 15th August. All updated on status of footpaths and action tracker updated accordingly.
2. Cotswold Wardens have confirmed that they will undertake works on 2nd set of Grove Wood steps in October. Currently awaiting materials cost to present to Parish Council for approval.
3. Farming community have kindly agreed to provide a quarterly 'farming' article for the Cliffhanger to share more about what they do during the course of the year, how and why to help us all better understand and appreciate what is happening around us.
4. NF advised that next phase of coppicing will be planned in for January 2023. TB to support by drafting comms to residents to ask for support/help
5. Upwards of 15 footpath issues reported so far on MyWilts site. Some 25% of which are now at the site visit stage.
6. A possible request to relocate SHER22 back to its previous location was muted as a result of the loss of wider access to the Cliff area to ensure safety of use. Member has been asked to raise as a formal agenda item for discussion at the next meeting
7. Update from Cotswold Wardens – Deborah Ackerley
 - Access to the Countryside: Possible sources of funding for projects such as Disabled Access PROW were shared for consideration/awareness
8. Sherston Walks booklets/website content owner
 - It was identified that the text on Parish Council website needed revising and updating. TB to review and draft update.

- Other venues historically sold the booklets. Rattlebone, The Little Yellow Book shop etc. TB to approach all and also consider both The Angel and Lucy Toms
9. Accessibility - members of the group discussed and have possibly identified a circular walk. Further investigations continue
 10. The overcropping of footpaths was raised, and discussed as a general topic, although specific locations were not provided for address. As part of this wider discussions, the farming attendees asked if issues could be reported directly to them so that they could resolve speedily rather than via the MyWilts site which potentially caused delays.
 11. Article published in the Cliffhanger raising awareness of the purpose of and how to access the MyWilts App and website to report a variety of issues.
 12. Measurements of 2 x wooden finger posts at bottom of Brook Hill and Forlorn passed to John Matthews and Sean Richards who have kindly offered to obtain quotes to replace. Costs will be presented to Parish Council for approval.

What's next?

1. Team to continue to progress issues raised with Wiltshire Council
2. Other issues identified in tracker to be raised with Wiltshire Council on the MyWilts site
3. TB to amend Footpath text on Parish Council website
4. TB to draft article for Cliffhanger/Sherston What's Occurring to raise awareness of upcoming coppicing activity and hopefully attract some helpers.

Points for further Discussion/Decision required

NONE

Spend against Budget

Footpath - Budget £750

Spend - £0

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