

**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY 8<sup>th</sup>  
April 2021 at 7.30PM, REMOTELY VIA ZOOM**

Present

Chairman: Mr J Matthews (JM)

Councillors: Mr M Smith (MS) Mr S Magee (SM) Mrs T Burgess (TB) Mr A Tremellen (AT) Ms N Fisher (NF) Mr T Moody (TM) Mr G Morris (GM) Mr P Cutcher – Vice Chair (PC) Mrs Rachel Wagstaff (RW) Mr M Tarrant (MT) – 20:36

J Thomson (JT) – Wiltshire Councillor

1 member of the public

<p><b>01.04.2</b> 1</p>	<p><b><u>Apologies for absence</u></b></p> <p>Council received apologies for absence</p> <ul style="list-style-type: none"> <li>• Mr B Smee (BS)</li> <li>• Mr W Roberts (WR)</li> </ul>
<p><b>02.04.2</b> 1</p>	<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>None received.</p>
<p><b>03.04.2</b> 1</p>	<p><b><u>Exclusion of the Press and Public</u></b></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p> <p>N/A</p>
<p><b>04.04.2</b> 1</p>	<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 11<sup>th</sup> March 2021.</p>
<p><b>05.04.2</b> 1</p>	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Preparing for the possible return to face-to-face meetings – Resolved</li> </ul> <p>to continue to meet virtually until it is safe to meet face to face.</p> <ul style="list-style-type: none"> <li>• Annual meeting of the Parish – 22<sup>nd</sup> April 2021 via Zoom.</li> <li>• Parking on the Rec agreed for the 11<sup>th</sup> September.</li> </ul>

<b>06.04.2</b> <b>1</b>	<b><u>Clerks Report</u></b> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
<b>07.04.2</b> <b>1</b>	<b><u>Planning</u></b> <p>21/01317/FUL Lucy Tom putting back the outdoor Barista horse box – No Objection</p> <p>21/01995/FUL Kingston, Gastons Lane – No Objection</p>
<b>08.04.2</b> <b>1</b>	<b><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></b> <ul style="list-style-type: none"> <li>• Allotment Working Group – Report Update BS advising that the allotment bills had been sent out and the majority of payments have now been received. It has also been noted that the Allotments are currently running at a loss.</li> <li>• Sherston Sports Field – Questions raised regarding the renaming of the Sports Field and reconising the contributions of Owen Fitzpatrick will be considered for the future development. It was noted that dogs are not permitted on the sports field - AT to purchase and erect some new signs.</li> <li>• Footpaths – TB advised a meeting will be held on the 15<sup>th</sup> April. Terms of reference were being prepared along with an agenda for the meeting.</li> <li>• Environmental – MS advised that a meeting will take place on the 21<sup>st</sup> April. Terms of reference were being prepared along with an agenda for the meeting.</li> <li>• Sustainable Sherston and the Community Orchard – MS advised that the first stage of planting had taken place and had gone very well with lots of community involvement. It was noted that the mowing has been agreed with Malmesbury Mowing.</li> <li>• Update on Sherston Housing development – JM advised that progress has been made and discussions had taken place with Wiltshire Council’s Corporate Director and their Director of Housing and Commercial Development . A Zoom meeting was held this week, PC advised that it was intended that Wiltshire Council would lease the Doctors Surgery to the Parish Council who would then sublease to the Doctors. JT advised that valuations will be made and the implications for stamp duty, VAT and legal costs will be investigated. A further progress and update meeting will be held in 2 weeks time.</li> <li>• River Avon Working Group – JM advised that the Village Group has not met again but the issue was now very firmly on the National Agenda.</li> </ul>

<p><b>09.04.2</b> <b>1</b></p>	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li>• The High Street phone box. – TB advised that the refurbishment has taken place. TB to draft an article for the usage to be published in the Cliffhanger.</li> <li>• Notice Board – Now completed.</li> <li>• Parish maintenance person – NF to make contact with Martin Ward.</li> <li>• Land Registry search – Ongoing. Clerk circulated the land registry deeds held. AT and NF to meet with TM to discuss the boundaries.</li> <li>• TM informed the Parish Council that Stanbridge Farm enjoyed an historic right of access all the way along the western boundary of the Sports Field. This right was recognized and accepted.</li> <li>• Lorry Watch / Speeding Issues – On hold but this has been raised again with the Area Board.</li> <li>• Court Street, Sherston - Gate on exit to park – No further action taken.</li> <li>• Internet Accessibility and Statement – This has now been commissioned.</li> </ul> <p><b>Resolved:</b> The reports are noted.</p>
<p><b>10.04.2</b> <b>1</b></p>	<p><b><u>Accounts for Payment – April 2021</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for April 2021.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Patrick Cooper - £57.60</li> <li>• Complete Product Company - £229.00</li> <li>• Malmesbury Mowing - £270</li> <li>• Heritage Fruit Tree Co - £1,262.95</li> <li>• Mant Leisure - £2,680.80</li> <li>• Compass Graphic - £130.80</li> <li>• HMRC – Payee - £742.77</li> <li>• WALC - £647.50</li> <li>• Wiltshire Council – Allotments - £32.50</li> <li>• Malmesbury Mowing - £300</li> <li>• Cherry Orchard – Payroll - £86.40</li> <li>• Royal Mail – PO Box - £180.00</li> <li>• D Ford - Zoom - £143.88</li> </ul>
<p><b>11.04.2</b> <b>1</b></p>	<p><b><u>Parish Steward and Parish Maintenance</u></b></p> <p>Members considered any required work for the Parish Steward.</p> <p><b>Resolved:</b> NF to contact the Parish Steward to liaise over work required. JT to provide a telephone number for NF to make contact.</p>

<p><b>12.04.2</b> <b>1</b></p>	<p><b><u>Sports Pavilion</u></b></p> <p>Members considered any action required for the Sports Pavilion.</p> <p>Noted: That the refurbishment was underway and being completed by volunteers and funded by a donation from John Parkes. AT to contact Wiltshire Council in regards to further funding.</p>
<p><b>13.04.2</b> <b>1</b></p>	<p><b><u>Phone Boxes</u></b></p> <p>Members considered the future usage for the Parish Phone boxes.</p> <p><b>Resolved:</b> That the Willesley phone box will house the Defibrillator. PC will write an article for the Cliffhanger asking for suggestions for the Pinkney Phone box.</p>
<p><b>14.04.2</b> <b>1</b></p>	<p><b><u>Fixed Asset Register</u></b></p> <p>Members reviewed the Fixed Asset Register prepared by the Clerk.</p> <p><b>Resolved:</b> To approve the asset Register.</p>
<p><b>15.04.2</b> <b>1</b></p>	<p><b><u>System of Internal controls and Risk Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Members reviewed the System of Internal Controls prepared by the Clerk</li> </ul> <p><b>Resolved:</b> To approve the System of Internal Controls.</p> <ul style="list-style-type: none"> <li>• Members reviewed the Risk Assessment prepared by the Clerk</li> </ul> <p><b>Resolved:</b> To approve the Risk assessment.</p>
<p><b>16.04.2</b> <b>1</b></p>	<p><b><u>Internal Auditor 2020.21</u></b></p> <p>Members to consider appoint of I Selkirk the internal auditor for 2020.21</p> <p><b>Resolved:</b> To appoint I Selkirk for the Internal Audit for 2020.21.</p>

Thanks were given to John Matthews for his 20 years service as Chairman for the Parish Council.

Thanks were also given to both Sean Magee and Trevor Moody for the time served on the Parish Council.

Thanks were given John Thomson as the Wiltshire Councillor and time and effort made for the Parish Council.

**Meeting concluded – 21:45pm**

**Date of next meeting – 13<sup>th</sup> May 2021 @ 7.30pm – Zoom**

**Signed as a True Record:**

**Date:**