



**MINUTES OF SHERSTONPARISH COUNCIL MEETING HELD ON THURSDAY 8th
July 2021 at 7.30PM, REMOTELY VIA ZOOM**

Present

Chairman:Mrs T Burgess (TB)

Councillors:Mr M Smith (MS)Mr A Tremellen(AT)– Vice ChairMs N Fisher (NF) MsR
Wagstaff (RW) Mr M Tarrant (MT)Mr B Smee (BS)Mr O Evans (OE) Mr N Freeth
(NFr)Mr H Andrews (HA)Mr P Cutcher (PC)

1 member of the public

01.07.21	<p><u>Apologies for absence</u></p> <p>Council received apologies for absence</p> <p>Mr W Roberts (WR)</p>
02.07.21	<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>None received.</p>
03.07.21	<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>N/A</p>
04.07.21	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 10th June 2021.</p>
05.07.21	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Members to note the resignation of Graham Morris – NF to replace GM on the planning group. • Members to note a payment of £400 for Sherston walk books from the Chairman's account. • Future meetings will take place face to face from September. All

	<p>members to submit and read reports prior to the meetings.</p> <ul style="list-style-type: none"> • Training was completed by some members it was noted that members missed the training. Clerk to send out the slides and recording from the training. • Fallen Oak tree reported and removed from the river
06.07.21	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.07.21	<p><u>Planning</u></p> <p>PL/2021/05351 - 5 GREEN LANE, SHERSTON, MALMESBURY, SN16 0NP - Loft Conversion- No Objection.</p> <p>PL/2021/06034 - Proposed Works to Trees in a Conservation Area BARTON HOUSE, 12 EASTON TOWN, SHERSTON, MALMESBURY, SN16 0LS Fell 1 Eucalyptus Tree (T1), 1 Lawson Cypress (T2), 1 Cypress (T3), 1 Norway Spruce (T4) Crown Raise 1 Willow Tree to 3 Metres From Ground Level and Remove Broken Branches (T5)- No Objection.</p> <p>PL/2021/06049 - Proposed Works to Trees in a Conservation Area Address: Summer Court, Tetbury Road, Sherston, Malmesbury, Wiltshire, GL8 8QX Proposal: Fell 2 Silver Birch Trees (T1 & T2) – No plans and no application on the planning portal.</p> <p>PL/2021/06055 - Proposed Works to Trees in a Conservation Area Address: 15 COURT STREET, SHERSTON, MALMESBURY, SN16 0LL Proposal: Fell 1 Palm Tree (T1)- No Objection.</p> <p>PL/2021/06260 - Proposed Works to Trees in a Conservation Area Address: 4 NOBLE STREET, SHERSTON, MALMESBURY, SN16 0NA Proposal: Conifer Tree – Fell- No Objection.</p> <p>PL/2021/05292 - Full Planning Permission Address: New Barn Farm, Easton Grey, Wilts, SN16 0PW Proposal: Erection of agricultural barn for the storage of livestock, machinery and associated fodder. - No Objection.</p> <p>PL/2021/05486 - Householder Application Address: 18 MANOR CLOSE, SHERSTON, MALMESBURY, SN16 0NS Proposal: Proposed first floor side extension. - No Objection.</p>
08.07.21	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>Communications Group – Written report circulated prior to the meeting – <i>Appendix A</i></p> <p>Environmental Group – Written report circulated prior to the meeting – <i>Appendix B</i></p>

	<ul style="list-style-type: none"> • <i>Nigel Freeth to replace GM leading the Grove Wood Project Group</i> • <i>Name change of this group to focus on biodiversity: SPC Biodiversity and Sustainable Land Management Working Party.</i> <p>Allotments Group– BS advised that a letter had been sent for an untended allotment.</p> <p>General Purpose and Finance Group–Written report circulated – <i>Appendix C</i></p> <ul style="list-style-type: none"> • <i>AT to obtain further quotes for any repair work required in the playground.</i> • <i>Due to the cost of the repair, perceived lack of use and a health and safety issue the cycle equipment will be removed.</i>
09.07.21	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • The High Street Phone Box – The Parish Council consulted residents asking for suggestions for future use, very little response received. Main suggestion being a book swap. Some concerns were raised suggesting the management of the ‘book swap’ and the fact that the number of books may become excessive. AT to liaise with the school regarding artwork for the phone box. PC to arrange for the cartridges to be collected. Further consideration will be made at the next meeting. • Commemorative Plaques – <ol style="list-style-type: none"> 1. Zipwire 2. Phone box 3. North legacy <p>MT advised of the costings for the plaques, delegated authority given to spend up to £300 in total for the new plaques. AT to make the bases for the plaques.</p> <ul style="list-style-type: none"> • Website Review – back up and running. Awaiting accessibility statement • Bins at the Recreational Ground missing lids – Delegated authority given to the clerk to purchase two bins up to £400 in total • Laptop and IT requirements – Members approved the cost of £700 for the purchase and set up of a new laptop and ongoing monthly costs for the office 365 of £11.40 per month. RW to collate the quotes received for ongoing development of the website together with support requirements and make recommendations at the next meeting. • Installation of pyramid climber – AT to raise the issue with Friends Sherston School and see if the pyramid climber is still required as cost to replace is high. • Loan agreement contract to the Scouts on behalf of the Preschool – PC advised that a private arrangement has been made between the preschool and the scouts. No further action from Parish Council, • Parish maintenance – TB advised that Wiltshire Council would not be undertaking any cutting until September. NFr would clear the Ivy at Brook Hill to address safety concerns. • Lorry Watch–No further action required. • Parish maintenance person – TB to investigate option of instructing a

	<p>contractor on an ad hoc basis.</p> <ul style="list-style-type: none"> • Village Clean Up Groups – MT to liaise with AT over a twice a year maintenance program, timing and publication of. • Playground Repairs – Agenda item 8 • Jubilee Tree –Delegated authority given to the clerk to spend up to £160 for a tree to be planted for the queens Jubilee. Location of tree TBC. <p>Resolved: The reports are noted.</p>
10.07.21	<p><u>Accounts for Payment – July 2021</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for July 2021.</p> <ul style="list-style-type: none"> • Staff Costs • Patrick Cooper - £57.60 • Malmesbury Mowing - £600 • HMRC - £718.37 & £738.59 • WALC – Councillor Training - £240.00 • Compass Graphic - £108.00
11.07.21	<p><u>Speed Limits/Traffic Management</u></p> <p>Members discussed possible options to help manage traffic speed through the village. A 20MPH speed limit was discussed.</p> <p>Resolved:PC to liaise with AT after obtaining some further advice on what would be required on implementing a 20mph limit ,aswell as presenting other suggested traffic calming methods and costings for consideration.</p>
12.07.21	<p><u>Tree Work</u></p> <p>Members discussed tree work required at the Football Ground.</p> <p>Resolved: TB to arrange for a quote for the required work.</p>
13.07.21	<p><u>5 Year Strategic Plan</u></p> <p>Members considered setting up a working party with a view of setting up a 5 year strategic plan for the Parish Council.</p> <p>Resolved: To set up a working group consisting of MS / MT / TB / AT /BS. TB to arrange a set up meeting.</p>
14.07.21	<p><u>Grants</u></p> <p>Suggestion that a member should be nominated to explore possible grant options available to the Parish.</p>

	<p>Resolved:BS and AT to look into any potential grants available, when they are available, how to apply and present</p>
15.07.21	<p><u>Website</u></p> <p>Members considered a facility on website to report incidents/issues.</p> <p>Resolved:RW to investigate the potential of adding a reporting facility.</p>
16.07.21	<p><u>Tree Clearance – Groove wood</u></p> <p>Members considered tree clearance from river in Grove Wood.</p> <p>Resolved:This has now been completed/removed.</p>
17.07.21	<p><u>Establish Climate Working Group</u></p> <p>Members considered setting up a Climate Working Group.</p> <p>Resolved:To set up a working group consisting of BS / OE as founder members to be circulated to the parish for additional members to join the group</p>

Meeting concluded – 22.38pm

Date of next meeting – 9th September 2021 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Author –Rachel Wagstaff

What's happened since the last meeting?

1. We have a new Parish Council email account. Everyone except Will and Nic should now have access. I still need to confirm passwords to Will and Nic
2. The new Parish Council website is now back up and running
 - a. I need to pass on log on info to Donna and Martin so they are able to update the website again

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

1. Publish a list of current the communication mediums that we have and agree where our next focus should be

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

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

Appendix B

Author - Tanya Burgess

FOOTPATH GROUP

What's happened since the last meeting?

1. Signage Working Party

Last month we reported that 50% of the Footpath network had been walked and assessed with a further 20 walks outstanding to complete the task. We are pleased to report that only 7 now remain – as below:-

- SHER5 Tetbury Road to Willesley
- SHER7 Pinchmore Buildings to top of SHER6 on Tetbury Road
- SHER10 Pinkney Park gate to Foxley Road - 2 branches - east one not visible from road as far as I can tell
- SHER33 (Bridleway) Pinchmore Buildings towards EGRE3
- SHER38 Through Sherston Eggs to SOPW6
- SHER43 Very short section through Sandy Farm entrance (no signage from lane off Sopworth Road)
- SHER44 Even shorter section that is right from Sandy Farm entrance to LUCK22 (have to zoom in close on the Explorer to see it!)

Notes are in an Excel spreadsheet. Photos are JPEG. These are held on Microsoft 365 OneDrive in shareable folders.

Richard Morgan, one of our local residents and a member of the Footpath Group kindly scripted an article which will be published in this month's edition of the Cliffhanger to raise awareness of the level of activity underway.

2. Grove Wood Working Party

It's been an interesting and varied month in Grove Wood. Earlier in the month, we had a massive elm tree fall over which fell into the river and blocked the footpath. Within 24 hours the path had been cleared and the tree removed from the river – thanks go to local farmers, Nigel Freeth and James & Andrew Smith. Their efforts and subsequent thanks were published on Facebook

The first phase of the Grove Wood Project to level and re-surface the footpath along the river at the far end leading out of the wood was completed and looks amazing. In excess of 90 local residents have responded positively thanking all involved for the efforts on the back of a further Facebook post promoting the works. Thanks go to local farmers Nigel Freeth, Andrew and Mike Hibbard and Sean Richards and local residents Richard Morgan and Phil Blick as well as Wiltshire Council for providing the membrane and surfacing materials.

What's next?

TBC pending a replacement for Graham Morris

Points for further Discussion/Decision required

Following the recent resignation of Graham Morris, I we do need another councillor volunteer to lead this group so that we can maintain momentum and the further 2 stages identified.

Spend against Budget – placeholder

N/A

SUSTAINABILITY/ENVIRONMENT WORKING PARTY

Author - Martin Smith

What's happened since the last meeting?

The SPC Environment Group met on 30th June and agreed the following:

- the Terms of Reference were agreed
- to contact the local Farming & Wildlife Advisory Group (FWAG) to see what help could be supplied
- to make contact with Cotswold Glorious Greenfield to see how to do a biodiversity audit
- to talk to Bradford-on-Avon Town Council about their ecology audit
- to follow up the local NFU and understand what their carbon zero strategy means for local farming
- to find out what local testing is feasible of the water quality in the Sherston Avon
- propose a separate working group looks at doing the carbon audit for both the Parish Council and the wider parish
- propose a name change of this group to focus on biodiversity: SPC Biodiversity and Sustainable Land Management Working Party

What's next?

See above

Points for further Discussion/Decision required

None

Spend against Budget - placeholder

Appendix C

Author - Andrew Tremellen

What's happened since the last meeting?

1. Meeting between AT and Nigel Freeth to discuss the proposed lease for the access strip across the sportsfield. It was decided not to pursue this avenue of discussion until after more information is gathered regarding the development on the adjacent field.
2. Research into replacement for the waste bins on the recreation ground. Each bin is likely to be in the region of £150 to £200. A detailed revision of the budget is required and an agreement from the PC to spend any required monies. The bins are usable at present but without lids, meaning that they are susceptible to filling with rain water.
3. In light of the large quote from Mant Leisure for the repairs on the recreation ground, a basic inspection of the equipment was undertaken. Some of the items that have been suggested are not needed and some of the problem areas are probably best just getting removed. A breakdown of the labour costs for each item on their list has been requested so that a more informed decision can be made.
4. The goals for the football pitch have been ordered and are due to be delivered at the end of July. As a PC, we will be required to pay for the invoice in full, with the grant of £1,275 being returned to the PC bank account from the football foundation.
5. A request for a proposed schedule of works has been made to Martin Haggerty of Malmesbury Mowing, detailing frequency of visits and costs. The football club will want the playing area to be maintained to a higher standard than the rest of the PC grounds and so options will need to be assessed.
6. NFish met with the parish steward to discuss a schedule of works and will liaise again to inform of each month's extra tasks. NF was informed that policy is that the steward must leave all of the verges and hedges to grow through until September.

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

1. With a better understanding of the options to the development site, NFr and AT will liaise with the Moody Bros to discuss sportsfield access.
2. Agree a budget for waste bins on the rec and act accordingly.
3. Report back to the PC with a breakdown of coatings from Mant Leisure and potentially look for other companies to quote for the required works.

Etc

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