



**MINUTES OF SHERSTONPARISH COUNCIL MEETING HELD ON THURSDAY
11th NOVEMBER 2021 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) - Chairman
Mr A Tremellen(AT) – Vice Chair, Mr M Tarrant (MT) Mr B Smee (BS) Mr N Freeth (NF) Mr M Smith (MS) Mr H Andrews (HA) Ms N Fisher (NFI) Katharine Bodey-Jones(KBJ)

2 members of the public

01.11.21	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • Mr O Evans (OE) • Ms R Wagstaff (RW) • Mr W Roberts (WR)
02.11.21	<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>Nothing to declare.</p>
03.11.21	<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>
04.11.21	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14th October 2021.</p>
05.11.21	<p><u>Chairman’s Announcements</u></p> <ul style="list-style-type: none"> • Neighbourhood plan development - met with Sopworth resident regarding objections to the latest planning submission for the Neighbourhood plan development

	<ul style="list-style-type: none"> • Neighbourhood plan development – met with Wiltshire Council & Acorn developers regarding land and funding arrangements/timeframe to review planning submission delay/management of project • Initial budget meeting held between Chair/Vice Chair and Clerk • Remembrance Sunday – Chair laying wreath on behalf of Parish Council • SOSCIC – Chair attending AGM 15th November • Wiltshire Council Planning application to secure land for Surgery Development – 12th November • Item 17 Gift of Land – Chairman met with the resident raising concerns • Item 18 Recreational Ground – Chairman to write to Charity Commission for advice • Sherston History CD - location of master – TB to track down • Asset Register – NFI to look at the current Asset register and any land / equipment owned that needs to be added.
06.11.21	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.11.21	<p><u>Planning</u></p> <p>Application Ref PL/2021/09569 - Proposed Works to Trees in a Conservation Area Address: SILK MILL COTTAGE, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NQ Proposal: Ash (T1) - Fell. Early onset of Ash dieback. Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016SVkX No Comment</p>
08.11.21	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>Wiltshire Council update – MS advised on constraints over the planning system with Wiltshire Council and updated on the meetings with the planning officers over the Sherston development. MS to communicate an update for the residents on the development.</p> <p>Biodiversity and Sustainable Land Management Working Party – TB / MS – Report Appendix A - Members agreed the costs of replacing the steps in Grove Wood £341.33 as provided by NF</p> <p>Allotments Group – BS – Appendix B – Agreed to Repair to gate post at Green Lane at a cost of £43ex VAT with NF to install. Replace old metal/wire gate on Manor Close at a cost of £480 with BS to arrange the installation to be funded from the village maintenance budget. BS to look at setting up an allotment association. BS advised that he has requested a quote for the hedge trimming.</p> <p>Communications Group – RW – Appendix C. KBJ to join the communications working group.</p> <p>Operations Group – AT – Appendix D</p>

	<p>Planning – Nothing to report</p> <p>Neighbourhood Plan – Detailed in the Chairman’s report.</p> <p>Personnel – TB nothing to report</p>
09.11.21	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • Commemorative Plaques – 29.05.21 - Recreational Ground / Phone box / Jubilee Tree / Zipwire – MT advised that the plaques have now been ordered. • Website Review – Accessibility statement – 08.10.21– Upgrading and agree future use / purpose – RW advised that the accessibility statement has now been added to the website. • Bins at the Recreational Ground – Install bins – AT reported that this has now been completed. • Parish maintenance – Update on maintenance undertaken – NFI to arrange for a road sweeper to concentrate on Knockdown Road outside the school. Communication has been sent out to the residents advising what the parish warden does. NFI to investigate the process for raising maintenance requests with the Parish warden. MS to explore if a report can be obtained for maintenance requests that have been submitted to monitor progress • Parish maintenance person – 09.10.20 - Advertisement and recruit for a contractor / Parish Maintenance person – AT action ongoing • Village clean up groups – 09.07.21 - Arrange next village clean up session – AT action ongoing • Jubilee Tree – 09.07.21 - Type of tree agreed - To order and arrange planting the tree – BS advised that the tree would be planted on 20th November @11am on the Rec • SOSCIC Donation – 08.11.21 - Utilisation of £5,000 for steps at the Rec – AT action ongoing • Zip wire – 11.06.21 - Purchase and installation of 1/2 round timbers for the steps to climb onto the platform for the zip wire – AT action ongoing • Speeding through the Village – update from MS no further action taken due to illness, MS to set up a speeding working group to be set up to focus on short term and longer term initiatives. AT placed article in Sherston What’s Occuring asking if residents would like to join a working party • Grove Wood – 13.10.21 - Lease renewal - TB action ongoing • Wessex Water – Plans to connect Brook Hill – TB advised that she had responded to residents advising that they needed to contact Wessex Water direct. • Queens Jubilee – 18.10.21 - TB to draft an article to advise the PC will not be arranging activities but will offer support for anyone wanting to arrange. <p>Resolved: The reports are noted.</p>
10.11.21	<p><u>Accounts for Payment – November 2021</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for November 2021.</p> <ul style="list-style-type: none"> • Staff Costs

	<ul style="list-style-type: none"> • Patrick Cooper - Litter Picking - £57.60 • Malmesbury Mowing – Grass cutting - £300 • CPC – Cliffhanger - £578.53 • Staff expenses – £32.40 & £25.00 • M Pope – Allotment maintenance - £132 • CPC – Cliffhanger November - £137.43 <p>Members reviewed the monthly financial reports.</p>
11.11.21	<p><u>Co-Option</u></p> <p>Members considered the vacancy to Co-Opt for the Parish Council Vacancy.</p> <p>Resolved: To Co-Opt Tahiti Van Rooyen.</p>
12.11.21	<p><u>EV Charging Points - MS</u></p> <p>Members considered Electric Vehicle Charging Points.</p> <p>Resolved: MS to explore installation of public electric vehicle charging points – MS to draft an initial communication for the Cliffhanger.</p>
13.11.21	<p><u>Parking on the Rec</u></p> <p>Members considered a request for additional parking on the Rec.</p> <p>Resolved: That additional parking is not supplied for commercial enterprises TB to supply wording for a response to be sent by the Clerk.</p>
14.11.21	<p><u>Grant Applications</u></p> <p>Members considered grant applications received</p> <ul style="list-style-type: none"> • Sherston Tennis Club - £10,000.00 • Village Hall - £15,000.00 • Sherston Arts Festival - £500 <p>Resolved:</p> <ul style="list-style-type: none"> • Sherston Tennis Club – Unable to support due to other priorities and grant restraints. AT to investigate tree work required to protect the courts. Other funding options were supplied to the Tennis Club to explore • Village Hall – To grant £10,000.00 this financial year with a pledge to grant a further £5,000.00 in 2022.23 if further funding has not been found • Sherston Arts Festival – To grant £500.00
15.11.21	<p><u>Highways Improvement Request</u></p> <p>Members considered the Highways Improvement Request Form - on the Norton to Sherston road.</p>

	Resolved: That this is not within the Sherston Parish boundary.
16.11.21	<p><u>Budget Planning</u></p> <p>Members considered budget requirements for the financial year 2022/23</p> <p>Resolved: That members would consider budget requirements for 2022/23, Clerk to set up a stand alone budget meeting before mid December.</p>
17.11.21	<p><u>Gift of Land</u></p> <p>Members considered correspondence received to gift part of the Parish council owned land adjacent to the school to the Sopworth Lane Developers.</p> <p>Noted: Chairman met with the resident raising concerns. TB to progress having land valued in support of Neighbourhood Plan development as ownership of land will need to transfer.</p>
18.11.21	<p><u>Recreational Ground</u></p> <p>Members considered correspondence received regarding the management of the Recreational Ground and Recreational Trust and the building of the Pre-School.</p> <p>Resolved: Chairman to write to Charity Commission for advice</p>

Meeting concluded – 22:19 pm

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

Signed as a True Record:

Date:

Appendix A

FOOTPATH GROUP - NB next meeting Thursday 16th December (Village Hall)**What's happened since the last meeting?****1. Signage Working Party - Ongoing**

With the exception of a couple of very small footpaths, all have been walked with various requirements captured. Next steps are for a prioritised list of works to be presented to the Footpath Group for approval.

Full list of itemised works is available on request. We will start to publish agreed works as and when they are being undertaken via Website, SWO, Cliffhanger etc.

Concerns remain about offers of resource from the village to help, however we will continue to make pleas for help.

2. Grove Wood Working Party

- Nigel Freeth has obtained costs for materials to replace the 32 steps up through the woods
- Suggested dates for works Saturday 13th and 21st November – timings to be confirmed
- Possible options to ask for volunteers from the Community to help to be discussed at November Parish Council Meeting

General

- SHER22 further contact has been made with Wiltshire Council to chase up the work to widen and flatten certain areas of this path to make safe/walkable – ongoing no date commitment as yet
- Manor Farm – damage to signage has for some reason started again. Article published in SWO in an attempt to raise awareness. Monitoring as further damage has occurred

What's next?

Following initial budgeting conversations for 2022/23 Parish Council to consider budgeting for ongoing maintenance works to footpath network which falls outside that of the remit of the landowner/Wiltshire Council. Other option is to consider adding these requirements top the job description of the proposed Village maintenance contractor

Points for further Discussion/Decision required

- Discuss items mentioned in 'what's next section at November Parish Council Meeting

Spend against Budget – placeholder

N/A

BIODIVERSITY AND SUSTAINABLE LAND MANAGEMENT WORKING PARTY

Author - Martin Smith

What's happened since the last meeting?

The group has not met since 30th June due to work pressures; however the following steps have been taken:

- contact with the local Farming & Wildlife Advisory Group (FWAG) was attempted to see what help could be supplied, with little success; this will be followed up again
- Separate work is underway by Cllr Ben Smee and Richard Skeffington, to do a carbon audit for both the Parish Council and the wider parish

The following actions are still outstanding:

- 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

What's next?

See above

Points for further Discussion/Decision required

Given the issues this group has had with engagement with land owners, might it be possible for the footpath group to add a Biodiversity item to their regular agenda and the groups are combined?

Appendix B

Allotment Working Group

Meeting Nigel Freeth and Ben Smee at allotment 31/10/21.

Items for discussion at PC

1. Repair to gate post at Green Lane

Post rotten and loose. Replacement approximately £43 ex VAT. Nigel has offered to install.

2. Replace old metal/wire gate on Manor Close

Long term plan conveyed by Lucy Suggett to replace tatty metal pedestrian gate onto Manor Close with timber field gate to allow manure / compost to be delivered. Plots near Knockdown Road have manure tipped over the wall.

Proposed split gate 3ft / 5ft opening inwards is approximately £400 ex VAT. Ben to contact plot holder who may be prepared to volunteer to install the gate. Existing concrete post will need to be cut off / any below ground electrical cables avoided. Proposal to email allotment holders to seek their opinion.

3. Install second water supply

Plan to install second water trough on the opposite side of the allotment to the existing. During hot / dry spells watering which is only permitted by water which can be laborious, particularly for those who are distant from the only water supply. Proposal to mole the hole for the supply to avoid the surface disturbance from open trenching. Cost estimate received from contractor for moling, pipe, fittings and trough of £2000 in 2019, so up to date quotation has been requested. Proposal to email allotment holders to seek their opinion.

4. Annual Hedge Cutting

Requirement to cut hedge in January / February. Last year Martin Haggerty managed tractor cutting the outside and top of the beech hedge on Manor Close, and trimmed the Green Lane side and the inside of the Manor Close hedge using hand tool.

Nigel has volunteers to undertake the tractor cut from Manor Close. Intend to ask Martin Haggerty to complete hand held hedge trim.

Last year, hedge cutting with tractor assistance and green waste disposal was £420. Await this year's quote.

5. Allotment Holders WhatsApp Group

Following success of village WhatsApp groups during Covid lockdown, proposal for PC to set up Allotment Holders WhatsApp Group, so information can be shared on gardening, growing tips, sources of seeds and manure etc, as well as fostering more of a community spirit.

Proposal to email allotment holders to seek their opinion.

6. Updates to Allotment Tenancy Agreement and Renewal Dates

Not discussed, to be considered next month.

Appendix C

What's happened since the last meeting?

1. Accessibility Statement added to Sherston PC website
 - a. Paul Ormiston (Compass Graphics) commenced an accessibility audit, having been requested to do so by the PC. This was halted before the local elections, so that new councillors could get up to speed and decide what to do next
 - b. The Parish Clerk explained that the likely outcome of any accessibility audit recommendations would be that the cost of upgrading the website would far out-weigh the benefits and that a statement to this effect would then be added to the website
 - c. I have spoken to Paul about this, and he now has experience of other PCs who have not even carried out an audit, but just added a statement to their website
 - d. He has undertaken £90 worth of work to look at the home page (which he will invoice shortly), and I have asked him to stop there
 - e. **I have added an Accessibility statement to the website on the following page: <https://www.sherston.org.uk/what-we-do/parish-council>**
 - f. The statement reads as follows:

Accessibility Statement

Whilst it is clear that the current website falls short of the standards required to achieve full compliance with the Accessibility Regulations, the Parish Council have decided that complying with the accessibility requirement would impose a disproportionate burden on the council. The council will not be progressing this issue any further at this time.

- g. Please let me know if you would like the wording tweaked, or if there is a feeling that we should make our website more accessible...as far as I am aware, we have never received a complaint about the website's accessibility or lack of...
2. I have been updating the Parish website regularly with ad-hoc road closure & SOSCIC info + the latest agendas and minutes.
 - a. If you have community updates that you would like me to include, please email me what you want and I will sort it.

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 D**

In the absence of managing to rectify my email issue, here is the brief Operations Group brief.

- The bins on the Rec have been erected and the key passed to Pat Cooper who will collect the waste from them.
- Still no change with purchasing timber for the zip-wire, so onto next month....
- A discussion was held with Nic Riley of the tennis club, Harry Andrews as a representative of the football club, Martin Smith and Will Roberts to agree on a preliminary plan for developing the sportsfield. Multi-use sports was agreed as the best way forward and it is now incumbent upon us to draft a proposal to put to the residence outlining where funds will come from and asking for their support. Will Roberts has elected to be the lead for looking for funding streams from various sports bodies.
- Discussed in that meeting was the need for the tennis courts to be resurfaced as at present they are unsafe. Without investment there is a realistic chance that the membership of the club, which amounts to 30 - 40 adults and children, will ebb away. The application of £10K of precept money made by the tennis club is about one-third of the total required. It is a very expensive sticking plaster and one that could be irrelevant if development runs at the speed of a bullet train. However, this is unrealistic and so we should discuss the possibility of a sum donated on the proviso that rest of the funds are met elsewhere. What is that sum?
- The village maintenance person has not been actioned this month.
- The options for a village clean up group would be best served at the end of November, however I am booked up every weekend through until mid December. It would be greatly appreciated if another member could coordinate and organise a weekend, otherwise I fear that it will have to slide until next year.
- A preliminary budget meeting was held with the chair and the clerk to discuss requirements for the next financial year. I would welcome thoughts and assistance from other members of the Operations Group. Any weekday evening, except Thursdays, would work for me. Suggestions please.