



Chairman: Tanya Burgess

## All Council Meetings are open to the Public and Press

2nd June 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 8th June 2023 at 7.30pm**. The meeting will be held at the Pre School building on Sherston Recreational Ground.

The meeting will consider the items set out below.

**Donna Ford**  
Parish Clerk

***Before the meeting there will be a public session to enable the electorate of Sherston to ask questions, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.***

### **Fire Safety – Evacuation Procedure / Recording Protocol**

The Council is requested to note the fire safety procedure and the Parish Council's recording protocol.

**7.30pm**

**Welcome**

### **Public Question Time**

This section (at the chairman's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

# AGENDA

8<sup>th</sup> June 2023 – 7:30pm

1.	<b><u>Apologies for absence</u></b>  Council to receive apologies for absence.
2.	<b><u>Declarations of interest</u></b>  Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
3.	<b><u>Exclusion of the Press and Public</u></b>  To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.
4.	<b><u>Minutes</u></b>  To confirm and sign as a correct record the minutes of Sherston Parish Council Annual Meeting held on 11 <sup>th</sup> May 2023.
5.	<b><u>Chairman's Announcements</u></b> <ul style="list-style-type: none"><li>• Possible interest in running classes from Pre-School Building</li><li>• Email received from SOSIC regarding possible pay-down of loan</li><li>• Approached by resident regarding exchanges which have taken place on SWO regarding danger when driving out of Silver Street. Would advise residents who have a concern to raise formally via the Clerk.</li><li>• Katharine Bodey-Jones resigned as a result vacancy. Resident previously interested to be contacted to see if still is.</li></ul>
6.	<b><u>Clerks Report</u></b> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk.</li></ul>
7.	<b><u>Internal Audit</u></b>  Members to review the Internal report and any action required.
8.	<b><u>Statement of Accounts for the Year Ended 31<sup>st</sup> March 2023</u></b>  To resolve to confirm and sign the Statement of Accounts for the Year Ended 31 <sup>st</sup> March 2023.
9.	<b><u>Completion of Section 1 of the Annual Return for the Year Ended 31<sup>st</sup> March 2023 – Annual Governance Statement</u></b>  To resolve to respond to the Annual Governance Statement.

10.	<p><b><u>Completion of Section 2 of the Annual Return for the Year Ended 31st March 2023 – Accounting Statements</u></b></p> <p>To resolve to approve and sign the Accounting Statements.</p>																								
11.	<p><b><u>Confirmation of the dates of the period for the exercise of public rights</u></b></p> <p>Members to confirm the dates of the period for the exercise of public rights.</p>																								
12.	<p><b><u>Planning</u></b></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <table border="1" data-bbox="295 654 1418 931"> <tr> <td>Application No:</td> <td>PL/2023/03058</td> </tr> <tr> <td>Application Type:</td> <td>Consent under Tree Preservation Orders</td> </tr> <tr> <td>Proposal:</td> <td>Beech tree - Crown reduction by up to 30%</td> </tr> <tr> <td>Site Address:</td> <td>THE OLD VICARAGE, CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR</td> </tr> </table> <table border="1" data-bbox="295 1008 1418 1393"> <tr> <td>Application No:</td> <td>PL/2023/02273</td> </tr> <tr> <td>Application Type:</td> <td>Listed building consent (Alt/Ext)</td> </tr> <tr> <td>Proposal:</td> <td>Removal of Two Recently Installed Unauthorised Timber Framed Windows and Replacement with Metal Framed, Single Glazed Leaded Light Windows to Match the Original Windows Removed.</td> </tr> <tr> <td>Site Address:</td> <td>BEAUFORT HOUSE, WILLESLEY, TETBURY, GL8 8QU</td> </tr> </table> <table border="1" data-bbox="295 1469 1418 1783"> <tr> <td>Application No:</td> <td>PL/2023/03736</td> </tr> <tr> <td>Application Type:</td> <td>Minerals and Waste Application</td> </tr> <tr> <td>Proposal:</td> <td>Variation of conditions 3, 6 &amp; 7 of Planning Permission N/88/02615 and Removal of Condition 4 of N/88/02615</td> </tr> <tr> <td>Site Address:</td> <td>KNOCKDOWN QUARRY, KNOCKDOWN, TETBURY, GL8 8QY</td> </tr> </table>	Application No:	PL/2023/03058	Application Type:	Consent under Tree Preservation Orders	Proposal:	Beech tree - Crown reduction by up to 30%	Site Address:	THE OLD VICARAGE, CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR	Application No:	PL/2023/02273	Application Type:	Listed building consent (Alt/Ext)	Proposal:	Removal of Two Recently Installed Unauthorised Timber Framed Windows and Replacement with Metal Framed, Single Glazed Leaded Light Windows to Match the Original Windows Removed.	Site Address:	BEAUFORT HOUSE, WILLESLEY, TETBURY, GL8 8QU	Application No:	PL/2023/03736	Application Type:	Minerals and Waste Application	Proposal:	Variation of conditions 3, 6 & 7 of Planning Permission N/88/02615 and Removal of Condition 4 of N/88/02615	Site Address:	KNOCKDOWN QUARRY, KNOCKDOWN, TETBURY, GL8 8QY
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13.	<p><b><u>Outstanding Actions</u></b></p> <p>Appendix A – Members to update if any further action has been taken.</p>																								
14.	<p><b><u>Accounts for Payment – June 2023</u></b></p>																								

	<p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for June 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking –</li> <li>• Compass Graphic – Leaflet prints for new councillors - £129.60</li> <li>• C Orchard – Payroll provider - £115.20</li> <li>• IAP – IT provider - £133.30</li> <li>• SLCC – Training - £250.00</li> </ul>
<b>15.</b>	<p><b><u>Parish Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Update on work completed and work planned</li> </ul>
<b>16.</b>	<p><b><u>Matters arising from the Annual Parish Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Concerns over the cycling races that go through the village, AT advised that the roads belong to highways and the Parish Council has no control over the races. The Parish Council has consulted with the event organisers and appealed to reroute.</li> <li>• Support for the football club – Email sent with the grant application form.</li> <li>• Parking opposite grays becoming an issue and residents also parking on pavements.</li> </ul>

**Date of Next meeting – 13<sup>th</sup> July 2023**

## **Appendix A – Outstanding Actions**

- **08.11.21** - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – **AT**  
Update 12/01:- Meeting planned for Monday 16th with an architect to help with the planning application for the Court Street small entrance to the Rec  
Update 09/02:- Entrance to the Rec. need planning permission, so Sam Evans is to advise on the design. Costs will be incurred, and PC will pay for the planning permission  
Update 09/03:- AT advised that the planning application has now been submitted.  
Update 13/04:- Awaiting for planning permission.  
Update 11/05:- Ongoing  
**Update 08/06:-**
  
- **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 12/01:- Further Communication sent 12/12 in response to questions posed by Charity Commission - awaiting response from Commission. TB advised that a letter has been received from a resident requesting payment of their legal costs for advice obtained on the recreational trust. The PC confirmed that the legal costs would not be made as no agreement was made to obtain the advice. TB to respond to resident. As per Chairmans announcements RT to take over progressing this action with the CC.  
Update 09/02:- Met with Councillor Robin Turner to transfer responsibility for working with the Charity Commission and addressing issues with the PennyMead Recreation Ground. Advised Charity Commission of the same  
Update 09/03:-
  - Email sent to resident regarding the outcome of the legal fees payment request on the 13<sup>th</sup> January.
  - Ongoing communications with Charity Commission
  - Investigations underway to identify a specialist Charity Trust solicitor who will be engaged to update the existing Trust Deed, key to this is ensuring the Pennymead/Recreation Ground is protected and retained as a recreation facility.Update 13/04:- Ongoing – 2<sup>nd</sup> meeting of the trust held on 13/04/2023.  
Awaiting for confirmation from a trust law specialist regarding representation.  
Update 11/05:- Initial law firm approached fairly non-communicative as a result made initial approach to Clarke Willmott in Bristol who responded with what were deemed to be prohibitive costs. Council to discuss and agree next steps in June meeting  
**Update 08/06:- TB written to Charity Commission to advise of prohibitive costs and confirm future ways of working. Propose Council consider matter closed unless we hear back from them.**
  
- **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 08/12:- Approval was received from the Recreational Trust following a meeting on the 22<sup>nd</sup> November to allow the siting of the proposed Boules pitches. The PC resolved to match fund the boules committee and EMR £3,000 for the creation of the boules pitches.  
Update 12/01:- No further updates.

Update 09/02:- NF approved, and hope to start work mid May.  
Update 09/03:- NF to prepare an article for the Cliffhanger  
Update 13/04:- Article drafted and sent to Cliffhanger for publication  
Update 11/05:- Article published, provisional start date 1<sup>st</sup> week of June.  
**Update 08/06:-**

- **12.12.22 – AT** - Play Inspection report - AT to arrange for the required work to be undertaken. A quote to be obtained for the replacement of the wooden adventure trail.  
Update 12/01:- Meeting organised on Monday 16th with a representative from a company called Playdale to look at the replacement of the activity trail on the Recreation ground.  
Update 09/02:- . Adventure Trial – following assessment, there are too many rotten timbers to be safe, AT investigating cost of replacing timbers to repair and replace these timbers.  
Update 09/03:- AT obtaining quotes for the adventure trail and pyramid climber  
Update 13/04:- Awaiting quotes to replace the adventure trail and the purchase and installation of a pyramid climber.  
Update 11/05:- 2 quotes received and being accessed, awaiting a 3<sup>rd</sup> quote.  
**Update 08/06:-**
- **08.01.23 – MS** – Approved to purchase 7 gates to be sited 2x Easton Town, 1 Brook Hill, 2x Tetbury Road and 2x Knockdown Road. Parish to own and maintain, Wilts Council to install.  
Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list.  
Update 09/03:- Ongoing  
Update 13/04:- Awaiting delivery and installation date from Wiltshire Council. MS to draft a communication with the phased plans for speeding initiatives which will be communicated to the parish.  
Update 11/05:- Gates delivered, awaiting Wiltshire Council to install, may take up to 2 months. Speed assessment strips installed in key areas where speeding is deemed to be an issue. Request for 2 further strips for Pinkney and Brook Hill.  
**Update 08/06:-**
- **21.12.21 – BS** - Following a meeting at the allotment of Ben Smee and Victoria Purton (Assistant Estates Manager, Wiltshire Council) to discuss a replacement gate, Wiltshire Council (WC) offer a Community Asset Transfer of the allotments to the Parish Council.09.02.2022. Following discussion at the council, BS confirmed to WC that the PC are interested in an asset transfer of the allotments. 23.03.2022. WC provided a template example of a Community Asset Transfer (CAT) document and confirm there would be no charge by WC. [PC will incur legal costs]. 09.05.2022 PC wrote to WC Estates Department requesting the CAT document for our legal review. 31.05.2022 Victoria Purton provided a copy of the lease and registered title, and confirmed they are working on creating heads of terms and creating a "sale plan". WC also confirmed there are no restrictive covenants, rights benefitting other people etc.16.01.2023 BS emailed update requests to WC in June, July, August, Martin Smith in September, October, November and January 2023. Yet to receive the Heads of Terms and Sale Plan for our legal review.

Update 09/03:- MS advised that the documents were being prepared by Wiltshire Council and would be circulated to the PC once completed, MS to chase again and advised that there are numerous asset transfers taking place and there is a que.

Update 13/04:- Agenda item 18

Update 11/05:- Solicitors commissioned awaiting further instructions

**Update 08/06:-**

- **16.02.23 – NF/AT** - Grove Wood Lease - NF and AT to investigate the details of the lease.

Update 09/03:- NF – advised that a review has taken place and discussions with the land owner. Clerk to investigate the insurance implications for the insurance liability for Groovewood.

Update 13/04:- Confirmation on insurance liability received - PL will cover the land in which your organisation uses to conduct its activities. If this land is used for your organisations activities then it will be covered. Lease – Awaiting for the land owner to arrange a new lease.

Update 11/05:- £200 yearly rental agreed, terms agreed, awaiting finalised lease.

**Update 08/06:-**

- **21.05.23 – ED** – Investment of Funds - To investigate potential schemes / accounts for the rent paid in advance for the PWLB and report back to the next meeting.

**Update 08/06:-**

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