



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

7th July 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 13th July 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

13th July 2023 – 7:30pm

1.	<p><u>Apologies for absence</u></p> <p>Council to receive apologies for absence.</p>
2.	<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>
3.	<p><u>Exclusion of the Press and Public</u></p> <p>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p>
4.	<p><u>Minutes</u></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 8th June 2023.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Handover of management of Parish Steward and maintenance contractor completed• Letter received from resident regarding planning procedures relating to Cotswold tiled roofs
6.	<p><u>Clerks Report</u></p> <ul style="list-style-type: none">• Members to receive a written report from the Clerk.
7.	<p><u>Working Group / Outside Bodies Reports</u></p> <p>Members to received reports from the chairs of the working groups and any Outside Body Representatives.</p> <p>Working Groups</p> <p>Footpaths & Highways – TB</p> <p>Climate & Biodiversity Group – BS</p> <p>Allotments Group – BS</p> <p>Communications Group – MWF</p> <p>Operations Group – AT</p>

	<p>Neighbourhood Plan – MWF</p> <p>Ways of working – TB</p> <p>Finance – ED</p> <p>Outside Bodies</p> <ul style="list-style-type: none"> • School - MS / AT • Village Hall – BS • Emergency Services/Planning – NF • Area Board – MS / TB • LHFIG – MS / TB • SOSIC – MS / TB • Scouts / Brownies – OE • Church – NF • Blooming Sherston – TB • Sports Clubs – MWF / AT • Gardening Club - MS 												
7.	<p><u>Planning</u></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 1482 1420 1832"> <tr> <td>Application No:</td> <td>PL/2023/04828</td> </tr> <tr> <td>Application Type:</td> <td>Householder planning permission</td> </tr> <tr> <td>Proposal:</td> <td>Remove window glazing and polycarbonate roof and replace with double glazing windows and glass roof.</td> </tr> <tr> <td>Site Address:</td> <td>14 Cliff Road, Sherston, Malmesbury, SN16 0LN</td> </tr> </table> <table border="1" data-bbox="295 1872 1420 2024"> <tr> <td>Application No:</td> <td>PL/2023/04779</td> </tr> <tr> <td>Application Type:</td> <td>Notification of proposed works to trees in a conservation area</td> </tr> </table>	Application No:	PL/2023/04828	Application Type:	Householder planning permission	Proposal:	Remove window glazing and polycarbonate roof and replace with double glazing windows and glass roof.	Site Address:	14 Cliff Road, Sherston, Malmesbury, SN16 0LN	Application No:	PL/2023/04779	Application Type:	Notification of proposed works to trees in a conservation area
Application No:	PL/2023/04828												
Application Type:	Householder planning permission												
Proposal:	Remove window glazing and polycarbonate roof and replace with double glazing windows and glass roof.												
Site Address:	14 Cliff Road, Sherston, Malmesbury, SN16 0LN												
Application No:	PL/2023/04779												
Application Type:	Notification of proposed works to trees in a conservation area												

	<table border="1"> <tr> <td>Proposal:</td> <td>These are two conifer trees that require removing at ground level.</td> </tr> <tr> <td>Site Address:</td> <td>2 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY</td> </tr> </table>	Proposal:	These are two conifer trees that require removing at ground level.	Site Address:	2 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY				
Proposal:	These are two conifer trees that require removing at ground level.								
Site Address:	2 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY								
	<table border="1"> <tr> <td>Application No:</td> <td>PL/2023/04335</td> </tr> <tr> <td>Application Type:</td> <td>Listed building consent (Alt/Ext)</td> </tr> <tr> <td>Proposal:</td> <td>Removal and rebuilding natural stone garden/boundary wall and increase of patio area width</td> </tr> <tr> <td>Site Address:</td> <td>Angel Cottage, Cliff Road, Sherston, Malmesbury, SN16 0LN</td> </tr> </table>	Application No:	PL/2023/04335	Application Type:	Listed building consent (Alt/Ext)	Proposal:	Removal and rebuilding natural stone garden/boundary wall and increase of patio area width	Site Address:	Angel Cottage, Cliff Road, Sherston, Malmesbury, SN16 0LN
Application No:	PL/2023/04335								
Application Type:	Listed building consent (Alt/Ext)								
Proposal:	Removal and rebuilding natural stone garden/boundary wall and increase of patio area width								
Site Address:	Angel Cottage, Cliff Road, Sherston, Malmesbury, SN16 0LN								
	<table border="1"> <tr> <td>Application No:</td> <td>PL/2023/04341</td> </tr> <tr> <td>Application Type:</td> <td>Minerals and Waste Application</td> </tr> <tr> <td>Proposal:</td> <td>Application seeks to vary conditions 2 and 3 of planning permission reference N/08/07026 in order to amend the approved phasing and restoration of the consented eastern extension at Knockdown Quarry together with agreeing new timescales for the eastern extension. The changes are necessary as the eastern extension has not been operated in accordance with the approved phasing and restoration schemes or the approved timescales.</td> </tr> <tr> <td>Site Address:</td> <td>HALFWAY BUSH FARM, KNOCKDOWN, TETBURY, GL8 8QY</td> </tr> </table>	Application No:	PL/2023/04341	Application Type:	Minerals and Waste Application	Proposal:	Application seeks to vary conditions 2 and 3 of planning permission reference N/08/07026 in order to amend the approved phasing and restoration of the consented eastern extension at Knockdown Quarry together with agreeing new timescales for the eastern extension. The changes are necessary as the eastern extension has not been operated in accordance with the approved phasing and restoration schemes or the approved timescales.	Site Address:	HALFWAY BUSH FARM, KNOCKDOWN, TETBURY, GL8 8QY
Application No:	PL/2023/04341								
Application Type:	Minerals and Waste Application								
Proposal:	Application seeks to vary conditions 2 and 3 of planning permission reference N/08/07026 in order to amend the approved phasing and restoration of the consented eastern extension at Knockdown Quarry together with agreeing new timescales for the eastern extension. The changes are necessary as the eastern extension has not been operated in accordance with the approved phasing and restoration schemes or the approved timescales.								
Site Address:	HALFWAY BUSH FARM, KNOCKDOWN, TETBURY, GL8 8QY								
	<table border="1"> <tr> <td>Application No:</td> <td>PL/2023/05319</td> </tr> <tr> <td>Application Type:</td> <td>Notification of proposed works to trees in a conservation area</td> </tr> <tr> <td>Proposal:</td> <td>Horse Chestnut tree - Fell.</td> </tr> <tr> <td>Site Address:</td> <td>THE DOCTORS HOUSE, 21 CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR</td> </tr> </table>	Application No:	PL/2023/05319	Application Type:	Notification of proposed works to trees in a conservation area	Proposal:	Horse Chestnut tree - Fell.	Site Address:	THE DOCTORS HOUSE, 21 CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR
Application No:	PL/2023/05319								
Application Type:	Notification of proposed works to trees in a conservation area								
Proposal:	Horse Chestnut tree - Fell.								
Site Address:	THE DOCTORS HOUSE, 21 CHURCH STREET, SHERSTON, MALMESBURY, SN16 0LR								
8.	<p><u>Outstanding Actions</u></p> <p>Appendix A – Members to update if any further action has been taken.</p>								
9.	<p><u>Accounts for Payment – July 2023</u></p>								

	<p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for July 2023.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – • Cliffhanger – 24pages - £785.00 • HMRC – Payee - £836.00 & £841.72 • Barrett Maintenance – Grass Cutting - £855.00 • IAP – IT - £126.14 • Rialtas – End of Year Account Closure - £906.00
10.	<p><u>Parish Maintenance - BS</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned
11.	<p><u>Grant Application for Sherston Magna Cricket Club</u></p> <p>Members to consider the grant application received for £1000</p>
12.	<p><u>Recreational Ground and the former Preschool Building - RT</u></p> <ul style="list-style-type: none"> • Members to receive an update and any associated action required from the chair of the recreational trust. • To note the Recreation Ground land updates. • Request for parking for a funeral – 25th July • Lease of the building for recreational use and charges
13.	<p><u>Tree Planting at the Tartars - BS</u></p> <p>Members to consider funding the trees and associated tree protection fences for trees planting in public verges in the Tartars.</p>
14.	<p><u>Pinchmore Lane - MS</u></p> <p>Members to agree to submit an LHFIG (Wiltshire Council Local Highways and Footpath Infrastructure Group) request to look at signage to prevent large vehicles using Pinchmore Lane at Pinkney.</p>
15.	<p><u>Terms of Reference – Working Groups - TB</u></p> <p>Members to agree the completion of the terms of reference for working groups.</p>

Date of Next meeting – 14th September 2023

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:- Planning permission has now been received. AT to confirm the next steps and appoint the contractor and confirm start date and duration of work.
Update 13/07:-
- **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 22nd 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 1st week of June.
Update 08/06:- NF advised that work started on the 1st and is nearing completion. The final curing needs rain, once complete the first event will be the School Olympics on the 1st July. The PC will consider some additional benches and bins in the near future.
Update 13/07:-
- **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 3rd quote.
Update 08/06:- AT to update at the next meeting.
Update 13/07:-

- 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:- The gates have now been collected and the proposed installation will be WC 12/06/23. Two further speed assessment requests will be submitted for Pinkney and Brook Hill. MS to chase up date for the original assessments.
Update 13/07:- urgent other work has delayed the installation of the gates; MS is chasing Wiltshire Council Highways for a new date. Speed assessments cannot be installed at Pinkney and Brook Hill due to safety reasons and lack of infrastructure to attach to; MS has booked a meeting with a Highways engineer on 26/07/23 to understand what the options are at these locations and to interpret the data collected from the speed assessments at other locations and understand what action can be taken.
- 21.12.21 – BS** - Following a meeting at the allotment of Ben Smea 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:- Solicitor awaiting communication from Wiltshire Council regarding the Heads of Terms and Sale Plan – MS to chase up Wiltshire Council.
Update 13/07:- MS chased WC on 14/06/23 and was told the council's solicitors will be instructed shortly. MS chased again on 5/07/23.

- **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:- No further updates.
Update 13/07:-
- **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:- ED to review options for either part paying off the loan or investing and report to the next meeting.
Update 13/07:- Report provided – Recommendation - The council resolves to repay the £72,000 held in advance rent from the balance of the PWLB, delegated authority is given to the clerk to make the transaction.
- **16.06.23 – BS** - PC to engage Hills Waste to provide a waste service on the Sports Field, initially for 6 months starting in mid-July with the assumption we will continue permanently if there are no logistical issues at a cost of £542 per year – Clerk to enter into the contract and advise the FC of the responsibilities for emptying.
Update 13/07:- Clerk completed contract details and advised the FC. Confirmation now received from Hills Waste and the FC to the responsibilities of the waste collection.

