



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

6th October 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 12th October 2023 at 7.30pm**. The meeting will be held at the Village Hall, Sherston.

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to read "Donna Ford", is positioned below the text.

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

12th October 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 14th September 2023.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Chapter 8 - Parish & Town Council Staff Members & Volunteers• Tolsey Surgery proposed closure/Campaign Plans• Meeting with Co-Operative Childcare team (possible offering to replace pre-school) postponed due to illness. To be re-arranged• Attended Malmesbury Area Board Meeting
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> <ul style="list-style-type: none">• Widening and resurfacing of Public Right of Way through Grove Wood completed evenings of 20th/21st September. Thanks extended to all volunteers.• Highways cleared undergrowth from both sides of road bridge at bottom of Brook Hill outside Stretchline massively improving visibility for road users. <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 • SOSCIC – MS / TB / BS • Scouts / Brownies – OE / BS • Church – NF • Blooming Sherston – TB - planting still pending installation of speeding gates • 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>
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 – October 2023</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for October 2023.</p> <ul style="list-style-type: none"> • Staff Costs

	<ul style="list-style-type: none"> • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking • IAP – Web hosting, email only - £18.00 • Park Lane Press – Cliffhanger - £785.00 • IAP – IT provisions - £116.64 • PKF – External Audit - £378.00 • SSE Electricity – The North building electricity charges - £259.33 • Wiltshire Council – Allotment charges - £32.50 • Barrett Garden Maintenance – Grass Cutting - £560.00
10.	<p><u>Parish Maintenance - BS</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned
11.	<p><u>Wiltshire Local Plan</u></p> <p>Members to consider the Wiltshire Council Local Plan and provide any response required.</p>
12.	<p><u>Email Retention policy</u></p> <p>Members to consider, draft and agree policy to ensure we can support any future requests for information.</p>
13.	<p><u>External Audit Report</u></p> <p>Members to note the external audit report and any actions arising.</p>

Date of Next meeting – 19th November 2023

Outstanding Actions

- **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:- Clerk to discuss the quotations with AT.

Update 14/09:- Clerk to obtain a 3rd quote for a new trim trail and 3 quotes for a new pyramid climber.

Update 12/10:- Requests for quotes sent to 6 companies, BS to arrange site meetings with play providers – Discussion required over budget and requirements.

- 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.
Update 14/09:- Village Gates - a couple of them are being amended as they were slightly too large for the verge - Highways are being chased regularly on this. Speed data has been discussed with LHFIG officer at WC. He is looking at feasibility of a 20mph zone in the central part of the village based on this data. MS has also raised the high speeds on Tetbury Road with Wiltshire Police.
Update 12/10:-
- 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:- 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.

Update 14/09:- Email received today to advise I am pleased to confirm we have today finally heard from Wiltshire Council who have confirmed they have now been instructed on this matter.

Update 12/10:-

- 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:- NF advised that a update has not been received.

Update 14/09:- Extension to existing lease drafted to include requested amendments and a £200 per annum rental charge, document awaiting signature.

Update 12/10:-

- 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 - Recommendation approved.

Update 14/09:- Delayed due to Clerks annual leave.

Update 12/10:- Partial repayment made of £72,000 – Action Closed.

- 16.07.23 - Terms of Reference – Working Groups – TB - Members agreed the completion of the terms of reference for working groups to be approved at the September PC meeting.
Update 14/09:- Awaiting drafts.
Update 12/10:-
- 05.09.23 – KS - KS to approach residents via the Cliffhanger to gain interest for the speed training.
Update 12/10:-
- 05.09.23 - Interest registered to support Council with the planting of trees. Council to pursue- TB to forward details to BS to progress.
Update 12/10:-
- 07.09.23 – TB - Sherston Walks Booklet update – requests for help to walk the 10 circular routes and help identify changes placed on Website, Facebook, Sherston What’s Occurring and drafted for Cliffhanger.
Update 12/10:- Great response received from residents with a number offering to walk the routes and provide feedback. Majority of feedback received, next steps to consolidate, amend master documents and arrange print run.
- 13.09.23 – NF/MT – Flood resilience plans - NF/MT to review in line with existing emergency plan and report back.
Update 12/10:-
- 15.09.23 – TB – Parking on the sports field - TB to communicate through the Cliffhanger reminding residents not to drive across the sports pitches and respect the sports field. Consideration was given to installing fencing to prevent cars driving on the field, however this was considered a little heavy handed and costly. As such the decision was taken to go with the softer approach.
Update 12/10:- Article drafted for November Cliffhanger
- 20.09.23 – TB – Recruitment of a Tree Warden - TB to write an article requesting volunteers for a tree warden.
Update 12/10:- Article drafted for November Cliffhanger
- 05.09.23 – KS - Speeding training for interested residents – email relating to Community Speed volunteers in Burton – KS to approach residents via the Cliffhanger to gain interest for the speed training.
Update 12/10:-
- 05.09.23 – BS - Interest registered to support Council with the planting of trees. Council to pursue- TB to forward details to BS to progress.
Update 12/10:-

- 05.09.23 – MS - Email received relating to what if any progress has been made with regard to bollards outside exit to Anthony Close and the Church – MS to pick back up with the resident and keep them updated.

Update 12/10:-

- 05.09.23 – MS - Broken up pavement on the Jubilee Triangle- PC concerned the pavement is a hazard, ticket raised with WC and closed on the basis that no action was being taken – Escalated to MS who would look into the action.

Update 12/10:-