



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

8th September 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 14th September 2023 at 7.30pm**. The meeting will be held at the Village Hall, Sherston.

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

14th September 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 13th July 2023.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Maintenance of Bus Stop (Angel)• Further concerns relating to parking outside the Church/opposite garage• Co-operative Childcare approach council with possible interest in The North Building/providing childcare – initial meeting arranged• Wiltshire Council local plan consultation begins 27th September ending on the 22nd November. Multiple drop in sessions arranged as well as online events – details shared with residents by Clerk on Website, Facebook and PC noticeboards. Residents need to register for the events• Councillor resignations – Owen Evans and Harry Stevens• Approach received from another possible hirer of the North Building on a Wednesday evening• Speeding training for interested residents• Interest registered to support Council with the planting of trees. Council to pursue.• Communication received from resident relating to whether Council would consider renovating the main entrance to the Recreation Ground following the improvement made to the smaller entrance off Court Street. Resident was advised that this is on our list to do, however we need to obtain funding, as a result likely to be undertaken in the next financial year. Also mentioned work required to Walnut trees and a missing Dog sign – both items forward to the Operations Group.• The North Building (former Pre-School) ongoing issues with unauthorised access to the site and evidence of smoking taking place.• Email received from resident about 'inconsiderate' parking opposite Grays Garage (not related to Grays customers) - has been discussed previously.

	<ul style="list-style-type: none"> • Broken up pavement on the Jubilee Triangle
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 / BS • Scouts / Brownies – OE / BS • Church – NF • Blooming Sherston – TB • Sports Clubs – MWF / AT

	<ul style="list-style-type: none"> 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"> <tr> <td>Application No:</td> <td>PL/2023/06952</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>T1 is a Beech tree that had its crown reduced 6 years ago and is proposed to have the same work done again. The tree is currently approx 10m tall and it is proposed that approx 3m are removed from around the entire crown.</td> </tr> <tr> <td>Site Address:</td> <td>6 CLIFF ROAD, SHERSTON, MALMESBURY, SN16 0LN</td> </tr> </table> <table border="1"> <tr> <td>Application No:</td> <td>PL/2023/07346</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>Lime tree – fell</td> </tr> <tr> <td>Site Address:</td> <td>OLD SILK MILL, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NG</td> </tr> </table> <table border="1"> <tr> <td>Application No:</td> <td>PL/2023/07533</td> </tr> <tr> <td>Application Type:</td> <td>Householder planning permission</td> </tr> <tr> <td>Proposal:</td> <td>Two storey rear extension. Garage. REVISION TO THE ORIGINAL APPROVED SCHEME (Application Reference Number: PL/2022/05468). Therefore eligible as a 'free go</td> </tr> <tr> <td>Site Address:</td> <td>32 EASTON TOWN, SHERSTON, MALMESBURY, SN16 0LS</td> </tr> </table>	Application No:	PL/2023/06952	Application Type:	Notification of proposed works to trees in a conservation area	Proposal:	T1 is a Beech tree that had its crown reduced 6 years ago and is proposed to have the same work done again. The tree is currently approx 10m tall and it is proposed that approx 3m are removed from around the entire crown.	Site Address:	6 CLIFF ROAD, SHERSTON, MALMESBURY, SN16 0LN	Application No:	PL/2023/07346	Application Type:	Notification of proposed works to trees in a conservation area	Proposal:	Lime tree – fell	Site Address:	OLD SILK MILL, BROOK HILL, SHERSTON, MALMESBURY, SN16 0NG	Application No:	PL/2023/07533	Application Type:	Householder planning permission	Proposal:	Two storey rear extension. Garage. REVISION TO THE ORIGINAL APPROVED SCHEME (Application Reference Number: PL/2022/05468). Therefore eligible as a 'free go	Site Address:	32 EASTON TOWN, SHERSTON, MALMESBURY, SN16 0LS
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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 – September 2023</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for September 2023.</p> <ul style="list-style-type: none"> Staff Costs Staff Expenses - £10.80 Patrick Cooper – Litter Picking – 																								

	<ul style="list-style-type: none"> • Safetywise – Fire assessment, The North Building - £600 & £118.80 & £433.20 • B Smee – The North Building, signs & Key box - £31.83 • Compass Graphic – Website - £120.00 • O&J Electrical – The North Building - £179.22 • Park Lane Press – Cliffhanger - £785.00 & £595.00 • Sherston Village Hall – Waste Collection - £57.47 • T Keay – Village maintenance - £634.03 • Zurich – Insurance renewal - £2,828.20 • IAP – IT - £130.94 • Sage Garden Design – New entrance at the recreational Ground - £7,800.00 • Hills Waste – Sports Field waste - £38.66 • WALC – Annual membership - £655.00
10.	<p><u>Parish Maintenance - BS</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned
11.	<p><u>Insurance</u></p> <ul style="list-style-type: none"> • Members to review the insurance schedule for 2023/24 • Asset Register - Ensure that all items detailed on the asset register are insured adequately and/or covered under our Public Liability Insurance
12.	<p><u>Flood/resilience plans</u></p> <p>Members to consider the information received and if any action is required.</p>
13.	<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>
14.	<p><u>Parking on the Sports Field</u></p> <p>Members to consider restricting the parking on the Sports Field.</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>
16.	<p><u>The North Building (former Pre-School)</u></p> <p>Members to note – that the North Building is available to hire for recreational activities – Brownies, Drama Group and Pilates sessions already booked in.</p>
17.	<p><u>Grant Application</u></p> <p>Members to consider the grant application received from Sherston Drama Group for £419.49.</p>

18.	<u>The Angel, Sherston - Bus Shelter</u> Members to consider any refurbishment required for the bus stop.
19.	<u>Recruitment of a Tree Warden</u> Members to consider the recruitment of a Tree Warden.
20.	<u>Recreational Ground</u> Members to consider installing a matting path across the Rec from Green Lane to Court Street.
21.	<u>Sports Field Barrier</u> Members to consider installing a barrier at the sports field to prevent unauthorised vehicle access to the football pitch.

Date of Next meeting – 12th October 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:-
- **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:-

- **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:-
- **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:-

- **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:-

- **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:-

