



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
13TH JULY 2023 at 7.30PM, PRESCHOOL, RECREATIONAL GROUND**

Present

- Mrs T Burgess (TB) – Chairman Mr Nigel Freeth (NF) Mr B Smee (BS) Mr Keith Savage (KS) Mr M Smith (MS) Mr Robin Turner (RT) Mr M Tarrant (MT)

3 members of the public

01.07.23	<p><u>Apologies for absence</u></p> <p>Mr O Evans (OE) Mr Edward Durell (ED) Mr Harry Stevens (HS) Mr Matthew Wofinden-England (MWF) Mr Andrew Tremellen (AT)</p> <p>Noted – Apologies for absence.</p>
02.07.23	<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> <ul style="list-style-type: none"> • BS – Planning application - PL/2023/05319
03.07.23	<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.</p> <p>Resolved: N/A</p>
04.07.23	<p><u>Minutes,</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 8th June 2023.</p>
05.07.23	<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.

	<ul style="list-style-type: none"> • Complaint received regarding the grass cutting on The Tarters, TB advised that a ticket has been raised with Wiltshire Council. • Broken sign at the top of Tompsons Hill has been reported.
06.07.23	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted. <p>Noted: BS to arrange for a locksmith to access the lock for the meter cabinet, to obtain the electric meter readings.</p>
07.07.23	<p><u>Working Group / Outside Bodies Reports</u></p> <p>Members received and noted reports from the chairs of the working groups and any Outside Body Representatives.</p> <p>Working Groups</p> <p>Footpaths & Highways – TB – Scalping’s have arrived for the bottom part of Groove Wood, the work will not be actioned until after Harvest Time, due to relying on the local farmers help.</p> <p>Climate & Biodiversity Group – BS – No further updates other than progressing the Tree planting in the Tarters.</p> <p>Allotments Group – BS – Further requests received for allotment plots.</p> <p>Communications Group – MWF – Rate relief submitted for the former preschool building, Website review taking place, email communications proposals and initially kicking off the parish survey in the next Cliffhanger.</p> <p>Operations Group – AT – Maintenance process working well with the maintenance contractor and Parish Steward. Inspection reports for the former preschool building are now taking place and a process being devised for future maintenance and regulations.</p> <p>Neighbourhood Plan – MWF – Progress update for the neighborhood plan will be going out in the next Cliffhanger. MS advised that the Wiltshire Local plan has now been published. A review of Sherston’s current neighborhood plan needs to take place asap. MS to investigate the process required and report back to the next meeting. MS advised that contact has been received by the developers requesting a response and update on the planning application. The planners and developers were due to meet today, and an update will be provided at the next meeting.</p> <p>Ways of working – TB – A review is taking place on how the council is being run and suggestions for streamlining process.</p> <p>Finance – ED – A meeting had taken place with the clerk and ED to review the repayment of the PWLB.</p> <p>Outside Bodies</p>

	<ul style="list-style-type: none"> • School - MS / AT- MS advised that a meeting had taken place at the school and the numbers have increased and the school was doing well. • Village Hall – BS – Thursday markets have now started. • Emergency Services/Planning – NF – A review of the existing grit boxes will take place and report back to Wiltshire Council. A request has been received for additional grit boxes – BS to obtain costings. • Area Board – MS / TB – MS advised that grants had been given to Sherston Arts festival and the Cricket Club. • LHFIG – MS / TB – The Church Street bollard will be completed at the end of July. Village gates are still with Highways for installation. Data has been received for the speed testing; MS will be meeting with Wiltshire Council Highways to discuss the data received. • SOSIC – MS / TB / BS – BS has arranged a meeting with SOSIC for next week. • Scouts / Brownies – OE / BS – BS to join the group. • Church – NF – No further updates. • Blooming Sherston – TB – A funding application will be submitted to the PC for additional planting. • Sports Clubs – MWF / AT – No further updates. • Gardening Club – MS – A social event took place on the 7th July, all going well.
08.07.23	<p><u>Planning</u></p> <p>Considered and commented on all planning applications received up to and including the date of the meeting.</p> <p>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</p> <p>No Objection.</p> <p>Application No: PL/2023/04779 Application Type: Notification of proposed works to trees in a conservation area Proposal: These are two conifer trees that require removing at ground level. Site Address: 2 GASTON LANE, SHERSTON, MALMESBURY, SN16 0LY</p>

	<p>No objection</p> <p>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</p> <p>No comment</p> <p>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</p> <ol style="list-style-type: none"> 1. No objection subject to all extraction work ceasing on this site and all the necessary restoration and landscaping works being completed within two years of the date of any approval. 2. That Wiltshire Council be asked to closely monitor and manage the works being carried out to ensure that the Applicants comply fully with the revised conditions. <p>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</p> <p>No objection.</p>
09.07.23	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • 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:- Now completed – Item closed.

- **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:- Now completed, a score board and benches will be added, a boules match will take place to celebrate the installation of the new facility between the boules committee and the Parish Council. – Item closed.

- **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.

- **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 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.

- **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

	<p>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.</p> <ul style="list-style-type: none"> • 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. • 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 – Item closed.
10.07.23	<p><u>Accounts for Payment – July 2023</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for July 2023.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – £78.50 • Cliffhanger – 24pages - £785.00 • HMRC – Payee - £836.00 & £841.72 • Barrett Maintenance – Grass Cutting - £855.00 & £560.00 • IAP – IT - £126.14 • Rialtas – End of Year Account Closure - £906.00 • T Burgess – Chairs expenses - £50.90 • R&PA Godwin & Son – Boules Pitch - £4982.10 • N Freeth – Boules pitch - £536.86
11.07.23	<p><u>Parish Maintenance</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned – BS <p>Noted – BS to act as liaison for the Parish Steward and contractor.</p>

12.07.23	<p><u>Grant Application for Sherston Magna Cricket Club</u></p> <p>Members considered the grant application received for £1000</p> <p>Resolved: To approve the grant request.</p>
13.07.23	<p><u>Recreational Ground and the former Preschool Building - RT</u></p> <ul style="list-style-type: none"> • Members received an update and any associated action required from the Chair of the Recreational Trust. • Members acknowledged and supported the working policy document approved by the Recreational Trust (Appendix A) – Members resolved that the Parish Council will continue to maintain and manage the rec including the property and assets on behalf of the Trust. • Members noted the Recreation Ground land updates and the transfer to the official custodian for charity. • Request for parking for a funeral – 25th July – Approved. • Lease of the building for recreational use and charges – RT advised that the Recreational Trust has approved the rental of the building for recreational use which will be managed by the PC. Delegated authority given to the clerk for the purchase of the required safety equipment and assessments needed. The requirements needed for the safety equipment and assessments to ensure the building is compliant will be investigated, confirmed and procured by the Operations working group and TB to enable the building to be rented out. The operations working group and TB will prepare the terms and conditions for the rental agreement of the building to be charged out at £10per hour, any profit made after the running costs have been deducted will be earmarked for the Recreational Trust.
14.07.23	<p><u>Tree Planting at the Tarters - BS</u></p> <p>Members considered funding the trees and associated tree protection fences for trees planting in public verges in the Tarters.</p> <p>Resolved: To purchase 9 trees and the tree protection fences at a cost of £697 in line with the climate action plan.</p>
15.07.23	<p><u>Pinchmore Lane - MS</u></p> <p>Members resolved 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>
16.07.23	<p><u>Terms of Reference – Working Groups - TB</u></p>

Members agreed the completion of the terms of reference for working groups to be approved at the September PC meeting.
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Meeting concluded – 22.32pm

Date of next meeting – 14th September 2023 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

SHERSTON PENNY MEAD RECREATION GROUND TRUST POLICY DOCUMENT

1.Purpose of the Trust*

The purpose of the Trust is to ensure that the land known as Penny Mead “remain in trust for the purposes of a recreation ground for the benefit of the inhabitants of the Parish of Sherston.”

*The land in question and the Trust are as stipulated in the Trust Deed made 4th September 1964.

2.Powers

The Trust is legally bound to ensure that it upholds the purpose as specified in ‘1. Purpose of the Trust’ above.

Proposed changes to the Recreation Ground must be presented to the Trust for consideration at a Trust meeting with a quorum present. Any changes or alterations must comply with the Trust ‘Purpose’.

3.Charity trustees

The Trust Deed made 4th September 1964 stipulates that The Council are appointed to Trustees of the Conveyance and of the Trust Deed in place of retiring Trustee.

The Council declare that they hold the said property upon the trusts declared in the Trust Deed.

4.How Trustees make decisions

- a) Act within your powers.
- b) Act in good faith, and only in the charity’s interests.
- c) Make sure you are sufficiently informed take any advice you need.
- d) Take account of all relevant factors.
- e) Ignore any irrelevant factors.

5. Trust Management

The Council would use its usual procedures to manage the charity. The agenda and Minutes must be kept in line with Council procedures. What is key is that the management of the charity is kept separate from that of the normal Council business. This means separate meetings (even if they precede or follow Council Meetings). Trustees must not benefit from the charity.

The Council, as Trustee, can decide to set up a separate committee to discharge its responsibilities (see section 101 of the Local Government Act 1972). There would need to be something like a scheme of delegation in place, but the Council would remain as trustee.

6. Beneficiaries.

The residents of the Parish of Sherston are beneficiaries.

7. Finance

The Trust has no source of income. Expenditure related to the Recreation Ground being met by Sherston Parish Council.

8. The land

The land title will be held by the Official Custodian of the Charity Commission. The land, equipment, and buildings will be managed and maintained by Sherston Parish Council.

This Policy Document has been drawn up using Charity Commission guidance.