



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY  
12<sup>TH</sup> October 2023 at 7.30PM, Village Hall, Sherston**

Present

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

1 member of the public

<b>01.10.23</b>	<p><b><u>Apologies for absence</u></b></p> <p>Apologies for absence.</p> <p>Mr Matthew Wofinden-England (MWF) Mr Edward Durell (ED) Donna Ford (Clerk)</p>
<b>02.10.23</b>	<p><b><u>Declarations of interest</u></b></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> <p>Nothing declared</p>
<b>03.10.23</b>	<p><b><u>Exclusion of the Press and Public</u></b></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><b>Resolved:</b> N/A</p>
<b>04.10.23</b>	<p><b><u>Minutes</u></b></p> <p><b>Resolved:</b> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14<sup>th</sup> September 2023.</p>
<b>05.10.23</b>	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Chapter 8 - Parish &amp; Town Council Staff Members &amp; Volunteers</li> <li>• Tolsey Surgery proposed closure/Campaign Plans – TB and MS updated Councillors on status of the closure and campaign. A number of residents offered to form campaign committee with 1<sup>st</sup> meeting taking place 13<sup>th</sup></li> </ul>

	<p>November. Plan, priorities and approach to be agreed and onward communicated once agreed. Current activities in progress:-</p> <ul style="list-style-type: none"> <li>- Petition</li> <li>- Resolution agreed by Parish Council to be forwarded onto key individuals see Appendix A</li> <li>• Meeting with Co-Operative Childcare team (possible offering to replace pre-school) postponed due to illness. To be re-arranged</li> <li>• Attended Malmesbury Area Board Meeting <ul style="list-style-type: none"> <li>- Councillors agreed to nominate individual for Wiltshire Life Award</li> <li>- Councillors agreed it would be beneficial for our local Police – TB to nominate</li> <li>- Community Support/Wildlife Officer to attend November meeting to share purpose of role, priorities and specifically what areas of focus she has for Sherston – TB to arrange</li> </ul> </li> </ul>
06.10.23	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"> <li>• Clerks report noted.</li> </ul>
07.10.23	<p><b><u>Working Group / Outside Bodies Reports</u></b></p> <p>Members received reports from the chairs of the working groups and any Outside Body Representatives.</p> <p><b>Working Groups</b></p> <p>Footpaths &amp; Highways – <b>TB</b></p> <ul style="list-style-type: none"> <li>• Widening and resurfacing of Public Right of Way through Grove Wood completed evenings of 20<sup>th</sup>/21<sup>st</sup> September. Thanks extended to all volunteers.</li> <li>• Highways cleared undergrowth from both sides of road bridge at bottom of Brook Hill outside Stretchline massively improving visibility for road users.</li> </ul> <p>Climate &amp; Biodiversity Group – <b>BS</b></p> <ul style="list-style-type: none"> <li>- EV Charging point installation and commissioning taking place 17<sup>th</sup>/18<sup>th</sup> October at which point they can be used. Signage to follow</li> </ul> <p>Allotments Group – <b>BS</b></p> <ul style="list-style-type: none"> <li>- Ran social event on Sunday 8th Sept which was well attended</li> </ul> <p>Communications Group – <b>MWF</b></p> <ul style="list-style-type: none"> <li>- Members agreed to approve a spend of £200 to update website to improve security and ease of use for contributors</li> <li>- Communications survey to be published in November edition of Cliffhanger. Purpose is to help the Parish Council understand residents preferred method of receiving information.</li> </ul> <p>Operations Group – <b>AT</b></p> <ul style="list-style-type: none"> <li>- See action 2.12.22</li> <li>- Members agreed that Council needed to form a Recreation Strategy to ensure future planning, maintenance and changes to the offerings on the</li> </ul>

Recreation Ground. What are we keeping and maintaining, what will we naturally let deteriorate and remove, what new kit would we like to introduce and when. AT/BS to take forward

#### Neighbourhood Plan – **MWF**

- Mike Johnson kindly presented his understanding of what the recent changes to Wiltshire Councils approach to area planning could mean for Sherston, as well as sharing his initial recommendations in relation to the Parish Council's planned update of our Neighbourhood Plan. It was also confirmed that Wiltshire Council are asking the village to take an additional 30 new builds before 2038 which we will need to factor in or push back on. MWF to arrange kick off meeting to start to move the revision forward.

#### Ways of working – **TB**

- Ongoing pending initial completion of Terms of Reference for each of the Working Groups

#### Finance – **ED/CLERK**

- No update due to apologies

#### Personnel – **TB/AT**

- To arrange Clerks annual review, possibly request cover for AT if unable to attend.

#### Outside Bodies

- 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
  - planting still pending installation of speeding gates
- Sports Clubs – MWF / AT
- Gardening Club - MS

08.10.23

**Planning**

	<p>Considered and commented on all planning applications received up to and including the date of the meeting.</p> <p>No planning applications received.</p>
09.10.23	<p><b><u>Outstanding Actions</u></b></p> <ul style="list-style-type: none"> <li> <p>• <b>12.12.22 – AT</b> - 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.</p> <p>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.</p> <p>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.</p> <p>Update 09/03:- AT obtaining quotes for the adventure trail and pyramid climber</p> <p>Update 13/04:- Awaiting quotes to replace the adventure trail and the purchase and installation of a pyramid climber.</p> <p>Update 11/05:- 2 quotes received and being accessed, awaiting a 3<sup>rd</sup> quote.</p> <p>Update 08/06:- AT to update at the next meeting.</p> <p>Update 13/07:- Clerk to discuss the quotations with AT.</p> <p>Update 14/09:- Clerk to obtain a 3<sup>rd</sup> quote for a new trim trail and 3 quotes for a new pyramid climber.</p> <p><b>Update 12/10:- Requests for quotes sent to 6 companies, BS to arrange site meetings with play providers – Discussion required over budget and requirements. Decision taken by Councillors that we should proceed with installation of Pyramid Climber approx cost £19.5K BS to obtain firm quote. Council will continue to maintain existing Trim Trail and look to budget for it’s replacement within the next 18 months.</b></p> </li> <li> <p>• 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.</p> <p>Update 09/02:- Quote accepted and Wiltshire Council advised, request made to be added to the installation list.</p> <p>Update 11/05:- Gates delivered, awaiting Wiltshire Council to install, may .</p> <p><b>Update 12/10:- Alternations to gates completed and gates returned to contractor Milestone for installation. Wiltshire Highways and Milestone meeting on 13/10 to agree installation date</b></p> </li> <li> <p>• 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,</p> </li> </ul>

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:- Ongoing**

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

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:- Ongoing**

- 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 £69,618.69**

Accrued Interest £1,261.12

Premium/Discount -£3,642.43

Principal to be repaid £72,000.00

Total to pay **69,618.69– 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:- Allotments TOR received others outstanding**

- 05.09.23 – KS - KS to approach residents via the Cliffhanger to gain interest for the speed training.  
**Update 12/10:- following investigations it appears that Sherston do not qualify to have trained speed assessors on the basis that our recent speeding assessments did not indicate that there was a speeding issue in Sherston. CLOSED.**
- 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:- details forwarded to BS. CLOSE**
- 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:- Ongoing**
- 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 – 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:- BS made contact with resident to progress**
- 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:- Bollard outside the Church was not supported by Highways as it did not meet their criteria for space. The Bollard outside Anthony Close has been installed - CLOSE**
- 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:- Wiltshire Council did not support request as did not meet their criteria. Council requested visibility of criteria. MS to obtain**

	<ul style="list-style-type: none"> <li>• New 12.10.23 - <b>SOS – Tolsey Surgery</b> - Members suggested that an approach should be made to the Malmesbury Primary Care Centre with a request that they publish their position with regard to the proposed recommendation to close the Tolsey and move patients and GP's to Malmesbury. MS to take forward</li> <li>• New 12.10.23 - Members agreed to nominate an individual for the Wiltshire Life Awards – TB to action</li> <li>• New 12.10.23 - Community Support/Wildlife Officer to attend November meeting to share purpose of role, priorities and specifically what areas of focus she has for Sherston – TB to arrange</li> <li>• New 12.10.23 - Members agreed that Council needed to form a Recreation Strategy to ensure future planning, maintenance and changes to the offerings on the Recreation Ground. What are we keeping and maintaining, what will we naturally let deteriorate and remove, what new kit would we like to introduce and when. AT/BS to take forward</li> <li>• New 12.10.23 Neighbourhood Plan Review – MWF to arrange initial kick off meeting</li> <li>• New 12.10.23 Neighbourhood Plan Review – apparently Wiltshire Council funding was available to engage Consultants to support previous formation of Neighbourhood Plan. MS to approach Council to see if funding still available.</li> <li>• NOTE:- 12.10.23 - Neighbourhood Plan – MS mentioned previous Sherston resident who provides consultancy services for Neighbourhood planning</li> <li>• New – All councillors to review existing Neighbourhood Plan and provide feedback/input into MWF for consideration when updating</li> <li>• New 12.10.23 - Any response the council wish to make to the proposal for Sherston to take a further 30 new builds needs to be submitted to the council before the 22<sup>nd</sup> November – MWF to co-ordinate</li> <li>• New 12.10.23 - MS to update residents on outcome of speedwatch exercise using data discussed in meeting.</li> </ul>
10.10.23	<p><b><u>Accounts for Payment – October 2023</u></b></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for October 2023.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Staff Expenses - £10.80</li> <li>• Patrick Cooper – Litter Picking - £115</li> <li>• IAP – Web hosting, email only - £18.00</li> <li>• Park Lane Press – Cliffhanger, 24 pages - £785.00</li> </ul>

	<ul style="list-style-type: none"> <li>• IAP – IT provisions - £116.64</li> <li>• PKF – External Audit - £378.00</li> <li>• SSE Electricity – The North building residual electricity charges prior to change of supplier - £259.33</li> <li>• Wiltshire Council – Allotment charges - £32.50</li> <li>• Barrett Garden Maintenance – Grass Cutting - £560.00</li> <li>• Compass Graphic Design – Flyers/posters SOS Campaign - £215.80</li> <li>• GB Sport &amp; Leisure – Operational Playground inspection - £252.00</li> <li>• Tom Keay – Parish Maintenance - £528.00</li> <li>• Compass Graphic Design – Website - £234.00</li> </ul>
<b>11.10.23</b>	<p><b><u>Parish Maintenance- BS</u></b></p> <ul style="list-style-type: none"> <li>• Update on work completed and work planned</li> </ul>
<b>12.10.23</b>	<p><b><u>Wiltshire Local Plan</u></b></p> <p>Members considered the Wiltshire Council Local Plan and provide any response required.</p> <p>Resolved: MWF to co-ordinate response and submit to Council before deadline of 22<sup>nd</sup> November.</p>
<b>13.10.23</b>	<p><b><u>Email Retention policy</u></b></p> <p>Members considered drafting a policy to ensure supporting any future requests for information.</p> <p>Resolved:- to carry forward to November meeting on basis Clerk not present to contribute</p>
<b>14.10.23</b>	<p><b><u>External Audit Report</u></b></p> <p>Members noted the external audit report and any actions arising.</p>

**Meeting concluded – 10.55p.m.**

**Date of next meeting – 9<sup>th</sup> November 2023 @ 7.30pm**

**Signed as a True Record:**

**Date:**