



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
14TH September 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 Matthew Wofinden-England (MWF) Mr Andrew Tremellen (AT)

2 members of the public

01.09.23	<p><u>Apologies for absence</u></p> <p>Mr Robin Turner (RT) Mr Edward Durell (ED) Mr M Smith (MS)</p> <p>Noted – Apologies for absence.</p>
02.09.23	<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> <p>Nothing declared</p>
03.09.23	<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>
04.09.23	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13th July 2023.</p>
05.09.23	<p><u>Chairman’s Announcements</u></p> <ul style="list-style-type: none"> • Co-operative Childcare approach council with possible interest in The North Building/providing childcare – initial meeting arranged • The North Building (former Pre-School) ongoing issues with unauthorised access to the site and evidence of smoking taking place • North Building hired to Brownies, Drama Group and Pilates provider – initial hires all gone well

	<ul style="list-style-type: none"> • North Building – further hire interest to run a Childrens Drama group starting 31st October for 2hrs per week • North Building – possible interest from ChildCare provider • 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, now have 3 vacancies • 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. • Interest registered to support Council with the planting of trees. Council to pursue- TB to forward details to BS to progress. • 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. • Email received from resident about ‘inconsiderate’ parking opposite Grays Garage (not related to Grays customers) - has been discussed previously. • Email received relating to what if any progress has been made with regard to bollards outside exit to Anthony Close and the Church • 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. • Further issue occurred on Manor Farm – walkers pushing through hedging between field off Sopworth Road and Manor Farm Flying Field. Further fencing to be installed to deter walkers from pushing through and damaging hedgerow. • Doctors Surgery funding – NHS position
06.09.23	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.09.23	<p><u>Working Group / Outside Bodies Reports</u></p> <p>Members 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"> • Works to start on Grove Wood River Path 20th/21st September • 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.

- Wiltshire Council cleared brambles and ivy from Bridge at bottom of Brook Hill – should make it a little safer for walkers

Climate & Biodiversity Group – **BS** – Sustainable Sherston continuing, a grant has been received and will be doing an audit at the village school.

Allotments Group – **BS** – Awaiting further details from the solicitors, relating of the asset transfer for the allotment transfer. Communal areas are now being strimmed at the allotments.

Communications Group – **MWF** – A draft survey has been prepared to understand more about people’s communication preferences i.e Cliffhanger, Website, Facebook, Whatsapp as well as which areas of focus people are interested in. It’s been agreed that a brief summary of meeting points will be prepared by MWF and communicated to residents via the Cliffhanger on a monthly basis.

Operations Group – **BS / AT** – Appendix A.

Neighbourhood Plan – **MWF** – No further updates to report – a meeting will take place to discuss approach required to update neighborhood plan.

Ways of working – **TB** – No further updates.

Finance – **ED** – No further updates – TB and Clerk to discuss reformatting budget.

Outside Bodies

- School - MS / AT – New headmaster at the school
- Village Hall – BS – Internal painting will take place soon
- Emergency Services/Planning – NF – No further updates
- Area Board – MS / TB – TB/AT attending the area board meeting on the 19th September.
- LHFIG – MS / TB – No further updates.
- SOSIC – MS / TB / BS – TB to arrange a meeting for an update. BS has obtained copies of the leases from SOSIC and has requested a copy from the diocese.
- Scouts / Brownies – OE / BS – Brownies now hiring the North building
- Church – NF – A contractor has been contracted for the roof repairs and an Arts festival will take place on the 2nd week of November.
- Blooming Sherston – TB – Awaiting for progress on the village gates, the planting will then take place when in situ.
- Sports Clubs – MWF / AT – Football club has requested a container to store there equipment.

	<ul style="list-style-type: none"> Gardening Club – MS – No further update. 																														
08.09.23	<p><u>Planning</u></p> <p>Considered and commented on all planning applications received up to and including the date of the meeting.</p> <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> <tr> <td colspan="2">No comment.</td> </tr> <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> <tr> <td colspan="2">No comment.</td> </tr> <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> <tr> <td colspan="2">No comment.</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	No comment.		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	No comment.		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	No comment.	
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09.09.23	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> 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.

- **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 LHFIC 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.

- **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.

- **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.

- **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.

	<p>Update 14/09:- Delayed due to Clerks annual leave.</p> <ul style="list-style-type: none"> • 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. <p>Update 14/09:- Awaiting drafts.</p>
10.09.23	<p><u>Accounts for Payment – September 2023</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for September 2023.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – £72.00 • Safetywise – Fire assessment, The North Building - £600 £118.80 (annual fire alarm resting) & £433.20 (extinguishers and peripherals) • B Smee – The North Building, signs & keys for electricity cabinet - £31.83 • Compass Graphic – Website - £120.00 • O&J Electrical – The North Building – fixing emergency light - £179.22 • Park Lane Press – Cliffhanger – July - £785.00 & August £595.00 • Sherston Village Hall – Waste collection - £57.47 • T Key – Village maintenance, resource and maintenance - £634.03 • Zurich –Annual Insurance for all 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 • Royal Mail – PO Box address - £109.50 • Barrett Garden Maintenance – Grass Cutting – 2 cuts x 3 locations - £530 • I Selkirk – Internal Audit - £145 • HMRC – Paye - £836.20 • Community Heartbeat – Replacement light for cabinet - £29.94 • Cotswold Fire & Security – The North Building – Fire and smoke detectors - £110.40 (address issues identified by Fire Assessment) • M Tarrant – North Building expenses - £176.17 • J Woodward – Flower expenses - £24.00
11.09.23	<p><u>Parish Maintenance</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned – BS – Updates being completed and logged on the maintenance tracker.
12.09.23	<p><u>Insurance</u></p> <ul style="list-style-type: none"> • Members reviewed the insurance schedule for 2023/24- BS/TB to ensure insurance is reflective of the Assets in the register that needs to be covered. • Asset Register - Ensure that all items detailed on the asset register are insured adequately and/or covered under our Public Liability Insurance.

13.09.23	<p><u>Flood/resilience plans</u></p> <p>Members to consider the information received and if any action is required.</p> <p>Resolved: NF/MT to review in line with existing emergency plan and report back.</p>
14.09.23	<p><u>Email Retention policy</u></p> <p>Members considered, draft and agree policy to ensure we can support any future requests for information.</p> <p>Resolved: To defer until October.</p>
15.09.23	<p><u>Parking on the Sports Field</u></p> <p>Members considered restricting the parking on the Sports Field.</p> <p>Resolved: 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.</p>
16.09.23	<p><u>Terms of Reference – Working Groups - TB</u></p> <p>Members agreed the completion of the terms of reference for working groups and drafts will be circulated.</p>
17.09.23	<p><u>The North Building (former Pre-School)</u></p> <p>Members noted – that the North Building is available to hire for recreational activities – Brownies, Drama Group and Pilates sessions already booked in.</p>
18.09.23	<p><u>Grant Application</u></p> <p>Members considered the grant application received from Sherston Drama Group for £419.49.</p> <p>Resolved: To make a grant donation of £200.</p> <p>It was noted that future grants will need to be budgeted for.</p>
19.09.23	<p><u>The Angel, Sherston - Bus Shelter</u></p> <p>Having been contacted by a number of residents regarding the state of the bus top, members considered any refurbishment required</p> <p>Resolved: BS to add to the maintenance schedule for initial cosmetic work and monitor for the future.</p>

20.09.23	<p><u>Recruitment of a Tree Warden</u></p> <p>Members considered the recruitment of a Tree Warden.</p> <p>Resolved: TB to write an article requesting volunteers for a tree warden.</p>
21.09.23	<p><u>Recreational Ground</u></p> <p>Following request from a resident, members considered installing a matting path across the Rec from Green Lane to Court Street for ease of access</p> <p>Resolved: Not to proceed as it was decided that the practicalities and cost implications and general benefit to the community not clear.</p>
22.09.23	<p><u>Sports Field Barrier</u></p> <p>Members considered installing a barrier at the sports field to prevent unauthorised vehicle access to the football pitch.</p> <p>See item 15.09.23</p>

Meeting concluded – 22.32pm

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

Signed as a True Record:

Date:

Appendix A

Author – Ben Smee

Date – 5 September 2023

What's happened since the last meeting?

1. The North Building Preparations

Work has been completed to prepare the North Building (formerly Pumpkins Pre-School) for renting out to community groups. This has included:

- Acquisition of a Fire Risk Assessment (FRA);
- Fire Alarm and Emergency Alarm Servicing;
- Installation of fire extinguishers and a fire blanket and associated signage in accordance with the recommendations in the FRA;
- Repair of external emergency light;
- Replacement of faulty finger lock on the rear door;
- Installation of signage (no smoking, fire exit);
- Cleaning of slip resistant decking and steps;
- Repair and wood staining of balustrade fencing of the steps, ramp and veranda;
- Replacement, repair and wood staining of picket fence surrounding the North Building's garden;
- Purchase of cleaning cupboard equipment;
- Weekly building check, fire alarm and fire extinguisher checks.

2. Village Maintenance

The Operation Group has continued to manage Tom Keay's workload, adding to the To Do List that's on the shared server at [Sherston Parish Council Share - Documents\WORKING GROUPS\Operations\Village Maintenance](#).

Work completed since the last meeting has included:

- Repair and wood staining of balustrade and picket fencing at the North Building;
- Repair of hand rail to steep steps on the footpath from Forlorn Road;
- Removal of vegetation on the steps between Tanners Hill and Grove Road;
- Strimming and weeding with the aim of increasing the amenity value of the triangle of sloping land between Tanners Hill and Grove Road.
- Routine emptying bins at the sports field and cleaning of the picnic benches on the Rec.

3. Steward's Maintenance

The Operation Group has continued to provide jobs for Wiltshire Council's Parish Steward. Work completed by the Parish Steward and the Highways department since the last meeting include:

- Cutting down nettles and vegetation obstructing the pavement between Easton Town and Pinkney, and vegetation cutting back and removal on Tanners Hill and Bustlers Hill.
- Filling Potholes on Knockdown Road, bottom of Bustlers Hill, Pinkney and Tetbury Road.
- Replacing faded weight limit signs on Thompsons Hill, no cycling signpost at Antony's Close and a broken 40 mph sign in Pinkney

4. Waste and Recycling Collection at the Sports Field

Following agreement to the costs at the July PC meeting, Hills waste has been commissioned to provide 240 litre wheelie bins for collection of general waste and recycling from the football club, with fortnightly collections.

5. Future Planning

Due to the future need for a replacement trim trail on the Rec and following requests from the public and from Sherston Football Club, the operation group has provided the following costing for consideration by the PC:

- Quotations for a replacement Trim Trail from Timotay for £19,666 or a Trim Trail Frame for £28,011. Previous quote from Dragon Play in February 2023 for a replacement Trim Trail was £21,407.
- Pedestrian track across the recreation ground from the entrance on Green Lane to the newly refurbished entrance on Court Street, estimated between £1500 and £2250;
- Fence at the Sports Pitch to restrict vehicle access to the football field, estimated between £744 and £1700.

What's next? (plans for the next month)

1. Obtain quotation for remedial works to the steps on the main Court Street entrance to the Rec. We can ask Tom or volunteers to paint the rails / fence but steps will need a contractor.
2. Consider cost of replacing the wire netting with metal fence, partly using surplus metal fence at the preschool and the village hall.

Points for further Discussion/Decision required (effectively agenda items requiring wider discussion)

1. Consider how to increase Councilor and the public input into the maintenance to do list.
2. Consider the Trim Trail Quotations, whether we want to approve or to seek quotations for a longer lasting metal equivalent or a pyramid climber.
3. Consider whether the PC wants in principle to support the installation of a Pedestrian track across the recreation ground, if so to further investigate and cost;

4. Consider whether the PC wants in principle to support the installation of fencing at the sports field, if so to further investigate and cost.