



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

3rd November 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 9th November 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

9th November 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 12th October 2023.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Tolsey Surgery – a significant amount of work has gone into co-ordinating the SOS Tolsey Campaign this month as a result of which we received some positive news from James Gray (MP) on Tuesday 31st October following his meeting with the Integrated Care Board. We are awaiting a full statement, however he advised:- <i>'The ICB have listened to us and will now look forward to working with us on our preferred new surgery plan'</i> As a result of all of our efforts I received contact on the same day from been the Place Director for Wiltshire, and BSW ICB Executive Lead for Primary and Community Care suggesting that <i>'we meet to try and line up our conversations now that we have clarity of the direction of travel'</i> before she meets with the Malmesbury Area Board in December. This is GREAT news as we now have a seat at the table! Thank you to all patients and residents who have supported the Campaign to get us to this point, it is a massive community achievement.• Petition signatures – we now have 500+ physical copies and 244 online, whilst the news above is very positive we will continue to push for more signatures.• Primary School - emails received from a couple of residents relating to an incident recently outside the school whereby a Horsebox did not stop whilst children were crossing the road at the recognised crossing. Request from them that we consider a 'proper' pedestrian

	<p>crossing outside the school – comms passed to Clerk requesting agenda item.</p> <ul style="list-style-type: none"> • Chair availability – due to travel commitments I will be unavailable to chair meetings in January, February, March, April, May or June (although I will be available for a couple of weeks in the months of January, February and March to support ongoing activity). Whilst I wish to continue as Chair, I believe ‘process wise’ that this period of absence would typically result in me being asked to ‘leave’ the Council. Looking for confirmation as to how Councillors wish to resolve.
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 • SOSVIC – MS / TB / BS

	<ul style="list-style-type: none"> • Scouts / Brownies – OE / BS • Church – NF • Blooming Sherston – TB • Sports Clubs – MWF / AT • Gardening Club – MS • Recreational Ground Trust - RT
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 – November 2023</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for November 2023.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking • Barrett Maintenance – Grass Cutting - £560 • HMRC – PAYE - £836.20 • Sherston Village Hall – Room Hire - £68 • Goughs Solicitors – Legal fees – Allotment transfer - £508.60 • O&J Electrical – North Building - Electrical work - £247.22 • Clerk – Poppy Wreath - £25.00 • IAP – IT Charges - £98.64
10.	<p><u>Parish Maintenance - BS</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned
11.	<p><u>Recreational Ground Play Equipment</u></p> <p>Members to consider the costings for a new pyramid climber to be situated on the recreational ground.</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.	<u>Budget Considerations</u> Members from working groups to consider budget requirements for 2023.24
14.	<u>Sherston CofE Primary School Crossing - safety concerns</u> Members to consider correspondence received in regard to safety concerns outside the school and the request for a formal crossing.
15.	<u>Elizabeth Hodges Trust</u> Members to note the £125 donation received from the Elizabeth Hodges Trust and consider the allocation of funds.
16.	<u>Meeting Dates 2024</u> Members to consider the meeting dates for 2024

Date of Next meeting – 14th December 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. 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.
Update 09/11:-

- 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 11/05:- Gates delivered, awaiting Wiltshire Council to install, may .
 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.
Update 09/11:-
- 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:- Ongoing
Update 09/11:-
- 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
Update 09/11:-

- 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
Update 09/11:-
- 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.
Update 09/11:-
- 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
Update 09/11:-
- 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
Update 09/11:-
- 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
Update 09/11:-
- 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
Update 09/11:-
- 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
Update 09/11:-
- New 12.10.23 - **SOS – Tolsey Surgery** - 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

- **Update 09/11:-**
- New 12.10.23 - Members agreed to nominate an individual for the Wiltshire Life Awards – TB to action
- 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
Update 09/11:-
- 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
Update 09/11:-
- New 12.10.23 Neighbourhood Plan Review – MWF to arrange initial kick off meeting
Update 09/11:-
- 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.
Update 09/11:-
- NOTE:- 12.10.23 - Neighbourhood Plan – MS mentioned previous Sherston resident who provides consultancy services for Neighbourhood planning
Update 09/11:-
- New – All councillors to review existing Neighbourhood Plan and provide feedback/input into MWF for consideration when updating
Update 09/11:-
- 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 22nd November – MWF to co-ordinate
Update 09/11:-
- New 12.10.23 - MS to update residents on outcome of speedwatch exercise using data discussed in meeting.
Update 09/11:-

