



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

8th December 2023

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 14th December 2023 at 6.30pm**. The meeting will be held at the North Building, 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.

6.30pm

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 December 2023 – 6:30pm

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 9th November 2023.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none">• Attended Wiltshire Highways Event held in Malmesbury• Conducted Clerks annual review• Councillor Robin Turner submitted resignation reducing headcount down to 7 Councillors, 1 of which is the chair and one who has a dual role as Wiltshire Concillor (full compliment should be 13)• Attended Liberal Democrat Prospective Parliamentary Candidate, Dr Roz Savage MBE event• Attended 2 x meetings with GP's and Integrated Careboard to agree set of actions to move forward with the new Doctors Surgery.• Chased GP's/Integrated Careboard for update following meetings – GP's confirmed they have submitted details to support size/patient support requirements. Awaiting ICB to arrange follow up meeting – have chased again.• Covering for Clerk in her absence• Christmas Meal arranged for 14th December at the Rattlebone• Resident kindly volunteered to clear leaves/pathway outside Church – completed on 25th November• Emailed Hirers of North Building to advise that invoices would be late due to absence of Clerk• Road Closure notices for Tetbury Road and Sopworth Lane posted on Facebook and Parish Council Website• Wiltshire Policing Survey details posted on Facebook and Parish Council Website• Emailed hirers of North Building to advise that invoicing will be late due to absence of Clerk subsequently invoices issued (12th December)
6.	<p><u>Clerks Report</u></p>

	<ul style="list-style-type: none"> • Members to receive a written report from the Clerk. <ul style="list-style-type: none"> ○ No report submitted due to Clerks absence
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> <ul style="list-style-type: none"> • Article published on Facebook to raise awareness of the siting of Sheep around the Public Rights of Way on Manor Farm and the introduction of electric fencing. Article drafted for January Cliffhanger. • Third Phase of the coppicing of Grove Wood to be scheduled for a suitable weekend in January 2024. Requests for volunteers/residents help will be made via Facebook and Cliffhanger once date confirmed. • All feedback received from volunteers who walked the 10 walks in the ‘Sherston Walks Booklet’, feedback needs collating and will be forwarded onto Paul Ormiston to refresh booklet with a request to complete another print run (Paul briefed), other priorities causing a delay in concluding • Several MyWilts tickets raised related to potholes, street lighting and damaged footpaths <p>Climate & Biodiversity Group – BS TBC</p> <p>Allotments Group – BS</p> <ul style="list-style-type: none"> • See item 14 <p>Communications Group – MWF TBC</p> <p>Operations Group – AT TBC</p> <p>Neighbourhood Plan – MS</p> <ul style="list-style-type: none"> • Councillors who expressed interest in joining the NBP working group were MS, BS, NF, TB, MWF • MS attended meeting with Aidan Clarke, Wiltshire Council officer supporting NBPs • MS booked first meeting of the working group for 15th January 2024 at 7pm on Teams <p>Ways of working – TB</p> <ul style="list-style-type: none"> • Attended meeting of Kemble Parish Council 12th December to observe ways of working. Plans to attend other local meetings. • Currently a challenge due to low numbers of Councillors, coupled with issues attracting replacements. Needs to be a focus in the new year to ensure Council working effectively.

Finance – Clerk/

- Replacement for Councillor Ed Durrell who has vacated position required to support Clerk

Outside Bodies

- **School - MS / AT**
 - MS reported that the school is going very well – the new Headteacher is doing a great job – the entrance hall has been revamped and the EYFS class will be renewed for the start of the next academic year. Students represented the school at the Remembrance Day service for the first time.
 - Sustainable Sherston have organised a thermal efficiency audit for the school building to identify improvements that could be made to reduce energy bills
- **Village Hall – BS**
- **Emergency Services/Planning – NF**
 - MS supplied Word version of Emergency Plan to NF and MT
- **Area Board – MS / TB**
 - See next item
- **LHFIG – MS / TB**
 - Attended Highways Matters Event in Malmesbury on 21st November. Highlighted Sherston's issues with Potholes & state of roads generally, time it takes to resolve issues, frustrations with the MyWilts reporting site i.e. issues being closed without being addressed. Useful networking event
- **SOSCIC – MS / TB / BS**
 - Chair missed annual meeting – was published in Cliffhanger (seen after event), not sure how Parish Council missed it.
 - MS attended and thanked the Directors of SOSCIC for all the hard work they do
- **Scouts / Brownies – BS**
- **Church – NF**
- **Blooming Sherston – TB**
 - Awaiting confirmation of speeding gate installation in order to engage Blooming Sherston to plan planting. Understand this to be in before the end of the year.
- **Sports Clubs – MWF / AT**
- **Gardening Club – MS**

	<ul style="list-style-type: none"> ○ MS attended a very interesting talk on 7th November by a landscape gardener. ● Recreational Ground Trust – RT <ul style="list-style-type: none"> ○ Meeting required to discuss and agree location of new kit on the Recreation Ground – see action 12.12.22. TB to arrange in the absence of RT
8.	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p>
9.	<p><u>Outstanding Actions</u></p> <p>Appendix A – Members to update if any further action has been taken.</p>
10.	<p>Accounts for Payment – December 2023</p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for December 2023.</p> <ul style="list-style-type: none"> ● Staff Costs ● Park Lane Press - £785.00 Cliffhanger 24 pages ● Patrick Cooper – Litter Picking ● Jill Woodward - £14.22 for Tulip bulbs ● Tanya Burgess - £70.00 deposit for Christmas Meal at Rattlebone (receipt post event) ● Compass Graphic - £200 to upgrade website from Concrete cms to Wordpress cms (required security upgrade) ● Octopus Energy (North Building) monthly DD - £60.32 ●
11.	<p>Parish Maintenance - BS</p> <ul style="list-style-type: none"> ● Update on work completed and work planned <ul style="list-style-type: none"> ○ Proposal - to add the maintenance spreadsheet (locked) to the Sherston Parish Council website and Facebook for residents to reference.
12.	<p>Budget Requirements</p> <p>Members to consider the draft budget proposal – on hold pending return of Clerk/RFO</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>Allotments Resolution</u> Proposal: - SPC agrees to continue to pay its own legal fees in respect of the land transfer of the allotments and also the advertising costs required by this process in the local press</p>
15.	<p><u>Financial Regulations Resolution Proposal</u></p> <p>This council resolves to make the following changes to its Financial Regulations:</p> <p>1.14 In addition the council must:</p> <ul style="list-style-type: none"> • determine and keep under regular review the bank mandate for all council bank accounts; • approve any grant or a single commitment in excess of £1,000; and • in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the personnel working party. <p>4.1</p> <p>Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> ○ the council for all items over £1,000; ○ the Clerk, in conjunction with Chairman of Council or Vice Chairman, for any items below £1,000. ○ <p>Such authority is to be evidenced by a minute or by an authorization slip duly signed by the Clerk, and where necessary also by the appropriate Chairman or Vice Chairman.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p> <p>11.1 (j)</p> <p>When it is to enter into a contract of £3,000 or more, but less than £25,000, for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1000 the Clerk / RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.</p>
16.	<p><u>Dispensation to Chair for future non-attendance</u></p> <p>Proposed Resolution: As allowed by the council's standing orders, this council accepts Cllr Tanya Burgess' reasons for non-attendance at Council meetings between January - 11th July 2024.</p>
17.	<p><u>Pyramid Climber</u></p>

	<p>We made a decision in November's PC meeting to recommend a new 5m high Pirate's Lair climber from Wicksteed to the Pennymead Trust, at a cost to the PC of £20,460.</p> <p>BS proposes that we should reconsider this decision and recommend a 4m high Pirate's Lair climber instead, for the following reasons:</p> <ol style="list-style-type: none"> 1. BS met with Tom Keay and measured the biggest log swing we have at the play park, which is quite towering and is 3.6m high. They agreed 4m would be quite high and that 5m is unnecessary. (see below photo of Tom standing near the 3.6m high swing). 2. The free fall height (FFH) of the 5m high one is 2.75m onto a rubber surface of 50mm thick, which I have queried and which Wicksteed have confirmed meets the guidance / regs. The free fall height (FFH) is the height a child can fall without having their fall interrupted by a rope or net. The 4m high one has a free fall height of 1.5m. For comparison the FFH of a spiders web / pyramid climber is 0.85m. 3. The recommended minimum age of a user of either pirate's lair is 7 years. We do not have signs indicating suggested ages or unlike some parks, cordoned off areas with different suggested ages. 4. BS thinks 2.75m is a long way to fall for a young child. If we were to get several complaints from parents, we might be in the position we had temporarily close it and consider the equipment's safety, so it's as well we do this now. 5. The 4m high pirates lair is still an exciting bit of play equipment and it costs £4k less at £16,364.
<p>18.</p>	<p><u>Confidential</u></p> <p>Clerks Salary and Pay award.</p>
<p>19.</p>	<p>To resolve to approve spend up to the value of £100 for the purchase of a 'Council' printer (to be sited at Chairs home). PC becoming too reliant on personal printers and local residents/business to undertake ad-hoc print requirements.</p>

Date of Next meeting – 11th January 2024

Outstanding Actions

- 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.
(Previous updates archived)
Update 14/12:- Latest update from Wiltshire Highways is that the gates are due to be installed by the end of the year
- 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.
(Previous updates archived)
09.02.2022. Following discussion at the council, BS confirmed to WC that the PC are interested in an asset transfer of the allotments.
Update 09/11:- Draft transfer received from Wiltshire Council, currently being reviewed by the solicitors.
Update 14/12:- decision needed as to whether the PC accepts the cost of the required advert in the local paper before any further progress is possible
- 16.02.23 – **NF/AT** - Grove Wood Lease Renewal - NF and AT to investigate the details of the lease.
(Previous updates archived)
Update 14/09:- Extension to existing lease drafted to include requested amendments and a £200 per annum rental charge, document awaiting signature.
Update 09/11:- Ongoing
Update 14/12:-
- 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.
(Previous updates archived)
Update 14/09:- Awaiting drafts.
Update 12/10:- Allotments TOR received others outstanding
Update 09/11:- Ongoing
Update 14/12:-
- 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:- 14/12 Ongoing
- 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:- Ongoing
Update 14/12:-

- 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:- Ongoing
Update 14/12:- Article not forwarded for publishing – place action on hold pending other priorities
- 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:- Draft letter prepared to be sent to the residents.
Update 14/12:- BS has sent letters to residents
- 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:- MS advised that the criteria had been obtained and sent to TB 13/10/23.
Update 14/12:- TB read criteria, not sure the criteria fit the damage or address the potential risk of the broken pavement. TB re-raised ticket and escalated closure of previous
- New 12.10.23 - Members agreed to nominate an individual for the Wiltshire Life Awards – TB to action
Update 09/11:- Ongoing.
Update 14/12:- Unable to progress due to other priorities, close.
- 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:- Ongoing.
Update 14/12:- Unable to progress due to other priorities. TB to pick up in January
- 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:- Agreed not to replace the wooden adventure trail when it gets to end of life and purchase of new pyramid climber will be installed.
Update 14/12:- Status update on development of Recreation Strategy -
- 12.10.23 Neighbourhood Plan Review – MWF to arrange initial kick off meeting
Update 09/11:- MS to set up a steering group.
- **Update 14/12:- MS booked first meeting of the working group for 15th January 2024 at 7pm on Teams**

- 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:- MWF to draft a response and circulate to members.
Update 14/12:- Close action as consultation period has ended
- New 12.10.23 - MS to update residents on outcome of speedwatch exercise using data discussed in meeting.
Update 09/11:- MS and KS to prepare an article for the Cliffhanger.
Update 14/12:- MS/KS submitted article for December Cliffhanger