



Chairman: Tanya Burgess

## All Council Meetings are open to the Public and Press

5th January 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 11th January 2024 at 7.30pm**. The meeting will be held at the North Building, Sherston.

The meeting will consider the items set out below.

A handwritten signature in black ink, appearing to read "Donna Ford", is positioned above the printed name.

**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

11<sup>th</sup> January 2023 – 7:30pm

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| 1. | <b><u>Apologies for absence</u></b><br><br>Council to receive apologies for absence.  |
| 2. | <b><u>Declarations of interest</u></b><br><br>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.   |
| 3. | <b><u>Exclusion of the Press and Public</u></b><br><br>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.   |
| 4. | <b><u>Minutes</u></b><br><br>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14 <sup>th</sup> December 2023.   |
| 5. | <b><u>Chairman's Announcements</u></b>  |
| 6. | <b><u>Clerks Report</u></b> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk.</li></ul>   |
| 7. | <b><u>Working Group / Outside Bodies Reports</u></b><br><br>Members to received reports from the chairs of the working groups and any Outside Body Representatives.<br><br><b>Working Groups</b><br><br><b>Footpaths &amp; Highways – TB</b><br><br><b>Climate &amp; Biodiversity Group – BS</b><br><br><b>Allotments Group – BS</b><br><br><b>Communications Group – MWF</b><br><br><b>Neighbourhood Plan – MS</b><br><br><b>Ways of working – TB</b><br><br><b>Finance – Clerk</b><br><br><b>Outside Bodies</b> |

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|                  | <ul style="list-style-type: none"> <li>• <b>School - MS / AT</b></li> <li>• <b>Village Hall – BS</b></li> <li>• <b>Emergency Services/Planning – NF</b></li> <li>• <b>LHFIG – MS / TB</b></li> <li>• <b>SOSCIC – MS / TB / BS</b></li> <li>• <b>Scouts / Brownies – BS</b></li> <li>• <b>Church – NF</b></li> <li>• <b>Blooming Sherston – TB</b></li> <li>• <b>Sports Clubs – MWF / AT</b></li> <li>• <b>Gardening Club – MS</b></li> <li>• <b>Recreational Ground Trust – RT</b></li> </ul>   |
| <p><b>8.</b></p> | <p><b><u>Planning</u></b></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p><b>PL/2023/09721</b><br/> <b>Site Address</b><br/> The Doctors House, 21 Church Street, Sherston, Malmesbury, SN16 0LR<br/> <b>Proposal</b><br/> Single storey rear extension</p> <p><b>PL/2023/09914</b><br/> <b>Site Address</b><br/> The Doctors House, 21 Church Street, Sherston, Malmesbury, SN16 0LR<br/> <b>Proposal</b><br/> Single storey rear extension</p> <p><b>PL/2023/09748</b><br/> <b>Site Address</b><br/> ANGEL FARM, LUCKINGTON ROAD, SHERSTON, MALMESBURY, SN16 0QA<br/> <b>Proposal</b><br/> Conversion of existing barn to new dwelling</p> <p><b>PL/2023/10805</b><br/> <b>Site Address</b><br/> TANNERS HOUSE, TANNERS HILL, SHERSTON, MALMESBURY, SN16 0NB<br/> <b>Proposal</b></p> |

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|                   | <p>Cherry tree - reduction by upto 1/3<br/> Willow- re pollard<br/> Poplars- re pollard<br/> Silver birch- reduction by upto 1/3<br/> Sweet chestnut- reduction by upto 1/3<br/> Apple trees- re pollard<br/> Lawson trees- reduction by upto 1/3<br/> Acer- thin out<br/> All work has been requested by the client to maintain the trees health and keep all the trees safe.</p> <p><b>PL/2023/10932</b><br/> <b>Site Address</b><br/> 14 Swan Barton, Sherston, Malmesbury, SN16 0LJ<br/> <b>Proposal</b><br/> Demolish existing conservatory. Replace with single storey extension forming access hall and kitchen</p>  |
| <p><b>9.</b></p>  | <p><b><u>Outstanding Actions</u></b></p> <p>Appendix A – Members to update if any further action has been taken.</p>  |
| <p><b>10.</b></p> | <p><b><u>Accounts for Payment – January 2024</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for January 2024.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Clerks Expenses</li> <li>• Patrick Cooper – Litter Picking</li> <li>• Sherston Village Hall – Rubbish Collection – July-December 2023 - £142.74</li> <li>• Barrett Garden Maintenance – Grass Cutting - £560</li> <li>• Park Lane Press – Cliffhanger – December 24pages - £785</li> <li>• Compass Graphic Design – Website - £234</li> <li>• IAP – IT - £109.49</li> <li>• GB Sports and Leisure – Annual Playground Inspection - £293.70</li> <li>• T Burgess – Expenses - £305.20</li> <li>• TKR – Air conditioning service, The North Building - £228.77</li> <li>• T Keay – Parish Maintenance - £110.00 &amp; £352.00</li> <li>• Hills Waste – Sports Field Bins - £36.41</li> <li>• HMRC – PAYE - £836</li> </ul> |
| <p><b>11.</b></p> | <p><b><u>Parish Maintenance / Operations - BS</u></b></p> <ul style="list-style-type: none"> <li>• Update on work completed and work planned</li> <li>• Annual playground inspection and any associated work required</li> </ul>  |
| <p><b>12.</b></p> | <p><b><u>Budget / Precept Requirements 2024/25</u></b></p> <ul style="list-style-type: none"> <li>• Members to consider and agree the budget for 2024/25</li> </ul>   |

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|            | <ul style="list-style-type: none"> <li>• Members to agree the precept requirement for 2024/25</li> <li>• Members to consider the transfer of EMR'S</li> </ul>  |
| <b>13.</b> | <p><b><u>Damaged Black Heritage Bollards</u></b></p> <p>Members to consider if any action is required and any associated costs with the repair/replacement of the bollards.</p>  |
| <b>14.</b> | <p><b><u>Sherston Football Club</u></b></p> <p>Members to consider:</p> <ul style="list-style-type: none"> <li>• A lease for Sherston Football Club</li> <li>• Storage Container and associated costs</li> </ul>   |
| <b>15.</b> | <p><b><u>The North Building – Booking System</u></b></p> <p>Members to consider implementing an online booking and payments system for the North Building to the PC website.</p>   |
| <b>16.</b> | <p><b><u>Co-Option</u></b></p> <p>Members to consider any Co-Option requests.</p>  |
|            | <p><b><u>Confidential Item</u></b></p>   |
| <b>17.</b> | <p><b><u>Staff Appraisal and Salary Scale Increase</u></b></p> <p>Members to note the Clerk's appraisal carried out by Cllr TB and MWE.</p> <p>Members to consider:</p> <ul style="list-style-type: none"> <li>• Increase the Clerk's pay spinal scale by 1 SCP and backdate to September 2023.</li> </ul> <p>Members to note:</p> <ul style="list-style-type: none"> <li>• The Clerk's salary increase to be paid in accordance with the NJC pay scales and backdated to 1st April 2023.</li> </ul> |

**Date of Next meeting – 8<sup>th</sup> February 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

**Update 11/01:-**

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. Proposed and approved in item above. Legal costs TBC.

**Update 11/01:-**

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:- Ongoing

**Update 11/01:-**

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:- Ongoing, members yet to complete

**Update 11/01:-**

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

**Update 11/01:-**

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

**Update 11/01:-**

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

**Update 11/01:-**

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 to Martin Smith and Wiltshire Council

**Update 11/01:-**

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

**Update 11/01:-**

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 update pending

**Update 11/01:-**

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 15<sup>th</sup> January 2024 at 7pm on Teams

**Update 11/01:-**

14.12.23 - **MS** to write update on key outputs from Wiltshire Highways Event

**Update 11/01:-**

14.12.23 - Further concerns raised about the MyWilts site. Councillors have a need to see all tickets raised for the Sherston Parish as does the Parish Steward in order to manage. **MS** to approach Wiltshire Highways to see if on roadmap and if so, timescales to complete.

**Update 11/01:-**

14.12.23 - Budget query – **MWE** to provide update on the North Building rate reduction for 24/25 financial year – is anticipating 75%.

**Update 11/01:-**

14.12.23 - EV Signage – **MS** to take a look at the signage. Concerns raised relating to usage times – if incorrect sign to be removed.

**Update 11/01:-**

14.12.23 - EV status – **MS** to provide update on next steps, timescales for fully activating and subsequently how the use of them will be managed

**Update 11/01:-**

14.12.23 - agreed to merge Operations and Parish Maintenance sections into Operations moving forward – **Clerk**

**Update 11/01:- Agenda item merged.**

14.12.23 - **TB** to circulate Clerks pay details

**Update 11/01:-**



