



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
11th January 2024 at 7.30PM, The North Building, Sherston**

Present

- Mr Nigel Freeth (NF), Mr B Smee (BS), Mr M Tarrant (MT), Mr M Smith (MS), Mr Keith Savage (KS), Mr Andrew Tremellen (AT) – Vice Chair

01.01.24	<p><u>Apologies for absence</u></p> <p>Apologies for absence</p> <ul style="list-style-type: none"> • Ms T Burgess (TB) – Chair • Mr M Wolfenden-England (MWF)
02.01.24	<p><u>Declarations of interest</u></p> <p>Members declared any interest they may have in agenda items in accordance with the requirements of the Council’s Code of Conduct.</p> <ul style="list-style-type: none"> • BS - PL/2023/09721 & PL/2023/09914
03.01.24	<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: Item 17</p>
04.01.24	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14th December 2023.</p>
05.01.24	<p><u>Chairman’s Announcements</u></p> <p>No items to report due to leave.</p>
06.01.24	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report – Noted.

07.01.24 Working Group / Outside Bodies Reports

Members received reports from the chairs of the working groups and any Outside Body Representatives.

Working Groups

Footpaths & Highways – TB – No update

Climate & Biodiversity Group – BS – Two residents objected to the planting on the Tarters. 7 trees will now be planted which will take place on the 28th January.

Allotments Group – BS – See outstanding action – 21.12.21

Communications Group – MWF – KS advised that initial research had been undertaken in regard to printing for the Cliffhanger. Further investigations and costs will be looked into for publishers and a costing proposal with alternative suppliers will be presented to the February meeting.

Neighbourhood Plan – MS – No update

Ways of working – TB – No update

Finance – – No update

Outside Bodies

- **School - MS / AT**– No update
- **Village Hall – BS**– No update
- **Emergency Services/Planning – NF**– No update
- **LHFIG – MS / TB** – KS advised that 2 speeding surveys had been completed. The data from the Pinkney survey concluded that there were no speeding issues. The Tetbury Road data concluded that there was a speeding issue and meets the criteria to request a speed watch scheme. It was agreed that KS would complete the application for the speed watch scheme and request volunteers to form part of the speed watch team.
- **SOSCIC – MS / TB / BS**– No update
- **Scouts / Brownies – BS**– No update
- **Church – NF**– No update
- **Blooming Sherston – TB**– No update
- **Sports Clubs – MWF / AT**– No update
- **Gardening Club – MS**– No update

	<ul style="list-style-type: none"> • Recreational Ground Trust – KS to arrange for an advert to be placed in the Cliffhanger for a Trust Secretary volunteer.
<p>08.01.24</p>	<p><u>Planning</u></p> <p>Considered and commented on all planning applications received up to and including the date of the meeting.</p> <p>PL/2023/09721 Site Address The Doctors House, 21 Church Street, Sherston, Malmesbury, SN16 0LR Proposal Single storey rear extension No Objection</p> <p>PL/2023/09914 Site Address The Doctors House, 21 Church Street, Sherston, Malmesbury, SN16 0LR Proposal Single storey rear extension No Objection</p> <p>PL/2023/09748 Site Address Angel Farm, Luckington Road, Sherston, Malmesbury, SN16 0QA Proposal Conversion of existing barn to new dwelling Objects to this proposal on the following grounds: The application is considered to be contrary to Policy CP48 of the Wiltshire Core Strategy. No evidence has been put forward to support the assertion that this building could not be used for some form of alternative commercial or tourism purpose. In the absence of any information supporting that proposition this application should be refused.</p> <p>PL/2023/10805 Site Address Tanners House, Tanners Hill, Sherston, Malmesbury, SN16 0NB Proposal Cherry tree - reduction by upto 1/3 Willow- re pollard Poplars- re pollard Silver birch- reduction by upto 1/3 Sweet chestnut- reduction by upto 1/3 Apple trees- re pollard Lawson trees- reduction by upto 1/3 Acer- thin out All work has been requested by the client to maintain the trees health and keep all the trees safe. No Objection</p> <p>PL/2023/10932</p>

	<p>Site Address 14 Swan Barton, Sherston, Malmesbury, SN16 0LJ</p> <p>Proposal Demolish existing conservatory. Replace with single storey extension forming access hall and kitchen.</p> <p>No Objection</p>
09.01.24	<p><u>Outstanding Actions</u></p> <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. (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:- No update</p> <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. (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:- Resolved to approve the draft transfer document received from the solicitors.</p> <p>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:- No update</p> <p>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:- No update</p> <p>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.</p>

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:- No update

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:- No update

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:- No update

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:- No update

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:- No update

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:- No update

12.10.23 Neighbourhood Plan Review – MWF to arrange initial kick off meeting

	<p>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 Update 11/01:- No update</p> <p>14.12.23 - MS to write update on key outputs from Wiltshire Highways Event Update 11/01:- No update</p> <p>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:- No update</p> <p>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:- No update</p> <p>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:- MS confirmed the sign is incorrect, awaiting on Wiltshire Council to approve to enable the charging points to be switched on.</p> <p>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:- See above.</p> <p>14.12.23 - agreed to merge Operations and Parish Maintenance sections into Operations moving forward – Clerk Update 11/01:- Agenda item merged – Item closed</p> <p>14.12.23 - TB to circulate Clerks pay details Update 11/01:- No update</p>
10.01.24	<p><u>Accounts for Payment – January 2024</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for January 2024.</p> <ul style="list-style-type: none"> • Staff Costs • Clerks Expenses • Patrick Cooper – Litter Picking - £57.60 • Sherston Village Hall – Rubbish Collection – July-December 2023 - £142.74 • Barrett Garden Maintenance – October – November cuts Grass Cutting - £560 • Park Lane Press – Cliffhanger – December 24pages - £785 • Compass Graphic Design – Website - £234 • IAP – IT - £109.49 • GB Sports and Leisure – Annual Playground Inspection - £293.70 • TKR – Air conditioning service, The North Building - £228.77

	<ul style="list-style-type: none"> • T Key – Parish Maintenance – October – November - December - £110.00 & £352.00 • Hills Waste – Sports Field Bins - £36.41 • HMRC – PAYE - £836
11.01.24	<p><u>Parish Maintenance / Operations- BS</u></p> <ul style="list-style-type: none"> • Update on work completed and work planned – BS to update the maintenance spreadsheet. • BS to arrange a quote for the maintenance required for the Angel bus stop. • Annual playground inspection and any associated work required – BS / MT and AT to meet and review the inspection report and the associated equipment.
12.01.24	<p><u>Budget / Precept Requirements 2024/25</u></p> <ul style="list-style-type: none"> • Members agreed and resolved the budget for 2024/25 • Members agreed and resolved to submit a precept request for 2024/25 for £88,521.00 • Members considered and resolved the transfer of EMR’S <p>Establish an EMR Playground Renewal Transfer all £27,753 from EMR Capital Projects to EMR Playground Renewal Transfer £1083 from EMR North Legacy to EMR Playground Renewal Transfer £1335 from EMR Remaining Heroes to EMR Capital Projects Transfer £7 from EMR Defibs to EMR Capital Projects Maintain the EMR SOSCIS Funds /adv rent Maintain the EMR Sustainable Sherston of £200 Establish a EMR for the Walks booklet</p>
13.01.24	<p><u>Damaged Black Heritage Bollards</u></p> <p>Members considered if any action is required and any associated costs with the repair/replacement of the bollards.</p> <p>Resolved: NF/AT to look at a pragmatic solution to resolve the issue of the damaged bollards.</p>
14.01.24	<p><u>Sherston Football Club</u></p> <p>Members considered:</p> <ul style="list-style-type: none"> • A lease for Sherston Football Club <p>Resolved: To instruct solicitors to prepare a lease document for Football Club.</p>

	<ul style="list-style-type: none"> • Storage Container and associated costs <p>Resolved: To grant permission for siting a storage container on the sports field.</p>
15.01.24	<p><u>The North Building – Booking System</u></p> <p>Members considered implementing an online booking and payments system for the North Building to the PC website.</p> <p>Resolved: To defer and action MWF to bring a proposal to the February meeting.</p>
16.01.24	<p><u>Co-Option</u></p> <p>Members considered any Co-Option requests.</p> <p>Resolved: To request any applicants to submit a letter of offering and attend the PC meeting.</p>
	<p><u>Confidential Item</u></p>
17.01.24	<p><u>Staff Appraisal and Salary Scale Increase</u></p> <p>The Clerk left the meeting for the discussion.</p> <p>Members acknowledged the Clerk’s appraisal carried out by Cllr TB and MWE.</p> <p>Members considered:</p> <ul style="list-style-type: none"> • Increase the Clerk’s pay spinal scale by 1 SCP and backdate to September 2023. <p>Resolved: To increase the Clerk’s pay spinal scale by 1 SCP and backdate to September 2023</p> <p>Members noted:</p> <ul style="list-style-type: none"> • The Clerk’s salary increase to be paid in accordance with the NJC pay scales and backdated to 1st April 2023.

The meeting concluded at 22.31