



Chairman: Tanya Burgess

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

12th February 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 15<sup>th</sup> February 2024 at 7.30pm**. The meeting will be held at the North Building, Sherston.

The meeting will consider the items set out below.

**Tanya Burgess**  
Chair, Sherston Parish Council

***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

15<sup>th</sup> February 2024 – 7:30pm

1.	<p><b><u>Apologies for absence</u></b></p> <p>Council to receive apologies for absence.</p>
2.	<p><b><u>Declarations of interest</u></b></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><b><u>Exclusion of the Press and Public</u></b></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><b><u>Minutes</u></b></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 11<sup>th</sup> January 2024.</p>
5.	<p><b><u>Chairman's Announcements</u></b></p> <ul style="list-style-type: none"><li>• North Building invoices raised for the month of January</li><li>• Notice issued on Website, Facebook and main Noticeboard to advise of change of February meeting date due to extenuating circumstances</li><li>• Circulated communication to Councillors regarding updated Legal Topic Notes relating to changes in relation to supporting religious buildings/organisations</li><li>• Wiltshire Council Budget webinar recording details forwarded to all Councillors for their information</li><li>• Neighbourhood County Parish Form added to Council calendar – all Councillors invited</li><li>• Reported aggressive pollarding of Lime Trees at Stretchline to Planning Enforcement on basis not supported by planning application – trees are in a conservation area and subject to planning permission</li><li>• Community Policing – opportunity for residents to meet local policing team at the Sherston Congregational Church on Tuesday 26<sup>th</sup> March 13:30-15:30 – posted on main noticeboard, PC Facebook and Sherston What's Occurring. Will attempt to squeeze into Cliffhanger</li><li>• Warden Led Community Walks details for March posted on PC Website, PC Facebook and main notice board. Will try to get into March Cliffhanger.</li></ul>
6.	<p><b><u>Clerks Report</u></b></p> <ul style="list-style-type: none"><li>• Members to receive a written report from the Clerk – not available due to absence of Clerk</li></ul>

7.

**Working Group / Outside Bodies Reports**

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

**Working Groups**

**Footpaths & Highways – TB**

- 3<sup>rd</sup> phase of Grove Wood coppicing undertaken on Sunday 28<sup>th</sup> January – only 50% of planned work completed due to low number of volunteers available.
- Resident kindly removed tree, shrubs and rubbish blocking the river in Grove Wood

**Climate & Biodiversity Group – BS**

- Trees in the Tarters successfully planted.

**Allotments Group – BS**

- Renewals need issuing.
- Decision is needed as to whether an inflationary rise will be applied next year, so that 12 months notice can be given.
- Complaint raised about Ash tree in Wiltshire Council's verge on Green Lanes.

**Communications Group – MWF**

**Neighbourhood Plan – MS**

- First meeting for working group held on 15<sup>th</sup> January 2024
- February Cliffhanger contained article requesting interested people and people with relevant skills to make themselves known
- Facebook post made a similar request
- Next meeting is 26<sup>th</sup> February

**Ways of working – TB**

- Nothing to report due to workload and holiday periods

**Finance – Clerk**

- Precept submitted for 2024/5

**Personnel – TB/AT**

- Clerk unavailable due to sickness – requirement to identify temporary resource to backfill during period of absence
- Various actions taken place and underway to ensure continuity of business for the Council – all Councillors involved and aware

**Outside Bodies**

• **School - MS / AT**

MS attended a Malmesbury Town Council meeting where the Headteacher of Malmesbury Primary School was answering questions about the Dyson grant for extending the school and

	<p>providing STEAM facilities and expertise. A commitment was obtained that Malmesbury would work with neighbouring village schools (including Sherston) on how they could share in the facilities and expertise</p> <ul style="list-style-type: none"> <li>• <b>Village Hall – BS</b></li> <li>• <b>Emergency Services/Planning – NF</b></li> <li>• <b>LHFIG – MS / TB/K</b> <ul style="list-style-type: none"> <li>- MS and MT attended</li> <li>- Current focus is on the study on a 20 mph zone for the centre of Sherston Village</li> </ul> </li> <li>• <b>SOSCIC – MS / TB / BS</b> TB met with Mike Johnson to understand grant offer for year 2024/5 and discuss projects the Parish Council may be looking for financial support with</li> <li>• <b>Scouts / Brownies – BS</b></li> <li>• <b>Church – NF</b></li> <li>• <b>Blooming Sherston – TB</b> Nothing to report</li> <li>• <b>Sports Clubs – MWE / AT</b></li> <li>• <b>Gardening Club – MS</b> MS attended February’s meeting where Piers Lavan from Hortico gave a talk on growing media</li> <li>• <b>Recreational Ground Trust – representative to be agreed due to the departure of Robin Turner from the Parish Council</b></li> </ul>
8.	<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>Application Reference: PL/2024/00995 - Householder Application</b></p> <p>Application Reference: PL/2024/01155 – Listed Building Consent</p> <p>Site Address:10 Cliff Road, Sherston, Malmesbury, SN16 0LN</p> <p>Proposal: Proposed Kitchen Extension and minor alterations to the existing cottage.</p> <p>Comments:</p> <p>It is considered that the proposed extension is entirely in accordance with the relevant development plan policies and fully accords with the Council’s stated requirements for ensuring that the proposals will both</p>

	<p>preserve and enhance the character of the listed building and the wider Conservation Area.</p> <p><b>Recommendation: No objection</b></p>
9.	<p><b><u>Outstanding Actions</u></b></p> <p>Appendix A – Members to update if any further action has been taken.</p> <p><b>Members to agree proposal</b> - outstanding actions are managed outside of the monthly meeting until they are concluded. Once concluded, item to be minuted as such.</p>
10.	<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 February 2024.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Patrick Cooper – Litter Picking - £57.60</li> <li>• T Burgess – Expenses - £305.20 various meetings &amp; Parish Council Christmas Supper</li> <li>• T Burgess - £46.99 Parish Printer approved in December minutes + refreshments for meeting with SOSIC</li> <li>• Hills Waste – Rental &amp; Service charges - Sportsfield Bins - £25.34</li> <li>• B Smee – trees for Tarters - £287.20</li> <li>• B Smee – stamps for tree letters - £8.75 (await copy)</li> <li>• B Smee – tree accessories from Green-tech - £326.55</li> <li>• Hags trampoline and swing repairs - £1216.70</li> <li>• JoJu Solar – EV installation £19,166.24 inc VAT</li> <li>• Park Lane Press 116318 – Cliffhanger Jan(20 pages) - £595.00</li> <li>• Park Lane Press – Cliffhanger Feb (20 pages) - £595.00</li> </ul>
11.	<p><b><u>Parish Maintenance / Operations</u></b></p> <p><b><u>Playground new climber and repairs - BS</u></b></p> <ul style="list-style-type: none"> <li>• BS, AT and MT agreed new climber location, which will require the adult parallel bars to be removed and concreted in elsewhere. Location for parallel bars agreed towards Jubilee tree. Additional cost from Wicksteed of £200+vat.</li> <li>• December’s playground inspection report identified high risk items in the adventure trail and the zip wire. Ops group met to consider remedial actions as documented in BS’ email of 7/2/23. Agreed replacement of one upright 2.7m long timber pole in adventure trail to prolong its life by a year or two. Quotation received from the following: <ul style="list-style-type: none"> <li>- IdVerde of Northampton (formerly Play Force who installed it) £2190.83 + vat, although it should come down to ~£2000 when they exclude log roll repair we don’t require.</li> <li>- Greenfields of Gloucester £1419.30 + vat.</li> <li>- Green play project of Bristol – declined.</li> <li>- Redlynch of Chippenham awaited.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Members to consider approving a spend of £1419.30 and delegating operations team authority to appoint contractor</li> </ul>
12.	<p><b><u>Football Pitch and Pavillion Lease - BS</u></b></p> <p>Members to consider terms of the lease and the accompanying plan defined in Ben Smee's email of 09/02/2024.</p> <p>Commercial Energy Performance Certificate (EPC) required for the pavilion before leasing. Two quotes obtained from:</p> <ul style="list-style-type: none"> <li>- Propcert of Beckenham - £219</li> <li>- EPC Limited of Chippenham -£225</li> </ul> <p>Members to approve spend £225 noting small risk of a rating less than E preventing lease.</p>
13.	<p><b><u>Allotment purchase and renewals - BS</u></b></p> <p>Members agreed in January's meeting to confirm to Goughs Solicitors to proceed with the transfer terms as drafted in their email of 4/1/24, 12:37.</p> <p>Members subsequently agreed by email to seek to exclude the unadopted pavement to the south of the allotments. Members to consider ratifying this decision.</p> <p>Members previously agreed to pay advertising costs up to £650 as part of the transfer process. Wiltshire Council have responded advertising costs maybe £900 + vat which I have asked the solicitors to push back on. If this is unsuccessful, do Members agree to this increase?</p>
14.	<p><b><u>Recreational Ground Main Court Street Entrance Refurbishment - BS</u></b></p> <p><u>Quotes sought for:-</u></p> <ul style="list-style-type: none"> <li>- New concrete steps retaining existing kerbstones</li> <li>- Three new fence sections</li> <li>- New coping stone to upper column to replace broken one</li> <li>- Repaired short section of dry stone wall.</li> </ul> <p>Quotes obtained from:</p> <ul style="list-style-type: none"> <li>- Sage Landscaping of Brookend (Chris Frost) £5525 + vat</li> <li>- Sage Landscaping alterative resin bonded surface layer £4625 + vat</li> <li>- Cobra Groundworks of Minety - £3350 + vat</li> <li>- Andy Wicks Landscapes of Malmesbury – Awaited</li> </ul> <p>Members to consider Cllr MT proposal that in light of the new entrance on Court Street nearer the village centre and the existing Green Lane entrance that is convenient for much of the rest of the village, removing the main entrance, walling along Court Street and infill.</p>

	Ops team further look at options with a view of seeking approval in March's meeting.
15.	<p><b><u>Village maintenance - BS</u></b></p> <ul style="list-style-type: none"> <li>• Village steward during February's 5/2/24 visit dealing mainly with potholes (including 20 between Ladyswood and the Fosse Way).</li> <li>• Maintenance man back from January holiday. On 8/2/24 he trimmed the inside of allotment beach hedge. Will trim the tree on the Rec which is brushing the adjacent tree roof on Court Street.</li> <li>• Maintenance man has confirmed his intension to reduce his hours from ½ day per week to ½ day a fortnight. PC needs to find additional maintenance support. Any suggestions or advertise ?</li> <li>• Ops team to inspect the tree on the Rec to see if it needs tree surgeon cutting. If it does obtain quotation and apply for planning permission.</li> <li>• Decided last month to add completed steward and maintenance man tasks to the PC's web site. This is likely to be an incomplete record, as we don't see MyWilts log so don't have a full list. Other tasks completed by other WC employees. Consider continue adding it to the minutes.</li> <li>• Opps team to obtain quotation for Angel Bus Stop refurbishment.</li> </ul>
16.	<p><b><u>Hunt in Grove Wood and around Sherston - BS</u></b></p> <p>Complaint received from resident regarding the Beaufort hunt in Grove Wood and antisocial / dangerous driving of quad bikes associated with the hunt on public roads in and around the village.</p> <p>Members to consider appropriate action by the PC.</p>
17.	<p><b><u>Clerks Governance Toolkit - TB</u></b></p> <p>Proposal that all Councillors familiarise themselves with the toolkit – provides numerous helpful resources the Council could benefit from</p>
18.	<p><b><u>The North Building – Booking System - MWE</u></b></p> <p>Members to consider implementing an online booking and payments system for the North Building to the PC website – no cost implications</p> <p>If agreed, members to agree a primary and secondary owner.</p>
19.	<p><b><u>Community Speed Watch Team update - KS</u></b></p> <p>Cllr KS to provide update</p>

20.	<p><b><u>Upgrading Cliffhanger from Black and White to Full Colour - KS</u></b></p> <p>Members to consider proposal and approve upgrade</p>
21.	<p><b><u>Co-Option</u></b></p> <p>Members to consider any Co-Option requests.</p>
22.	<p><b><u>Investment of Parish Council Funds - BS</u></b></p> <p>Members to consider investing funds in alternative account (currently in Unity Bank) in order to ensure best returns for Council</p>
23.	<p><b><u>Trainline - TB</u></b></p> <p>Members to consider Email request to add trainline link on Parish Council website</p>
24.	<p><b><u>Community Ownership Fund - TB</u></b></p> <p>Notification received of £4.5 million of funding having been secured by Town and Parish Councils from the Community Ownership Fund</p> <p>Proposal that Council find out more about the benefits of this fund and how Sherston could access/make use of</p>
25.	<p><b><u>National Art Day - North Building Request from Brownies – TB</u></b></p> <p>The Brownies would like to ‘do something creative’ not sure what yet and fix it to the wall of the North Building</p> <p>Councillors to consider response/restrictions given that requirement not yet clear</p>
26.	<p><b><u>North Building Hire Requirement</u></b></p> <p>Interest in providing an accupuncture clinic from the building – councillors to consider request to:-</p> <ul style="list-style-type: none"> <li>- Install a privacy blind in the office</li> <li>- Remove current desk from office</li> <li>- Remove current furniture from childrens toilets</li> <li>- Charging query</li> </ul>
27.	<p><b><u>Confidential Item</u></b></p> <p><b><u>Absence of Clerk + subsidiary items</u></b></p> <p>Councillors to agree proposal that item is managed and minuted independently of the monthly meeting – see item 7 Personnel.</p>



**Date of Next meeting – 14<sup>th</sup> March 2024**

**APPENDIX A**

**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 09/02:- Highways have been busy with gritting, flooding and potholes – gates are still delayed**

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 09/02:- 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:-**

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 09/02:- this covered in main agenda item (Working Groups) - suggest this item is CLOSED**

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

**Update 09/02:- Highways Event was held on 21<sup>st</sup> November: representations were made about the inadequacy of the MyWilts reporting system, the poor state of the roads and the constant need for pothole repairs; Wiltshire Council officers and Cabinet Member for Highways said that more budget had been obtained to try to tackle some of the potholes and maintenance backlog. It was mentioned that at the current rate of progress, it would take 100 years to resurface the entire road network. Suggest this item is now closed.**

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 09/02:- there is improvement work planned but it's not imminent – suggest CLOSE this item**

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 09/02:- current signage is incorrect – a traffic regulation order is being processed by Wiltshire Council – once this is in place, the bays can be painted, the chargers switched on and the signage updated to reflect the legal position**

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 09/02:- once the traffic regulation order is put in place, the chargers can be switched; parking will only be allowed in the marked bays for EVs when charging. Parking enforcement will be undertaken by Wiltshire Council**

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:-**

