



**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY
15th February 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 Matt Wofinden-England, Mr Andrew Tremellen (AT) – Vice Chair, Tanya Burgess (TB) - Chair

1.	<p><u>Apologies for absence</u></p> <p>Council to receive apologies for absence.</p> <p>Clerk</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> <p>TB declared an interest in item 7 – Personnel and item 27 Confidential.</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> <p>Public attendees were excluded for item 27 Confidential.</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 11th January 2024.</p> <p>Confirmed and approved.</p>
5.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • North Building invoices raised for the month of January • Notice issued on Website, Facebook and main Noticeboard to advise of change of February meeting date due to extenuating circumstances • Circulated communication to Councillors regarding updated Legal Topic Notes relating to changes in relation to supporting religious buildings/organisations

	<ul style="list-style-type: none"> • Wiltshire Council Budget webinar recording details forwarded to all Councillors for their information • Neighbourhood County Parish Form added to Council calendar – all Councillors invited • 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 • Community Policing – opportunity for residents to meet local policing team at the Sherston Congregational Church on Tuesday 26th March 13:30-15:30 – posted on main noticeboard, PC Facebook and Sherston What’s Occurring. Will attempt to squeeze into Cliffhanger • Warden Led Community Walks details for March posted on PC Website, PC Facebook and main notice board. Will try to get into March Cliffhanger.
6.	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • <i>Members to receive a written report from the Clerk – not available due to absence of Clerk</i>
7.	<p><u>Working Group / Outside Bodies Reports</u></p> <p><i>Members to received reports from the chairs of the working groups and any Outside Body Representatives.</i></p> <p><u>Working Groups</u></p> <p><i>Footpaths & Highways – TB</i></p> <ul style="list-style-type: none"> • <i>3rd phase of Grove Wood coppicing undertaken on Sunday 28th January – only 50% of planned work completed due to low number of volunteers available.</i> • <i>Resident kindly removed tree, shrubs and rubbish blocking the river in Grove Wood</i> <p><i>Climate & Biodiversity Group – BS</i></p> <ul style="list-style-type: none"> • <i>Trees in the Tarters successfully planted. In the main it was very well received.</i> <p><i>Allotments Group – BS</i></p> <ul style="list-style-type: none"> • <i>Renewals need issuing.</i> • <i>Decision is needed as to whether an inflationary rise will be applied next year, so that 12 month’s notice can be given.</i> <i>Decision:- not to increase for the year 25/26</i> • <i>Complaint raised about Ash tree in Wiltshire Council’s verge on Green Lanes.</i> <i>Decision:- Resident to be advised to either contact Wiltshire Council direct or report on MyWilts.</i>

Communications Group – MWF

- *Group to meet, review output from recent Communications survey and propose way forward to Council*

Neighbourhood Plan – MS

- *First meeting for working group held on 15th 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 26th February*

Ways of working – TB

- *Nothing to report due to workload and holiday periods*

Finance – Clerk

- *Precept submitted for 2024/5*
Action:- *MS to contact Wiltshire Council to understand process and timescales to ensure Council have not missed anything,*

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 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
- **Village Hall – BS**
No update
- **Emergency Services/Planning – NF/MT**
Document update almost complete
- **LHFIG – MS /TB/KS/MT**
 - *MS and MT attended*
 - *Current focus is on the study on a 20 mph zone for the centre of Sherston Village*
- **SOSCIC – MS / TB / BS**
TB met with Mike Johnson to understand grant offer for year

	<p>2024/5 and discuss projects the Parish Council may be looking For financial support with</p> <p>Decision:- any grant received would be put towards the plan to develop the sports field, possibly used as seed funding to Attract further funding and grants – plan available on request.</p> <ul style="list-style-type: none"> • Scouts / Brownies – BS No update • Church – NF Scaffolding down and organ refurbish almost complete. • Blooming Sherston – TB Nothing to report • Sports Clubs – MWE / AT See item 12. • Gardening Club – MS, MS attended February’s meeting where Piers Lavan from Hortico gave a talk on growing media • Recreational Ground Trust – representative to be agreed due to the departure of Robin Turner from the Parish Council Decision:- AT to step into role of Chair of Recreational Trust
<p>8.</p>	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>Application Reference: PL/2024/00995 - Householder Application Application Reference: PL/2024/01155 – Listed Building Consent Site Address:10 Cliff Road, Sherston, Malmesbury, SN16 0LN Proposal: Proposed Kitchen Extension and minor alterations to the existing cottage.</p> <p>Comments: 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 preserve and enhance the character of the listed building and the wider Conservation Area.</p> <p>Recommendation - No objection</p> <p>Application No: PL/2024/01374 Application Type: Householder planning permission Proposal: Proposed extension/alterations, and associated works</p>

	<p><i>Site Address: Terracotta, 5 Bustlers Hill, Sherston, SN16 0ND</i></p> <p>Comments: <i>The existing property is tiny (c. 53 sq.metres). The proposed extension will add a further 22 sq. metres floor area. It is believed that the addition of this extension and reconfiguration of the interior of the original cottage will enhance and conserve this property which in its current state is not really viable for modern living standards.</i></p> <p>Recommendation - No objection</p> <p>Application No: PL/2024/00312 <i>Site Address - 28, The Tarters, Sherston, Malmesbury, SN16 0NT</i></p> <p>Proposal <i>Demolish Conservatory, general alterations. A side two storey extension. A single storey rear extension. A first floor side extension.</i></p> <p><i>Owner Stuart Dryden attending meeting to ask for direction in relation to his ongoing planning application. The Council had not previously had the opportunity to comment. Stuart was asked to forward all pertinent detail onto the Council for review, following which the Council would look to provide comments to Wiltshire Council</i></p> <p>Recommendation:- TBC</p>
<p>9.</p>	<p><u>Outstanding Actions</u></p> <p>Appendix A – Members to update if any further action has been taken.</p> <p>Members to agree proposal - outstanding actions are managed outside of the monthly meeting until they are concluded. Once concluded, item to be minuted as such.</p> <p>Decision:- Cllrs agreed.</p>
<p>10.</p>	<p><u>Accounts for Payment – January 2024</u></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"> • Staff Costs • Patrick Cooper – Litter Picking - £57.60 • T Burgess – Expenses - £305.20 various meetings & Parish Council Christmas Supper • T Burgess - £46.99 Parish Printer approved in December minutes + refreshments for meeting with SOSIC • Hills Waste – Rental & Service charges - Sportsfield Bins - £25.34 • B Smee – trees for Tarters - £287.20 • B Smee – stamps for tree letters - £8.75 (await copy)

	<ul style="list-style-type: none"> • B Smee – tree accessories from Green-tech - £326.55 • Hags trampoline and swing repairs - £1216.70 • JoJu Solar – EV installation £19,166.24 inc VAT – not approved • Park Lane Press 116318 – Cliffhanger Jan(20 pages) - £595.00 • Park Lane Press – Cliffhanger Feb (20 pages) - £595.00 <p>Decision:- all approved with the exception of JoJu Solar – placed on hold pending MS querying, believes part of cost may be for traffic regulation order.</p>
11.	<p><u>Parish Maintenance / Operations</u></p> <p><u>Playground new climber and repairs - BS</u></p> <ul style="list-style-type: none"> • 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. <p>Decision:- Item will need to be put to the Recreational Trust to agree relocation of the bars - AT</p> <ul style="list-style-type: none"> • 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"> - IdVerde of Northampton (formerly Play Force who installed it) - Greenfields of Gloucester - Green play project of Bristol – declined. - Redlynch of Chippenham awaited. • Members to consider approving a spend of £1419.30 and delegating operations team authority to appoint contractor <p>Decision:- Cllrs agreed to go ahead to replace pole on the basis that we need to move quickly to address risk, assuming that costs do not exceed £2190.83 excl vat - delegation to the operations group to appoint contractor agreed.</p>
12.	<p><u>Football Pitch and Pavilion Lease - BS</u></p> <p>Members to consider terms of the lease and the accompanying plan defined in Ben Smee’s emails of 09/02/2024 and 15/02/2024.</p> <p>Commercial Energy Performance Certificate (EPC) required for the pavilion before leasing. Two quotes obtained from:</p> <ul style="list-style-type: none"> - Propcert of Beckenham - EPC Limited of Chippenham

	<p>Members to approve spend £225 noting small risk of a rating less than E preventing lease.</p> <p>Decision:- Cllrs approved spend with a request that once the plan is finalised it is presented to the wider Council for approval prior to Solicitor finalising lease.</p>
<p>13.</p>	<p><u>Allotment purchase and renewals - BS</u></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> <p>Decision:- on the basis that the Council have no option, the cost is the cost, Cllrs agreed to pay</p>
<p>14.</p>	<p><u>Recreational Ground Main Court Street Entrance Refurbishment - BS</u></p> <p><u>Quotes sought for:-</u></p> <ul style="list-style-type: none"> - <i>New concrete steps retaining existing kerbstones</i> - <i>Three new fence sections</i> - <i>New coping stone to upper column to replace broken one</i> - <i>Repaired short section of dry stone wall.</i> <p><i>Quotes obtained from:</i></p> <ul style="list-style-type: none"> - <i>Sage Landscaping of Brookend</i> - <i>Sage Landscaping alterative resin bonded surface layer</i> - <i>Cobra Groundworks of Minety</i> - <i>Andy Wicks Landscapes of Malmesbury</i> <p><i>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.</i></p> <p><i>Ops team further look at options with a view of seeking approval in March's meeting.</i></p> <p>Decision:- <i>during discussion Cllr MT queried whether or not we should refurbish and proposed blocking up. After discussion, Cllrs decided that a quote should be obtained for blocking up (with Cotswold stone), quote to include planning costs for comparison. Once cost available residents to be consulted.</i></p>

15.	<p><u>Village maintenance - BS</u></p> <ul style="list-style-type: none"> • Village steward during February's 5/2/24 visit dealing mainly with potholes (including 20 between Ladyswood and the Fosse Way). • 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. • 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 ? <p>Decision:- To advertise and recruit for a replacement</p> <ul style="list-style-type: none"> • 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. <p>Decision:- AT to proceed with obtaining quotes and cost of planning if required to present to Council for consideration</p> <ul style="list-style-type: none"> • 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. <p>Not discussed carried over to March meeting</p> <ul style="list-style-type: none"> • Ops team to obtain quotation for Angel Bus Stop refurbishment.
16.	<p><u>Hunt in Grove Wood and around Sherston - BS</u></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 - Cllrs considered concerns raised regarding Grove Wood. The Wood is leased by the Council and part of that lease allows for hunting rights we therefore have no authority restrict access.</p> <p>Decision:- Due to concerns raised regarding road safety around the village Council agreed to write to Wiltshire Police to understand their plans to address and write to the Hunt to raise concerns.</p> <p>It was suggested to complainants that they should attend the Community Policing event taking place in the British School Rooms on the 26th March.</p>

17.	<p><u>Clerks Governance Toolkit - TB</u></p> <p>Proposal that all Councillors familiarise themselves with the toolkit – provides numerous helpful resources the Council could benefit from</p>
18.	<p><u>The North Building – Booking System - MWE</u></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> <p>MWE walked Cllrs through the newly proposed automated booking system for the North Building asking for approval to put live. Benefits being system will allow hirers to book and amend online, and reduce workload for Clerk on the basis that all administration will be automated i.e. invoicing</p> <p>Decision:- Cllrs approved on basis system is piloted for a period of 3 months. TB to contact existing hirers to ask for their support to trial and provide feedback one live. MS to run through e-e process using System and feedback to MWE before System put live.</p>
19.	<p><u>Community Speed Watch Team update - KS</u></p> <p>Outcome of speed assessments in the village determined that with the exception of Tetbury Road, there were no speeding issues in the village. The average speed to vehicles through the village was 28.97 miles per hour. Work continue to investigate options to reduced speed limits.</p> <p>9 Volunteers have offered to form a new Community speedwatch team – these volunteers are registered and training is underway. Team are only able to operation in locations were a speed issue has been identified, as such this will only be Tetbury Road.</p> <p>Action:- KS to provide progress update for Cliffhanger, Facebook etc.</p>
20.	<p><u>Upgrading Cliffhanger from Black and White to Full Colour - KS</u></p> <p>Members to consider proposal and approve upgrade</p> <p>3 quotes obtained:- Park Lane Press, Townsend Design and Print, Compass Graphic and Design. To of the quotes came in under what we are currently being charged for black and white one of which was Compass Graphic.</p> <p>Decision:- on the basis of cost and supporting local businesses Councils decision was to proceed with Compass Graphic. 1st issue is anticipated for the April edition.</p>

21.	<p><u>Co-Option</u></p> <p>Members to consider any Co-Option requests.</p> <p>Decision:- Gail Whale was Co-opted by members of the Council. TB to forward Council Welcome Pack</p>
22.	<p><u>Investment of Parish Council Funds - BS</u></p> <p>Members to consider investing funds in alternative account (currently in Unity Bank) in order to ensure best returns for Council</p> <p>Decision:- to only retain enough funds in current account to service direct debits, all other funds to be transferred to savings account. Funds will be transferred across to current account when needed - BS</p>
23.	<p><u>Trainline - TB</u></p> <p>Members to consider Email request to add trainline link on Parish Council website</p> <p>Decision:- Council did not feel that this was appropriate given that Trainline is a commercial business.</p>
24.	<p><u>Community Ownership Fund - TB</u></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> <p>Decision:- MS to look into and provide more detail.</p>
25.	<p><u>National Art Day - North Building Request from Brownies – TB</u></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> <p>Decision:- Cllrs commented that they would not be happy for anything to be fixed to the walls, suggested waiting for confirmation of requirements</p>
26.	<p><u>North Building Hire Requirement</u></p> <p>Interest in providing an acupuncture clinic from the building – councillors to consider request to:-</p> <ul style="list-style-type: none"> - Install a privacy blind in the office – <p>Decision:- Council approved spent up to £100 for blind</p>

	<ul style="list-style-type: none"> - Relocate current desk from office - approved - Relocate current baby changing table from children's toilets - approved - Charging query – confirmed £10ph, min 2 hrs hire
27.	<p><u>Confidential Item</u></p> <p><u>Absence of Clerk + subsidiary items</u></p> <p>Councillors to agree proposal that item is managed and minuted independently of the monthly meeting – see item 7 Personnel.</p> <p>Decision:- items relating to Clerk will be managed within the Personnel Working Group with membership widened to the whole Council for this purpose.</p>

Meeting concluded at 22.20