



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

3rd May 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of the Parish Council, on **Thursday 9th May 2024 at 7.30pm**. The meeting will be held at the North Building on Sherston Recreational Ground.

The meeting will consider the items set out below.

Jayne Curtis
Temporary 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

9th May 2024 – 7:30pm

1.	<u>Election of Chairman</u> To elect a Chairman of the Council for the Municipal Year 2024/2025.
2.	<u>Election of Vice Chairman</u> To elect a Vice Chairman for the Municipal Year 2024/2025.
3.	<u>Apologies for absence</u> Council to receive apologies for absence. Tanya Burgess
4.	<u>Declarations of interest</u> Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
5.	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D. Public attendees were excluded for Item 23 Confidential.
6.	<u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 11 th April 2024.
7.	<u>Chairman's Announcements</u> <ul style="list-style-type: none">• Code of Conduct amended• Email sent in reply to residents' appeal to outline ability of PC to affect change in school crossing• Met with resident enquiring on Sopworth Lane Development
8.	<u>Clerks Report</u> <ul style="list-style-type: none">• Members to receive a written report from the Clerk.
9.	<u>Working Group / Outside Bodies Reports</u> Members to receive any reports from the chairs of the working groups and any Outside Body Representatives if something to report. <u>Working Groups</u>

	<p>Footpaths & Highways – TB</p> <p>Climate & Biodiversity Group – BS</p> <p>Allotments Group – BS</p> <p>Communications Group (inc Cliffhanger) – MWF/KS</p> <p>Neighbourhood Plan – MS</p> <p>Ways of working – TB</p> <p>Finance – MWE/BS/JC</p> <p>Personnel – TB/AT</p> <p>Operations Group/Village Maintenance</p> <p>Outside Bodies</p> <ul style="list-style-type: none"> • School - MS / AT • Village Hall – BS • Emergency Services/Planning – NF • LHFIG – MS / TB/K • SOSCIC – MS / TB / BS • Scouts / Brownies – BS • Church – NF • Blooming Sherston – TB • Sports Clubs – MWE / AT • Gardening Club – GW • Recreational Ground Trust
<p>10.</p>	<p><u>Accounts for Payment – April 2024</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for April 2024.</p> <ul style="list-style-type: none"> • Staff Costs • Pat Cooper £57.60 for March payment and April payment TBC • Octopus Energy- £60.32 (direct debit) • IAP - £110.09 (direct debit) • Redlynch repair of adventure trail - £2220.00

	<ul style="list-style-type: none"> • G B Sport & Leisure - £270.00 • Simon Mayhew-Sanders (pruning tree on rec) - £260.00 • WALC – 0119 - £36.00 • Allotment Land Registry Search, Ben Smee - £6.00 • Compass Graphic - £112.80 • Compass Graphic - £745.00
11.	<p><u>Co-Option</u></p> <p>Members to consider any Co-Option requests.</p>
12.	<p><u>Sherston Parish Council – Standing Orders 2024/2025</u></p> <p>To review standing orders for formal adoption.</p>
13.	<p><u>Sherston Parish Council – Financial Regulations 2024/2025</u></p> <p>To review the Financial Regulations for formal adoption.</p>
14.	<p><u>Code of Conduct 2024/2025</u></p> <p>Members to consider and adopt the Model Code of Conduct.</p>
15.	<p><u>To Review and Appoint Members to serve on the Working Groups</u></p> <p>Footpaths & Sustainable Land Management Working Group - <i>TB / NF / MS</i></p> <p>Climate & Biodiversity Group – <i>BS / MS</i></p> <p>Allotments Group – <i>BS / NF</i></p> <p>Communications Group – <i>TB / KS</i></p> <p>Operations Group – <i>AT / MT / BS</i></p> <p>Planning / Neighborhood Plan – <i>MS</i></p> <p>Personnel – <i>TB / AT</i></p> <p>Members to consider requirements for terms of reference for working groups.</p>
16.	<p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2024/2025.</p> <ul style="list-style-type: none"> A. School B. Village Hall C. Public Transport D. Voluntary Sector E. Emergency Services/Planning

	<p>F. Snow Wardens G. Area Board H. CATG</p>																							
17.	<p><u>Policy / Procedure Review</u></p> <p>Members to elect working group to review the below policies and procedures.</p> <table border="1"> <tr><td>• Communications Strategy</td></tr> <tr><td>• Community Engagement</td></tr> <tr><td>• Dignity at work</td></tr> <tr><td>• Complaints procedure</td></tr> <tr><td>• Data protection and information</td></tr> <tr><td>• Disciplinary procedures</td></tr> <tr><td>• Equality and Diversity</td></tr> <tr><td>• Freedom of Information</td></tr> <tr><td>• Grievance and Whistleblowing</td></tr> <tr><td>• Health and Safety</td></tr> <tr><td>• Retention of documents</td></tr> <tr><td>• Safeguarding</td></tr> <tr><td>• System of internal controls</td></tr> <tr><td>• Training</td></tr> <tr><td>• Vexatious complaints</td></tr> <tr><td>• Working Groups</td></tr> <tr><td>• Grants</td></tr> <tr><td>• Social media</td></tr> <tr><td>• Emergency Plan</td></tr> <tr><td>• Working Group Procedure</td></tr> <tr><td>• Risk Assessment</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	• Communications Strategy	• Community Engagement	• Dignity at work	• Complaints procedure	• Data protection and information	• Disciplinary procedures	• Equality and Diversity	• Freedom of Information	• Grievance and Whistleblowing	• Health and Safety	• Retention of documents	• Safeguarding	• System of internal controls	• Training	• Vexatious complaints	• Working Groups	• Grants	• Social media	• Emergency Plan	• Working Group Procedure	• Risk Assessment		
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18.	<p><u>Asset Register</u></p> <p>Members to review the Asset Register.</p>																							
19.	<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 No: PL/2023/04341 Application Type: Minerals and Waste Application Application seeks to vary conditions 2 and 3 of planning permission reference N/08/07026 in order to amend the approved phasing and restoration of the consented eastern extension at Knockdown Quarry together with agreeing new timescales for the eastern extension. The changes are necessary as the eastern extension has not been operated in accordance with the approved phasing and restoration schemes or the approved timescales.</p> <p>Proposal:</p>																							

Site Address: HALFWAY BUSH FARM, KNOCKDOWN, TETBURY, GL8 8QY
Applicant: Mr Colin Lewis

Comments by **15/05/2024**.

Application No: PL/2023/03736
Application Type: Minerals and Waste Application
Proposal: Variation of conditions 3, 6 & 7 of Planning Permission N/88/02615 and Removal of Condition 4 of N/88/02615
Site Address: KNOCKDOWN QUARRY, KNOCKDOWN, TETBURY, GL8 8QY
Applicant: Cotswold Stone Supplies Limited

AMENDED PLANS/ADDITIONAL INFORMATION

Further to our previous notification, please note we have now received amended plans and/or additional information for the above proposal.

Comments by **15/05/2024**.

Application Ref PL/2024/03503 - Householder Application
Address: LITTLE DORMERS, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL
Proposal: External alterations. Single storey extension. Extension to garage. Attic conversion
Applicant Name Bird & Hyde- Andrews **Case Officer:** Stefan Galyas
Respond By 17-05-2024.

Application No: PL/2024/03432
Application Type: Full planning permission
Proposal: Change of use from agricultural land to a secure dog walking site, including the erection of secure fencing and hardstanding car parking
Site Address: Land to the North of Sopworth Road, Sherston

Comments by **20/05/2024**.

Application No: PL/2024/03432
Application Type: Full planning permission

	<p>Proposal: Change of use from agricultural land to a secure dog walking site, including the erection of secure fencing and hardstanding car parking</p> <p>Site Address: Land to the North of Sopworth Road, Sherston</p> <p>Comments by 20/05/2024.</p> <p style="text-align: center;">*****</p> <p>Application No: PL/2024/03503</p> <p>Application Type: Householder planning permission</p> <p>Proposal: External alterations. Single storey extension. Extension to garage. Attic conversion</p> <p>Site Address: LITTLE DORMERS, COURT STREET, SHERSTON, MALMESBURY, SN16 0LL</p> <p>Comments by 17/05/2024.</p>
20.	<p><u>EV charge points Traffic Regulation Order</u></p> <p>Members to consider response - MS</p>
21.	<p><u>Annual Parish Meeting - May 23rd</u></p> <p>Members to consider arrangements for the Annual Parish Meeting</p> <p>Annual Parish Meeting 23rd May 2024 – Village Hall</p>
22.	<p><u>Outstanding Actions</u></p> <p>Monthly Tracker - Members to update if any further action has been taken.</p>
23.	<p><u>Confidential Item</u></p> <p><u>Absence of Clerk + subsidiary items</u></p> <p>Councillors to agreed proposal that item is managed and minuted independently of the monthly meeting.</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. Situation is ongoing.</p>

Annual Parish Meeting 23rd May 2024 – Village Hall

Date of Next Parish Council meeting – 13th June 2024 – North Building