



Chairman: Tanya Burgess

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

2<sup>nd</sup> July 2024

To: All Members of Sherston Parish Council

Dear Councillor,

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

The meeting will consider the items set out below.

A photograph of a handwritten signature in black ink on a light-colored surface. The signature appears to read "TC Burgess".

**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.

**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> July 2024 – 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>Minutes</u></b><br><br>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13 <sup>th</sup> June 2024.  |
| 4. | <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  |
| 5. | <b><u>Chairman's Announcements</u></b> <ul style="list-style-type: none"><li>- Thanking the Elizabeth Hodges Trust for their kind donation</li><li>- Chair starting to get back up to speed after a few months absence meeting with various Councillors and Clerk</li><li>- Met with resident who raised concerns about a number of items and asked if we could look at:-<ul style="list-style-type: none"><li>o Re-painting hatched areas and lines around the village</li><li>o Brambles on the fence of the Rec fronting onto Court Street</li><li>o General state of the high street, weeds etc especially leading up to Boules weekend</li><li>o Asked if drains are cleared on a regular basis or upon request</li><li>o People parking on the hatched area outside the Angel</li></ul></li><li>- Attended the Local Highways Improvement Group meeting on 2<sup>nd</sup> July</li><li>- Thanks extended to Keith Savage who is unfortunately leaving us having contributed hugely to the Council – his key achievement being the re-vamping of the Cliffhanger leaving us with a wonderful glossy coloured issue and a reduced cost to the previous one. Cliffhanger liaison will be picked up by Denise Gibson moving forward.</li><li>- Clerk asked to place advert as per process for replacement Councillor/s</li></ul> |
| 6. | <b><u>Clerks Report</u></b><br><br>Members to receive a written report from the Clerk.   |
| 7. | <b><u>Working Group / Outside Bodies Reports</u></b>   |

Members to receive any reports from the chairs of the working groups and any Outside Body Representatives if something to report.

### **Working Groups**

#### **Footpaths & Highways – TB/NF/MS**

- Maintenance representative asked to:-
  - o trim back either side of the footpath along the river in Grove Wood  
Trim back bushes around Sherston (brown sign) at the bottom of Brookhill
  - o Trim back bushes starting to cover up newly installed white gate on left hand side of road as you enter village from Malmesbury

#### **Climate & Biodiversity Group – BS/MS**

#### **Allotments Group – BS/NF**

#### **Communications Group (inc Cliffhanger) – TB/KS/MWE/GW**

#### **Neighbourhood Plan – MS/NF/BS/TB**

#### **Ways of working – TB**

#### **Finance – MWE/BS/JC**

#### **Personnel – TB/AT**

- Advert for new permanent Clerk replacement placed on PC Facebook site, Sherston What's Occurring, PC website and PC noticeboards on – deadline Friday 12<sup>th</sup> July

#### **Operations Group/Village Maintenance – AT/MT/BS/NF**

#### **Outside Bodies**

- **School - MS/AT**
- **Village Hall – BS**
- **Emergency Services/Planning – NF/MT**
- **LHFIG – MS/TB**
  - o Attended meeting on 2<sup>nd</sup> July.
- **SOSCIC – MS/TB/BS**
  - No update
- **Scouts / Brownies – BS**
- **Church – NF**

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|    | <ul style="list-style-type: none"> <li>• <b>Blooming Sherston/Gardening Club – TB/GW</b> <ul style="list-style-type: none"> <li>- Initial informal conversation had relating to ideas for planting in or around the new 'speed' gates installed recently</li> </ul> </li> <li>• <b>Sports Clubs – MWE/AT</b></li> <li>• <b>Recreational Ground Trust – AT</b></li> <li>• <b>Snow Wardens – NF</b></li> <li>• <b>Area Board - MS</b></li> </ul>  |
| 8. | <p><b><u>Accounts for Payment</u></b></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for July 2024.</p> <ul style="list-style-type: none"> <li>• Staff Costs</li> <li>• Clerks Stationery black printer cartridges - £19.99</li> <li>• Clerks Stationery A4 paper - £8.99</li> <li>• Clerks Stationery A4 paper - £8.99</li> <li>• Clerks Stationery A4 Plastic Wallets – £5.99</li> <li>• IAP – Software Support - £124.39 d.d.</li> <li>• Hills Waste - £47.71 d.d.</li> </ul>   |
| 9. | <p><b>Planning</b></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p><b>Application Ref PL/2024/05405 - Full Planning Permission</b></p> <p><b>Address:</b> SHERSTON METHODIST CHAPEL, GROVE ROAD, SHERSTON</p> <p><b>Proposal:</b> Change of use from former place of worship (F1) to a single residential dwelling (C3) and associated works.</p> <p><b>Applicant Name</b> Mr Ryan Clarke <b>Case Officer:</b> Peter K-Gyabong</p> <p><b>Respond By</b> 18-07-2024</p> <p><b>Recommendation:</b></p> <p><b>Application Ref PL/2024/05292 - Removal or Variation of a Condition</b></p> <p><b>Address:</b>1 Easton Square, Sherston, Malmesbury, SN16 0LX</p> <p><b>Proposal:</b> Variation of condition 2 (approved plans) and 3 (material finish) of PL/2022/05019</p> <p><b>Applicant Name</b> Mr Dominic Koole <b>Case Officer:</b> Hilary Baldwin</p> |

**Respond By 12-07-2024**

**Recommendation:**

**Application Ref** PL/2024/06013

**Application Type:** Listed building consent (Alt/Ext)

**Proposal:** Construction of single storey rear extension; opening up of rear door; structural repairs to west elevation; adjustment of internal partitions on ground floor; opening up of blocked up rear door; removing and re-installing stone tiles to ground floor ; installing air source heat pumps; replacing front & rear doors.

**Site Address:** Praters Farm, Easton Town, Sherston, Malmesbury, SN16 0PS

**Respond By: 01/08/2024**

**Recommendation:**

**Application No:** PL/2024/05058

**Application Type:** Householder planning permission

**Proposal:** Construction of single storey rear extension; opening up of rear door; structural repairs to west elevation; adjustment of internal partitions on ground floor; opening up of blocked up rear door; removing and re-installing stone tiles to ground floor ; installing air source heat pumps; replacing front & rear doors.

**Site Address:** Praters Farm, Easton Town, Sherston, Malmesbury, SN16 0PS

**Respond By: 01/08/2024**

**Recommendation:**

**Application Ref PL/2024/05880 - Householder Application**

**Address:** 8 Knockdown Road, Sherston, Malmesbury, SN16 0NJ

**Proposal:** Single storey extension to front, side and rear of existing dwelling.

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|     | <p><b>Applicant Name</b> Mr Tommy Towers <b>Case Officer:</b> Samantha Stockley</p> <p><b>Respond By</b> 26-07-2024</p> <p><b>Recommendation:</b></p> <p><b>Application Ref</b> PL/2024/05764 - Works to a Protected Tree<br/> <b>Address:</b> 34 THE TARTERS, SHERSTON, MALMESBURY, SN16 0NT<br/> <b>Proposal:</b> T1 Beech tree is to be reduced by up to 2 metres all over.</p> <p><b>Applicant Name</b> Bishop <b>Case Officer:</b> Lisa Price<br/> <b>Respond By</b> 19-07-2024</p> <p><b>Recommendation:</b></p> <p><b>Application Ref</b> PL/2024/03202 - Works to a Listed Building<br/> <b>Address:</b> LYNDHURST, 32 HIGH STREET, SHERSTON, MALMESBURY, SN16 0LQ<br/> <b>Proposal:</b> Replace back-of-house kitchen extension rear gable [windows and doors in timber frame].. Replace 8 windows sashes and frames across the front and back of house.</p> <p><b>Applicant Name</b> Mr Edward Stephens <b>Case Officer:</b> Alex Marsh<br/> <b>Respond By</b> 25-07-2024</p> <p><b>Recommendation:</b></p> |
| 10. | <p><b><u>Co-Option</u></b></p> <p>Members to consider any Co-Option requests.</p>   |
| 11. | <p><b>Speed Limits – MS</b></p> <p>Update on resident’s 'Perceived Excessive Speeding' at Forlorn and Willesley</p>   |
| 12. | <p><b>Action Tracker</b> – Councillors to update actions in Action Tracker.</p>   |
| 13. | <p><b>Rialtas</b> (accounting system) - <b>TB</b></p> <p>Two decisions to be made:-</p> <ol style="list-style-type: none"> <li>1. Are we retaining?</li> <li>2. Who if anyone needs or would like training?</li> </ol>  |

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| 14. | <p><b>North Building Booking System – Checkfront booking system - MWE</b></p> <p>Review of trial period and decision to be taken as to whether this will be our permanent solution and if so at what cost?</p> <p><b>Decision required</b></p>   |  |
| 15. | <p><b>CIL expenditure</b></p> <p>CIL reports filed to be publicised – Council to agree locations</p>   |  |
| 16. | <p><b>Cleaner North Building – TB</b></p> <p>Cleaner identified, 1hr per week @ £20 per hour. Approval required to move to offer. Will be self-employed, DBS checks and references to be provided. Possible start date Friday 12<sup>th</sup> July.</p>  |  |
| 17. | <p><b>Possibility of leasing the North Building to one individual – TB</b></p> <p>Decision required as to whether more of more benefit to Sherston than the current arrangement of adhoc bookings</p>  |  |
| 18. | <p><b>Future of the North Building – TB</b></p> <p>Discussion to take place regarding future – given the wrap around care being provided at the pre-school, do we think a) residents still ideally would like one b) we can realistically now find a provider or c) should we consult residents with a view to formally changing the use of the building into a permanent recreational facility?</p>                                 |  |
| 19. | <p><b>D-Day Complaint - GW</b></p> <p>Verbal complaint received about Sherston and D.Day non celebrations, from a local Villager, who wishes to bring it to the Councils attention.</p>  |  |
| 20. | <p><b><u>Confidential Item</u></b></p> <p><b><u>Absence of Clerk + subsidiary items</u></b></p> <p>Councillors to agreed proposal that item is managed and minuted independently of the monthly meeting.</p> <p><b>Decision:-</b> items relating to Clerk will be managed within the Personnel Working Group with membership widened to the whole Council for this purpose.</p> <p>Item is resolved – detail in Personnel Folder</p> |  |

**Date of Next Meeting – 11<sup>th</sup> September 2024**