



Chairperson: Tanya Burgess

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

Present

Tanya Burgess (TB) - Chairperson, Andy Tremellen (AT) – Vice Chair, Nigel Freeth (NF), Keith Savage (KS), Philip Blick (PB), Gail Whale (GW), Denise Gibson (DG), Jayne Curtis (JC), PC = Parish Council

2 members of the public (details obtained for records)

1.	<p><u>Apologies for absence</u></p> <p>Council to receive apologies for absence for approval.</p> <p>Mike Tarrant (MT) – approved. Martin Smith (MS) – approved. Matthew Wofinden-England (MWE) - approved. Ben Smee (BS) – approved.</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>
3.	<p><u>Minutes</u></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 13th June 2024.</p> <p>Approved.</p>
4.	<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>
5.	<p><u>Chairman’s Announcements</u></p> <ul style="list-style-type: none"> - Thanking the Elizabeth Hodges Trust for their kind donation. - Chair starting to get back up to speed after a few months’ absence meeting with various Councillors and Clerk. - Met with resident who raised concerns about a number of items and asked if we could look at: - - <ul style="list-style-type: none"> o Re-painting hatched areas and lines around the village

Action - TB to raise ticket with WC- PC approved.

- Brambles on the fence of the Rec fronting onto Court Street
Action - TB to ask the Operations Group to pick up – PC approved.

- General state of the high street, weeds etc especially leading up to Boule's weekend

Action - TB spoke to SOCICC and it is now already cleared.

Action - It was agreed that the Bi-Annual Village Clean Up should try to be reinstated. PC to agree at next meeting who should own. **Clerk to add item to the Sept agenda**

- Asked if drains are cleared on a regular basis or upon request
Action - TB to pick up on this request.

- People parking on the hatched area outside the Angel
It was agreed that there this was a problem. It would need to be communicated that white crossed areas/boxes mean no parking.

Action – TB to communicate purpose of hatched areas to residents.

The parking restrictions where the Electric Car Chargers are installed would need to be communicated to once the Traffic Order has been processed. This was agreed that these notices would go into the Cliffhanger and on the PC Facebook page. It was agreed that regular communications should take place between the PC and residents relating to both the EV and Speeding projects..

Action – TB to discuss with MS

- Attended the Local Highways Improvement Group meeting on 2nd July – **TB/MS** attended.
- The 20mph speed limit for areas in Sherston is still in progressed – **MS**
- The purpose of the improvement group is to support 'new;' projects, it was mentioned that the issue with speeding outside the school could be a topic for this group in terms of funding. Contact details would be given to GW to investigate further.

Action – GW.

The Chair of the LHFIG will escalate traffic order for EVs. The PC would also need to get in early with the LHFIG's budgeting to kick off what the PC would require in the coming year.

Action – TB/MS.

- 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

	<p>coloured issue and a reduced cost to the previous one. Cliffhanger liaison will be picked up by Gail Whale moving forward.</p> <ul style="list-style-type: none"> - Clerk asked to place advert as per process for replacement Councillor/s . <p>Action - JC to carry out the correct and required procedures and send email to Elections at WC and liaise with them once the full and correct documentation has been received.</p>
6.	<p><u>Clerks Report</u></p> <p>Members to receive a written report from the Clerk. Approved.</p>
7.	<p><u>Working Group / Outside Bodies Reports</u></p> <p>Members to receive any reports from the chairs of the working groups and any Outside Body Representatives if something to report.</p> <p><u>Working Groups</u></p> <p>Footpaths & Highways – TB/NF/MS</p> <ul style="list-style-type: none"> - Maintenance representative asked to:- <ul style="list-style-type: none"> o trim back either side of the footpath along the river in Grove Wood - complete <p style="margin-left: 40px;">Trim back bushes around Sherston (brown sign) at the bottom of Brook Hill - complete</p> o Trim back bushes starting to cover up newly installed white gate on left hand side of road as you enter village from Malmesbury – complete <ul style="list-style-type: none"> - It was requested that trimming be done over the signs at Willesley. Depending on where this is – it could be the house owner’s responsibility as verges are the houseowner’s responsibility. The whole road may belong to Gloucestershire. DG to approach property owner. If unsuccessful the PC’s maintenance person would be asked as this is considered dangerous. <p>Action – DG.</p> <ul style="list-style-type: none"> - If anyone has any maintenance or jobs for maintenance person, can they please send to BS (ben.sme@sherston.org.uk) who will put a list together. An advert would be placed in the Cliffhanger to report any maintenance requirements to BS. In the September issue of the Cliffhanger the MyWilts contact details would be added to remind residents on what and how to report to MyWilts. <p>Action – BS/GW</p> <p>Speeding Initiatives</p> <p>Requirement for all speeding related activity to be captured and updated in one location with regular progress updates provided to residents. TB to speak to MS regarding requirements on behalf of Council. Council and residents need to understand what is happening, what is planned and when and what is not happening. Full update on all actions to be provided to</p>

residents. Also a requirement to understand why some gates have signage and some don't and what is left to do generally. KS suggested that there should be a "No Pavement Ahead" Notice coming into Sherston.

Action – TB to discuss with MS.

Climate & Biodiversity Group – BS/MS

Nothing to report

Allotments Group – BS/NF

Nothing to report

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

If Councillors have any articles that need to go into the Cliffhanger please now contact GW. GW has met with the Cliffhanger team and regular meetings will need to be held.

It was suggested that another survey be carried out among the residents to understand communications requirements i.e. how they would like to be communicated to as regrettably the survey undertaken last year was incomplete. The questions and format to be agreed with the whole council at a monthly meeting. Conclusions to be presented to residents, possibly in the Village Hall.

Action:- MWE

The PC previously approved £60,00 for a computer upgrade related to the Cliffhanger. They now need an additional £14.00 for the second part, which brings the total to £74.00 plus VAT. The IONAS software (previously used) left with a departing volunteer. JC to find previous approval approximately two months ago as this £14.00 is above the £60.00 already approved. This additional amount of £14.00 was approved by the PC.

Action – JC.

It was requested that more editorial was needed for the Cliffhanger.

Action – ALL PC.

On 7th February a Speed Watch was requested. On 7th March this was approved. Hi Vis etc. were received in late May. A Risk Assessment was sent to Wiltshire Council for approval in May. Approval is outstanding. NF to contact the Community Police officer to chase up. KS to pass details to NF and send linked emails to NF, along with telephone number for Key Contact List. When the team is up and running a photo of the volunteers should be taken to put in the Cliffhanger.

Action – NF/KS (for handover).

KS maintained that the Cliffhanger has the potential to be a standalone periodical requiring no self funding! As Cliffhanger Advertising Coordinator, it is KS's goal to reduce the current shortfall of £3270 to as low a figure as possible by securing further advertising contributions. The Cliffhanger can't be overpowered by adverts. The target is not more than 25% adverts in a 24 page issue! BS has been very helpful chasing payments.

Action – KS/GW (for handover).

Neighbourhood Plan – MS/NF/BS/TB

Landowners have been sent questionnaires ,closing date being 18th July. There is a meeting Wednesday 22nd July 2024. There has been an advert in the Cliffhanger for landowners to put land forward for the Neighbourhood Plan.

Ways of working – TB

TB/JC are working through this. Councillors to sign documents that are being set and return to Clerk for action. TB would like to reduce PC's meetings to 2 hours, starting in September. All agreed.

Action – ALL.

Finance – MWE/BS/TB/JC

TB suggested a Finance Working Group previously. TB is now really keen to kick this off. This will now become a quarterly item on the Agenda.

Action – MWE/BS/TB/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 12th July.

The required process will go ahead over the weekend once the closing date has been met.

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

The Entrance to the Rec has now been finished. Photos will need to be taken for the Cliffhanger. Work has started on the wall that was falling down at the Rec.

Photos would also need to be taken of the Speed Gates for the Cliffhanger.

Action – GW.

A picnic table has now been purchased for Boules on the Rec. NF asked PC to reclaim VAT back. If table is successful, the Boules Committee will purchase another one. This will need to be added to the Asset Register. The bench that was originally outside the Tolsey Surgery has now been moved to the Boules Pitch at the Rec.

Action – BS to update Asset Register

Outside Bodies**School - MS/AT**

- GW went to see Head Teacher and had a meeting about the crossing outside the school and speeding traffic. GW read a letter received from him outlining what he would like proposed. It is crucial that something is done. They need official school signs and/or lights indicating school and speed. He reiterated that there should be a zebra crossing and signs to say School ahead. The school is asking the PC to help him after a near miss at school. The PC is very limited to what they can do as this is a Highways issue. Highways have a bit of budget left. TB AND MS to approach Highways asking for funding.

- TB also raised her concerns relating to the apparent lack of correspondence with 2 residents who had complained in writing October last year and January this year as well as a previous letter from the Head Teacher.

Action – TB to find detail and forward on to MS/AT

It would also be flagged up with BS to Maintenance to tidy up bushes around sign outside the school. It now needs to be flagged up with Highways what options are available as this is now a Health and Safety issue e.g. a proposal for a pelican crossing with lights like the one at Yatton Keynell. Also to find out what statistics are needed to obtain 20mph speed limit.

Action – TB/MS/GW

- An article would need to be placed in the Cliffhanger regarding speeding again to raise the profile of MYWILTS. The more people who raise tickets the more 'noise' is made, the more priority Sherston should get

Action - MS

Village Hall – BS

Two new residents taken over bookings for the Village Hall. Both attended PC meeting to introduce themselves. The Council took the opportunity to formally request that Wi-Fi was installed in Village Hall

Emergency Services/Planning – NF/MT

Nothing to report

LHFIG – MS/TB

- o Attended meeting on 2nd July – see above.

SOSCIC – MS/TB/BS

- Tidy up and weeding completed outside Old School in preparation for Boules Day. Council formally thanked SOSCIC
- TB meeting with Mike Johnson (SOSCIC) Monday

Scouts / Brownies – BS

Nothing to report

Church – NF –

- Attracting a replacement Vicar to the village is challenging.

Blooming Sherston/Gardening Club – TB/GW

- Initial informal conversation related to ideas for planting in or around the new 'speed' gates installed recently.
- Quite keen on wildflowers as in Long Newton but takes a long time and it would be a long-term plan.

Sports Clubs – MWE/AT

- Following an informal approach from the Football Club, regarding a mural on the external walls of the Club. Sample Murals had been

	<p>received from a Councillor as an example but do not represent the actual requirement. Football Club to be invited to attend September meeting with formal request to discuss what they actually would like to do.</p> <p>Action – TB</p> <p>Recreational Ground Trust – AT</p> <ul style="list-style-type: none"> - Parking has been approved for Boules for residents who live in High Street. <p>Snow Wardens – NF</p> <ul style="list-style-type: none"> - Nothing to report. <p>Area Board – MS</p> <ul style="list-style-type: none"> - Nothing to report.
--	---

8.	<p><u>Accounts for Payment</u></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"> • Staff Costs • Clerks Stationery black printer cartridges - £19.99 • Clerks Stationery A4 paper - £8.99 • Clerks Stationery A4 paper - £8.99 • Clerks Stationery A4 Plastic Wallets – £5.99 • IAP – Software Support - £124.39 d.d. • Hills Waste - £47.71 d.d. <p>Invoices not on Agenda</p> <ul style="list-style-type: none"> • Approve in principle payment to HMRC (PAYE) relating to previous clerks employment. BS to reclarify exactly what figure was for, payment to be set up once all Councillors approved via email. • Additional information for Cliffhanger invoice – it was for 24 pages/980 copies. • Post – Signed for letter - £3.05. • Pat Cooper - £60.55. • Robert Dyas – picnic bench for Rec - £196.94.
----	---

9.	<p>Planning</p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <p>Application Ref PL/2024/05405 - Full Planning Permission</p> <p>Address: SHERSTON METHODIST CHAPEL, GROVE ROAD, SHERSTON</p> <p>Proposal: Change of use from former place of worship (F1) to a single residential dwelling (C3) and associated works.</p> <p>Applicant Name Mr Ryan Clarke Case Officer: Peter K-Gyabong</p>
----	--

Respond By 18-07-2024

Recommendation:

The Parish Council objects to the application as, in the absence of any clear evidence to demonstrate why the existing use is no longer considered viable including evidence of active marketing for a period of at least 6 months for an alternative community or business use, it is clearly contrary to Policy 1 of the made Sherston Neighbourhood Plan.

The chair suggested that a representation could be made to the Neighbourhood Planning Committee Questioning whether or not the Committee still consider the building to be a community/protected asset given the recent sale and planning application submission by the now owners

Application Ref PL/2024/05292 - Removal or Variation of a Condition

Address:1 Easton Square, Sherston, Malmesbury, SN16 0LX

Proposal: Variation of condition 2 (approved plans) and 3 (material finish) of PL/2022/05019

Applicant Name Mr Dominic Koole **Case Officer:** Hilary Baldwin

Respond By 12-07-2024

Recommendation:

No objection However the Parish Council would like WC to note that this is a further retrospective planning application one of four which have occurred and subsequently been approved by WC after the event.

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:

The Parish Council objects to the proposed kitchen extension element of the submitted applications but raises no objection to any of the other elements.

The reason for this objection being that the proposed kitchen extension as submitted is considered to be out of scale and character with the existing adjoining historic house and hence likely to have an adverse impact on the character and setting of this important Grade II listed property.

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:

The Parish Council objects to the proposed kitchen extension element of the submitted applications but raises no objection to any of the other elements.

The reason for this objection being that the proposed kitchen extension as submitted is considered to be out of scale and character with the existing adjoining historic house and hence likely to have an adverse impact on the character and setting of this important Grade II listed property.

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.

Applicant Name Mr Tommy Towers **Case Officer:** Samantha Stockley

Respond By 26-07-2024

Recommendation:

	<p>No objection.</p> <p style="text-align: center;">*****</p> <p>Application Ref PL/2024/05764 - Works to a Protected Tree Address: 34 THE TARTERS, SHERSTON, MALMESBURY, SN16 0NT Proposal: T1 Beech tree is to be reduced by up to 2 metres all over. Applicant Name Bishop Case Officer: Lisa Price Respond By 19-07-2024</p> <p>Recommendation:</p> <p>No objection.</p> <p style="text-align: center;">*****</p> <p>Application Ref PL/2024/03202 - Works to a Listed Building Address: LYNDHURST, 32 HIGH STREET, SHERSTON, MALMESBURY, SN16 0LQ Proposal: 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. Applicant Name Mr Edward Stephens Case Officer: Alex Marsh Respond By 25-07-2024</p> <p>Recommendation:</p> <p>No objection.</p>
10.	<p><u>Co-Option</u></p> <p>Members to consider any Co-Option requests.</p>
11.	<p>Speed Limits – MS</p> <p>Update on resident’s 'Perceived Excessive Speeding' at Forlorn and Willesley Action - TB to speak to MS. Should form part of wider speeding actions and updates to residents</p>
12.	<p>Action Tracker – Councillors to update actions in Action Tracker.</p>
13.	<p>Rialtas (accounting system) - TB Two decisions to be made:- 1. Are we retaining? Yes – carry forward. 2. Who if anyone needs or would like training?</p>

	<p>Decision – Councillors approved in principle, however key councillors who are more familiar with it (BS/MWE) need to provide their view.</p> <p>Action:- JC to carry agenda item forward to Sept meeting</p>	
14.	<p>North Building Booking System – Checkfront booking system - MWE</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>Decision required carried over due to absence of MWE</p>	
15.	<p>CIL expenditure</p> <p>CIL reports filed to be publicised – Council to agree locations</p> <p>Decision – reports to be added to PC Website</p> <p>Action – MWE/JC</p>	
16.	<p>Cleaner North Building – TB</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 12th July. – APPROVED.</p> <p>Action – TB to advised. Cleaner to commence 12th July.</p>	
17.	<p>Possibility of leasing the North Building to one individual – TB</p> <p>Decision required as to whether of more benefit to Sherston than the current arrangement of ad hoc bookings following approach from individual who wished to fully lease the building for the purposes of Yoga, Pilates, Tai Chi etc.</p> <p>Extensive discussion took place. Several Councillors were concerned about sole leasing with the general feeling being that the building should be available for wider community use. TB raised concerns that the community were currently subsidising the building and that the Council had a responsibility to ensure that the building paid for itself – all Councillors were in agreement.</p> <p>TB also presented a hybrid approach which was more acceptable and it was agreed that this would be explored further.</p> <p>Action - TB to contact person who made approach and provide them with an update.</p>	
18.	<p>Future of the North Building – TB</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 a Pre-School 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>	

	<p>Again extensive discussion took place. The PC has worked hard with other agencies over the course of the last 3 years to get replacement for Pre-School however for a variety of reasons has been unsuccessful.</p> <p>Action – JC Item to be carried over to September meeting. Councillors to come prepared for discussion.</p>	
19.	<p>D-Day Complaint - GW</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> <p>It was agreed that the PC Calender with be kept updated with future events and a meeting will be held 3 months in advance to discuss. It would be re-publicised what the PC does and their duties.</p> <p>Action – TB to respond.</p>	
20.	<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.</p> <p>Item is resolved – detail in Personnel Folder</p>	

Date of Next Meeting – 11th September 2024