



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

29th^t August 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 12th September 2024 at 7.30pm**. The meeting will be held at the **Village Hall, 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.

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

12th September 2024 – 7:30pm – Village Hall

1.	<u>Apologies for absence</u> Council to receive apologies for absence.
2.	<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.
3.	<u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 11 th July 2024 and 1 st August 2024.
4.	<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
5.	<u>Co-Option</u> Members to consider any Co-Option requests. <ul style="list-style-type: none">- One application received.- Letter received from WC Elections Team confirming we can proceed with a further co-option following previous Councillor's resignation.
6.	SLCC Membership – Clerk - £183.00 - JC Requesting approval to renew SLCC membership.
7.	<u>Grants Applications</u> Received from Drama Group – £1090.27 (Any contribution welcomed) Curtain Rack Theatre Lighting/Scenery grid Received from Toddlers - £700.00 – see below: Replace some of their existing toys, resources and floor mats. Multi-sensory toys to aid baby and toddler development. Educational toys. Crafts to help with visual and creative growth. Role play resources which creates character building and confidence. Help with advertising costs to attract and encourage more people to attend the group particularly from further afield. Received from Sherston Senior Club - £652.00 To fund fortnightly speakers/entertainment throughout the year and coach outings in the summer to aid wellbeing of members.

8.	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • AT has resigned from Vice Chair but remains as a Parish Councillor. • Jayne Curtis has signed contract and has been taken on permanently as Parish Clerk and Responsible Financial Officer with effect 1st August 2024. • Neighbourhood Harm Reduction Unit – communication received relating to reducing Violence Against Women and Girls (VAWG) and the Safety at Night Charter – to be shared with public on Facebook and Cliffhanger • Hills Waste Annual Duty of Care Form to be signed • Due to personnel changes within the Council this year's AGAR (Annual Governance and Audit will be submitted late (submission)
9.	<p><u>Clerks Report</u></p> <p>Members to receive a written report from the Clerk.</p>
10.	<p>Possibility of leasing the North Building to one individual who has registered an interest – TB</p> <p>Decision required as to whether more of more benefit to Sherston than the current arrangement of ad hoc bookings</p>
11.	<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 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>
12.	<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"> • Letter received from resident about state of SHER22 from Sopworth Lane to Knockdown Road – TB • Proposed Traffic Regulation Order consultation regarding proposed 20/30 mph speed limit locations – Extension granted new closing date 16th Sept 2024 – MS <p>Climate & Biodiversity Group – BS/MS</p> <p>Allotments Group – BS/NF</p>

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

- Met in August to progress actions to overhaul the PC website. MWE reformatting in background with a view to presenting draft to PC for approval

Neighbourhood Plan – MS/NF/BS/TB

Ways of working – TB

Finance – MWE/BS/JC

Personnel – TB/AT

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

- BS has concerns about safety of redundant flood lighting columns at the sports field. One of the 4 fell over, more than a year ago. Councillors need to decide whether to have them surveyed or removed?
- Consider how to get increased suggestions of maintenance tasks from parishioners for the maintenance man.
- Reporting of maintenance man and steward tasks completed.
- Paint choice for Angel bus stop when it is re-rendered. Generic colour matched trade paint for ~ £100 for 10 litres or Keim Soldalit (brand and colour used by the Angel) £280 for 10kg.

Outside Bodies

- **School - MS/AT**
School Crossing update on plans to address speed issues outside the school – MS/GW
- **Village Hall – BS**
- **Emergency Services/Planning – NF/MT**
- **LHFIG – MS/TB**
 - Notices placed around village relating to proposed 20mph scheme and locations
- **SOSCIC – MS/TB/BS**
- **Scouts / Brownies – BS**
- **Church – NF**
- **Blooming Sherston/Gardening Club – TB**
- **Sports Clubs – MWE/AT**
- **Recreational Ground Trust – AT**
- **Snow Wardens – NF**
- **Area Board - MS**

13. Accounts for Payment

All Councillors to agree that invoices submitted after the 2nd Thursday of each month (after the Parish Council Meeting), will not be paid until the subsequent month. All Councillors to manage suppliers and ensure they are aware of these terms.

Members to review the Schedule(s) of Accounts for Payment and authorise the payments for August/September 2024.

- Staff Costs
- IAP 7th August 2024 – Software Support - £124.39 d.d.
- IAP 5th September 2024 – Software Support - £117.24 d.d.
- Chairman Expenses - £94.17
- Chairman Expenses – Printer/Scanner for Clerk - £166.45
- Chairman Expenses Cartridges for Clerk Printer - £19.99
- Chairman Expenses Local Council Administration Publication - £161.63
- Chairman Expenses - £21.80
- Countrywide – Tree Surgery - £537.00 – **carried over**
- GW Expenses flowers/vouchers for thank you to CM - £13.77 & £30.00
- Hills Waste - £47.88 d.d. July
- Hills Waste - £47.88 d.d. August
- Clerk's expenses website meeting refreshments - £9.90
- Clerk's expenses certificate of posting for VAT and NI - £6.10
- Clerk's expenses replacement laptop cable - £18.99
- Clerk's expenses A4 paper (special offer) - £10.50
- Clerk's expenses Wallets - £9.58
- Clerk's expenses Stationary - £30.62 (lever files, hole punch, punched pockets)
- Clerk's expenses – dividers - £12.34
- Clerk's expenses – Poppy Wreath Remembrance Day - £24.49
- Compass Graphic Design 20 pages 980 copies - £660.00
- Ryan Russell Estate Maintenance 9.8.24 - £206.00
- Ryan Russell Estate Maintenance 19.8.24 - £200.00
- Barrett Garden Maintenance 26.7.24 - £560.00
- BS's expenses – stain for timber bus shelter - £113.33
- BS's expenses – refuse sacks for football field bins - £6.10
- Water2Business - 13.2.24-14.8.24 - £106.27 d.d.
- Community Heartbeat Defib pads - £81.54
- Rialtas Training x 4 - £361.38
- Alpha-Tech Fire Ltd – Annual Service Fire Extinguishers - £45.60

Already paid:

- Zurich Insurance - £3001.10

14. **Planning**

Consider and comment on all planning applications received up to and including the date of the meeting.

Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document – MS

PL/2024/07975 – New Porch, Two Storey Side Extension and Single Storey Rear Extension – 2 Green Lane, Sherston, SN16 0NP

	<p>Comments by: 30.9.24 (<i>Mistake on form 30.8.24 – email received amending</i>)</p> <p>Recommendation:</p> <p>PL/2024/02289 – Change of use of existing public house to dwelling house (Class C3); change of use of utility barn to public house, restaurant and ancillary retail (Suis Generis) – The Holford Arms, Knockdown, Tetbury, LG8 8QY</p> <p>Comments by: 29.8.24</p> <p>Recommendation: Mike’s comments were that the PC were consulted about this some months ago and fully reported on the Council’s website. There doesn’t appear to be any additional information uploaded onto the website upon which the PC would be expected to make further comments. (Email sent to MS).</p> <p>PL/2024/07564 – Notification of proposed works to trees in a conservation area. – 10 Cliff Road, Sherston, SN16 0LN</p> <p>Proposal – T1 – Rowan tree – crown reduce by 1.5m and crown raise to 2m above ground level.</p> <p>Comments by: 4th September</p> <p>Recommendation: No Objection – submitted to WC due to timeframe.</p>	
15.	<p>North Building - TB</p> <ul style="list-style-type: none"> - Should we consider discounts for block bookings and if so, what would we consider to be a block booking? - Recommendation that key code changed every 3 months and hirers notified 	
16.	<p>Speed Limits – MS</p> <p>Update regarding introducing speed restrictions for Pinchmore Lane and Pinkney, and Willesley</p>	
17.	<p>Rialtas (accounting system) - TB</p> <p>Decisions to be made:-</p> <ol style="list-style-type: none"> 1. Is it of value? 2. Are we retaining – current cost £192.00 + VAT single user 3. Back-Up – accounting system is not currently backed up. Need to agree approach – manual monthly backup by Clerk to her one drive or pay Rialtas to backup 	
18.	<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</p>	

19.	Website – MWE To provide update on plans, approach (to be agreed by full council) and current status.	
20.	CIL expenditure CIL reports filed to be publicised – Council to agree locations.	
21.	Recreation Ground – TB Commercial businesses using Recreation Ground and generating profit. Should we look to ask for a minimum charitable donation to help us fund and maintain the Rec - discuss	
22.	Insurance – budget based on 5 year insurance term however insured items require review to ensure appropriate coverage. Council undertake action to understand and document in one location:- <ul style="list-style-type: none"> - What insurance we should have (what is insured) - What insurance we should have - Ensure renewal dates are diarised and managed by Clerk – ie when does current cover terminate 	
23.	Action Tracker – Councillors to have updated actions in action tracker prior to each meeting. Action tracker available to members of the public on request from Clerk.	

Date of Next Meeting – 10th October 2024

Signed..........
Clerk of Sherston Parish Council

Date:.....5-9-24.....