



Chair: Tanya Burgess - Ben Smee (BS) chaired the meeting in TB's absence

**DRAFT AND UNAPPROVED MINUTES OF SHERSTON PARISH COUNCIL MEETING
HELD ON THURSDAY 10th October 2024 @ 7.30pm, The Village Hall, Sherston**

Present

Ben Smee (BS), Nigel Freeth (NF), Gail Whale (GW), Denise Gibson (DG), Philip Blick (PB), Jayne Curtis (JC), PC = Parish Council,

2 members of the public (details obtained for records)

1.	<p><u>Apologies for absence</u> Council to receive apologies for absence for approval. Tanya Burgess (TB) – Chair, Matthew Wofinden-England (MWE), Martin Smith (MS), Mike Tarrant (MT), Andy Tremellan (AT)</p>
2	<p><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.</p>
3.	<p><u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meetings held on 12th September 2024. Approved.</p>
4.	<p><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.</p>
5.	<p><u>Co-Option</u> Members to consider any Co-Option requests. Steve Harvey resigned and documentation sent to WC for approval to elect further candidates as Co-Option. Prospective Councillors invited to attend at least two meetings before being co-opted onto the PC. – Approved.</p>
6.	<p><u>Clerks Report</u> Members to receive a written report from the Clerk – Approved. Introduction of Purchase Orders and Proposed Works Form to ensure there is an audit trail – additional information requested including terms and conditions and payment limits. Action - JC</p>
7.	<p><u>North Building</u> 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? – <i>DG will take on this task maybe with GW in mid-October due to ongoing commitments - update.</i></p> <p>Future meeting required with Sherston Primary School's Headteacher at the as he is interested in getting a pre-school going again potentially using the North Building and to discuss what ideas he has. MS will liaise with DG. – Carried over to November meeting.</p> <p>MWE has said he will draw up an article advertising the North Building and take some photos and put in the Cliffhanger.</p>

8.

Working Group / Outside Bodies Reports

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

NF has filled grit bins and put bags of grit in the phonebox in Willesley.

Request for resident to install named poo bag dispenser by Jubilee tree on post –

Approved. - Action – JC.

TRO for the EV Charge Points

Prior to the meeting MS reported that the Traffic Regulation Order has been passed, and the company who installed the charge-points have been informed; they will be making out the charging bays and aligning the signage to the TRO in the near future; once this has been done we can communicate with residents that parking there could make them liable to a fine.

Climate & Biodiversity Group – BS/MS

Sustainable Sherston is helping the Primary school to fund raise for solar panels and have been awarded a grant of £2,500 against the cost. The school is currently considering two loan schemes that pay the loan back through electricity savings.

Allotments Group – BS/NF

- Consider terminating tenancy for underused plot – **Approved to give notice.**

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. Date will need to be advised. **Adjourned to next meeting.**
- Gail asked to put article in Cliffhanger from Malmesbury Church. It was decided it was a Conflict of interest and was not approved.

Neighbourhood Plan – MS/NF/BS/TB

- BS reported that Mike Johnson (MJ) and MS had confirmed their successful application to MHCLG for grant support for updating the Neighbourhood Plan.
- As confirmed by MJ, clerk to send email to Master Land and Planning to instruct them to proceed for stages 1, 2, 2A (steps 2 & 3) only at this current time.

Ways of working – TB

Finance – MWE/BS/JC

Additional new bank account suggested by BS for security and interest rate –

Approved. Action BS/JC.

Payments/transfer information to be agreed on next agenda.

Internal Auditor – It was approved to instruct Paul Hallam to be Sherston Parish Council's new Internal Auditor for next year.

Personnel – TB/AT

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

- Consider how to get increased suggestions of maintenance tasks from parishioners for the maintenance man. Advert to be put in Cliffhanger monthly.

- Resident on High Street would like the PC to consider purchasing a mains operated clock for the Angel Bus Shelter from As Time Goes By for ~ £250.00. NF will put this idea to the Boule Committee.
- Football Club reported on SWO a car driving on and maliciously damaging the pitch, and they have padlocked the gate. **Action - BS** to contact them, ensure it is a combination padlock and confirm code so Boule Committee and Drama Club can get vehicle access.

Outside Bodies

- **School - MS/AT/GW**
School Crossing – As reported by MS prior to the meeting, Wiltshire Highways have come up with a plan that involves resurfacing, repainting plus new signage for the crossing - the Headteacher also approves; this will just happen hopefully by the spring - no PC decision required as no cost to the PC
- **Village Hall – BS**
- **Emergency Services/Planning – NF/MT**
- **LHFIG – MS/TB**
Based on a report from MS prior to the meeting:
 - The 20mph consultation has completed. Most respondents were positive (although there were a few negative) and we await a report to go the Wiltshire Council’s Cabinet Member for Highways for a decision. If he approves we can move forward and get the project implemented.
 - Progress on Willesley speeding issues - this was discussed at the LHFIG meeting on Tuesday; the Highways engineer is looking at getting the speed limit reduced to 30mph.
 - Progress on Pinkney speeding issues - this was discussed at the LHFIG meeting on Tuesday; the Highways engineer is looking at getting an advisory speed limit sign of 30mph put in place on the B4040 at either side of the S bend; he will also look at reducing the speed on Pinchmore Lane to 30mph.
- SOSCIC – MS/TB/BS
- Scouts / Brownies – BS
- Church – NF
- Blooming Sherston/Gardening Club – TB –
It is planned for bulbs to be put in on all the gates and they are waiting for bulbs to come through. **Action - BS** to ask the PC’s maintenance man to dig the soil in front of signs.
- Sports Clubs – MWE/AT
- Recreational Ground Trust – AT
- Snow Wardens – NF all prepared.
- Area Board - MS

9.

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 expectations and ensure they are aware of these terms.

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

- Staff Costs
- IAP – Software Support **d.d.** 2nd Oct - £126.70
- SLCC – Qualification Fee/Training Course Clerk - £144.00 previously agreed and **paid**
- Russell House Construction – removal of flood lights - £400.00
- Clerk expenses printer cartridges - £31.99

- Clerk expenses – The Clerks’ Manual – training course - £52.90
- Paul McCarthy Plastering Ltd – Repair of render on bus stop – Sherston High Street - £1,370.00 previously agreed and paid.
- Cliffhanger 20 pages, 980 copies - £660.00
- Yellow Book Summary HMRC for Clerk – £188.89
- Hills Waste – £54.07 **d.d.**
- BS’s expenses – Weedkiller for Rec,- £14.99
- BS’s expenses – Fine Sprayer - £3.98
- BS’s expenses – No Dogs Sign - £14.06
- BS’s expenses – Keim Soldalit 5kg paint - £129.00 Inv. 144212
- BS’s expenses – Keim Soldalit 5kg paint - £129.00 Inv. 143677
- Ryan Russell Maintenance - £318.00

Invoice(s) Received Late

Iain Selkirk (Internal Auditor) - £200.00. **Action – MWE to consider before payment.**

Clerk postage VAT Claim - £3.35

GB Sport and Leisure UK Ltd – Quarterly Playground Inspection - £ 270.00

Barratt Garden Maintenance – grass cutting - £560.00

All approved.

10.

Planning

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

PL/2024/08195 – 8 Sandpits Lane, Sherston, SN16 0NN

To replace existing wooden external doors and windows with composite front door and PVC French patio doors and windows. Replacement doors and windows to be of similar design and colour.

Closing date – 30.10.24

Recommendation – No objection.

PL/2024/09056 – Avondale, Brook Hill, Sherston, SN16 0NQ

Notification of proposed works to trees in a conservation area – Willow Fell.

Closing date – 25.10.24

Recommendation – No objection.

PL/2024/08491 – Rose Cottage, Noble Street, Sherston, SN16 0NA

Single storey rear extension incorporating existing outbuilding

Closing date – 30.10.24

Recommendation – No objection.

PL/2024/08465 – The Holford Arms, Knockdown, Tetbury

Variation of condition 6 of 19/03888/FUL so as to enable retention of existing beer garden canopy for an additional temporary period of 3 no. years.

Closing date – 31.10.2024

Recommendation –no objection but add qualifying comment proposed by MJ.

PL/2024.09056 – Avondale, Brook Hill, Sherston

Notification of proposed works to trees in a conservation area – Willow Fell.

Closing date – 25.10.24

Recommendation – No objection.

PL/2024/08622 – Holy Cross Church, Church Street, Sherston, SN16 0LR

Cherry Tree that has died to be removed. **Responded earlier due to timeframe – no objection.**

PL/2024/083340 – Proposed Works to Trees in a Conservation Area, Summer

Court, Willesley, Tetbury, GL8 8QX – T1 Maple Tree – Fell. **Responded earlier due**

to timeframe – objection.

	<p>PL/2024/07859/08426 – The Dovecote, Lower Farm, Easton Town, Sherston, SN16 0PS. Single storey extension, enlarging existing door opening and replacement of existing windows. Additional window in north-east elevation, remove part of existing stone garden walling. Responded earlier due to timeframe – no objection.</p>
11.	<p><u>Future of the North Building – TB</u> Should we consider discounts for block bookings and if so, what would we consider to be a block booking? – carried over to November meeting</p>
12.	<p>Speed Limits – MS Progress on Speed Indicator Device for Easton Town Prior to the meeting MS confirmed he was seeking quotes from 3 companies for a Speed Indicator Device for Easton Town as Wiltshire Highways have agreed a location for it.</p>
13.	<p>Rialtas (accounting system) - TB Decisions to be made:- <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 <p>Carried over to November meeting. Action JC – Investigate software used by other PCs.</p> </p>
14.	<p>North Building Booking System – Checkfront booking system - MWE Review of trial period and decision to be taken as to whether this will be our permanent solution and if so at what cost? Prior to the meeting MS confirmed he doesn't find it very user friendly - the main drawback is you can't see at a glance which timeslots are available during the day - you have to work through all the times to see which ones are bookable - the dropdown of those timeslots appear to show timeslots as available when they are not; if this could be fixed MS would support the continuation of the system; if not he think we should look at alternatives. Decision required – carried over to November meeting.</p>
15.	<p>Website – MWE To provide update on plans, approach (to be agreed by full council) and it's current status.</p>
16.	<p>CIL expenditure CIL reports filed to be publicised – Council to agree locations. On Website now MWE 6.10.24.</p>
17.	<p>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 – It was approved to charge £10.00 per event. Action to notify affected parties TB</p>
18.	<p>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 – i.e., when does current cover terminate <p>Carried over to November meeting.</p> </p>
19.	<p>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.</p>

Date of Next Meeting – 14th November 2024