



Chairperson: Tanya Burgess

**MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY at
12th September 2024 @ 7.30pm, **The Village Hall, Sherston****

Present

Tanya Burgess (TB) - Chairperson, Andy Tremellen (AT) – Vice Chair, Ben Smee (BS), Martin Smith (MS), Mike Tarrant (MT), Denise Gibson (DG), Jayne Curtis (JC), PC = Parish Council, Steve Harvey (SH)

12 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>Gail Whale (GW) Matthew Wofinden-England (MWE) Philip Blick (PB) Nigel Freeth (NF)</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 Meetings held on 11th July and 1st August 2024. 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>Co-Option</u></p> <p>Members to consider any Co-Option requests.</p> <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. <p>Steve Harvey (SH) introduced himself and put himself forward to become a Parish Councillor. PC Approved.</p>

6.	<p><u>SLCC Membership – Clerk - £183.00 – JC</u></p> <p>Requesting approval to renew SLCC membership.</p> <p>Approved. Once membership has been granted training course will be booked which was approved at previous meeting.</p>
7.	<p><u>Grant Applications</u></p> <p>Received from Drama Group – £1090.27 (Any contribution welcomed) Curtain Rack Theatre Lighting/Scenery grid.</p> <p><i>Lucy Toms offered to help the Drama Group with the curtain track and will arrange a meeting for next week with Richard Skeffington to discuss. The Drama Group has already received £100.00 from George Vet. They are expecting some monies from the Boules Committee, usually approximately £100.00, but this has not been decided or received yet.</i></p> <p>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.</p> <p><i>Toddlers spoke about their group. They felt it was a very important asset to the village. Parents are providing their own toys which they cannot afford and continue to do. Attendance is a minimum of 10 children, but they can have up to 20 children at a cost of £2.50 to the parents/carers for one hour and a half hours.</i></p> <p>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.</p> <p><i>Helen Quirk made a speech on behalf of the Senior Club. The Senior Club stated they felt the Senior Club was particularly important in winter where the members can go and keep warm and have a cup of tea/cake or lunch and most importantly company. They would also like funding towards coach outings as they felt this was also very important. Members do pay towards the running of the Senior Club, but any contribution would be greatly received.</i></p> <p>TB reiterated to all that they would need to do a budget for anticipated items required for next year by December in order that the PC can budget and put money aside. Football Club – No Grant Application Form received yet</p>

Adam Salt represented the Football Club. They would like a contribution towards flood lights either to repair or replace. The existing flood lights are no longer connected as they have been deemed as unsafe and one has already fallen over. (see email for two options). During the Winter months there are a lack of artificial pitches, so slots are hard to get hence why the flood lights are very important. At the current time there are between 50-60 people playing football. Portable sets of flood lights are available – the football club are looking for 50% and Boule 25% and they will fundraise for the remaining 25% amount. The cost would be between £1800-£2000. The PC requested a more comprehensive plan. MS suggested that the Football Club arrange a meeting with the Malmesbury Area Board where MS is a chairman for funding but advised they would need to get an application in asap. Adam Salt thought the cost/maintenance of the flood lights may be covered within their Lease. The PC said they would check this. It was agreed that the Football Club would need to show more information and present at the October meeting.

*The football club flood light issue is covered in further detail in item 12 - **Operations Group/Village Maintenance.***

MS put forward a proposal on behalf of the PC for these Grant Applications - can the PC's Reserves Budget cover £600.00 for the Drama Group, Toddlers Group and the Senior Club so totalling £1800 out of reserves. This was voted on and approved. It was agreed that the PC would need to forward budget in the future.

This was approved by the PC.

TB reiterated that they would need to do a budget for anticipated items required for next year by December in order that the PC can budget and put money aside.

With regards to the Grant Application made by The Church of the Holy Cross, Sherston Magna - Anthony Price. TB had spoken to Anthony Price with regards to a contribution for a sum of money for the church. It was agreed by TB/AP that he would come to the PC on a project-by-project basis for a contribution for approval e.g. church and cemetery maintenance. It was requested by TB to AP if it was to be a 5-year project the PC could budget accordingly. AP stated the PC in the past had donated to the Church £500 per year, but it had ceased. AP stated the Government stated that the PC had to contribute to Churches/Cemeteries yearly. This would be verified.

Action - JC

8. Chairman's Announcements

- AT has resigned from Vice Chair but remains as a Parish Councillor. TB thanked AT.

Two councillors were proposed for the position of Vice Chair and MS was voted in as Vice Chair - well done MS.

- JC has signed contract and has been taken on permanently as Parish Clerk and Responsible Financial Officer with effect 1st August 2024. Welcome.
- Lime Down Update – TB sent required documentation in for scoping study - 1,000 pages long. Richard Skeffington has seen the report from the Governments Planning Inspectorate. The Government inspectorate responded to feedback from the PC and other statutory consultees and require the Lime Down project to include much more issues in scope than initially proposed. This is seen as a positive outcome. The PC will continue to engage with the process which is likely to take most of 2025.
- 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.*

It was agreed by the PC that any similar articles must be approved by the PC via email before publishing by PC on Facebook, Website, Cliffhanger.

Action - JC/ALL

- Hills Waste Annual Duty of Care Form to be signed
Action - JC to sign and send back
- Due to personnel changes within the Council, this year's AGAR (Annual Governance and Audit will be submitted late (submission) TB/MWE had spoken to External Auditors, and they had been understanding of recent challenges.
- TB and MS attended meeting with Acorn Developers regarding Sopworth Road Development – they are very close to getting planning permission. The PC will continue to liaise with the Tolsey Surgery. James Gray had previously had a meeting with ICB. However due to a lack of progress, our new MP, Roz Savage MBE, had meeting with the Integrated Care Board (ICB) and MS was invited. The ICB were pressed upon regarding the importance of speed. Adjustments would need to be made to their business model as to what buildings they needed to deliver a primary care service into the future. MS has obtained a commitment from the ICB to provide a detailed timeline for this project. MS is fully involved with this project. Our MP is trying to get a meeting with the new Minister for Primary Care (i.e. GPs).

Planning permission for Barn in Courtyard – an email had been received from the owner of the barn asking for the PC to help with the development. It is not the PC's decision to support development. TB will send email back to Barn's owner saying not it is not the PC's responsibility to help with development plan and respond to his emails.

Action - TB .

9. Clerks Report

	<p>Members to receive a written report from the Clerk.</p> <p>Approved</p>
10.	<p><u>Possibility of leasing the North Building to one individual who has registered an interest – TB</u></p> <p>Decision required as to whether more of more benefit to Sherston than the current arrangement of ad hoc bookings</p> <p>This has now been resolved and the interested party has found another location so not interested anymore.</p>
11.	<p><u>Future of the North Building – TB</u></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> <p><i>It was suggested that a team of 2 or 3 councillors should form a team to discuss options for North Building and the PC would decide if it would formally change the use of the building to recreational and educational purposes or to still try to keep as Pre-school which was proving challenging to find anyone to take on. DG will take on this task maybe with GW in mid-October due to ongoing commitments.</i></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 – CLOSED OFF. • Proposed Traffic Regulation Order consultation regarding proposed 20/30 mph speed limit locations – Extension granted new closing date 16th Sept 2024 to allow PC to respond. Notices were issued and an article was placed in the Cliffhanger for people to respond. Resolved: £4,500 to be paid by PC and rest by WC. Cost approved assuming the scheme is approved by WC. • Wilts Highways has approved location of a speed indicator device on Easton Town. We now need to get quotes for the camera and the installation.

MS to give Jayne content to send off.

Action – MS/JC

- A speeding team group needs to be set up, but this will be carried over for October meeting. SH has volunteered to be part off. JC to put SH in contact with KS re speeding information.

Climate & Biodiversity Group – BS/MS

- Sustainable Sherston have requested funding to monitor water nitrates and phosphates. £200.00 approved from budget.

Action - BS/MS

- Printer cartridges recycling left in the telephone box has raised over £400.00. MS will put out some publicity about it and the use of the telephone box.

Action - MS

Allotments Group – BS/NF

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

- TB/MWE/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 – **carried over to October meeting**
- Parish Online – NALC websites to overall - **carried over to October meeting.**

Neighbourhood Plan – MS/NF/BS/TB

Four quotes were requested from expertise companies and two quotes have been received, one company approached was too busy and one company did not respond. Various landowners were spoken to by MJ regarding land. As well as forty-five houses to be built by the school, Sherston will have to build thirty more houses in line with the Neighbourhood Plan. An independent person would need to assess sites. The two quotes received were assessed by the Neighbourhood Plan Review Working Group and a preferred supplier (MLP) was proposed. The company was recommended by another Parish Council, and they are relative local. They have quoted in stages which enables the PC to do some of the stages themselves. They also agreed to help with a grant application. The PC needs to obtain a grant from the Government Scheme; up to £18,000 may be possible. The PC will be looking at a public presentation in November time asking for input from residents and if there is anything the village would like to be included in the Neighbourhood Plan. It was agreed that the PC will start accruing in budget for the next round of Neighbourhand Plans.

Resolved – to appoint preferred supplier MLP subject to successful grant application

Ways of working – TB - to be carried over October meeting.

Finance – MWE/BS/TB/JC

It was agreed that budgeting would need to be finalised by end December. The PC would talk to groups and find out what money they anticipate needing for next year. TB will take action to put in Cliffhanger and Councillors to speak to their respective Groups.

Action – MWE/BS/TB/JC

Personnel – TB/AT

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

- BS has concerns about safety of two redundant flood lighting columns at the sports field. One had previously fallen over, more than a year ago. Councillors need to decide whether to have them surveyed or removed. BS had received a quote to have the two taken down and removed along with the one on the ground for £1280 plus VAT from Powered up access Ltd. AT has obtained a quote for £400. It was decided and approved to go with AT's quote of £400.00 to remove and dispose of.

Action - AT

- Consider how to get increased suggestions of maintenance tasks from parishioners for the maintenance man – **to be carried over October meeting.**
- 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.
PC approved Keim.

Action - BS

Outside Bodies

School - MS/AT

School Crossing update on plans to address speed issues outside the school – MS/GW - MS has met with Wiltshire Highways on site – awaiting their recommendations

Village Hall – BS

Nothing to report.

Emergency Services/Planning – NF/MT

Nothing to report.

LHFIG – MS/TB

Notices placed around village relating to proposed 20mph scheme and locations.

Resolved: the PC to respond to the consultation supporting the scheme as far as it went but also requesting it be extended to include Easton Town/B4040.

	<p>SOSCIC – MS/TB/BS Nothing to report.</p> <p>Scouts / Brownies – BS Nothing to report</p> <p>Church – NF</p> <p>Blooming Sherston/Gardening Club – TB/GW Gardening Club will start planting bulbs by the new village gates.</p> <p>Sports Clubs – MWE/AT Nothing to report.</p> <p>Recreational Ground Trust – AT Set up AGM. Action - TB</p> <p>Snow Wardens – NF Nothing to report.</p> <p>Area Board – MS The last area board was held in Sherston and included a networking session with a focus on climate change and the environment with a number of local groups attending.</p>
13.	<p><u>Accounts for Payment</u></p> <p>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.</p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for September 2024.</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 August 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 <p>Already paid: Zurich Insurance - £3001.10</p> <p>Invoices not on Agenda</p> <ul style="list-style-type: none"> • Clerk's expenses 16 first class stamps - £21.60 • Cotswold Fire & Security – Fire alarm service - £90.00 • Compass Graphic Design – Additional tech support to transfer cliffhanger domain, domain renewal, additional data, hostplan renewal for sherstonwalks.org.uk - £405.60 • Compass Graphic Design – September Cliffhanger 20 pages, 908 copies - £660.00 • Barret Garden Maintenance – grass cutting – £560.00 • Pat Cooper July/August 8 hours - £57.00 • Pat Cooper August/part September – 10 hours - £72.00 • O&J Electrical – electrical inspection - £342.00 • <u>SLCC Membership – Clerk - £183.00 – JC</u> <p>All invoices approved.</p>
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14.	<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>Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document – MS Doesn't affect Sherston.</p>
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	<p>Respond happy with it. No Objection.</p> <p>PL/2024/07975 – New Porch, Two Storey Side Extension and Single Storey Rear Extension – 2 Green Lane, Sherston, SN16 0NP Comments by: 30.9.24 (<i>Mistake on form 30.8.24 – email received amending</i>) Recommendation: No Objection</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 Comments by: 29.8.24 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). Withdrawn by applicants</p> <p>PL/2024/07564 – Notification of proposed works to trees in a conservation area. – 10 Cliff Road, Sherston, SN16 0LN Proposal – T1 – Rowan tree – crown reduce by 1.5m and crown raise to 2m above ground level. Comments by: 4th September Recommendation: No Objection – submitted to WC due to timeframe.</p> <p>PL/2024/08248 – Notification of proposed works to trees in conservation area. Proposal – Norwegian Maple – Reduction of crown by 2-3 metres – 30 High Street, Sherston, SN16 0LQ Comments by: 2nd October Recommendation: No Objection</p>
15.	<p><u>North Building - TB</u></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? - carried over to October meeting - Recommendation that key code changed every 3 months and hirers notified – approved <p>Action - MT</p>
16.	<p>Speed Limits – MS</p> <p>Update regarding introducing speed restrictions for Pinchmore Lane and Pinkney, and Willesley</p> <p>A Resident attended the PC Meeting and spoke about Pinkney speeding. Speed tests have been carried out. The resident asked if we can put in advisory 30mph which WC suggested. The resident stated there is extremely limited vision on turning points onto road. They have requested if they get gates and signs for advisory 30 mph if possible.</p> <p>Action – MS/Clerk to send Highways Improvement Form to LHFIG</p>

	<p>It was agreed that Willesley is definitely a case for request to speeding assessment.</p> <p>Action – MS/Clerk to send Highways Improvement Form to LHFIG</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 <p>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> <p>Carried over to October meeting.</p>	
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>Needs review and consideration of alternatives</p>	
19.	<p>Website – MWE</p> <p>To provide updates on plans, approach (to be agreed by full council) and current status - carried over to October meeting.</p>	
20.	<p>CIL expenditure</p> <p>To be published on website</p> <p>Action - MWE/TB</p>	
21.	<p>Recreation Ground – TB</p> <p>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. Trust that owns the rec is a charity and discussion will be carried over to next meeting in October.</p>	
22.	<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:-</p> <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 October meeting.</p>	

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.	
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Date of Next Meeting – 10th October 2024 – [Village Hall](#)