



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

4th October 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 10th October 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

10th October 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 12 th September 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. Prospective Councillors invited to attend at least two meetings before being co-opted onto the PC – approval needed - MS
6.	<u>Clerks Report</u> Members to receive a written report from the Clerk. Introduction of Purchase Orders and Proposed Works Form to ensure there is an audit trail – approval needed JC Draft Minutes publication of JC
7.	<u>Future of the North Building – TB</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>
8.	<u>Working Group / Outside Bodies Reports</u> Members to receive any reports from the chairs of the working groups and any Outside Body Representatives if something to report. <u>Working Groups</u> <u>Footpaths & Highways – TB/NF/MS</u> Yellow Grit Bin Willesley A433 Junction – DG. WC do not supply grit bins in new locations. PC to get costs for bin and grit and seek approval for location from Wiltshire Highways. Request for resident to install named poo bag dispenser by Jubilee tree – MS

TRO for the EV Charge Points - MS

Climate & Biodiversity Group – BS/MS

Allotments Group – BS/NF

- Consider terminating tenancy for underused plot.

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

- Progress on grant application

Ways of working – TB

Finance – MWE/BS/JC

Additional new bank account suggested by BS for security and interest rate. Needs voting upon by Councillors and if agreed opened by Clerk with help from BS.

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.
- 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.

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**
 - Progress on 20mph scheme
 - Progress on Willesley speeding issues
 - Progress on Pinkney speeding issues
- **SOSCIC – MS/TB/BS**
- **Scouts / Brownies – BS**
- **Church – NF**
- **Blooming Sherston/Gardening Club – TB**
- **Sports Clubs – MWE/AT**
- **Recreational Ground Trust – AT**

	<ul style="list-style-type: none"> • Snow Wardens – NF • Area Board - MS
9.	<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 expectations 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 October 2024.</p> <ul style="list-style-type: none"> • Staff Costs • IAP – Software Support d.d. 2nd Oct - £126.70 • SLCC – Qualification Fee/Training Course Clerk - £144.00 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 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 – Cleaner/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

10.	<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>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 -</p> <p>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 -</p> <p>PL/2024/08491 – Rose Cottage, Noble Street, Sherston, SN16 0NA Single storey rear extension incorporating existing outbuilding Closing date – 30.10.24 Recommendation -</p>
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	<p>PL/2024/08622 – Holy Cross Church, Church Street, Sherston, SN16 0LR Cherry Tree that has died to be removed. Responded due to timeframe – no objection.</p> <p>PL/2024/083340 – Proposed Works to Trees in a Conservation Area, Summer Court, Willesley, Tetbury, GL8 8QX – T1 Maple Tree – Fell. Responded due to timeframe – objection.</p> <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 due to timeframe – no objection.</p>	
11.	<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? – carried over to October meeting. 	
12.	<p>Speed Limits – MS</p> <ul style="list-style-type: none"> - Progress on Speed Indicator Device for Easton Town 	
13.	<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 <p>Carried over to October 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 to October meeting.</p>	
15.	<p>Website – MWE</p> <p>To provide update on plans, approach (to be agreed by full council) and current status.</p>	
16.	<p>CIL expenditure</p> <p>CIL reports filed to be publicised – Council to agree locations.</p>	
17.	<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 – carried over to October meeting.</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:-</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 – ie when does current cover terminate <p>Carried over to October meeting.</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 – North Building

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

Date:.....4-10-24.....