



Chair: Tanya Burgess

All Council Meetings are open to the Public and Press

7th November 2024

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 14th November 2024 at 7.30pm**. The meeting will be held at the **North Building, 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

14th November 2024 – 7:30pm – North Building

1. **Apologies for absence**

Council to receive apologies for absence.

2. **Declarations of interest**

Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.

3. **Minutes**

To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 10th October 2024.

4. **Exclusion of the Press and Public.**

To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.

5. **Co-Option**

Members to consider any Co-Option requests.

6. **Clerks Report**

- Members to receive a written report from the Clerk.

7. **Clock on Angel bus shelter - BS/NF**

- 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.

8. **Future of the North Building – TB/MS**

- Discussion to take place regarding future – we have received expressions of interest from the School and separately a private provider to reinstate a pre-school in the North Building. Does the council want to support these initiatives, or should we consult residents with a view to formally changing the use of the building into a permanent recreational facility?
- If the council is minded supporting a pre-school, are they happy that the Chair and Vice-Chair plus other nominated councillors can work on the detail and bring back proposals to full council at some stage in the future?

9. **Working Group / Outside Bodies Reports**

Members to receive verbal reports from the chairs of the working groups and any Outside Body Representatives if something to report.

Working Groups

Footpaths & Highways – TB/NF/MS

- Speed Indicator Device for Easton Town – decision required on whether we go for one SID in Easton Town or two SIDs (one in Easton Town and one at Brook Hill) - report to be issued prior to the meeting by MS complete with costs.
- Maintenance. PC to confirm whether to approve TB's request that a timber post be installed on the triangle to hold the dog waste bin which has been on the ground for months. **Approval Required.**

- Finalised updates of Sherston Walks Booklets with Compass Graphic. Cost of printing 250 - £2,500 budget should have been accrued since last re-print. **Approval required to proceed to print.**
- 27 MyWilts Tickets raised with Wiltshire Council – 25 related to refreshing road markings in Silver Street, Cliff Road, Court Street, High Street, Tanners Hill, Nobile Street and outside the Church. 2 tickets raised relating to missing bins which have subsequently been dealt with.
- Residents complaining about trees on public right of way behind The Tartars. Trees need cutting back however ownership and responsibilities are unclear. Roots causing damage to stone walling. Council to discuss and agree a way forward.
- Cliffhanger Article submitted to raise awareness of the purpose of the MyWilts Website and Application.

Climate & Biodiversity Group – BS/MS

Allotments Group – BS/NF

- PC to decide whether to reverse its October decision to terminate the notice given to end the tenancy of plot 9c, in light of the removal of the black plastic that was covering the plot and it's improved condition, with the proviso that it should be cultivated to the satisfaction of the PC by 1st May 2025.

Communications Group Website (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. To provide update on plans, approach (to be agreed by full council) and current status.
- Delay with draft website, coupled with decision not to update existing website is resulting in the PC not being able to make information available to residents. Decision required as to whether existing website is updated.

Neighbourhood Plan – MS/NF/BS/TB

- Acorn have extensively amended their planning application for the 45 houses on Sopworth Lane. This is following feedback from planning officers.
- MS met with the Office Manager at the Tolsey to understand what progress was being made in the detailed discussions that the ICB were having with the GPs.
- The ICB continue to be pushed for a decision on the new GP surgery both by MS and Roz Savage MP. The ICB were targeting a decision in November.
- MS has had meetings again with Wiltshire Council estates team to brief them on developments
- The Neighbourhood Plan review working group continues to progress. See progress update on action tracker (item 12.10.23)

Ways of working – TB

- Proposing that PC set up Finance Working Group on the back of the recent draft budget planning. Suggested members BS/JC/MWE/TB. **Approval required.**

Finance – MWE/BS/JC/TB

- Draft Budget prepared – further input required at November meeting from Councillors.
- PC to decide whether to transfer from Rialtas to Scribe based on document circulated.
- PC to confirm whether they approve the recently amended Earmarked Reserves (ERMs).

Personnel – TB/AT

- Clerks probation period completed successfully. Clerk advised.
- Council to formally agree covering the Clerks time spent training/study time. Currently studying for ILCA – **Approval required for 5 x 4 hours (4 hours per module) - £16.02 = £320.40.**

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

Outside Bodies

School - MS/AT

Village Hall – BS

Emergency Services/Planning – NF/MT

LHFIG – MS/TB

SOSCIC – MS/TB/BS

Scouts / Brownies – BS

Church – NF

- Remembrance Sunday - TB represented Parish Council

Blooming Sherston/Gardening Club – TB/GW

Sports Clubs – MWE/AT

Recreational Ground Trust – AT

Snow Wardens – NF

Area Board - MS

10. Accounts for Payment

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

Staff Costs

Hills Waste D.D. - £31.34

IAP Software Support £117.24 D.D.

Pat Cooper – £72.00

Ryan Russell Maintenance - £420.00 28.10.24

Clerk's expenses - £51.84

Compass Cliffhanger - £745.00

Compass Host Renewal - £249.60

Compass Wordpress training - £78.00

Compass Neighbourhood Plan Questionnaire - £265.20

Ryan Russell Estate Maintenance - £420.00

Barrett Garden Maintenance - £295.00

Ben's expenses – Neighbourhood Plan Title - £3.00

Ben's expenses – Maintenance Paint - £28.00

Pat Cooper - £72.00

Iain A Selkirk – Internal Auditor - £200.00

Clerks Salary

Chair Expenses - £173.93

Hags – Recreation Ground Maintenance- £1225.05

PKF Littlejohn External Auditor - £600.00

Nominal Codes

4205 Sports Field

4190 IT

4200 Village Maintenance

4200 Village Maintenance

4150 Stationery

4700 Newsletter costs

4180 Website

4070 Training

4255 Neighbourhood Plan

4200 Village Maintenance

4200 Village Maintenance

4255 Neighbourhood Plan

4200 Village Maintenance

4200 Village Maintenance

4110 Audit Fees

4000 Staff Salary

4080 Chairman Expenses

4415 Recreational Ground

4110 Audit Fees

11. Planning

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

PL/2024/09212 – Works to a Listed Building – Praters Farm, Easton Town, Sherston, SN16 0PS

&

PL/2024/09040 – Householder Application – Conversion of garage (curtilage listed) into home office and multi-purpose garage and storage space.

Closing Dates – 08.11.24 – Submitted due to timeframe.

Recommendation - No objection

PL/2024/09580 – Proposed Works to Trees in a Conservation Area – 5A Grove Road, Sherston, SN16 0NF

Closing Date – 18.11.24

Recommendation – No objection

Methodist Chapel Planning Application - TB

12. North Building - TB

- Should we consider discounts for block bookings and if so, what would we consider to be a block booking? – **carried over from October meeting.**

13. 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. Option to utilise either Rialtas or Scribe offerings.
Decision required – carried over from October meeting.

14. Insurance – TB

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:-

- 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

Carried over from October meeting.

15. Report from Parish Clerk – proposed increased hours – approval needed.

NOTE:-Councilors 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 – 12th December 2024 – North Building

Signed.....
Clerk of Sherston Parish Council

Date:.....9-11-24.....