



Chair: Cllr Tanya Burgess

**DRAFT AND UNAPPROVED MINUTES OF SHERSTON PARISH COUNCIL MEETING HELD ON THURSDAY 13<sup>th</sup> March 2025 @ 7.30pm, The North Building, Sherston**

**Present**

Cllrs Martin Smith (MS) Vice Chair, Ben Smee (BS), Nigel Freeth (NF), Mike Tarrant (MT), Denise Gibson (DG), Gail Whale (GW), Philip Blick (PB), Clerk Jayne Curtis (JC), PC = Parish Council.

Attendees: Four members of the public

One member of the public spoke in relation to planning application complaint.

**1. Apologies for absence**

Council to receive apologies for absence.

Cllrs Tanya Burgess, Andy Tremellan, Gerard Joynson, Matthew Wofinden-England

To Note : Vacancy due to Councillor ceasing to be a member of the council due to 6-month non-attendance. Elections at WC to be informed.

**Action - JC**

**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 13<sup>th</sup> February 2025.

**Approved.**

**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.

**No Co-option requests.**

**6. Clerks Report**

- Members to receive a written report from the Clerk.

**Approved.**

**7. Complaint**

- Complaint received from resident with regards to planning application PL0025/00021 – Applicant stated the PC had not followed their Standing Orders Policy and a timeline of proceedings was sent by the Chair to the applicant whereby a complaint followed from the applicant.

Following investigation Councillors agreed that although they were trying to 'do the right thing' by prioritising the planning response outside of standard meetings to meet the

required deadline for the planning application. It was agreed that the current standing orders do not allow for this.

MS, acting as Vice Chair, in the Chair's absence, apologised on behalf of the PC for not following their Standing Orders Policy and it was agreed that a letter would be sent to the applicant apologising for this error and they will be followed in the future.

**Action - JC**

It was further agreed by the PC that they would look to change the Standing Order Policy in line with how to respond to Planning Applications in a timely manner with dates before the next PC Meeting. The PC would seek further advice.

**Action – MS/JC**

## 8. Policies Review

- Approval required for updated Standing Order and Financial Policies.  
**PC Approved Financial Regulations.**

Standing Order Policy – See point 7 above it was agreed by the PC that they would look to change the Standing Order Policy in line with how to respond to Planning Applications in a timely manner with dates before the next PC Meeting. The PC would seek further advice.

**Action – MS/JC**

## 9. Lime Down

- PC's response to consultation was approved with adjusted wording. MS will send response text to JC and email address to send them to.

**Action – MS/JC**

## 10. Football Pitch Building Roof - BS

- It was minuted that the bin had been purchased and was waiting to be installed, so was therefore considered resolved.
- In regard to the leaking roof – the Football Club had received a quote for £8250. BS obtained one quote to replace the existing asbestos roof with new Kingspan composite roof - £16,750.00. BS to obtain one more quote. It was asked if BS could find out if this roof could be repaired instead of replacing.

**Action – BS**

## 11. Trees Football Field - BS

- Approval required to undertake tree pruning on trees on the sports field to address resident's concerns - £250.00 to address issues and £150.00 for the telecom/electrical cable. In principle the £250.00 was approved this time but it would be a one off and if further work was needed this would not be undertaken by the PC. TB had approved £150.00 and BS had instructed the contractor. However, it was suggested that BS to investigate further to see if the cables were Electric or Telecom to see if they would pay for this.

**Action - BS**

## 12. Parking in High Street – GJ

- Update required  
Nothing to report due to absence of Councillor GJ. Carried over to April meeting.

13. **Telephone - BS**
- Decision required whether to revert to mobile phone number for contact purposes. Approved to revert to mobile phone number as contact. Email to be sent cancelling landline and contact details on website updated.  
**Action - JC**
14. **Dog Plaque and Dog Poo Bag Dispenser - JC**
- Approval required to replace damaged memorial plaque and poo dispenser damaged at Jubilee Tree triangle at a cost to the PC.  
JC to contact resident to confirm price but PC approved the cost to replace. JC to contact resident to say that PC would fund the cost to replace.  
**Action - JC.**
15. **Bobby Van - JC**
- Approval required if we could attach their newsletter or take information out of said newsletter to post on social media and website for resident's information.  
**Approved.**  
**Action - JC**
16. **Social Media - JC**
- Approval needed for content submitted.  
Approved if it would benefit the community.  
**Action - JC**
17. **Donation Rattlebone Public House - JC**
- Approval required for offer of donation from the Rattlebone Public House to go with the Boules Committee's donation to purchase a bench with a plaque saying donated by Boules Committee and Rattlebone Public House and a plaque commemorating VE Day. The donation was approved and the Boules Committee agreed to this joint donation. Prices of a bench would be sourced and agreed at the next PC meeting.  
**Action – DG/JC**
18. **Charity Bank Account**
- PC Charity Bank Account is open. Move funds to it to ensure our Unity Trust Bank account balance does not exceed the amount guaranteed by the Financial Services Compensation Scheme (FSCS). MS to check out due diligence before BS sets up and transfers required funds. BS to set up and transfer required funds.  
**Approved.**  
**Action – MS/BS**
19. **Notice Boards - BS**
- Approval required for installing cork board in the Parish Notice Boards in Willesley and Pinkney and fix the lock in Willesley. Cost of the cork £63.32 plus VAT. Lock will range from £3-£20.00. Wood stain if needed - £15.00 for a tin.  
**Approved.**  
**Action - BS**
20. **Easton Square**
- Update on the storage of building materials on Easton Square.  
Involved enforcement team at WC. Started to move off gradually. Within next day or so will be gone.

21. **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**

Two post sockets have now been installed, Easton Town and Tetbury Road.  
Litter picker postponed until Autumn

**Climate & Biodiversity Group – BS/MS**

Nothing to report.

**Allotments Group – BS/NF**

Nothing to report.

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

- Next meeting arranged for 10<sup>th</sup> March postponed - **TB**

**Neighbourhood Plan – MS/NF/BS/TB**

- Consultation in the Village Hall planned on the 8<sup>th</sup> March in the Village Hall – **TB**  
Well attended. The Consultant is now reviewing feedback and will report back to the group on 15<sup>th</sup> May.

**Ways of working – TB**

Nothing to report.

**Finance – MWE/BS/JC/TB**

- Approval needed for price increase Hills Waste  
Further breakdown of cost needed from Hills Waste.  
**Action - JC**
- Approval required for price increase for Barrett Garden Maintenance – approved.

**Personnel – TB/MS**

Quarterly review carried out.

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

- Playground Inspection Report circulated to PC. Progressing actions.
- Tennis Court Condition and signage, the playground signage .  
The former tennis club committee has been paying for the cleaning of moss on the ground with their existing funds at no cost to PC. Confirmation was given that adequate signs were in place. PC's maintenance person to clean sign and omit wording that the courts cannot be used on a Wednesday night as this is now outdated.  
**Action - BS**
- Playground signage – BS to investigate signage from people who supplied equipment.  
**Action - BS**
- Signage on side of North Building BS to investigate.  
**Action - BS**

Pre-School Working Group – PB, DG, GW  
Nothing to report.

## Outside Bodies

**School - MS**  
**Village Hall – BS**  
**Emergency Services/Planning – NF/MT**  
**LHFIG – MS/TB**  
**SOSCIC – MS/TB/BS**  
**Scouts / Brownies – BS**  
**Church – NF**  
**Blooming Sherston/Gardening Club – TB/GW**  
**Sports Clubs – BS/MWE**  
**Recreational Ground Trust – TB**  
**Snow Wardens – NF**  
**Area Board – MS**

PB had received completed forms from the Pre-School survey and would report back to PC with data.

**Action - PB**

### **22. Update on Surgery Funding from the Integrated Care Board - MS**

- Final decision was expected at the end of November have we had one?
- If no decision, what next steps are we proposing?  
Further meetings with ICB – MS – nothing to report.

### **23. Accounts for Payment**

Members to review the Schedule(s) of Accounts for Payment and authorise the payments for March 2025.

	<b>Cost Centre</b>	<b>Cost Code</b>
Staff Costs		
Hills Waste - £27.02 <b>D.D.</b>	Operations	4205 Sports Field
IAP Software Support £148.01 <b>D.D.</b>	Admin	4190 IT
Octopus Energy - new <b>D.D.</b> - £89.84	North Bldg	4295 Nrth Bldg Costs
Scribe/Starboard Systems £61.20 <b>D.D.</b>	Admin	4110 Audit & Acts
Clerk's Expenses – Mobile Phone contract £4.95 <b>D.D.</b>	Admin	4170 Telephone
Clerk's Stationery A4 paper - £4.00	Admin	4150 Stationery
MHP (Mike Horan Printing) Posters/Comments Forms £117.00	N/Planning	4255 N/P
Compass Graphic – NHP Maps - £15.00	N/Planning	4255 N/P
Compass Graphic Cliffhanger March 24pg- £745.00	Cliffhanger	4700 C/Hanger Costs
Cleaner - £75.00	North Bldg	4295 Nrth Bld Costs
Litter Removal – £57.60	Operations	4200 Village Maintenance
Ryan Russell Maintenance 10.3.25 - £489.90	Operations	4200 Village Maintenance
Master Land and Planning Stage 2A Stage 3 NDP - £1948.80	N/Planning	4255 N/P
Master Land and Planning Stage 2 Options NDP - £2774.40	N/Planning	4255 N/P
Grass Cutting - £165.00	Operations	4200 Village Maintenance
GB Sport & Leisure Inspection Playground - £282.00	Operations	4430 Play Equipment
Roadware bin for sports field–BS's expenses - £239.94	Operations	4205 Sports Field
Water2Business <b>d.d.</b> - £46.70	Allotments	4500 Allotments costs
Clerk's Salary	Admin	4000 Staff Salary
Chair's expenses - £100.60	Admin	4080 Chr's Allowance
Goughs Solicitors – Legal fees Allotments - £645.96	Admin	4120 Professional fees

### **Income Received – February 2025**

- Allotments Rental Income – £302.41
- Cliffhanger Advert Income - £196.00
- Highways Grant EV Funding - £2915.50
- North Building Rental Income – £377.72

**Total February - £3,791.63**

### **24. Planning**

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

**PL/2025/00021** – Land to the north of Sopworth Road, Sherston - Change of use from agriculture to equine for the exercise, training, schooling, and rehabilitation of horses, including the siting of a mobile field shelter.

Object as the application stands - submitted.

Amended Plans/Additional Information

**PC agreed to stick to original objection. One Councillor abstained to vote.**

**PL/2024/10746** – Apple Wood House, Noble Street, Sherston, SN16 0NA – Full refurbishment and Attic and Garage Conversion of Apple Wood House.

**Comments by 14<sup>th</sup> March 2025**

**No Objection.**

**PL/2025/01626** – Tally House, Grove Road, Sherston, SN16 0NF – Installation of garage door.

**Comments by 18<sup>th</sup> March 2025**

**No objection**

**PL/2025/02134** – 18 Cliff Road, Sherston, SN16 0LN – T1 – Notification of proposed works to trees in a conservation area - Crown reduce Spruce tree by up to 2.5m (20%),

**Comments by 26<sup>th</sup> March 2025**

**No objection**

**PL/2025/02199** – 4 Grove Road, Sherston, SN16 0NF – Notification of proposed works to trees in a conservation area - T1 Yew Tree – fell. T2 Holly – crown reduce 30%.

**Comments by 26<sup>th</sup> March 2025**

**No objection**

**PL/2025/01912** – Notification of proposed works to tree in a conservation area – T1 Eucalyptus tree to be crown reduced by up to 30% T2 – cherry tree to be reduced by up to 30% - The Bung, Grove Road, Sherston, SN16 0NF

**Comments by 20<sup>th</sup> March 2025**

**No objection**

**PL/2025/02072** – 1 The Ingrams, Grove Road, Sherston, SN16 0NF – Single store extension, internal alterations, replacement windows and patio.

**Comments by 28<sup>th</sup> March 2025**

**No objection**

**PR202502-556828 – Sherston Magna Cricket Club – new Club Premises Certificate.  
Comments by 28<sup>th</sup> March 2025  
No objection**

**25. Elections**

Reminder to adhere to date to get nominations in on time to Wiltshire Council and agree who is delivering them to WC.

*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 Thursday 10<sup>th</sup> April 2025 – North Building**

**Meeting concluded at 21.31 pm**