



**DRAFT AND UNAPPROVED MINUTES OF SHERSTON PC MEETING HELD ON THURSDAY 9th
April 2026 @ the Scout Hut at 7.30pm**

Present

Cllrs Tanya Burgess (TB), Nigel Freeth (NF), Ben Smee (BS), Mike Tarrant (MT), Denise Gibson (DG), Gail Whale (GW), Fiona Shipsey (FS), Matthew Wofinden-England (MWE), Clerk Jayne Curtis (JC), PC = PC.

1. Apologies for absence

Apologies for absence received and accepted for:

Martin Smith (MS)

Gerard Joynson (GJ)

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. 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.

4. Minutes

The minutes were confirmed and signed as a correct record of Sherston PC Meeting held on Thursday 12th March 2026.

5. Actions undertaken from March's minutes

- The Bleed Kit has now been installed outside the Village Hall. Registration will be completed once the company's website is functioning correctly.
Action - JC
- The plaque has been installed at the commemorative oak tree in the Recreation Ground. A photograph will be taken and sent to the company that supplied the grant.
Action – NF/JC
- Waste Bin – The Co-Op remains reluctant to replace the waste bin that was originally located outside the store. It was agreed by the Parish Council that providing a bin is not the Parish Council's responsibility. DG will prepare a further letter to the Co-Op and will also return to the store to suggest placing a bin in the porch area.
Action – DG

- Green Lane Flooding of Pavement - Green Square Accord and the Parish Council both own sections of pavement affected by the flooding. The pavement sits lower than the surrounding ground and road which contributes to the issue. Clarification is required on whether planning permission and Green Square Accord authorisation would be needed if the Parish Council were to undertake any work. MS to advise.

Action – MS

- The Parish Council approved the purchase of chairs and tables for the North Building. Approval covers 4 × 6ft tables priced at £27.96 each, and 4 × packs of 6 chairs (24 chairs total) priced at £63.78 per pack. The total expenditure is £366.96. JC requested the invoice be made out to Sherston Parish Council for audit purposes and DG requested he used a purchase order number. JC will issue the purchase order number to MWE.

Action – MWE/JC

- The replacement handrail on the Grove Road Steps has now been completed.
- Grant Applications - The Parish Council has invited the two applicants who applied for grants to attend the Annual Parish Meeting on Thursday 21st May 2026 at 7.30pm in the Village Hall, where the funding will be publicly pledged, subject to all previously outlined requirements being in place.

Action - TB

- Doctor Surgery - TB reported that the principal obstacle to progressing the Doctors' Surgery project has now been resolved. TB/MS will provide additional details for circulation and agreement to the Parish Council as and when appropriate.

Action - TB

- The Surgery has requested a meeting with TB, and arrangements will be made to facilitate this.

Action – TB

- TB and MS will provide an update at each Parish Council meeting.

Action – TB/MS

- GW and FS requested to be added to the Surgery project group.

Action - TB

6. **Planning**

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

PL/2026/01593 – Listed Building Consent (Alt/Ext) Court House, Court Street, Sherston, SN16 0LL– replacement of lower sash window. Repairs to windows. Replacement of gutter and repairs to rainwater goods. Repairs to porch. Comments by 16th April 2026.
No Objection but with comment.

7. Village Hall Premises Licence Request – MWE declared he had offered to be the DPS Designated person responsible for the Village Hall. No concerns regarding the proposed operating hours of **11:00–23:00**. A query was raised regarding the lack of inclusion of music within the licence.
Action BS to review and suggest application amended if appropriate.
8. Parish Councillor Vacancies - It was noted that no applications have been received by Wiltshire Council in relation to the Parish Councillor vacancies within Sherston Parish Council, these vacancies may now be filled by co-option.
9. It was noted for the minutes that the donation received by SOSIC had been allocated in accordance with their request.
10. SSEN Communities Fund - MWE will submit an application to the SSEN Communities Fund to support works addressing the flooding issues on Green Lane and outside the Rattlebone. This application will be treated as a priority due to the fund's impending closing date of noon 21st May 2026. MWE will copy the Clerk into all correspondence.
Action - MWE
11. Fuel Surcharge – contractor – JC
The temporary fuel charge increase by a contractor was noted due to the Middle East crisis.
12. Annual Olympics Day Request – It was agreed that the North Building/Recreational Ground may be used free of charge, provided it is left clean and tidy and that all sand is removed immediately following the event. Organisers must ensure that the Recreational Ground, including the bins and the North Building, is returned to its original condition at the end of the event. A charge will be applied should the Parish Council's employees be required to undertake any additional cleaning or tidying. JC to communicate with organisers.
Action - JC
13. Business Rates North Building - The property is confirmed as falling under Category E, so no amendments to the existing categorisation are required. MWE will apply for rebate back the closure of the Pumpkins Pre-School and ensure the Category E rate is applied by WC. MWE will upload all supporting documentation to the shared folder once available.
Action - MWE

Applications for both the main submission and the annual relief will be made to WC, with MWE progressing the recreational relief element. Only the recreational portion qualifies for rebate, with an expected 60% recovery and corresponding bill adjustments. The classification will be backdated, and the required reclassification wording will be included in the documentation. The PC hopes this will be finalised by June's PC meeting, where MWE will provide an update.

Action - MWE

TB question ownership of The Recreation Ground in terms of registration. This needs to be confirmed to establish whether it is registered to the Charitable Trust or

the Parish Council, with the expectation that it should fall under the Charitable Trust. If required, MWE will proceed with registering the Recreational Ground to the Charitable Trust, and Councillors will be required to sign the necessary documentation. If required, the relevant form will need to be completed and submitted to formalise the registration.

Action – MWE

14. Rattlebone TENS Notice – TB

MWE (licensee of the Rattlebone Public House) agreed that he would notify the Parish Council if any TENS notices for extended opening hours have been applied for, so that the Parish Council can in turn notify residents.

Action - MWE

15. 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, GW

TB will arrange a Footpaths & Highways meeting for next month to discuss ongoing matters.

Action - TB

The kissing gates at Grove Wood have now been installed.

Action - TB

Two benches in Grove Wood require cleaning, and BS will arrange for the Parish Council's maintenance man to carry out the work.

Action - BS

FS stated she has been asked to speak at the Lime Down event and provide feedback on how the footpaths will be affected by the Lime Down development. FS has asked for any information be sent to her prior to this meeting. TB to send.

Action – TB

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

Following a recent meeting the Sustainable Sherston group will include an update to the Climate Action Plan, which BS will provide. BS will send this through once available.

Action – BS

Allotments Group – **BS**, NF

BS informed the PC that there are six new allotment holders that have taken over vacant plots.

Communications Group (including Cliffhanger) – **TB**, MWE, GW, JC

Two emails have been received by the Parish Council regarding Cliffhanger articles, both of which have been acknowledged. The next Communication Meeting is planned for Tuesday 14th April.

Action – Communications Working Group.

Planning/Neighbourhood Plan – **MS**, NF, TB, GJ

An objection email has been received regarding the Neighbourhood Plan. MS to respond on his return.

Action – MS

Ways of working – **TB/DG**

DG requested to join the Ways of Working Group, and DG and TB will introduce a more proactive system for tracking actions, including target dates.

Action – TB/DG

Finance – **BS**, JC, TB, NF, MWE

BS/JC informed the PC that the yearly Audit preparation is currently underway.

Action – BS/JC

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

BS is obtaining quotes for the damaged fingerpost signs and will forward these to the Parish Council for approval. BS will also arrange for the signs though out the village to be cleaned.

Action – BS

BS will explore options and quotes for a sunshade for the recreational ground and send the details to the Parish Council for approval.

Action – BS

BS will obtain three prices for the replacement railings on the recreational ground.

Action – BS

BS was asked by GW if arrangements could be made for the Jubilee tree bench to be cleaned. BS will organise this with the Parish Council's maintenance man.

Action – BS

Personnel – **MS**/ DG

The Clerk's appraisal had been carried out.

Sports Field Development Group – **BS**, MS, MWE

It was agreed that an article would be prepared for the Cliffhanger magazine to promote the group, invite volunteers to join, and help get this venture moving.

Action - TB

Outside Bodies

School – MS

Nothing to report.

Village Hall – BS

Nothing to report.

Emergency Services/Planning – NF / MT

Nothing to report.

Area Board – MS, DG, TB

The Scouts and Village Hall both benefited recently from Area Board grants.

LHFIG – MS, TB, GW
Nothing to report.

SOSCIC – MS, TB
Nothing to report.

Scouts / Brownies – BS –
Once the new tables and chairs have been purchased and delivered to the North Building, BS will contact the Scouts to arrange the removal of the borrowed chairs from the North Building back to the Scout Hut.

Action – BS

Church – NF
Query raised as to whether additional burial facilities were being accommodated within the Neighbourhood Plan. Parish Council confirmed.

Blooming Sherston/Gardening Club – GW, TB –
Nothing to report.

Sports Clubs – BS, MS, MWE
Nothing to report.

Recreational Ground Trust – TB
Nothing to report.

Snow Wardens – NF
Nothing to report.

16. **Accounts for Payment**
Appendix 1 – payments approved.

Date of Next Meeting Thursday 14th May 2026 at the Village Hall