



DRAFT AND UNAPPROVED MINUTES OF SHERSTON PC MEETING HELD ON THURSDAY 14th May 2026 @ the Village Hall at 7.30pm

Present

Cllrs Tanya Burgess (TB), Martin Smith (MS), Nigel Freeth (NF), Ben Smee (BS), Mike Tarrant (MT), Gail Whale (GW), Matthew Wofinden-England (MWE), Clerk Jayne Curtis (JC), PC = PC.

1. Election of Chair

Approved to elect Cllr Tanya Burgess as the Chair of the Council for 2026/2027, and Received her Declaration of Acceptance of Office.
MS nominated and NF seconded.

2. Election of Vice Chair

Approved to elect Cllr Martin Smith as the Vice Chair of the Council for 2026/2027, and received his Declaration of Acceptance of Office.
TB nominated and NF seconded.

3. Apologies for absence

Gerard Joynson (GJ)
Denise Gibson (DG)
Fiona Shipsey (FS)
Matthew Wofinden-England (MWE)

4. 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.
To note there were no declaration of interests.

5. Co-Option

Members to consider any Co-Option requests.
To note there were no Co-option requests.

6. Minutes

Approved and signed as a correct record without amendment the minutes of Sherston Parish Council Meeting were held on Thursday 9th April 2026.

7. To review and note ongoing matters from April's PC meeting, and decide upon further action, if required.

The Council noted, with disappointment, that the waste bin previously located outside the Co-op will not be replaced by the company. The Co-op has, however, confirmed that it will ensure all rubbish outside the store is regularly collected and that the area is kept clean. The Council agreed to review the situation on an ongoing basis.

Green Lane flooding – The PC is awaiting for the next period of heavy rain to assess the situation.

Action - MS

Update Doctor's Surgery - The Council received a formal update regarding the Doctors' Surgery project and noted that the ICB has agreed to rent a surgery space of 341 sq

meters for the building. It was further noted that more detailed information will be presented at the forthcoming APM meeting.

Action - TB

Village Hall Premises Licence Request update – BS has spoken to the Village Hall committee, and they believe the licence covers all aspects.

SSEN Communities Fund update – Due to the absence of MWE, this action has been carried forward.

Business Rates update – Due to the absence of MWE, this action has been carried forward.

The Recreation Ground registration update – Due to the absence of MWE, this action has been carried forward.

Alternative Action Tracker update – Due to the absence of DG, this action has been carried forward.

8. Governance

a) To review and confirm the banking arrangements and bank signatories -
It was approved by the PC that BS, MT, TB, NF, MS to remain as signatories on Unity Trust Current and Savings Account and the Charity Bank Account – MWE to be removed and DG added.

b) To review and confirm the payments made by direct debit.
Hills Waste - £63.89 dependent on weight
IAP Software Support - £133.80
Scribe/Starboard - £61.20
Octopus Energy - £44.44
The above were approved by the PC.

9. Finance

a) To note the receipt of the half year precept - £47,871.10
b) To note the receipt of the VAT claim - £817.64.

10. Financial Regulations

To review the Financial Regulations for formal adoption.
The PC Approved.

11. Standing Orders

To review the Standing Orders for formal adoption.
The PC approved.

12. Code of Conduct

Members to consider and adopt the Model Code of Conduct.
The PC approved.

13. To consider and sign the Annual Governance & Accounting Return for 2025/2026

- To consider the redaction of the signatures on the AGAR documents uploaded to the PC's website, to protect signatories from "specific & identifiable" threats of identity theft, and GDPR concerns – it was decided and approved these would remain.
- Annual Internal Audit Report - received and noted.
- To agree the Q4 March 2026 bank reconciliation – received and noted.

- To approve and sign the Annual Governance Statement (Section 1) 2025/2026 – approved and signed.
- To approve and sign The Annual Accounting Statement (Section 2) 2025/2026 to approved and signed.
- To approve the dates for the period of Public Rights of Inspection for the accounts for 2025/2026 – commencing on Wednesday 3rd June 2026 and ending on Tuesday 14th July 2026 inclusive – approved.

Due to clerk's leaving the PC it was approved the contact person for External Auditor would be BS – email address to be added to the external auditor's contact list and emailed to external auditor.

Action - JC

14. Grant Applications

The following grants were discussed and approved by the PC:

Gardening Club - £300.00.

Malmesbury School - £500.00.

Sherston Boules – £250.00. It was noted for budget purposes that this amount would be taken out of the previous SOSCIC donation.

JC to obtain to obtain information in order for these amounts to be paid.

Action - JC

TB requested that, as a member of the Gardening Club, GW approach the Club to provide an anticipated yearly maintenance amount for the works undertaken. GW was also asked to obtain a letter from the Gardening Club confirming the proposed location for the proposed bulb planting referenced in the Grant Application.

Action - GW

15. Use of North Building and Recreation Ground by School

It was noted the use of North Building/Recreation Ground was approved by the Charity Trustees and TB to email the organiser directly.

Action - TB

- 16.** It was noted that the Bleed Kit registration has been completed, and it was agreed that responsibility for the ongoing maintenance of the Bleed Kit will rest with MT. The Council further noted that a grant application has been submitted to the League of Friends Malmesbury for the purchase of the Bleed Kit, and an email received by JC confirmed that the funds are awaited. It was agreed that a Cliffhanger article will be prepared to formally thank the organisation for its generosity.

Action – JC

- 17.** It was noted that a donation of £125.00 had been received from the Elizabeth Hodge Charity. A thank-you email has already been sent; however, a further email will be issued once the Parish Council has determined how the funds will be spent in accordance with Elizabeth Hodge's stipulations.

Action - TB

- 18.** Grant Applications – covered in item 14.

- 19.** The Council noted that Wiltshire Council has approved the implementation of the 20 mph speed limit in Willesley, and the Parish Council agreed to contribute up to a maximum of £1,000 towards the associated costs. JC was instructed to email Wiltshire Council, to confirm the Parish Council's position.

Action – JC

20. An email from a concerned resident regarding parking on Noble Street was received and noted by the Council. Following consideration, the Council approved that an email be sent to the resident requesting the relocation of the trailer, as its current position is considered to present a potential hazard on the highway.

Action - JC

21. Due to the PC's decision not to proceed with the use of the North Building as a Baby Barn, the Council approved that all future Parish Council meetings will be held at the North Building. It was further approved that the existing Village Hall bookings be cancelled and the meetings transferred back to the North Building.

Action – JC

22. The Council agreed not to proceed with the introduction of debit cards for Parish Council expenditure at this time, and confirmed that members will continue to reclaim expenses through the existing process. It was noted that this matter may be revisited in the future.

23. Recycling arrangements – BS had registered the recycling scheme and a volunteer has offered to carry out this task. BS to contact volunteer to discuss arrangements.

Action – BS

24. Lime Down update – The PC had submitted a report outlining their objections. The second meeting date is at the end of June in Swindon. TB has registered to speak at the open hearing in June but MS cannot speak because he spoke at the previous open hearing. The Council confirmed that it will continue to do all it can in relation to the matter.

25. SIDS update – an email had been received from resident regarding switching the SIDS off. It was approved these would be switched to spy mode and an email would be sent replying to resident to confirm this will be carried out.

Action - TB

It was agreed that information would be conveyed to residents outlining the huge success of this venture. TB to get together with NF to compose an article for the July edition of the Cliffhanger.

Action – TB/NF

Information was conveyed that the Police are planning to monitor the speed of cars on the High Street, Tetbury Road and Brook Hill. TB to put on the agenda for the next footpaths and highways meeting.

Action - TB

The condition of the slow signs and yellow lines were discussed on the highways. MS to report to WC.

Action - MS

26. Horsewash Registration Item – It was approved that TB would register the land with the Land Registry for £20.00. It was approved that TB to go back to owners requesting the removal of the fence and any other obstructions.

Action – TB

27. Recreation Ground/Court Street Railings – This was discussed in detail with the PC and it was approved to go with the cheaper option from Wyatt Fencing Ltd at a cost of £14,568 (excluding VAT). BS to send quotation round to PC.

Action - BS

28. The Council discussed the matter of the village black-and-white striped signposts in detail. It was provisionally agreed that Leander Architectural is the preferred supplier, subject to confirmation of the final contractor and specification. Once these details have been agreed, the proposal will be submitted to Wiltshire Council to ensure full compliance with their required specifications.

It was further requested that BS enquire whether it would be possible for the posts to be finished in black and white down the full length of the pole, and to confirm whether the warranty could be extended.

Action - BS

29. It was agreed that TB will prepare an article for The Cliffhanger magazine addressing the issue of dog/human fouling in the garden area behind the North Building. Approval was also given for TB to install appropriate dog-fouling signage on the entrance gates of the North Building.

Action - TB

30. Noted the Clerk's resignation. TB to cover and carry on searching for a replacement and will explore locum clerk options during the recruitment period.

Action - TB

31. **To Review and Appoint Member(s) to serve on the Working Groups**

To note appointed member(s) to serve on outside bodies for the ensuing year 2026/2027. Bold indicates leader of the group.

Footpaths & Highways – **TB** NF, MS, GW

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

Allotments Group – **BS**, NF, GW

Communications Group (inc Cliffhanger) – **TB**, GW, MWE

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

Ways of Working – **TB**, DG

Finance **BS**, TB, NF, DG

Personnel – **DG**, MS

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

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

Members to consider requirements for terms of reference for working groups

32. **Appointment of Representatives on Outside Bodies**

To note appointed representative(s) to serve on outside bodies for the ensuing year 2026/2027

School - MS

Village Hall - BS

Emergency Services/Planning – NF/MT

Area Board – MS, DG, TB

LHFIG – MS, TB, GW

SOSCIC – MS, TB

33. **Appendix 1 Payments**

All payments approved.

34. **Planning**

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

PL/2026/02451 – Willesley House, Willesley – Notification of proposed works to trees in a conservation area.

Comments by 7th May 2026 – extension granted.

No Objection.

PL/2026/02517 Listed Building Consent for below. – No objection

PL/2026/02097 – Full planning permission -The Holford Arm, Knockdown, Tetbury – Redevelopment of ancillary barn and function building, together with works to the public house, to provide spa and gym facilities in association with the pub's enhanced attraction,

Comments by 21st May 2026

No Objection but with comments.

PL/2026/02484 – Lordswood House, Commonwood Lane, Sherston – Biodiversity discharge of condition information 4 (BNG Plan) of PL/2025/09099.

Comments by 19th May 2026

No Objection

PL/2025/06413 – Christian, 5 Grove Road, Sherston – Demolition of existing units and a dwelling, erecting (3 number dwellings (revised proposal).

Comments by 27th May 2026

No objection

PL/2026/02771 – Listed Building Consent – Rattlebone Inn, Sherston – Essential repair works both internally and externally, numerous cracks and subsidence in evidence with potential underpinning.

Comments by 11th June 2026

No objection

Request for Access to Recreation Ground, for Rebuild, Repair and Associated Works to a Boundary Wall

The PC agreed to permit the applicant to clear ivy from the boundary wall, including work undertaken from the Recreation Ground side. It was presumed that the applicant will submit the appropriate planning application for the rebuild, repair, and associated works. The Committee confirmed that it will review and comment on the remaining aspects of the proposal once the planning application has been submitted and is in process.

NHP - The Council received an update confirming that the Wiltshire Local Plan, previously submitted to the Planning Inspectorate, is to be formally withdrawn and restarted. As a consequence, the Sherston Neighbourhood Plan must also be updated and completed within a statutory 30-month period. To support this work, a separate Housing Needs Assessment covering a 15-year period is required, and the additional consultant cost of £3,630 was approved.

Action – MS

Update on planning enforcement activity

No update - follow up needed.

Action - TB

Date of Next Meeting Annual Parish Meeting (APM) - Thursday 21st May 2026

Date of Next Parish Meeting – Thursday 11th June 2026