



Chair: Tanya Burgess
Clerk: Jill Palmer

**DRAFT MINUTES OF THE SHERSTON PARISH COUNCIL (PC) MEETING
HELD ON THURSDAY 8th OCTOBER 2026 AT 7.30 PM IN THE VILLAGE HALL**

Present

Cllrs Tanya Burgess (TB), Ben Smee (BS), Nigel Freeth (NF), Martin Smith (MS), Mike Tarrant (MT), Gerard Joynton (GJ), and Clerk Jill Palmer (JP).

1. Apologies for absence

Apologies for absence were received and accepted from Denise Gibson (DG), Pip Pettit (PP), Fiona Shipsey (FS) and Matthew Wofinden-England (MWE).

2. Public Question Time

There were no public questions.

3. Declarations of interest

There were no declarations of interest.

4. Exclusion of the Press and Public.

Members of the public excluded to allow discussion of confidential item.

5. Minutes

The minutes of the Parish Council's Sept 2026 Meeting were confirmed and signed as a correct record of meeting.

6. Planning

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

Reference:	PL/2026/05534 - Removal/variation of conditions
Site Location:	9 Easton Square, Sherston, Malmesbury, SN16 0LX
Proposal:	Variation of condition 2 (approved plans) on PL/2026/00315 to remove north east elevation gable extension and replace with a flat roof dormer
Applicant Name:	Mr & Mrs P Lacey
Officer Name:	James Webster
Respond By:	15 October 2026
PC Comments	Approve – no conditions

Reference:	PL/2026/06126 - Notification of proposed works to trees in a conservation area
Site Location:	7 NOBLE STREET, SHERSTON, MALMESBURY, SN16 0NA
Proposal:	Beech tree - Fell.
Applicant Name:	Mr Charlie Davison
Officer Name:	Caroline Gamble
Respond By:	23 October 2026
PC Comments:	Approve with recommendations

Reference:	PL/2026/06305
Site Location:	7 NOBLE STREET, SHERSTON, MALMESBURY, SN16 0NA
Proposal:	Construction of a rear first floor flat roof (replacing existing low-pitched roof) and associated renovation works to the existing dwelling
Respond By:	2 nd November 2026
PC Comments:	Approve – no conditions

b) **Reduced planning powers for Wiltshire Councillors** – MS reported on the Government's recent introduction of a National Scheme of Delegation for planning applications, which will require amendments to Wiltshire Council's Constitution to ensure compliance with the law. Consequently, local Council Members will no longer be able to call in planning applications for determination by a committee. **Action: TB to draft the article using wording provided by MS.**

7. **Co-option** – there were no Co-option requests.
8. **Resignation of Cllr Gail Whale** – the PC regretfully acknowledged the resignation of Gail Whale on the 19/09. The Clerk confirmed that the formal process to notify the Elections Team at Wiltshire Council has been followed.
9. **North Building Rate Rebate** - the Clerk is working with Wiltshire Council rates team to provide the required evidence to support the rate rebate. **Action JP to check if building would have been eligible for any rates relief or exemption during the initial six-month period in which it was unoccupied.**
10. **Road Safety Concerns** – MS provided a progress update on ongoing highway concerns, including priorities for:

Easton Town Crossroads – a Highways Improvement Request Form (Ref: **7-26-13**) to install an advanced Give Way sign in advance of junction (on southern approach from Forlorn between junction and existing 30mph sign) is being progressed through the Local Highways & Footpaths Improvement Group (LHFIG); the next meeting is on the 13th Oct. A speed assessment for Forlorn is also being progressed.

Action JP to investigate owner of hedgerow on the area approaching Easton Town/Tetbury Rd junction from Forlorn. If council owned, to arrange for hedge to be cut back.

Willesley request (**Ref: 7-24-26**) – MS confirmed that he was still waiting on Highway Engineers Report. The focus is on getting the 20mph limit enforced as a priority, before focusing on village entry gates to Willesley.

The PC agreed that there was a need to cover the proposed reduction in speed from 30 to 20 on Easton Town and Tetbury Road within a Highway Improvement Form (HIRF) for onward submission to the Local Highways & Footpaths Improvement Group (LHFIG). **Action TB to lead on this task.**

b) Budgeting for village gates at Forlorn – the PC agreed that the provision for these gates to be included in next year's budget.

Action TB to draft article for next edition of the Cliffhanger informing community of progress being made on road safety and ongoing proposals.

11. **Renewal of warranty extension for ElanCity (SIDs)** - the PC approved the decision to renew the warranty for one of the SIDs (Easton Town). **Action JP to respond to ElanCity and arrange.**
12. **Proposal to hold Puppy Training sessions in Scout Hut and Rec Hardstanding** - the PC declined the request from the Secretary of Scouts on the basis of needing to maintain a consistent policy prohibiting dogs on the Rec. **Action: JP to notify the Scout Secretary of decision.**
13. **Zip wire in Rec** – BS provided an update to the PC on the cost of repairs for the faulty/jammed Zip wire in the Rec. **Action BS to revisit the full cost of replacement and also the cost of replacing just the sleeve protector. Action NF to check the current fault to see if it can be un-jammed.**
14. **Wiltshire Council Local Plan Consultation-** JP provided feedback from the Wiltshire Council Local Plan workshop on 22nd Sept, noting that the deadline to deliver the plan was April 2029 and that any Neighborhood Plans would have to fit into the overriding Local and National Plan.
15. **Signage** – Thompsons Hill Crossroads – BS confirmed that a design had now been agreed and that he was now awaiting confirmation of distances to be included on the sign (TS to provide).
16. **Update on Horsecwash Dispute** – the Chair provided brief status update. Chair proposed further discussion that Cllrs resolve and that Press and Public are excluded from further discussion on this item on the basis it may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
17. **Update on 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.

WG	PC Lead/Reps	Update
Footpaths & Highways	TB, NF, MS, FS	Nothing to report
Climate & Biodiversity Group	BS, MS	Nothing to report
Allotments Group	PP, BS, NF	PP will now be the Allotments Group Lead. BS to remain on the committee.

		Due to recent increase in water usage for the allotments Action JP to investigate how other local Parish Councils set their rates and whether it is according to the sizes of their allotments or water usage.
Communications Group (including Cliffhanger)	TB , MWE, JP	JP confirmed that she will take the lead with updating PC website and maintaining PC social media (Facebook) once she has been trained to do so. Action JP to find out from Compass Graphics, which articles on the PC website receives the most viewings.
Planning/Neighbourhood Plan	MS , NF, TB, GJ	Next meeting scheduled for 13 th Oct 2026.
Finance	BS , TB, NF, DG, JP	Action for all WG leads to discuss with their respective outside bodies any grant requests they may wish to submit to the PC for their consideration for the next financial year. All request to be received no later than end of Dec.
Operations Group/Village Maintenance	BS , MT, NF	Boundary wall - Action TB to respond to recent correspondence relating to the cutting back of a rose bush overhanging the Rec ground boundary wall. Planting of Bulbs and Shrubs – the PC approved the recent proposal from the Sherston Gardening Club of the planting of bulbs around the trees on the Rec, and also shrubs in nominated spots around the village at a total cost of £120. Approval was granted on the basis that the plants would not be of a climbing variety and would require low maintenance to maintain. Also discussed was the proposal by the Gardening Club to utilise an area of space to the side of the North Building for the purpose of an additional Gardening Club. As part of this proposal, the club would like the PC to consider the area to be fenced off. The PC approved in principle, however, raised concern on the fencing aspect due to the ongoing issue of damage to the fencing in the field. Action BS to liaise with Gardening Club to see if there are other means of cordoning off this area. Pruning of walnut trees on the Rec – Action BS to seek 3 quotes for the work to be carried out with the acknowledgement that a planning application would have to be submitted in the first instance. Parish Steward and general village maintenance – it was proposed that the PC set out a forward plan of maintenance tasks to be carried out throughout the

		year for the Parish Steward. Action TB to draft an article for the Nov Cliffhanger asking residents to identify tasks. Installation of security cameras at North Building. Action PP to provide more information on the costed product to support her recent quote (i.e purpose and function). To also request an additional quote from OJ Electrical (for supply and fit of the equipment). Lost dog bin at Tetbury Rd, and 1 missing bin lid on Sandpitts lane – Action JP to report to Wiltshire Council (Sandpits Lane and Tetbury Rd). Action TB to send JP photo of the bin on Tetbury Rd).
Personnel	MS/ DG	Nothing to report
Sports Field Development Group	BS, MS	Kick off meeting scheduled for 22 nd Oct, 7:00pm, North Building
Outside Bodies	PC Lead & Reps	Update
School	MS	MS reported that the reception class had reached capacity, indicating strong demand for places at the school.
Village Hall	BS	Nothing to report
Emergency Services/Planning	NF/MT	The Chair made the forum aware of the Environment Agency Flood Awareness Week (12th - 19th October). There was discussion on how communities are now being encouraged to self-manage flooding issues and it was proposed during the discussion that Sherston should hold its own self-help kit which would contain such items as gel sacks and flood warning signs. Action TS and JP to advertise the Flood Awareness Week on SPC Facebook page.
Area Board	MS, DG, TB	Nothing to report
LHFIG	MS, TB	Nothing to report
SOSCIC	MS, TB	Nothing to report
Scouts/Brownies	BS	Nothing to report
Church	NF	NF confirmed the vicar is settling in well.
Blooming Sherston/Gardening Club	TB	Covered off under Operations/Recreational Ground
Sports Club	BS, MS, MWE	Nothing to report
Recreational Ground Trust	TB	Nothing to report
Snow Wardens	NF	Nothing to report

18. Finance Accounts for Payment

Appendix 1 Oct Payment Schedule – Sept invoices were reviewed and approved by the Council. Decision to also include income as part of the monthly review process.

Action JP to investigate why Stripe have not issued any payments since Aug 2026.

Action JP to request that original water bills from the Scouts are issued at same time as the invoice for the PC share of the water bill.

19. Agree PC meeting dates for 2027 – The Council approved all dates and also agreed to bring the monthly meetings forward half an hour so that they commence at 07:00hrs.

20. Remembrance Service

Action JP to order wreath.

21. Confidential – *members of the Press and Public will be excluded from the meeting at this point as attendance may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

- Horsewash Dispute (minuted separately)

NOTE:- Councillors 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 November, 19:00-21:00hrs, North Building

I hereby certify that this is a true and accurate record of minutes taken at meeting dated
8th Oct 2026:

Signed.....Tanya Burgess (Parish Council Chair)
at Sherston Parish Council Meeting on 12th Nov 2026