Sherston Parish Council

Chair: Tanya Burgess
Clerk: Jill Palmer

DRAFT MINUTES OF THE SHERSTON PARISH COUNCIL (PC) MEETING HELD ON THURSDAY 12TH NOVEMBER 2026 AT 7PM IN THE NORTH BUILDING

Present
Cllrs Tanya Burgess (TB), Martin Smith (MS), Nigel Freeth (NF), Mike Tarrant (MT), Gerard Joynson (GJ), Denise Gibson (DG), Pip Pettit (PP), Fiona Shipsey (FS) and Clerk Jill Palmer (JP)

1. **Apologies for absence**
Apologies for absence were received from Cllrs Ben Smee (BS) and Matthew Wofinden-England (MWE).

2. **Public Question Time**
There were no public questions.

3. **Declarations of interest**
Cllr Gibson declared an interest in the planning application for the felling of a dead ash tree at her property.

4. **Exclusion of the Press and Public.**
Members of the public were excluded to allow discussion of a confidential item.

5. **Minutes**
The minutes of the Parish Council meeting held in October 2026 were confirmed as a correct record and signed by the Chair.

6. **Planning**
The Council considered and commented on the following planning applications received up to and including the date of the meeting.

Wiltshire Council Planning Consultation Response	
Application No:	**PL/2026/06877**
Proposal:	Notification of proposed works to trees in a conservation area: Remove 2/3 Willow trees.
Site Address:	Old Silk Mill, Brook Hill, Sherston, Malmesbury, SN16 0NG 0NG
PC Comments	Recommendations made
Application No:	**PL/2026/07212**
Proposal	1 Ornamental Maple in courtyard. Reduce top by up to 1m to near previous reduction points. T2 Ornamental Maple by the

	steps. Lightly reduce, by up to 50cm, the one or two small out of shapes tops.
Site address:	27 High St, Sherston, Malmesbury, SN16 0LH
PC Comments	No objection
Application No:	**PL/2026/07140**
Proposal:	Notification of proposed works to trees in a conservation area Diseased Ash tree - Fell.
Site address:	Willesley house, Willesley, Tetbury, GL8 8QU
PC Comments:	No objection
Application No:	**PL/2026/06968**
Proposal:	Notification of proposed works to trees in a conservation area.
Site Address:	18-20 High St, Sherston, Malmesbury, SN16 0LQ
PC Comments	No objection
Application No:	**PL/2026/06757**
Proposal:	Planning in Principle for 2 dwellings
Site Address:	Knockdown Farm, Knockdown, Tetbury, GL8 8QY
PC Comments	Objection made
Application No:	**PL/2026/06831**
Proposal:	Notification of proposed works to trees in a conservation area
Site Address:	Manor Farm, Court St, Sherston, Malmesbury, SN16 0LL
PC Comments	Recommendations made
Application No:	**TPO/2026/00025**
Proposal:	TPO
Site Address:	7 Noble St, Sherston, Malmesbury, SN16 0NA
PC Comments	No comments required. This was notification of TPO.

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7. **Co-option** – there we no co-option requests.

8. **Notice of Vacancy**
The Chair confirmed that no applications had been received to date and proposed that the vacancy be re-advertised in January.

9. **North Building Rate Rebate**
The Clerk confirmed that the PC had received a full business rates rebate of £7,720.56 for the North Building on 2nd November, following the application of small business rate relief.

10. **Road Safety Concerns**
The PC considered the Highways Improvement Request Forms (HIRFs) recently submitted by residents to the PC and agreed to submit a single request to the Local Highways and Footpath Improvement Group (LHFIG). The request would seek a reduction in the speed limit from 30mph to 20mph in all areas of the village currently subject to a 30mph limit. The request will also include extending 20mph beyond the current 30mph at Home Farm to the start of the houses at Forlorn (when approaching village from the south).
Action: MS to draft new HIRF and submit to the Clerk.
Action: JP to submit the HIRF to LHFIG upon receipt.

Action: MS to request that the police undertake speed monitoring on Easton Town Road, Forlorn and Bustlers Hill within the next quarter.

The PC discussed the B4040/Tetbury Road junction. Following submission of a HIRF to LHFIG on 13th October, installation of an advance Give Way sign on the southern approach from Forlorn remained outstanding.

The PC agreed to include £2,000 in the budget for gates at Forlorn.

The PC agreed to procure two sets of entry gates on the A433 at Willesley, at an estimated cost of £4,000. Wiltshire Council would contribute 70% of the cost, with the PC contributing the remaining 30%.

Action: JP to inform residents who had submitted HIRFs of the PC's decisions.

The Chair reported that the missing road sign at Bustlers Hill had been logged.
Action: TB to provide MS with the reference number so that the matter could be escalated with Wiltshire Council.

Church Street parking: the PC considered a resident's ongoing concerns about pavement parking and discussed options to deter parking along this stretch of road.
The PC concluded that no action would be taken, as the issue was not a daily occurrence and arose in connection with events at the church.
Action: JP to draft a response to the resident.

11. **Update on Horsewash Dispute** – the Chair provided a brief update. The Chair proposed further discussion and that councillors resolve to exclude the press and public from that discussion on the grounds that, owing to the confidential nature of the business, public discussion might be prejudicial to the public interest.

12. Annual operational tasks for the North Building (NB)

The Chair highlighted the need for a schedule of annual maintenance tasks for the NB, covering both internal and external works, with checks to be carried out every six months.
Action: All Councillors to identify relevant tasks and submit them to the Clerk.

13. Charging Mechanism for NB

The PC discussed the current booking arrangements for the NB and the charges applied by the booking tool provider (Stripe). It was agreed that a consistent approach to charging for use of the building was required.
Action: JP and TB to prepare a proposal for a new booking tool.
Action: PP to review current hire charges and compare them with those for other local facilities.

14. Update on Security Cameras for NB

The Council approved the proposal to install security cameras and signage at the NB.
Action: MT to lead on the installation of the cameras and signage.

15. Installation of Water Meter at NB

The water meter near NB had been located.
Action: MT to provide and present an updated installation quotation at the next meeting.

16. Grant applications

The PC approved a grant of £2,000 to Sherston Drama Group towards the replacement of its mobile staging.

17. Neighbourhood Plan

The PC confirmed that draft policies had been submitted to Wiltshire Council for environmental screening. Subject to progress, the PC hoped to hold a further consultation with residents in Spring 2027.

18. Working Group / Outside Bodies Reports

WG	PC Lead/Reps	Update
Footpaths & Highways	**TB,** NF, MS, FS	**Action: TB** to prepare an article for Cliffhanger asking residents to report footpath and highway issues through the MyWilts app or portal. Coppicing in Grove Wood is scheduled for Sunday 17th January 2027.
Climate & Biodiversity Group	**BS,** MS	Nothing to report.
Allotments Group	**PP,** BS, NF	Cllr Freeth confirmed that the hedges had been trimmed.
Communications Group (including Cliffhanger)	**TB,** JP	Nothing to report.
Planning/Neighbourhood Plan	**MS,** NF, TB, GJ	Covered under agenda item 17.
Finance	**BS,** TB, NF, DG, JP	The Chair confirmed that no budget provisions had yet been received from the working groups.
Operations Group/Village Maintenance	**BS,** MT, NF	It was proposed that the Council prepare an annual programme of maintenance tasks for the Parish Steward.

		Action: JP to circulate the list of Parish Steward tasks to councillors. Councillors to consider tasks that could be undertaken throughout the year.
Personnel	**MS,** DG	The Clerk's probationary period is due to end on 30th December. **Action: DG** to request feedback from Councillors.
Sports Field Development Group	**BS**, MS, PP	An initial meeting was held on 22nd October with the lack of changing facilities at the sports field identified as the principal issue. The working group agreed to address one issue at a time, prioritising changing facilities before considering recreational space, such as a social club or café. The intention was to provide a new building rather than renovate the existing one. The Council noted that significant planning, including consideration of funding, would be required.
Outside Bodies	**PC Lead & Reps**	**Update**
School	**MS**	The PC acknowledged the schoolchildren's exceptional contribution to the Sherston Remembrance Service held on 8th November.
Village Hall	**BS**	Nothing to report.
Emergency Services/Planning	**NF/**MT	The Town and Parish Council Forum would be held virtually on Tuesday 17th November, from 5.00pm to 6.30pm. **Action: JP** to circulate the email. The PC discussed winter preparedness and the risk of flooding in the parish. **Action: JP** to prepare an article for Cliffhanger advising residents where to obtain flood bags, tape and other supplies. The Council agreed to procure six flood warning signs.
Area Board	**MS,** DG, TB	The Area Planning Board meeting would be held at Malmesbury Town Hall on Tuesday 17th November.
LHFIG	**MS,** TB	Discussed under agenda item 10.
SOSCIC	**MS,** TB	The AGM is to be held on 17th November.
Scouts/Brownies	**BS**	The Council also acknowledged the exceptional contribution of the Scouts and Brownies to the Sherston Remembrance Service held on 8th November.
Church	**NF**	Nothing to report.
Blooming Sherston/Gardening Club	**TB**	**Action: JP** to review the September and October minutes regarding the request to use space on the Recreation Ground for an additional gardening club.
Sports Club	**BS,** MS	Nothing to report.
Recreational Ground Trust	**TB**	**Action: JP** to clarify with BS whether the Council had ruled out the provision of shade.

Snow Wardens	**NF**	**Action: NF** to review the condition of grit boxes throughout the parish, identify any requiring replacement and establish the associated costs.

19. Finance, including Accounts for Payment

- The Council approved Appendix 1, the payment schedule for October invoices.
- The Council approved the purchase of a replacement mobile phone for the Clerk with a budget of £200.
- The Council approved attendance of a training webinar for the Clerk at a cost of £36.
- The Council approved the purchase of 25 Christmas cards (cost tbc).

Date of Next Meeting:
Thursday 10th December 2026, 7.00pm, at the North Building

I certify that these minutes are a true and accurate record of the Parish Council meeting held on

12th November 2026.

Signed…….Tanya Burgess (Parish Council Chair)
at the Sherston Parish Council meeting held on 10th December 2026