



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

6th May 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of the Parish Council, on **Thursday 12th May 2022 at 7.30pm**. The meeting will be held at the Village Hall.

The meeting will consider the items set out below.

Donna Ford
Parish Clerk

Before the meeting there will be a public session to enable the electorate of Sherston to ask questions, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Fire Safety – Evacuation Procedure / Recording Protocol

The Council is requested to note the fire safety procedure and the Parish Council's recording protocol.

7.30pm

Welcome

Public Question Time

This section (at the chairman's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

12th May 2022 – 7:30pm

1.	<u>Election of Chairman</u> To elect a Chairman of the Council for the Municipal Year 2022/2023.
2.	<u>Election of Vice Chairman</u> To elect a Vice Chairman for the Municipal Year 2022/2023.
3.	<u>Apologies for absence</u> Council to receive apologies for absence.
4.	<u>Declarations of interest</u> Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.
5.	<u>Exclusion of the Press and Public</u> To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.
6.	<u>Minutes</u> To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 14 th April 2022.
7.	<u>Chairman's Announcements</u> <ul style="list-style-type: none">• Pre School update• Planning correspondence received and response sent• Further correspondence from resident - responded to a further email from resident about Fox Hunting and a question related to hedge cutting during nesting season• Use/purpose of Parish Council Whatsapp Group to be agreed• Response expectations from residents when contacting Parish Council formally – should we agree/publicise
8.	<u>Clerks Report</u> <ul style="list-style-type: none">• Members to receive a written report from the Clerk.
9.	<u>To Review and Appoint Members to serve on the Working Groups</u> Biodiversity and Sustainable Land Management Working Party Allotments Group

	<p>Communications Group</p> <p>Operations Group</p> <p>Planning / Neighborhood Plan</p> <p>Personnel</p>
10.	<p><u>Appointment of Representatives on Outside Bodies</u></p> <p>To appoint representative(s) to serve on outside bodies for the ensuing year 2022/2023.</p> <p>A. School B. Village Hall C. Public Transport D. Voluntary Sector E. Emergency Services/Planning F. Snow Wardens G. Area Board H. CATG</p>
11.	<p><u>Sherston Parish Council – Standing Orders 2022/23</u></p> <p>To review standing orders for formal adoption prepared by the clerk.</p>
12.	<p><u>Sherston Parish Council – Financial Regulations 2022/23</u></p> <p>To review the Financial Regulations for formal adoption prepared by the clerk.</p>
13.	<p><u>Code of Conduct 2022/23</u></p> <p>Members to consider and adopt the Model Code of Conduct.</p>
14.	<p><u>Annual Meeting of the Parish</u></p> <p>Members to consider any actions required.</p>
15.	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p>
16.	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>To receive written reports from Councillors who have represented the Council at meetings of outside bodies.</p> <p>Wiltshire Council update - MS</p>

	<p>Biodiversity and Sustainable Land Management Working Party – TB / MS</p> <p>Allotments Group - BS</p> <p>Communications Group - RW</p> <p>Operations Group – AT</p> <p>Planning – NFI / RW</p> <p>Neighborhood Plan – NF/TB</p> <p>Personnel - TB</p>
17.	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> <p>• 08.10.21 - Communication strategy – RW Update:- 09/12 Kick off session to be arranged in the New Year Update:- 12/01 – Ongoing Update:- 02/22 – Ongoing Update:- 10/03 – Ongoing Update:- 14/04 – TB & RW to set up a meeting Update:- 12/05 –</p> <p>• 09.10.20 - Parish maintenance person – Advertisement and recruit for a contractor / Parish Maintenance person – AT Update:- 09/12 - Ongoing Update:- 12/01 - Ongoing Update:- 02/22 – A quote has been received for the grass cutting for the village at a cost of £175.00, with an additional £30 for the Village Hall – Resolved to accept the quote. AT to advise the current grass maintenance contractor of the reduced quote received. Update:- 10/03 MT prepared draft of vacancy advert for review and comment. All to provide feedback. Update:- 14/04 – AT advised that he was putting together a contractor description of work required and would be looking at the budget to fund the contractor with a view to advertising the position. Update:- 12/05 –</p> <p>• 08.11.21 - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – AT Update:-09/12 – AT to explore requirements and present proposal, may include assessing other entrances. Update:- 12/01- Ongoing Update:- 02/22 – Ongoing Update:- 10/03 - A meeting has been scheduled for Friday 11th March with a Chartered Building Surveyor to ascertain what the requirements are for the access onto the Recreation Ground, with regards to ramps and steps. This advice is provided as a gift and will not impact on the budget of £5000. Once the design is finalised a contractor will be commissioned, which will hopefully be within the month.</p>

Update:- 14/04 – AT advised that advise had been received and the cost of a ramp would exceed the budget and space available. It was agreed that the main entrance would be repaired and the entrance further down Court Street would be look at instead to provide a ramp and better access to the Rec as a separate project.

Update:- 12/05 –

- 12.11.21 - Electric Charging Points investigate options and requirements – **MS**

Update:- 09/12 carried forward, considering aligning with the wider Malmesbury Area councils as could benefit from a wider requirement

Update:- 12/01- Ongoing

Update:- 02/22 – Ongoing

Update:- 10/03 8 Councils confirmed in the Malmesbury area that there is an interest. Wiltshire Council going out to tender to select company to become a preferred supplier.

Update:- 14/04 – Ongoing

Update:- 12/05 –

- 06.11.21 - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – **TB**

Update:- Clerk advised that additional correspondence had been received from the land owners solicitor proposing a solution. Now awaiting a response from the complainant.

Update:- 12/01- Ongoing

Update:- 02/22 – Correspondence sent to complainant advising that the matter will be closed on the basis that no further contact has been received. Correspondence received advising that a proposal would be sent to the Parish Council.

Update:- 10/03 Following prompting complainants land agent has responded. Council have resolved to plant 4-5 shrubs to fill the gap in the hedge and councillors have noted the agents comments with regard to no access being permitted as such any access will be treated as trespass and have advised the Football Club of the same.

Update:- 14/04 – HA supported by AT, to purchase shrubs (suggested Hawthorn) and plant in the gap

Update:- 12/05 –

- 18.11.21 – **TB** – To write to the charity commission to obtain advice regarding the current status and future management of the Recreational Ground which is held in Trust for the use of recreation in the village

Update:- 09/12 letter sent

Update:- 12/01 – Ongoing

Update:- 02/22 – TB to send a chasing letter.

Update:- 10/03 no response received, further chase letter to be sent

Update:- 14/04 – A further letter has been sent to the Charity Commission by recorded post.

Update:- 12/05 –

- 06.11.21 – Asset register - **NFI** to update the current Asset register with any land / equipment owned that needs to be added.

Update:- 09/12 Ongoing. TVR offered to support

Update:- 12/01- Ongoing – TB to send over all documents to TVR.
Update:- 02/22 – TVR to liaise with TB over what is required.
Update:- 10/03 meeting arranged for 11th March
Update:- 14/04 – TB/TRV met and the work is ongoing.
Update:- 12/05 –

- **11.12.21 – Grant research and applying for grants**

Update:- 09/12 TVR to focus on researching general Grant availability, application processes and timeframes to see if any community benefit to be had

Update:- 12/01- Ongoing.

Update:- 02/22 - TVR is unable to facilitate the grant project, BS to replace TVR.

Update:- 14/04 – Ongoing – Members to send suggestions to BS for grants required.

Update:- 12/05 –

- **12.12.21 - AT to review the annual playground inspection and request approval for any associated work required**

Update:- 12/01- Ongoing

Update:- 02/22 – AT advised that signs are required at the skate park and the Rec – MT/AT to investigate the signs required. NF to remove the old bench at the Rec.

Update:- 10/03 NF removed bench. MT to investigate further as queries were raised about what was deemed 'mandatory' signage wise. Clerk to support by approaching other clerks in her network to see what signage they have implemented for their playgrounds

Update:- 14/04 – AT advised that the signs have been ordered.

Update:- 12/05 –

- **14.03.22:- Cliffhanger - Management and publication of the Cliffhanger - TB to arrange review meeting with Cliffhanger representatives.**

Update:- 14/04 – TB advised that a meeting would be set up to look at the funding and management of the Cliffhanger.

Update:- 12/05 –

- **15.03.22 – Boules Pitches - Building 3 boules pitches on the Rec in the south east corner between the trees and close to the steps into Court Street. Resolved – Would like to fund via grant, with the Boules Committee providing any shortfall.**

Cliffhanger article to raise awareness/consult residents

Rattlebone to be consulted

Residents backing onto area of interest to be consulted

Planning application to be submitted in due course

Update:- 14/04 – Ongoing – Rattlebone has now been consulted.

Update:- 12/05 –

- **12.04.22 - Scouts Hut - Request to graffiti the scouts hut – TB to respond to the request advising that the PC would not be comfortable in supporting the request.**

Update:- 12/05 –

	<ul style="list-style-type: none"> • 16.04.16 - Westonbirt Cycling event – MS to write to the event organisers to reroute future events away from the village center and request advance notice of the event. Update:- 12/05 –
18.	<p><u>Accounts for Payment – May 2022</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for May 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper • Sherston Village Hall – Room Hire - £81 • WALC – Subscription - £650.56 • Rialtas – End of year financial close down - £480.00 <p>Members to review the monthly financial reports.</p>
19.	<p><u>Parish Maintenance</u></p> <p>TVR to update on work completed and work planned.</p>
	<p><u>Confidential Items</u></p>

Date of Next meeting – 9th June 2022