



**MINUTES OF SHERSTONPARISH COUNCIL MEETING HELD ON THURSDAY
14th OCTOBER 2021 at 7.30PM, SHERSON VILLAGE HALL**

Present

Councillors: Mrs T Burgess (TB) - Chairman
Mr A Tremellen(AT) – Vice Chair, Mr M Tarrant (MT) Mr B Smee (BS) Mr O Evans (OE) Mr N Freeth (NFr) Mr M Smith (MS) Mr H Andrews (HA) Ms R Wagstaff (RW) Ms N Fisher (NF) Mr W Roberts (WR)

4 members of the public

01.10.21	<p><u>Apologies for absence</u></p> <p>All in attendance.</p>
02.10.21	<p><u>Declarations of interest</u></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p> <p>NF - Application Ref PL/2021/08109</p>
03.10.21	<p><u>Exclusion of the Press and Public</u></p> <p>Resolved to agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p> <p>Resolved: To move agenda item 20 & 21 to confidential items due to the nature of the business to be discussed.</p>
04.10.21	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 9th September 2021.</p>
05.10.21	<p><u>Chairman's Announcements</u></p> <ul style="list-style-type: none"> • Parking Restrictions Around Westonbirt & Willesley - Notice to be posted on the website - RW. • OE to send existing concerns to MS.

	<ul style="list-style-type: none"> • Free online training event to help communities prepare for winter weather – NF, MT, TB & NF to attend the online training. • SOSCIC Funds – agreed transfer of £10,000 SOSCIC donation to support Village Hall extension on the understanding that they will be returned to the Parish Council if the project does not proceed. • Bus Stop Light – To report this has now been fixed. • SOSCIC AGM – 15th November TB to attend. • Village Hall extension – Grant form to apply for Parish Council support sent to BS, awaiting a completed application for consideration. • Budget preparation for 2022 – TB, AT and Clerk to hold a budget meeting to prepare an initial budget for consideration.
06.10.21	<p><u>Clerks Report</u></p> <ul style="list-style-type: none"> • Clerks report noted.
07.10.21	<p><u>Planning</u></p> <p>Application Ref PL/2021/08540 - Householder Application Address: Tailors House, 42 High Street, Sherston, Malmesbury, SN16 0LQ Proposal: Proposed single storey rear extension Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016GvHv This application is not extending the rear of the property any further than already exists. There is also the application below that notes that this is an application to a listed building. The view from the High Street and Silver St will not alter so will not change the character of the village. NO OBJECTION.</p> <p>Application Ref PL/2021/08692 - Householder Application Address: Knockdown Farm, Knockdown, Tetbury, GL8 8QY Proposal: Detached incidental outbuilding to be used as games room/entertainment space and home office. Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016QA40 The property in question is re-purposing an existing building, but we don't believe that it falls under our guidance not to alter commercial property for other purposes. It does not show any reason to enhance with facilities for a dwelling. NO OBJECTION.</p> <p>Application Ref PL/2021/08768 - Full Planning Permission Address: Kingston, Gaston Lane, Sherston, SN16 0LY Proposal: Demolition of existing house and rebuild in accordance with previously approved planning 21/01995/FUL Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016QE6A There has been a correspondence received by Wilts Council, to object that the existing materials used to build the property will not be re-purposed, suggesting an environmental objection. The new bungalow will use materials that insulate the dwelling to a higher standard and</p>

therefore probably be environmentally sound in the long term. An upgrade of a bungalow that does not overlook neighbours. **NO OBJECTION.**

Application Ref PL/2021/09127 - Works to a Listed Building

Address: Tailors House, 42 High Street, Sherston, Malmesbury, SN16 0LQ

Proposal: Proposed single storey rear extension

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016R8Q2>

There has been a correspondence received by Wilts Council, to object that the existing materials used to build the property will not be re-purposed, suggesting an environmental objection. The new bungalow will use materials that insulate the dwelling to a higher standard and therefore probably be environmentally sound in the long term. An upgrade of a bungalow that does not overlook neighbours. **NO OBJECTION.**

Application Ref PL/2021/08444 - Householder Application

Address: 7 North End Gardens, Sherston, Malmesbury, SN16 0NL

Proposal: Creation of off road parking, with vehicle access.

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016GVKi>

This is probably a slightly retrospective application in so far as the basic ground works were started long ago. Although cars parked along Knockdown Road would be good for traffic calming measures, we don't believe that we should refuse the chance for a resident of North End Gardens to park in their front garden, as there would be negligent impact on effects of flood water run off. **NO OBJECTION.**

Application Ref PL/2021/08531 - Householder Application

Address: HOME VIEW, TETBURY ROAD, SHERSTON, MALMESBURY, SN16 0LU

Proposal: New single storey rear and side extension, porch and garage

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016GvEN>

This property is in an area of the village with large gardens and therefore minimal effect on neighbours. **NO OBJECTION.**

Application Ref PL/2021/08636 - Proposed Works to Trees in a Conservation Area

Address: 16 NOBLE STREET, SHERSTON, MALMESBURY, SN16 0NA

Proposal: Three Lilac trees - Reduce height by one third.

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016Q80c>

NO OBJECTION.

Application Ref PL/2021/08109 - Full Planning Permission

Address: MEADOWSIDE, TETBURY ROAD, SHERSTON, MALMESBURY, SN16 0LU

Proposal: Erection of replacement dwelling

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016Fe7E>

	<p>NO OBJECTION.</p> <p>Application Ref PL/2021/08781 - Householder Application Address: 33 BUSTLERS HILL, SHERSTON, MALMESBURY, SN16 0ND Proposal: First floor extension to private residential dwelling. Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016QJeb Building on top of an existing kitchen to create a larger second bedroom. If there are no objections from the neighbouring parties, we see no criticisms other than to ensure that vehicular access into the village is maintained via Bustler's Hill during the renovations. The Parking opposite may have to be compromised. NO OBJECTION.</p> <p>Application Ref PL/2021/09200 - Proposed Works to Trees in a Conservation Area Address: 5 SILVER STREET, SHERSTON, MALMESBURY, SN16 0LW Proposal: T1 Acer is to be reduced by up to 2 metres. T2 Acer is to be reduced by up to 2 metres Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000016RAop NO OBJECTION</p> <ul style="list-style-type: none"> • RW to co-ordinate future planning comments and feed report into monthly meetings for wider comment - clerk to send planning applications to RW.
08.10.21	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>Communications Group – RW advised that communication is regularly posted on the website. A meeting will be set up to consider future communication requirements and undertake a review of existing communication mediums to ensure as many residents as possible have access to information</p> <p>Biodiversity and Sustainable Land Management Working Party – Written report circulated prior to the meeting – <i>Appendix A</i>.</p> <p>Allotments Group – No further updates.</p> <p>Operations Group – Written report circulated – <i>Appendix B</i> – MS to join the sports field discussion group.</p> <p>Wiltshire Council Update (MS)</p> <ul style="list-style-type: none"> • Wiltshire Council strategy consultation closes on the 17th October. • Electric vehicle strategy agreed at Wiltshire Council, possibility for grants for electric charging grants. • Update on GP surgery and housing development revised planning submission - MS advised that Wiltshire Council Planning team are working through a backlog owing to ongoing resourcing issues which is slowing progress. A meeting will take place on the 20th October to discuss the progress of the application – MS and TB in attendance

09.10.21	<p><u>Outstanding Actions</u></p> <ul style="list-style-type: none"> • The High Street Phone Box – for the foreseeable future the primary school will use to showcase artwork. • Commemorative Plaques – MT advised that the wording has been agreed for the plaques to be situated in the Rec and Phonebox and would be made up - ongoing • Website Review – Accessibility statement – Upgrading and agree future use / purpose – RW to chase up Compass Graphic for an update on progress. • Bins at the Recreational Ground – Replace 2x broken bins - The bins have been delivered. Installation is pending - AT • Parish maintenance – Update on maintenance undertaken – NF advised that she had met up with the Parish Warden and passed on maintenance jobs and pothole repairs. • Parish maintenance person – Advertisement and recruitment for a contractor / Parish Maintenance person – job description to be drafted. This will be added to the agenda for November and budget considered - AT • Village clean up groups – Arrange next village clean up session - AT-Ongoing. • Jubilee Tree – BS advised that a small leaf lime tree will be ordered when in stock. TB to plant the tree during December. MT to arrange a plaque for the tree the wording for the plaque is available on the jubilee tree site. • Remembrance Board 1914 – 1918 - Village Hall notice board will not be replaced. • Recreation Ground <ul style="list-style-type: none"> - Football goal nets have been installed and are in active use. - The faulty cycle machine highlighted in the safety report has been removed and the resultant hole has been back filled and seeded. Thanks go to Nigel Freeth for his attention to solving this problem. - The 1/2 round timbers for the steps to climb onto the platform for the zip wire have yet to be purchased and will move onto the agenda for the Operations Group to complete by November. <p>Resolved: The reports are noted.</p>
10.10.21	<p><u>Accounts for Payment – October 2021</u></p> <p>Members reviewed the Schedule(s) of Accounts for Payment and authorised the payments for October 2021.</p> <ul style="list-style-type: none"> • Staff Costs • Patrick Cooper - £72.00 • Malmesbury Mowing – Grass Cutting – £300 & £300 & £300 • IAP – IT requirements - £11.88 & £18.00 • GB sport and Leisure – quarterly inspection - £246.00 • PKF Littlejohn – External Audit - £360.00 • Roadware – Bin replacement - £244.68

	<ul style="list-style-type: none"> • Sherston Allotments - £32.50 • HMRC – PAYEE - £738.79 • CPC – Cliffhanger - £645.35
11.10.21	<p><u>Co-Option</u></p> <p>Members considered the vacancy to Co-Opt for the Parish Council Vacancy.</p> <p>Resolved: To Co-Opt Katherine Bodey-Jones.</p>
12.10.21	<p><u>Village Hall Car Park Entrance Notice Board - TB</u></p> <p>Members considered the possibility of sitting footpath details on the notice board.</p> <p>Resolved: TB to look at potential footpath details to be added to the notice board.</p>
13.10.21	<p><u>Grove Wood Lease Renewal - TB</u></p> <p>Members considered the Grove Wood lease renewal.</p> <p>Resolved: To renew the lease when the current lease expires. TB to investigate a further lease with landowner.</p>
14.10.21	<p><u>Wessex Water - TB</u></p> <p>Members considered the correspondence regarding plans to connect Brook Hill to the main sewer system.</p> <p>Resolved: TB to respond and advise that the residents would need to get together and lobby Wessex Water.</p>
15.10.21	<p><u>Speeding - MS</u></p> <p>Members considered correspondence received regarding speeding.</p> <p>Resolved: Working group to be set up to discuss ideas consisting of MS / MT / BS / WR. MS to investigate enforcement through the police. Potential ideas such as picket gates to be put through CATG as proposals for the village. Phased plan recommended to provide comfort to residents that action is being taken</p>
16.10.21	<p><u>EV Charging Points - MS</u></p> <p>Members considered Electric Vehicle Charging Points.</p> <p>Resolved: Members to consider ideas for charging points and add to the November agenda for discussion and further consideration. Consideration to be given to surveying residents to understand current and future needs.</p>

17.10.21	<p><u>WI0205 2020/21 AGAR Section 3 External Auditor Report</u></p> <p>Members noted the external auditors report with no issues arising.</p>
18.10.21	<p><u>Queens Jubilee</u></p> <p>Members considered events for the Queens Jubilee.</p> <p>Resolved: TB to draft an article to advise the PC will not be arranging activities but will offer support for anyone wanting to arrange.</p>
19.10.21	<p><u>Maintenance of main entrance to the Recreation Ground - TB</u></p> <p>Funding from SOSIC held. Members to agree steps to address.</p> <p>Resolved: TB advised that the £5000 donation for the steps at the Rec would be revisited, delegated to the operations group.</p>
	<p><u>Confidential Items</u></p> <p>Items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D. in accordance with agenda item 3.</p>
20.10.21	<p><u>Gift of Land</u></p> <p>Members considered correspondence received to gift part of the Parish council owned land adjacent to the school to the Sopworth Lane Developers.</p> <p>Resolved: TB to discuss concerns raised in the correspondence received.</p>
21.10.21	<p><u>Recreational Ground</u></p> <p>Members considered correspondence received regarding the Recreational Ground and Recreational Trust</p> <p>Resolved: TB to write to the charity commission for further advice.</p>

Meeting concluded – 21:40 pm

Date of next meeting – 11th November 2021 @ 7.30pm

Signed as a True Record:

Date:

Appendix A

Author - Tanya Burgess

FOOTPATH GROUP

What's happened since the last meeting?

1. Signage Working Party

With the exception of a couple of very small footpaths, all have been walked with various requirements captured. Next steps are for a prioritised list of works to be presented to the Footpath Group for approval.

Full list of itemised works is available on request. We will start to publish agreed works as and when they are being undertaken via Website, SWO, Cliffhanger etc.

Concerns remain about offers of resource from the village to help, however we will continue to make pleas for help.

2. Grove Wood Working Party

- It has been a quiet couple of months as the farmers have been very busy harvesting however we hope to start to pick up momentum in November.
- Nigel Freeth has kindly offered to front this working party taking over from Graham Morris
- Initial article placed on WO to call for help when the works take place. A further article will be added once the date is agreed.

General

- SHER22 further contact has been made with Wiltshire Council to chase up the work to widen and flatten certain areas of this path to make safe/walkable.
- Manor Farm – damage to signage has for some reason started again. Article published in SWO in an attempt to raise awareness.

What's next?

Need to understand where funds can be obtained from to undertake works and whether the Parish Council have any funding provisioned for this purpose. TB to pick up with Parish Council.

NF attempting to source some materials, obtain costs. Approximately 32 steps need replacing up through the wood itself to make safe/avoid injury.

Points for further Discussion/Decision required

211

Do the PC have any budget set aside which could be used to contribute to these works?

Spend against Budget – placeholder

N/A

BIODIVERSITY AND SUSTAINABLE LAND MANAGEMENT WORKING PARTY

Author - Martin Smith

What's happened since the last meeting?

The group has not met since 30th June due to work pressures; however the following steps have been taken:

- contact with the local Farming & Wildlife Advisory Group (FWAG) was attempted to see what help could be supplied, with little success; this will be followed up again
- Separate work is underway by Cllr Ben Smee and Richard Skeffington, to do a carbon audit for both the Parish Council and the wider parish

The following actions are still outstanding:

- to make contact with Cotswold Glorious Greenfield to see how to do a biodiversity audit
- to talk to Bradford-on-Avon Town Council about their ecology audit
- to follow up the local NFU and understand what their carbon zero strategy means for local farming
- to find out what local testing is feasible of the water quality in the Sherston Avon

What's next?

See above

Points for further Discussion/Decision required

Given the issues this group has had with engagement with land owners, might it be possible for the footpath group to add a Biodiversity item to their regular agenda and the groups are combined?

Spend against Budget - placeholder

None

Appendix B

Author - AT

There follows a breakdown of the tasks listed as part of the Operations Group.

- The faulty light in the bus stop, which has had a complaint from a member of the public, has been addressed. The key to access the electrical box within the bus stop now resides with Andy Tremellen. The system works on a timing clock and needed to be reset.
- The nets for the goals on the Recreation Ground have been attached and are being respected. There were commendations from various members of the village for their addition.
- The replacement bins on the Recreation Ground have been delivered, but have yet to be erected. This will hopefully take place before the next deluge of rain.
- The faulty cycle machine that was highlighted in the safety report has been removed and the resultant hole has been back filled and seeded. Thanks go to Nigel Freeth for his attention to solving this problem.
- The 1/2 round timbers for the steps to climb onto the platform for the zip wire have yet to be purchased and will move onto the agenda for the Operations Group to complete by **November**.
- Sport England have approached the football club with a request for information regarding facilities at the sports ground. A reply was prepared and sent by Harry Andrews outlining the access for various groups. This could help benefit the Parish Council in attempts to source funding at a later date. AT and HA resolved to find a date in the diary when a meeting can be convened to further plans for development of the sports field.
- Adverts and telephone calls have been placed with tree surgeons and arborists to gather quotes for potential work on the sportsfield. The tennis club have asked that the Laylandi trees be removed from around the tennis courts to prevent moss and algae build up on the playing surface. The quotes for this work, with chipping the branches and leaving the trunks and the clippings on site, are in the region of £5,000. The tennis club are suggesting that they can contribute about one-third of the cost of the resurfacing of the courts, which would also be a draw on the budget of the PC. This perhaps can be looked at when planning the budget and precept for the year 2022-23. The other questions for the arborists were the cutting back of the cherry trees that overhang number 12 Knockdown Rd from within the sportsfield, which amounted to approx £150 on top of the Laylandi work, plus an inspection of the ash trees around the perimeter of the field. If those trees are suffering from die-back, we will have to remove them before causing a safety hazard. As of now, without a formal written inspection, the arborists that have replied say that they are unaffected.
- The planning for the suggested maintenance employee has not taken place. This will be added to the agenda for **November**.
- No movement has been made on the organisation of a village clean up group and will be added to the agenda in **November**.