

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 28th September 2022 at 19:00 in Crudwell Village Hall

Present: Cllrs Hatherell (Chair), Briggs, Clogg, Hopkins, Ingham, Jones, Merriman, Payne, Stephens and Smith (WC - Sherston Division)

Public: None present.

67 APOLOGIES FOR ABSENCE

Cllrs Budgen and Maslin

68 DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT

None.

69 PUBLIC QUESTION TIME IN RESPECT OF ITEMS OF BUSINESS INCLUDED ON THE AGENDA

None.

70 TO ADOPT THE MINUTES OF THE MEETING ON THE 24th AUGUST 2022

The minutes of the meeting on the 24th August were adopted as a true record and signed accordingly.

71 TO RECEIVE REPORT #09.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Hatherell presented Report #09.1 noting that application PL/2021/09852, Land east of Waitrose, A429, had been refused. The Council considered the following planning applications. Full comments submitted by the Council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Waitrose, Malmesbury-by-pass, SN16 9FS	PL/2022/06091	No objection, with comment
2 Filands, Malmesbury, SN16 9JN	PL/2022/07237	No objection

Cllr Hopkins gave an update on the enforcement issue at Ashley, Common Road. This Council, local residents and Cllr Smith had contacted the Enforcement Officer. In response he did not consider it expedient to pursue full enforcement action and has given until next February for partial adherence to the original landscaping conditions to be achieved. Cllr Hopkins suggested the Council write to the cabinet member for planning to convey their dissatisfaction with this outcome, and their concern that it tended to undermine the integrity of the planning process. Councillors agreed that it was important to express their disquiet. It was agreed Cllr Hopkins should send a suggested draft to the Clerk.

Action: Cllr Hopkins

72 FINANCIAL REPORTS

The RFO presented the accounts for the year to date; receipts and payments are within budget. The bank statement dated 31st August 2022 showing balances of £25,955.27 and £43,733.39 was noted and matches the reconciliation statement. This month the Council is due to receive £8,912.50 for the 2nd half of the annual precept. Cllr Hatherell signed the original bank statements as correct and evidence of verification. The RFO presented the payments schedule, Cllr Hatherell signed the list of payments for authorisation as per supporting evidence; Cllr Clogg first authoriser, Cllr Stephens second authoriser. The Finance Committee has amended budget heading 4250 to read 'Repairs, Replacements & Maintenance' and have also added another one, 4380 'Asset Purchases'.

The RFO reported that the 2021-22 financial end of year External Audit report was completely clean; everything was in accordance with proper practices. The information will be placed on the website. The audit papers and conclusion will be displayed on noticeboards for 2 weeks.

Action: Cllrs Clogg, Stephens & Noticeboard Monitors

Payments Schedule			
Payment No.	Payee Details	Reason	Amount (£)
1	Busy Fingers (Copying)	Lettering to amend Playing Field signs	£12.00
2	Wiltshire Citizens Advice	One-off Donation	£100.00
3	TEEC Limited	Website: Planning Tracker charges (12 mos)	£28.80
4	R G Baker	Cowbridge Footpath - Annual Licence	£70.00
5	R J & S H Mellowes	8 x 2nd class stamps	£5.44
6	R J & S H Mellowes	Home working reimbursement 2nd quarter (13 wks)	£78.00
7	PKF Littlejohn LLP	Limited Assurance review 2021-22 AGAR	£480.00
8	Idverde Limited	Twice weekly waste collection of 3 bins - Sept 22	£99.09
9	Idverde Limited	Vegetation clearance - Cowbridge footpath	£458.10
10	HMRC	1st quarter 2022-23 income tax payment	£53.55
11	HMRC	2nd quarter 2022-23 income tax payment	£38.80
12	Malmesbury Town Council	Withdrawal agreement JBC 4th year	£1,500.00
		Total	£2,923.78

73 TO REVIEW AND UPDATE THE COUNCIL'S COMMUNITY EMERGENCY PLAN

Cllr Hatherell reported that updates had been received from Cllrs Clogg and Ingham and a draft plan will be circulated prior to the October meeting. Cllr Clogg queried whether contact information in the plan should be included on the website due to GDPR issues and concerns that it might lead to confusion of roles and process if named people were contacted direct by members of the public. Councillors were asked to think about this in readiness for discussion in October. Cllr Smith stated Sherston PC had obtained permission from all contacts listed in their plan and had also added the impact of severe drought in their plan as there had been a field fire very close to the village.

Action: All

74 TO RECONSIDER THE REVIEW OF THE STANDING ORDERS PROPOSED IN AUGUST'S REPORT #08.2 IN THE LIGHT OF ADVICE RECEIVED

Cllr Hatherell stated the advice received from WALC had provided useful legal guidance and good practice. All agreed that Standing Order 15b xv, that had been put in place to meet the extraordinary times of the pandemic, required amendment. Where application response times preclude discussion at a monthly Council meeting, it was agreed the initial action would be to contact the Planning Officer to request an extension of the submission deadline. For those very few applications where this was not possible, the decision on the comment to be submitted by this Council is to be delegated to the Clerk. To facilitate this, she will request emailed comments from Councillors which should also be copied to all for information. The Personnel Committee will discuss this process with the Clerk and draft appropriate wording for the Standing Order.

Action: Personnel Committee & Clerk

75 TO CONSIDER REPORT #09.2 TO EXTEND THE MILBOURNE SAFETY REFUGE

Cllr Briggs presented Report #09.2 to seek Council approval for an extension to the safety refuge in Milbourne noting it had always been the intention for the footpath to be longer, it just had not proved possible due to financial limitations. The Council contributed one third of the cost of the initial stage of the footpath. Cllr Hatherell proposed that Option 3.3, to approve installation of the extension as planned and at the current indicated cost of £22K, be accepted. All agreed.

76 TO CONSIDER REPORT #09.3 TO PURCHASE A COUNCIL PROJECTOR

Cllr Briggs presented Report #09.3 to seek Council approval for the purchase of a projector for the display of material relating to agenda items at its meetings. Professional advice has been sought regarding the level of specification that would be suitable for the Council's purposes. All agreed that Option 3.3 be accepted, to approve the purchase of the recommended model at approx. £1,100.

77 TO CONSIDER REPORT #09.4 TO COMMENCE THE FIRST STAGE OF UPGRADING THE
RODBOURNE ROAD PLAYING FIELD

Cllr Ingham reported a very good open meeting at the Rodbourne Road playing field had taken place, with about 15 residents in attendance. Everyone had been very enthusiastic and there were lots of good suggestions from both adults and children. The groundwork needs to be done before any new equipment can be planned and installed. Cllr Hatherell proposed the Council accept the quote from Company B at a cost of £560, after ensuring it included root treatment of the group of goat willow. All agreed.

78 TO CONSIDER ACTIONS TO EASE THE IMPACT OF THE 'COST OF LIVING CRISIS' ON RESIDENTS IN
THE PARISH

Cllr Clogg reported that she and Cllr Budgen had attended the recent Malmesbury Area Board meeting and there had been a lot of emphasis on the cost of living and the impact on residents. Board members had asked parishes at least to ensure they publicise information and guidance on noticeboards and websites and recommended they link into other networks and resurrect the neighbourly approach of the pandemic. Cllr Smith stated it was important to find those who are struggling but aren't asking for help. He said the library will provide a community living room, a place of warmth and interaction, and to consider giving funds to those providing these services. It will be a difficult winter for a lot of people. Councillors were requested to consider and propose other means of support for consideration at the next meeting.

Action: All

79 TO RECEIVE VERBAL REPORTS FROM COMMITTEE REPRESENTATIVES

Cllr Hatherell reported the following:

Highways

The Parish Steward has been asked to clear the pavement opposite the police station. He has cleaned the village and road signs in Milbourne; cleared the leaves off the pavement at Truckle Bridge; cut back the overhanging branches on the Malmesbury footpath and is following up the issue of the straw bale in a ditch in Milbourne.

Cllrs Hatherell and Merriman have confirmed there is electricity to the telephone box in Milbourne. The overhanging vegetation on the bend in Milbourne is the owner's responsibility and Highways will send a notice.

Cllr Hatherell has asked Highways to follow up on the outstanding issues he has raised on MyWilts. He has also received an invitation to comment on his MyWilts experience, which he will complete.

Playing Fields

The monthly check of both playgrounds has taken place and a RoSPA inspection is due shortly. Cllr Hatherell has carried out a few minor repairs.

Projects

Cllr Briggs stated the PWP are meeting every month. The SID in Corston is a priority and, pending information from WC, hope to bring the proposal to the October meeting.

The meeting closed at 20:17

The next meeting will be held at 19:00 on 26th October 2022 at Crudwell Village Hall.

..... Chair Dated