

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## Minutes of the Council Meeting held on 25<sup>th</sup> January 2023 at 19:00 in Crudwell Village Hall

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

**Public:** None present.

123 APOLOGIES FOR ABSENCE

Cllrs Merriman and Payne

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

None.

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

None.

126 TO ADOPT THE MINUTES OF THE MEETING ON THE 14<sup>th</sup> December 2022

The minutes of the meeting on the 14th December were adopted as a true record and signed accordingly.

127 TO RECEIVE REPORT #01.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #01.1 and 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
Frith House, Mill Lane, Corston, SN16 0HH	PL/2022/09436	Objection
Southfield Farm, Crab Mill Lane, Lea, SN16 9NF	PL/2022/09199	No objection
Filands Barn, Filands, SN16 9JN	PL/2023/00083	Support

A late application for Lawn Farm, Grange Lane ref PL/2023/00495 was received after the publication of the agenda. Discussion on this item was therefore limited but Cllrs Briggs and Clogg raised some good points. All Councillors were asked to submit any additional observations to the Clerk for the preparation and approval via email before submission to WC

**Action: Cllrs Briggs and Clogg**

128 FINANCIAL REPORTS

Cllr Briggs presented the accounts for the year to date; receipts and payments are within budget. The bank statement dated 30th December 2022 showing balances of £56,270.06 and 43,747.72 was noted and matches the reconciliation statement. Cllr Hatherell signed the original bank statements as correct and evidence of verification.

Cllr Briggs presented the payments schedule. A couple of invoices had been received that afternoon and the clerk will circulate an updated payments schedule. Cllr Budgen signed the list of payments for authorisation following the meeting as per supporting evidence; Cllr Stephens first authoriser, Cllr Jones second authoriser.

Cllr Hopkins queried the payment for grinding out the roots of the Goat Willow. He pointed out that a quote of £560 had been agreed in October 2022 for the vegetation clearance at the Rodbourne Road playing field, to include root treatment of the Goat Willow, therefore more had been spent. The Clerk explained that the root system was more extensive than initially thought and the contractor's professional opinion was that the root system needed to be ground because other treatment would not be successful.

It had been thought that payment for this additional work was covered by section 4.1 of the Financial Regulations, however this was not the case and the point was noted for future reference.

The 2022-23 Quarter 3 Transparency Code was presented; the Clerk to upload to the website.

<b>Payments Schedule</b>			
<b>Payment No.</b>	<b>Payee Details</b>	<b>Reason</b>	<b>Amount (£)</b>
1	Bpj ARB Services Ltd	Stump grinding @ Rodbourne Rd playing field	£276.00
2	SSP Direct Ltd	Galvanised steel post to affix Burton Hill SID	£330.00
3	Jenart Design Ltd	Padded carrycase for SPMW projector	£99.60
4	Idverde Limited	Twice weekly waste collection of 3 bins - Dec 22	£99.10
5	HM Revenue & Customs	3rd quarter 2022-23 income tax payment HMRC	£102.80
6	Elan City Ltd	2 SIDs (AC & Solar) inc batteries etc	£4,800.00
7	RJ & SH Mellowes	Reimb. Laptop, set-up, data transfer, Norton 360, postage	£475.84
8	Idverde Limited	Twice weekly waste collection of 3 bins - Jan 23	£99.10
		<b>Total</b>	<b>£6282.44</b>

**Action: Cllrs Stephens and Jones**

- 129 TO CONSIDER A MINOR HIGHWAY IMPROVEMENT REQUEST ALONG THE B4040 AT FILANDS  
 The document had been circulated prior to the meeting. Cllr Budgen reported that LHFIG had previously discussed similar issues along this stretch of road and had had concluded that the developers of the residential housing on the south side of the B4040 should make the lion's share of the financial contribution for any highway improvements. However the Council considered the document provided a very comprehensive account of the problems and possible solutions. It was agreed to support the request and submit to the LHFIG. Cllr Budgen will complete the Council section on the form prior to its submission by the Clerk.  
**Action: Cllr Budgen and Clerk**
- 130 TO CONSIDER SEEKING FORMAL ENFORCEMENT ACTION AGAINST THE NEWLY ERECTED STRUCTURE AT 26 MILBOURNE PARK  
 Cllr Budgen reported that a resident of Milbourne Park had alerted the Parish Council and the WC Enforcement Officer of the erection of a wooden car port structure to the side of #26 and abutting the pavement. Cllr Budgen suggested the structure was visually intrusive and out of character with the general street scene of this small residential development. He proposed the Council support the objection and formally notify the Enforcement Officer; this was agreed.  
**Action: Cllr Budgen**
- 131 TO CONSIDER A FINANCIAL CONTRIBUTION TOWARD THE COST OF POLLARDING THE 21 WILLOW TREES ADJACENT TO THE PERMISSIVE PATH AT THE START OF THE RIVER WALK  
 Cllr Budgen reported that the owners of the land had written to the Parish Council in September, but the letter had never been received and no follow-up email sent. The Parish Council was therefore unaware of the request until alerted to the situation by a member of the Civic Trust. The Council had previously not objected to the planning application which had been approved. Malmesbury Civic Trust had already donated £2500 towards the cost of the pollarding. The Council has s106 funding available for footpaths and has been advised by the appropriate WC officer that if a request for funding is forthcoming, it will be considered favourably. It was unfortunate that the request for a financial contribution was retrospective

but the permissive path was well-used and provided good community value; it was agreed to make a donation of £1000. **Action: Cllr Budgen**

132 TO REQUEST A METRO COUNT ON THE B4042 BETWEEN COWBRIDGE CRESCENT AND THE SPINNEY

Cllr Budgen explained that residents of The Spinney, in the parish of Lea & Cleverton, were experiencing similar speeding issues along this stretch of the B4042 to residents in Sir Bernard Lovell Road. It therefore seemed sensible to submit a joint traffic survey request in the hope that, with the information, Highways will take further action. This was agreed and the Clerk was asked to complete the necessary paperwork. **Action: Clerk**

133 TO CONSIDER A REQUEST FOR A DOG & LITTER BIN TO BE POSITIONED NEAR THE BENCHES IN MILBOURNE

Cllr Briggs reported that a resident had made a request to Cllr Merriman for a litter/dog waste bin in Milbourne. This supported similar requests that had emerged from a recent residents' consultation in the village. Councillors agreed that the suggested location was on a regular walking route. It was resolved to purchase one bin funding and add a fortnightly service to the current idverde contract. **Action: Clerk**

134 TO CONSIDER THE TENDER SPECIFICATIONS FOR THE RENEWAL OF THE COWBRIDGE PERMISSIVE PATH VEGETATION CLEARANCE CONTRACT

Cllr Stephens proposed that because of the recent installation of a 3m wide hard surfacing on the permissive path there was not an immediate need to continue with the twice-yearly clearance of overgrown vegetation. Any vegetation creep over time could be monitored and any necessary action taken. It was resolved that the Clerk should inform idverde that because of the installation of the hard surface on the permissive path the Council would not be renewing the contract. **Action: Clerk**

135 TO CONSIDER REPORT #01.2 FOR THE INTRODUCTION OF A COUNCIL NEWSLETTER

Cllr Briggs presented Report #01.2 inviting the Council to consider the introduction of a parish-wide newsletter to be circulated by email to those residents who indicated a wish to receive them. The first newsletter would need to be hand-delivered; the cost of printing this would be in the order of £120 and taken from the Council's General Reserve. The newsletters would be prepared by the Clerk with content supplied by Councillors, and emailed via blind copy in pdf format. Additionally newsletters would also be displayed on noticeboards and the website. The Personnel Committee had discussed the time implications of this task with the Clerk and whilst it was considered feasible at present the impact will be monitored. Cllr Budgen proposed Option 4.3 be accepted, all were in favour.

136 TO CONSIDER PARTICIPATION IN A CROSS COMMUNITY/ORGANISATION INITIATIVE TO SUPPORT INDIVIDUALS REQUIRING HELP TO EASE THE IMPACT OF THE 'COST OF LIVING CRISIS'.

Cllr Budgen distributed a laminated sheet for display on noticeboards detailing benefits/services to be supplied by local organisations and volunteers to those in the local community that were in need. Further information regarding opening times of these services will be published in The Jackdaw. The Mayor has approached the Parish Council to consider making a small contribution towards the printing and distribution costs of the extra copies of the Jackdaw; a £50 contribution would be well received. It was also suggested that the Council might consider a £50 sponsorship of the Community Wardrobe initiative. This would assist in setting up the service by providing clothing rails/storage boxes. The Council resolved to make both contributions.

137 TO RECEIVE VERBAL REPORTS ON HIGHWAYS, FOOTPATHS, PATIENTS PARTICIPATION GROUP, PERSONNEL COMMITTEE, FINANCE COMMITTEE, PROJECTS WORKING PARTY & WEBSITE WORKING PARTY

**Highways**

Cllr Hatherell gave details of forthcoming tasks for the Parish Steward, but reported these had not been undertaken this month as parish stewards are currently off schedule as they are assisting with pothole

repairs due to the wet weather. The scheme will resume as soon as possible, and any missed visits will be re-allocated where necessary/possible.

Cllr Hatherell requested to be informed of any jobs for the Parish Steward this month and also of any grit bins that need topping up. Cllr Hopkins reported a number of potholes along Foxley Road need attention.

**Playing Fields**

The monthly check of both playgrounds had taken place and found to be in good order. Cllr Hatherell confirmed that the vegetation/tree clearance at Rodbourne Road playing field had been completed to a good standard by the selected contractor.

**Footpaths** – Cllr Stephens reported that the weld on the gate of Cowbridge permissive path had fractured again and it was not closing properly. The Clerk was asked to forward him the purchase invoice to enable him to contact the manufacturers.

**Patient Participation Group** – the next meeting takes place in February.

**Personnel Committee**

Cllr Clogg reported that the Council's policies and procedures needed to be reviewed and will bring back any proposed changes to the February meeting.

**Finance Committee** – nothing to report.

**Projects Working Party**

Cllr Briggs reported that the Jubilee trees intended for planting at the junction of Monk's Park were now back in stock and the WP was liaising with Wiltshire Highways to finalise the outstanding issues. The PWP are also looking at the provision of bus shelters for Burton Hill and Milbourne. Photos of the poor condition of the path leading from the weir to the Cowbridge permissive path were displayed, it was agreed that the PWP would consider feasible options to improve the situation.

**Website Working Party**

Cllr Clogg reported that the filter function on the Finance & Accounts section of the website had been updated and a quote for monthly hits on the website is awaited.

The meeting closed at 20:35

The next meeting will be held at 19:00 on 22<sup>nd</sup> February 2023 at Crudwell Village Hall.

..... Chair ..... Dated