

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 22nd February 2023 at 19:00 in Crudwell Village Hall

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

Public: None present.

138 APOLOGIES FOR ABSENCE

None.

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

None.

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

None.

141 TO ADOPT THE MINUTES OF THE MEETING ON THE 25th JANUARY 2023

The minutes of the meeting on the 25th January were adopted as a true record and signed accordingly.

142 TO RECEIVE REPORT #02.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #02.1 noting that application PL/2022/08492 for the erection of a dwelling on land adjacent to Rossley House, Milbourne 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 |
|--|---------------|---------------------------|
| Lawn Farm, Grange Lane, SN16 0EP | PL/2023/00495 | Objection |
| Holkham House, Foxley Road, SN16 0JQ | PL/2023/00572 | No objection |
| 26 Milbourne Park, Milbourne, SN16 9JE | PL/2023/00898 | No objection with comment |
| 14 Barton Way, Corston, SN16 0JT | PL/2023/00986 | No objection |

Cllr Budgen expressed the Council's delight that the Inspector's recent decision against WC's refusal of planning application - 19/12002/FUL, Land off Common Road, Corston - was to dismiss the Appeal by the Developer.

Cllr Budgen also reported that following two enquiries from local residents, he had received confirmation from Greensquare that the company was aware of, and intended to comply with, Condition 14 of the original Outline application - 16/11603/OUT - which required the access to the site and junction alterations, including the bus stop, to be completed ahead of any part of the residential development being occupied.

143 FINANCIAL REPORTS

The RFO presented the accounts for the year to date; receipts and payments are within budget. The bank statement dated 31st January 2023 showing balances of £55,734.46 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 Hopkins queried that payments agreed at the January PCM were not showing on the January bank statement. The RFO explained it had been necessary to contact one of the companies for confirmation of their bank details and all the payments were made early in February.

Cllr Budgen stated it was necessary to present the Glasdon invoice again to Council. There had been a 3-month delay following agreement of the amount in July. An informal newsletter had been circulated to Milbourne residents seeking feedback regarding proposed projects and the order was not presented until November, two weeks after a 15% price increase. The focus had been on ensuring the specification was correct, as there had been numerous previous quotes and amendments, and the increase of £836 was missed. The gates have been delivered and Cllr Budgen sought support to pay this additional amount and stated lessons had been learnt from this unusual set of circumstances. Cllr Briggs endorsed this explanation. In reply to a question from Cllr Hopkins, the Chair stated that a written quotation had been received and that it had a one month's validity. Cllr Hopkins directed the Council to the good practice guidance for placing orders as outlined in the Practitioners' Guide. Cllr Budgen proposed the additional net spend of £836, this was seconded by Cllr Ingham and agreed. The RFO presented the payments schedule. Cllr Briggs stated it was good to see that the extension to the Milbourne had cost less than the indicated cost of £22,000 and the Council's thanks had been extended to all those involved in the project. Cllr Budgen signed the list of payments for authorisation as per supporting evidence; Cllr Stephens first authoriser, Cllr Clogg second authoriser.

| Payments Schedule | | | |
|--------------------------|---|--|-------------------|
| Payment No. | Payee Details | Reason | Amount (£) |
| 1 | Glasdon UK Limited | Milbourne Village Gateways | £10,097.30 |
| 2 | The Community Heartbeat Trust (Solutions) Ltd | Replacement battery for Corston defibrillator | £354.00 |
| 3 | Wiltshire Council | Extension of Milbourne pedestrian refuge | £19,813.92 |
| 4 | Rialtas Business Solutions Ltd | Rialtas software for business continuity | £30.00 |
| 5 | Rialtas Business Solutions Ltd | Alpha software annual support & maintenance | £341.88 |
| 6 | The Malmesbury Jackdaw | Donation re Cost of Living flyers for SPMW | £50.00 |
| 7 | HEALS (Programme Account) | Donation towards the Heals Community Wardrobe | £50.00 |
| 8 | Idverde Limited | Twice weekly waste collection of 3 bins - Feb 23 | £99.10 |
| | | Total | £30,836.20 |

Action: Cllrs Stephens and Clogg

144 TO RECEIVE REPORT #02.2 TO CONSIDER A REVISION OF THE ASSET REGISTER FOR THE YEAR ENDING 31st MARCH 2023.

Cllr Briggs presented report #02.2 inviting the Council to consider a revised Asset Register for the year ending 31st March 2023. He explained that although the Council is required to maintain and publish a list of Council owned assets together with amounts set aside in Ear Marked Reserves (EMR) to cover the replacement costs over time, it is important to strike a sensible balance between setting a budget that covers the Council's legitimate annual commitments, with the consequential impact upon the precept, and unnecessarily building up excessive EMR year-on-year. The level of current, and anticipated, CIL receipts provide the Council with a degree of flexibility in assessing how much of the budget needs to be transferred into EMR to cover future replacement costs. In addition, the Council also has access to an s106 Open Space contributions. Cllr Briggs proposed Option 3.2 be accepted: to support the proposed Asset Register with a more practical approach to EMR transfer. This was seconded by Cllr Stephens and all were in favour.

145 TO RECEIVE REPORT #02.3 TO CONSIDER THE PROVISION OF GRIT/SALT BINS AT TWO LOCATIONS IN THE PARISH

Cllr Briggs presented Report #02.3 regarding the provision of grit bins following requests from residents at Monks Park, Milbourne and Radnor Park, Corston. A quotation of £76 per yellow bin had been received, excluding the cost of shovels and delivery. Wiltshire Council has given permission for the siting of both bins. The grit can be sourced locally more economically than purchasing it from the bin supplier. Residents will be asked if they are prepared to fill the bins with grit supplied by the Council. An alternative suggestion was that servicing of the bins could be achieved by using a local contractor. Expenditure up to the sum of £300 was agreed for the bins, shovels and delivery excluding VAT and grit. This will be funded from CIL income. Cllr Hatherell reported that the Wiltshire Weather Team make an annual request to Councils to report their grit requirement, therefore he will ensure the Council's secure store is maintained at a satisfactory level.

146 TO RECEIVE REPORT #02.4 TO CONSIDER THE PURCHASE OF TOAD CROSSING SIGNS

Cllr Briggs presented Report #02.4 inviting the Council to consider the introduction of 6 toad crossing signs - 2 each for Milbourne, the Bridleway, Corston and Common Road. Residents in each location would be willing to store the signs when not in use. It was pointed out that sandbags will be required to secure the sign frames and those on public roads may need also need traffic cones adjacent. Cllr Budgen proposed expenditure up to the sum of £350, excluding VAT, plus fixings and traffic cones. This was agreed by Council with the funds coming from CIL. The siting of the signs in Corston were subject to approval from Highways.

147 TO RECEIVE REPORT #02.5 ON THE LHFIG MEETING OF THE 24th JANUARY 2023

Cllr Budgen presented Report #02.5 with actions to note from the recent LHFIG meeting. The Highways Improvement Request for Filands, raised at the January PCM, should be considered at the next LHFIG meeting.

148 TO RECEIVE A VERBAL UPDATE CONCERNING THE ANNUAL REVIEW OF THE PERSONNEL COMMITTEE POLICIES

Cllr Clogg reported that after a review there was no significant changes required to the existing policies and these will be marked as reviewed and given a new review date. She noted that the Diversity and Equality statement states that the Clerk will randomly audit some decisions each year for an impact assessment and proposed the 21/22 review be undertaken now and also be diarised on the actions calendar. The council agreed to this approach. **Action: Clerk**

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

Highways

Cllr Hatherell reported that the Parish Steward remains off schedule assisting with pothole repairs. His next scheduled visit is due to be 6th March. Cllr Hatherell hopes it will be possible to book the road sweeper on the same date to clean the stretch of road from the Primary Care Centre towards Chippenham.

Playing Fields

The monthly check of both playgrounds had taken place and found to be in good order. Cllr Hatherell reported that the Water Board has dug an enormous hole at the Chippenham Road Playing Field to fit a flow meter before and after Gauzebrook. It is planned for more topsoil to be delivered to the Rodbourne Road Playing field to increase ground levels.

Footpaths – Cllr Stephens reported that he had not had a response from the manufacturers regarding the fractured weld on the gate to the Cowbridge permissive path. The middle gate also has a small fracture. He will chase this again with a telephone call.

Patient Participation Group – Cllr Ingham reported that the new telephone system will go live in March. It is a cloud-based system, designed to make things easier, and has a call back facility. New staff have been recruited to deal with follow up letters. Reception staff continue to receive verbal abuse and have received training on how to deal with awkward patients. There have been 10 applications to join the PPG for the 2 spaces available, so applicants have been asked to submit a brief resume. Going forward, vacancies will only be advertised when they occur.

Projects Working Party

Cllr Briggs reported that Cllr Clogg will follow up the poor condition of the path leading from the weir to the Cowbridge permissive path with Stephen Leonard, WC Open Space Officer. It is hoped to obtain 3 quotations to update equipment at the Rodbourne Road Playing Field and Councillors have recently met with the first company.

Website Working Party

Cllr Clogg reported that to obtain a count of monthly hits on the website would entail switching from an economy to a standard package which would be double the price i.e. from £12 to £24 a month. It was agreed not to pursue this.

The meeting closed at 20:10

The next meeting will be held at 19:00 on 22nd March 2023 at Crudwell Village Hall.

..... Chair Dated