

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 27th September 2023 at 19:00 in Crudwell Village Hall

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

Public: None

64 APOLOGIES FOR ABSENCE

Cllrs Hopkins and Maslin.

65 TO RECEIVE A GENERAL BRIEFING FROM THE LOCAL PCSO

Cllr Budgen reported that PCSO Walsh was unable to attend owing to a diary clash with a rural crime roadshow. She has been very helpful regarding ongoing parking and obstruction of the highway issues at Sir Bernard Lovell Road, making regular visits, issuing warnings and keeping a record so repeat offenders can be ticketed. She intends to ask the Fire & Rescue Service to send a vehicle down to check access at the end of the road by the wall as it is believed any car parked there is obstructing the highway. Cllr Budgen commended her actions to date.

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

None.

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

None.

68 TO ADOPT THE MINUTES OF THE MEETING ON THE 23rd AUGUST 2023

The minutes of the meeting on the 23rd August were slightly amended at minute number 62, circulated prior to the meeting and were adopted as a true record and signed accordingly.

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

Cllr Budgen presented Report #09.1 noting that application PL/2023/03031 had been discussed at the August meeting and PL/2023/07251 had been considered and agreed via email prior to the meeting to meet the submission deadline.

Site	Reference	Comments
Orchard House, Filands, SN16 9JN	PL/2023/03031	No objection
The Old School House, Rodbourne, SN16 0EX	PL/2023/07251	No objection

Cllr Smith had contacted the Enforcement Officer regarding the land opposite Bridleway House, Corston and was informed the occupants had agreed not to park on the area, and a site inspection would be undertaken shortly. Local councillors reported that the area was still being used as a parking area without the necessary planning consent and will provide photographic evidence. Cllr Smith was also asked to follow up the enforcement issue for 26 Milbourne Park. **Action: Cllr Smith**

70 FINANCIAL REPORTS

The RFO presented the accounts for the year to date; receipts and payments are within budget. The bank statement dated 31st August 2023 was noted and showed balances of £60,036.29 and £43,893.34 and matched the reconciliation statement. Cllr Hatherell signed the original bank statements as correct and evidence of verification. This month the second half of the council precept of £8021.50 has been received. The council's insurance company accepted the estimate for repairs to the Corston bus shelter and the settlement figure of £468 has been received (£593 less £125 excess).

The RFO presented the payments schedule, this was approved and Cllr Budgen signed the list of payments for authorisation as per supporting evidence; Cllr Jones first authoriser, Cllr Clogg second authoriser.

Payments Schedule			
Payment No.	Payee Details	Reason	Amount (£)
1	Valley View Fencing and Landscaping Ltd	Deposit - Rodbourne playing field levelling	£334.80
2	Roadware Ltd	2 x 100L grit bins	£231.48
3	Wiltshire Association of Local Councils	Councillor training 13.9.23 (RB & DB)	£108.00
4	PKF Littlejohn LLP	Limited assurance review 2022-23	£504.00
5	Idverde Limited	Waste collection - September 23	£99.10
6	R G Baker	Cowbridge Footpath - Annual Licence	£70.00
7	R J & S H Mellowes	Home working reimbursement 2nd quarter	£78.00
8	HM Revenue & Customs	Employee tax Qtr 2 2023-24	£64.40
		TOTAL	£1489.78

Action: Cllrs Jones & Clogg

The RFO reported that the 2022-23 financial end of year External Audit report was completely clean; everything was in accordance with proper practices, with no matters giving cause for concern and relevant legislation and regulatory requirements having been met. The council expressed its thanks to the RFO for a job well done. The information will be placed on the website. The audit papers and conclusion will be displayed on noticeboards for 2 weeks. **Action: Clerk and noticeboard monitors**

71 TO REVIEW AND UPDATE THE COMMUNITY EMERGENCY PLAN

Cllr Clogg read the proposed update summarising the preparatory steps: 'Identify and link into local groups and communications systems, such as WhatsApp and Facebook groups, which could be used in an emergency to identify those who may need extra help and, alongside other parish council systems, to support and communicate with them.' This change was supported. Councillors were requested to inform Cllr Clogg of people or drivers who could help in an emergency and of any other useful information about what to do in an emergency. The updated plan will be presented at the October meeting. **Action: Cllr Clogg**

72 TO RECEIVE A VERBAL UPDATE ON THE RODBOURNE ROAD PLAYGROUND PROJECT

Because levelling and seeding of the site will not take place until the spring, the PWP suggested a small working party of Cllrs Briggs, Ingham, Hatherell & Budgen be formed in the interim to work on a detailed specification for the new playground equipment. This would be presented to council for consideration and approval and used as a basis of a document to go on the government tender website. The council noted that the cost of the playground equipment is likely to be in the region of £60,000. Cllr Clogg queried whether the clerk should be included in the working party, this was agreed. It was acknowledged that there would now be two playgrounds in the same village, however the village is essentially divided into two separate residential areas by the A429 national arterial route and the project had received strong support from residents living to the east of this busy road. Councillors agreed this project should be pursued.

73 TO RECEIVE A VERBAL UPDATE ON THE MILBOURNE WILDING PROJECT INCLUDING APPROVAL FOR GROUND PREPARATION FUNDING AND SEED PURCHASE

Cllr Budgen asked the council to invoke Finance Standing Order 15.2. An assessment of the risks arising was circulated in advance to all members of the council, therefore he proposed a motion to suspend point 11.h. of the financial regulations for this agenda item only to allow the council to consider one quotation rather than the required two. This was seconded by Cllr Briggs and all agreed. Cllr Briggs stated it had been difficult to find a contractor to undertake the ground preparation and the contractor who has quoted had been recommended by the local garden centre and their references checked with an existing customer. The ground preparation amounts to £480 and the sand, wildflower & grass seed £320. The work can be carried out within a week or two and signs will be displayed to keep people off the seeded area. Councillor Merriman proposed the expenditure be accepted, this was seconded by Cllr Ingham and the council agreed.

Highways

This month the parish steward has cut back a hedge and vegetation near the phone box in Corston, Whychurch roundabout and the Primary Care Centre; dealt with weeds along pavements in Corston and near Truckle Bridge; filled a pothole in Arches Lane and trimmed low branches near Town Bridge. The next visit is on 23rd October, please notify Cllr Hatherell of any jobs. A broken give way sign at the junction of Corston/Common Road has been reported. It was agreed the additional bags of salt ordered will be collected by cars on 6th October.

Playing Fields

The council's ground contractor has not cut the grass since July and complaints have been received. It was not considered that the length of grass is a health and safety issue. The play equipment has been inspected and is in good order. There are cracks in the rubber of the swing seats, but these are not unsafe. A RoSPA inspection is imminent, and the council will follow their recommendations. It was reported that a child had fallen from the activity trail from a very low height and sustained injury however the surfacing meets the required standards and the RoSPA reports have never recommended safety mats under this trail. This will also be followed up at the inspection.

Cllr Budgen stated complaints had been received regarding both the timeliness of the grass cutting and waste collections and, as it was felt as no progress had been made since previous discussions with the company at a local level, he had contacted the regional director of the company and had received an immediate response that teams would be on site tomorrow to ensure all the works were completed.

Footpaths

Cllr Clogg reported that the clerk had received confirmation from the Environment Agency that a slight camber on the proposed improved surfacing to the 41m path from the bridge to the old railway embankment at Cowbridge would not need approval from them. She has also received confirmation from Stephen Leonard, Countryside Access Officer, that Wiltshire Council would take the lead on this resurfacing work provided the council were responsible for all cost. Quotations for the work will now be obtained.

Action: Clerk

Patients Participation Group – no report

Personnel Committee – no report

Finance Committee

Cllr Briggs reported that the Finance Committee had met via email and, as there is £60K in the current account, sought approval to transfer £50k from the current account to the savings account and to transfer £5k from the current account into the council's United Trust account. The present interest rate on this account is 3.5%. The balances with Barclays for the short term will be over the Financial Services Compensation (FSC) scheme limit. However, on a recent WALC training course the finance tutor, a qualified accountant, considered Barclays "too big to be allowed to fail". It was resolved to make the transfers.

Projects Working Party

Cllr Briggs reported that the defibrillator had been fitted in the telephone box in Milbourne. Cllr Clogg is the project co-ordinator and is checking a few outstanding details before registering it. Malmesbury League of Friends are making a donation towards this in memory of Phil Rice and it is hoped to publicise this. Cllr Merriman suggested a plaque could be fitted. The clerk will send a letter of thanks to Ray Sanderson for his assistance to date with the project.

The grit bins have been delivered for Monks Park and Radnor Park. The council intends to replace the tree by the entrance to Milbourne Park.

Action: Clerk

Website Working Party – no report

The meeting closed at 20:03

The next meeting will be held at 19:00 on 25th October 2023 at Crudwell Village Hall.

..... Chair

..... Dated