

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## Minutes of the Council Meeting held on 28<sup>th</sup> June 2023 at 19:00 in Crudwell Village Hall

**Present:** Cllrs Hatherell (Chair), Briggs, Clogg, Hopkins, Ingham, Jones, Maslin, Merriman, Payne and Stephens

**Public:** None present.

27 APOLOGIES FOR ABSENCE

Cllrs Budgen and Smith (WC-Sherston Division).

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

Cllr Stephens declared a non-pecuniary interest in minute item 35 and Cllr Jones in minute item 38.

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

None.

30 TO ADOPT THE MINUTES OF THE MEETING ON THE 24<sup>th</sup> MAY 2023

The minutes of the meeting on the 24<sup>th</sup> May were adopted as a true record and signed accordingly.

31 TO RECEIVE REPORT #06.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Hatherell presented Report #06.1 and Cllr Ingham gave an update on planning application PL/2023/01309. There were no new application to consider this month.

32 FINANCIAL REPORTS

The RFO presented the accounts for the year to date; receipts and payments are within budget. The bank statement dated 31st May 2023 showing balances of £26,503.49 and £43,802.02 was noted and matches the reconciliation statement. Cllr Hatherell signed the original bank statements as correct and evidence of verification.

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

<b>Payments Schedule</b>			
<b>Payment No.</b>	<b>Payee Details</b>	<b>Reason</b>	<b>Amount (£)</b>
1	Shelley Signs Ltd	Interpretation panel for Corston LNR	£966.00
2	Malmesbury Town Council	Donation to Movies@Malmesbury	£1,000.00
3	D F & K J Briggs	Reimburse for noticeboard magnets & gift for internal auditor	£53.46
4	RJ & SH Mellowes	Reimburse for Microsoft 365 subs & 2023/24 1st quarter home working allowance	£137.99
5	Wiltshire Association of Local Councils	WALC annual subscription 2023/24	£911.26
6	TEEC Limited	Annual website hosting & domain fee	£151.19
7	Busy Fingers Printing Ltd	Dog signs x3 for Corston LNR	£78.92
8	Idverde Limited	Waste collection - June 23	£99.10

		<b>Total</b>	<b>£3397.92</b>
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**Action: Cllrs Stephens & Clogg**

33 TO RECEIVE REPORTS FROM THE CHAIR OF THE FINANCE SUB-COMMITTEE AND RFO TO THE COUNCIL, TO:

**i. consider the findings of the review of the effectiveness of the internal control system (including the Internal Audit Report)**

The RFO reported the Finance Committee had reviewed and were content with the effectiveness of the internal control system and the Auditor had been satisfied on all points. Cllr Briggs stated the Auditor had checked every item and was complimentary on how the records were kept.

**ii. approve the Annual Governance Statement and authorise the Chair and Clerk to sign it**

As the RFO affirmed all the requirements have been met, she proposed the Annual Governance Statement (AGAR Section 1) be approved. This was unanimously agreed and the Statement was signed by the Chair and Clerk.

**iii. a. consider the Accounting Statements and the explanation of variances**

The Accounting Statements (AGAR Section 2) were considered, together with the explanation of variances. Cllr Hopkins suggested a couple of additions to the variance worksheet, which were supported.

**b. resolve to approve the Accounting Statements and accompanying explanations**

The Accounting Statements and accompanying explanations were unanimously approved.

**c. ensure that the Accounting Statements are signed and dated by the Chair**

The Accounting Statements were duly signed and dated by the Chair.

**d. note that the period for the Exercise of Public Rights is 30<sup>th</sup> June to 10<sup>th</sup> August and resolve to publish the required notices on June 29<sup>th</sup>**

The RFO will ensure the required notices are uploaded to the website and also distributed copies for noticeboard monitors to display during this period; scanned copies of the 2 signed statements were emailed following the meeting.

**Action: RFO & noticeboard monitors**

34 TO CONSIDER LHFIF PROPOSALS FOR PEDESTRIAN SAFETY SIGNS ON THE A429 IN CORSTON

Cllr Hatherell reported on the recent LHFIF meeting. The group's suggested proposals for pedestrian safety signs on the A429 near Southside Close, Corston were discussed. The total cost would be £1600, of which this council would pay one third. During the discussion it was suggested that if the northern sign and markings were moved adjacent to Radnor Close then the highway safety issue previously raised by the resident at Southside Cottage might be partly addressed. Cllr Hatherell will check whether this adjustment might be approved.

**Action: Cllr Hatherell**

35 TO CONSIDER A MINOR HIGHWAY IMPROVEMENT REQUEST FOR SIR BERNARD LOVELL ROAD

Requests received from several residents of Hunloke Way were circulated, supported and submitted prior to the meeting to enable the matter to be considered at the June LHFIF meeting. Cllr Hatherell reported that a site meeting is to be organised with the chair and Highway engineer of LHFIF. It was suggested Cllr Stephens should also be in attendance representing the council.

36 TO CONSIDER A REQUEST FOR A DOG BIN IN ARCHES LANE

Cllr Hatherell reported that several residents in Arches Lane have requested a dog waste bin as it is a popular walk for dog walkers, and dog bags are frequently left in hedges or on the ground. It was resolved to purchase one bin; the capacity and servicing to be discussed separately.

**Action: Clerk**

37 TO CONSIDER REPORT #06.2 FOR GROUNDWORK TO RODBOURNE ROAD PLAYING FIELD

Cllr Briggs presented report #06.2 and explained the existing grass area (16m x 15m) needed to be levelled and grassed as the existing surface is sloping and badly rutted and likely to cause accidents. It is also required to allow proposed new playground equipment to be safely located to current safety regulations. Two quotations have been received and Cllr Briggs proposed the council accept the quote of £1860 from Company B, to be funded from CIL income. He confirmed that the work can be done in reasonable time and there will be time for the grass seed to take. All agreed.

**Action: Clerk**

38 TO CONSIDER REQUESTS FOR FUNDING FROM CARER SUPPORT WILTSHIRE AND CITIZENS ADVICE WILTSHIRE

Cllr Hatherell detailed requests for funding from Citizens Advice Wiltshire and from Carer Support Wiltshire towards the Malmesbury based Care Café. Councillors agreed to donate £150 and £100 respectively.

**Action: Clerk**

39 TO CONSIDER THE IMPLEMENTATION OF DEDICATED EMAIL ADDRESSES

Cllr Clogg presented report #06.3 and outlined the benefits of councillors using a dedicated council email address when they are communicating on behalf of the parish council, referencing a March 2023 Wiltshire Council newsletter that identified various aspects of good practice. It was agreed to go with Option 3.3, to allow councillors to choose whether to adopt a dedicated address or not. Councillors were asked to notify the clerk if they wished to have one set up.

40 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 is back on parish duty and has cut back vegetation from the pavement between Cowbridge and Cowbridge Crescent on the Swindon Road. He has been asked to trim vegetation obscuring the 30/40 mph signs at Burton Hill and the 30 mph sign and weeds behind the bus stop in Corston.

**Playing Fields**

The regular checks of both playgrounds have taken place and they were found to be in good order. The main on-going issue is that grass cutting has been well behind schedule. The grass at the Chippenham Road playing field was cut today, but not at other areas in the parish. The situation is being closely monitored.

**Footpaths**

Cllr Hopkins reported that footpath MALW12 is walkable again. The footpath signs at MALW31 and MALW42 along Common Road are helpful. Footpath signs have been put up for MALW27 and the path has been reinstated. He has received a comprehensive report from Malmesbury Walkers and is following up a request to have the stile on MALW32 reinstated. The council agreed to support Cllr Hopkins advising the landowners of this requirement.

Cllr Stephens recommended that the clearance of vegetation needs to be done along the Cowbridge permissive path. It was agreed he would meet with the contractor on site to discuss the specification for the quote.

**Patients Participation Group**

Cllr Ingham attended the PPG meeting on 6<sup>th</sup> June and reported that the new telephone system is working well. The call back system works, is very popular with patients, and the average queue time has decreased from 7 to 4 minutes. Staffing levels have been tweaked to suit the volume of calls. The abuse of the reception staff by patients is continuing; staff are having training on how to handle awkward patients.

It is possible to apply for food vouchers from the living well team at the surgery. The surgery is at present recruiting another member to join the team.

All follow up letters from the hospitals go to the GPs, new staff are being trained to carry out this task to reduce administration time for the doctors. This system is working well with a reduction from 1937 letters handled by the doctors in April down to 537, a reduction of 18%, freeing up more of the doctors' time.

There is a language line available at the surgery for overseas visitors/residents and must be pre-booked by the patients.

Social prescribing is both practical and emotional support for patients requiring help and often begins with a referral from either a doctor, link worker, hospital, or charity. There is a living well team of 3. One of which is a mental health nurse operating from the surgery and they can be accessed through reception. The surgery is at present trying to recruit an additional two more staff members.

Last October same day and next day appointments opened. The target is to see patients within a two-week period. This is monitored on a regular basis. Some patients are abusing the appointment system by making an appointment with a duty doctor when another clinician would do. The doctors at present are working over what is considered the safe number of appointments per day. At present the practice has four trainee GPs.

**Personnel Committee** – no report

**Finance Committee** – no report

**Projects Working Party**

Cllr Briggs reported that the consultation meeting held with local residents regarding plans to upgrade the equipment at Rodbourne Road playing field was very well attended with lots of helpful feedback. The next stage is to produce the specification to go out to public tender. The Corston Speed Indicator Device (SID) is working well and a site meeting will be held at Burton Hill next week regarding the installation of the 2<sup>nd</sup> SID. The village gates at the Charlton Road end of Milbourne have been installed.

**Website Working Party** – no report

The meeting closed at 20:17

The next meeting will be held at 19:00 on 26<sup>th</sup> July 2023 at Crudwell Village Hall.

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