

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

DRAFT MINUTES SUBJECT TO CONFIRMATION

Minutes of the Council Meeting held on 24th April 2024
at 19:15 in Crudwell Village Hall

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

Public: None present

138 APOLOGIES FOR ABSENCE

Cllrs Hopkins, Maslin and Payne

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

Cllrs Hatherell and Ingham declared a non-pecuniary interest in item 145.

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 27th MARCH 2024

The minutes of the meeting on the 27th March were adopted as a true record and signed accordingly.

142 TO RECEIVE REPORT #04.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #04.1 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
22 Monks Park, Milbourne, SN16 9JF	PL/2024/02819	No objection subject to condition
Land at Mill Lane, Corston, SN16 0HH	PL/2023/10684	Objection
Hangar 6, Buckley Barracks, Stanton St Quintin, SN14 6BA	PL/2024/03219	No objection
Hangar 7, Buckley Barracks	PL/2024/03246	No objection
Hangar 9, Buckley Barracks	PL/2024/03250	No objection

143 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 28th March 2024 was noted and showed balances of £42,549.79 and £94,620.72 and matched 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 Budgen signed the list of payments for authorisation as per supporting evidence; Cllr Jones first authoriser, Cllr Stephens second authoriser. The 2023-24 Quarter 4 Transparency Code was presented and approved; Clerk to upload to the website.

Payment No.	Payee Details	Reason	Amount (£)
1	Ratcliffe & Son	Maintenance of brush cutter (Corston LNR)	£98.40
2	Rialtas Business Solutions Ltd	Software Support & Maintenance Agreement	£332.40
3	Crudwell Village Hall	Hall hire Apr-June plus extra 16.4.2024	£80.00

4	Malmesbury Town Council	Malmesbury in Bloom donation 2024	£200.00
5	Hathaway Landscapes Ltd	Grass cutting yearly contract (1 of 12)	£180.00
6	Hathaway Landscapes Ltd	Waste collection April 2024	£302.40
		TOTAL	£1,193.20

Action: Cllrs Jones, Stephens & Clerk

144 VERBAL REPORT TO CONSIDER FURTHER UNFORESEEN ADDITIONAL COSTS FOR THE 41M FOOTPATH FROM COWBRIDGE WEIR

Cllr Clogg reported that the landowner does not want the fencing to be completely removed during the works. The council has two options: i) a total closure of the path for the duration of the works, which requires a payment of £1830 to Wiltshire Council and a closure notice period of 8-12 weeks or ii) to fund the move of the landowner's fencing back a couple of metres and then its reinstatement once the surfacing is complete. The council agreed to option (ii) as it would give the surfacing contractor more space to work in and therefore the original quote would stand, and completion achieved quicker than the closure option.

The council was asked to resolve to invoke Finance Standing Order 15.2 to allow the council to consider one quotation instead of the normal three for the fencing work.

The reasons for this were:

1. it has proved extremely difficult to find a contractor to provide a quotation for the work required who is available to tie in with the path surfacer's planned timescale of late April/early May
2. in all, four contractors, considered to have the necessary level of skill and experience, were invited to express an interest in the work but only one responded positively
3. the quote received was considered to be competitive for the double fence move and the amount can be partially offset against the saving as the surfacer's original quote now stands because there is a wider working area and it is a cheaper option overall than a full path closure
4. if the surfacing does not take place as planned, it is unknown when the contractor can next fit this job in

Cllr Budgen proposed the council accept the quote of £1250 plus VAT for the fencing work. This was seconded by Cllr Merriman and the council so resolved. **Action: Clerk**

145 TO CONSIDER PAYMENT FROM S106 FUNDS OF THE INVOICE FROM THE TRUSTEES OF THE CORSTON & RODBOURNE READING ROOM

A letter from the Chairman of the Corston & Rodbourne Reading Room Committee, together with a quote and invoice were circulated prior to the meeting. Cllr Hatherell reported the Trustees had decided to get the kitchen area refurbished and made watertight as several events were planned and the roof was leaking badly. The work, as detailed in the invoice, had been completed to a very good standard and the area was now structurally sound for hopefully the next 30 years. The Trustees requested £9524.60 of the earmarked s106 contribution from the Manor Farm development to pay the invoice. Cllr Budgen reported Wiltshire Council had transferred this funding to the parish council following consent of the planning application to refurbish the Reading Room. When this was queried, WC advised the council to follow accepted guidelines to ensure the funding was used in conformity with the lawful agreement. Photographic evidence was circulated as proof that the work had been completed. As everything appeared to be in order, Cllr Budgen proposed the invoice be paid, this was seconded by Cllr Merriman and the council so resolved. The council was informed that the Trustees intended to use the remaining earmarked s106 funds to refit the kitchen.

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

Highways

The Parish Steward was on priority pothole duties last month, so no visit occurred. Next visit is due 29th April and jobs on list are potholes in Mill Lane, Corston; cut back hedge obscuring road sign to Foxley in Corston; cut back trees obscuring signs for Blicks Hill and pedestrian crossing on Malmesbury Bypass and to trim behind the bus shelter and noticeboard in Corston. Cllr Hatherell has completed a form listing seven different locations in the parish for the Discretionary Gully Service visit, please keep him informed if/when these are dealt with.

Playing Fields

There was an issue with the padlock on the gate to the Chippenham Road field, so the mowing contractor was unable to mow as planned on 22nd April. Cllr Hatherell advised that the tree growing by the pumping station

in the field needs to be cut back, also a tree growing in the wall near the old overflow car park, but after the nesting season. Rodbourne Road playing field is drying out but is still very wet on the corner and this will need to be checked before the contractor comes back.

Footpaths - no report

Patients Participation Group

Cllr Ingham attended the PPG meeting on 3rd April and reported:

- 3-9 June is PPG Awareness Week
- POD will stop operating full time sometime in June and patients will be informed of the cut-off date for this service.
- Repeat prescriptions can be made via the NHS app and the surgery is planning to have a designated line for those who do not have access to technology and will inform patients when this service is available. The surgery has also organised training days for patients to attend who are not familiar with Apps - reception will have this information if required.
- The PATCHs system is in the early days and seems to be working well. It enables patients to book appointments 2 weeks in advance with their preferred practitioner. Hopefully this will increase the chances to book ahead for routine appointments and improve continuity of care as patients can request their usual GP.
- Boots the chemist has sold its franchise at the surgery and will be replaced by an independent provider possibly in May.
- The PPG is looking to recruit new members.

Personnel Committee

Cllr Clogg reported there had been extra work to date for the clerk during the playground tendering process and the committee proposed 12 hours overtime in recognition. Cllr Budgen wholeheartedly supported this proposal, Cllr Merriman seconded it and the council so resolved to pay the overtime.

Finance Committee

Cllr Briggs reported that WC CIL Department had confirmed in writing in April 2023 that figures in the Annual CIL Return should be reported as gross. The council's annual insurance policy is due for renewal in June and the committee will review it and obtain a second quote in readiness for the May meeting.

Projects Working Party

Cllr Briggs reported that one of the Milbourne village gates will be removed by Wiltshire Council at the request of a resident. This will be kept for repairs to others or relocated. Cllr Hatherell was asked to report a possible issue with the ditch on the south side of the C67 between Pear Tree Cottage and Manor Farm, Milbourne. As many points had been raised by Cllrs Briggs and Hopkins regarding the terms and conditions in playground quotes, Cllr Briggs proposed face to face meetings with the various companies to address these. This will be discussed at the next PWP meeting.

Website Working Party

Cllr Ingham will send the clerk additional photos for the website.

The meeting closed at 20:16

The next meeting will be held at 19:15 on Wednesday 22nd May 2024 at Crudwell Village Hall (after the Annual Council Meeting at 19:00).

..... Chair Dated