

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

DRAFT MINUTES SUBJECT TO CONFIRMATION

Minutes of the Council Meeting held on 22nd October 2025
at 19:00 in Crudwell Village Hall

Present: Cllr Budgen (Chair), Hatherell (Vice-Chair), Briggs, Ingham, Jones, Maslin, Merriman, Newman, Sorby and Smith (WC-Sherston Division)

Public: None

75 APOLOGIES FOR ABSENCE

Cllrs Clogg and Panting

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

None

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

None

78 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 23rd JULY 2025

The minutes of the parish council meeting on the 24th September 2025 were adopted as a true record and signed accordingly.

79 TO RECEIVE REPORT #10.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #10.1 noting that the Appeal for Land west of Milbourne had been dismissed and that Planning in Principle for three dwelling at Rodbourne Road (PL/2025/06697) had been approved. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
32 Sir Bernard Lovell Road, SN16 9FQ	PL/2025/07816	No objection
Rosskerris, Foxley Road, SN16 0JE	PL/2025/08167	Comment

Action: Cllr Budgen & Clerk

80 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30th September was noted and showed balances of £10,314.77 and £42,940.65 and matched the reconciliation statement. The reconciliations and the original bank statements were signed as correct by the Vice Chair as evidence of verification.

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

The 2025-6 Quarter 2 Transparency Code was presented and approved; Clerk to upload to the website.

Cllr Briggs reported that the 2024-25 financial end of year External Audit report had been received and although all the cash, receipts and payments were properly recorded and accepted as correct, most unusually there was a minor omission of the fixed asset figures in box 9 of the Accounting Statements. The Asset Register had also been updated during the year to include a figure for the Corston War Memorial, to tie in with the figures listed on the insurance policy, and the prior year should also have been restated to be on the same valuation basis in accordance with the Practitioners' Guide.

Payment No.	Payee Details	Reason	Amount (£)
1	HMRC Cumbernauld	Quarterly payment for Employer's National Insurance	£54.46
2	PKF Littlejohn LLP	Limited Assurance Review of AGAR 2024-25	£504.00
3	Reformation Limited	Bench (2nd) and fixing kit for Sir Bernard Lovell Road	494.10
4	Franklin's Garden Supplies	Cowbridge permissive path vegetation clearance	£580.00
5	Wiltshire Council	May 2025 election costs	£500.00
6	Hathaway Landscapes Ltd	Waste collection Oct 25	£289.08
7	Hathaway Landscapes Ltd	Grass cutting Oct 25	£232.50
8	R J & S H Mellowes	Home working allowance Q2 25-26	£78.00
		TOTAL	£2,732.14

Action: Cllrs Stephens, Jones and Clerk

81 TO CONSIDER THE FIRST DRAFT OF THE 2026/27 BUDGET AND PRECEPT

The RFO presented the draft 2026/27 budget. The waste collection, grass cutting and vegetation clearance contracts are up for renewal and it is hoped to have accepted quotes before the budget submission date as the costs of these equate to over half the value of the precept. It was agreed to offer 2-year contracts.

Cllr Briggs highlighted the gap between the income and expenditure and how the overspend could eat into the general reserves if this aspect was not managed sensibly. It was noted that councils are meant to keep 50% of their precept in general reserves, Cllr Smith cautioned that it might be more prudent to keep 50% of the predicted spend figure, especially as WC has a budget hole. Cllr Briggs illustrated how gradual increases to the precept would help to maintain an appropriate level of general reserves. Councillors were asked to alert the Finance Committee of anything that needs updating. The budget will be reviewed again at the November meeting.

Action: All

82 TO RECEIVE A VERBAL UPDATE ON THE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP MEETING ON 14th OCTOBER

Cllr Hatherell reported that there was some confusion regarding the exact position of the dangerous bend along Foxley Road issue. Malmesbury councillors thought it related to the dangerous bend near Dark Lane and was therefore a MTC issue. The extension of the Milbourne footpath will be a future agenda item. Cllr Budgen reported that the LHFIF 2025-26 budget was £98,904; £75,210 has already been committed, leaving £23,694 for new projects.

83 TO RECEIVE A VERBAL REPORT ON THE STATUS OF THE LIME DOWN SOLAR FARM PROPOSAL

Cllr Sorby reported that on Friday 17 October, the Planning Inspectorate (PINS) accepted the IGP application for a Development Consent Order to be Examined, subject to a few comments. This means there will shortly be access to the application documents. The SLD team has organised community meetings between 6-12 November which will provide an update on their proposed next steps. A booklet will be delivered to every household explaining the process. At the end of three months the council and individuals will need to re-register in order to submit comments.

84 TO RECEIVE A VERBAL REPORT TO REPLACE THE ORNAMENTAL PEAR TREES

Cllr Hatherell reported that Foxley Road Nurseries had inspected the pear trees and that all have some strimmer/mower damage to the base of the trunk. The council agreed to replace the matching pairs of trees at Monks Park and Milbourne Park at a cost of £504 plus VAT, to be funded from CIL income.

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

Highways - Cllr Hatherell detailed the jobs that were completed on the last visit and asked to be advised of any jobs for the Parish Steward's next visit. He collected 12 sacks of salt and intends to visit and top up the bins in December. He has asked for the three redundant damaged bins to be removed.

Playing Fields – Cllr Hatherell has identified four items at Chippenham Road playing field for repair; the Clerk will obtain quotes. **Action: Clerk**

Footpaths – a broken stile had been reported by Cllr Maslin and has subsequently been replaced.

Patients Participation Group – Cllr Ingham gave a verbal report on the PPG meeting on the 7th October. This is a very busy month with flu and covid vaccinations taking place. Uptake is lower this year but 4,500 adults and 300 2-3 year olds will have received their vaccinations. Concern was expressed that whilst the practice buys and pays in advance for vaccines at a cost of £17 plus VAT per person, the cost of waste vaccines has to be borne by the practice if people book but do not attend. There are now 14 permanent doctors attached to MPCC.

Personnel Committee – nothing to report.

Finance Committee – nothing to report.

Projects Working Party (PWP) – Cllr Hatherell gave an update on the meeting held on 16th October. The Corston War Memorial has seven loose flagstones around it and the Clerk will obtain quotes for the necessary remedial work to be undertaken. Notes of the PWP meetings are available to councillors from the clerk. **Action: Clerk**

Website Working Party – the Clerk will make the agreed changes to the website.

The meeting closed at 20:18

The next meeting will be held at 19:00 on Wednesday 26th November 2025 at Crudwell Village Hall

..... Chair

..... Dated