

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## Minutes of the Council Meeting held on 25<sup>th</sup> June 2025 at 19:00 in Crudwell Village Hall

**Present:** Cllr Budgen (Chair), Hatherell (Vice-Chair), Briggs, Clogg, Ingham, Merriman, Newman, Panting and Sorby

**Public:** None

### 28 APOLOGIES FOR ABSENCE

Cllrs Jones, Maslin, Stephens and Smith (WC-Sherston Division)

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

None

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

It was agreed that a donation towards the running costs of The Signpost would be a July agenda item.

**Clerk**

### 31 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 28<sup>th</sup> MAY 2025

The minutes of the parish council meeting on the 28<sup>th</sup> May 2025 were adopted as a true record and signed accordingly.

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

Cllr Budgen presented Report #06.1. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Ashdown, 1 Charlton Road, SN16 9JJ	PL/2025/04517	Objection
3 Common Road, SN16 0HN	PL/2025/04611	Objection
Land adjacent to Rossley House, Milbourne, SN16 9JA	PL/2025/04571	No objection
The Bungalow, Milbourne, SN16 9JA	PL/2025/04926	No objection

PL/2024/10192 & PL/2024/10219 - Home Farm, Burton Hill, SN16 0EW has gone to Appeal on the basis of the Written Representations procedure set out in Part 2 of The Town and Country Planning (Appeals).

**Action: Clerk**

### 33 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30<sup>th</sup> May was noted and showed balances of £6,010.58 and £32,700.55 and matched the reconciliation statement. The reconciliations and the original bank statements were signed as correct by the Vice Chair as evidence of verification. An insurance credit of £75.87 was received on 25<sup>th</sup> June as the original terms were sent with the incorrect rating attached. The 2024-25 VAT refund was received in June and it was agreed to transfer £10,000 to the savings account. Cllr Panting queried the amount of funds held by the council and whether there were set limits. Cllr Briggs explained that £90,000 - £100,000 of CIL income was being carried forward but there are plans to spend it on an upgrade to the Corston-Malmesbury footpath. Over £90,000 was spent in 2024-25 on projects. 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 Clogg first authoriser, Cllr Stephens second authoriser.

The RFO reported that Paul Hallam had carried out an internal audit of the financial records for the financial year 2024-25, there were no issues and he has completed and signed the required form.

Payment No.	Payee Details	Reason	Amount (£)
1	The Community Heartbeat Trust	Defibrillator pads (Milbourne)	£142.95
2	Paul Hallam	Internal Audit for 2024-25 financial year	£75.00
3	R J & S H Mellowes	Microsoft 365 for on council's laptop	£59.99
4	R J & S H Mellowes	Home working allowance Qtr 1 2025-26	£78.00
5	Hathaway Gardenscapes Ltd	Waste collection June 2025	£289.08
6	Hathaway Gardenscapes Ltd	Grass cutting June 2025	£232.50
7	HMRC Cumbernauld	Qtr 1 2025-26 Employer's National Insurance	£40.11
		<b>TOTAL</b>	<b>£917.63</b>

**Action: Cllrs Clogg, Stephens and Clerk**

34 TO RECEIVE REPORTS FROM THE CHAIR OF THE FINANCE COMMITTEE AND RFO TO:

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

The Chair of Finance reported that the Finance Committee was content with the effectiveness of the internal control system. The auditor had been consulted during the year on all changes to internal controls and he had been satisfied on all points. Thanks were extended to the Clerk.

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 seconded by Cllr Clogg and 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.

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

Cllr Budgen proposed the Accounting Statements and accompanying explanations be accepted, this was seconded by Cllr Merriman and 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 Friday 27<sup>th</sup> June to Thursday 7<sup>th</sup> August and resolve to publish the required notices on Thursday 26<sup>th</sup> June**

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 two signed statements were emailed following the meeting.

**Action: RFO & noticeboard monitors**

35 VERBAL UPDATE REGARDING THE COMMUNITY LED CAMPAIGN FOR SHERSTON SURGERY

The Clerk was asked to check with Cllr Smith whether there was any news and any actions the council needs to consider.

**Action: Clerk**

36 TO CONSIDER A SUBMISSION TO THE TARGETED CONSULTATION ON PROPOSALS FOR LIME DOWN SOLAR PARK

Cllr Sorby gave an update on information contained in an email from the Stop Lime Down Committee and a recent meeting. The deadline for comments to the targeted consultation is 11<sup>th</sup> July. Cllr Ingham proposed the council should make a submission, this was seconded by Cllr Merriman and unanimously agreed. It was agreed that Cllrs Sorby, Hatherell and Ingham would draft a response, to be circulated via the clerk for comments.

37 TO APPOINT A THIRD MEMBER OF THE FINANCE COMMITTEE

Cllr Newman volunteered to be the third member of the Finance Committee, this was unanimously agreed.

38 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 reported that the Parish Steward's next visit was June 26<sup>th</sup> and detailed the planned tasks. Cllr Newman mentioned the damaged road surface at the junction of Arches Lane and the A429 and it was agreed that Cllr Hatherell would report the issue on the MyWilts App. **Action: Cllr Hatherell**

**Playing Fields** – Cllr Hatherell reported that both playing fields had been safety checked and no issues found. He will deal with protruding bolts on one of the benches at Chippenhan Road. The mowing is not being done close enough to the edges and corners of the playing fields, particularly Rodbourne Road, and he will send photos to the clerk for forwarding to the contractor. **Action: Clerk**

**Footpaths** – nothing to report

**Patients Participation Group** – minutes from the recent meeting are available in the 'news' section of the website: <https://www.stpaulmalmesburywithoutparishcouncil.org.uk>

Cllr Ingham will circulate a poster for the PPG AGM on 5<sup>th</sup> August at MPCC to be displayed on noticeboards.

**Personnel Committee** – nothing to report

**Finance Committee** – nothing to report

**Projects Working Party** – Cllr Budgen reported that the post for the Milbourne SID and the redundant village gate intended for the lane leading to Blinks Hill were due to be installed shortly. The overgrown vegetation would preclude visibility of the village gate and he has obtained approval from WC to have this cut down. Two very similar quotes had been obtained to undertake this work and the council agreed to accept the one that could be carried out at the earliest date.

**Website Working Party** – nothing to report

The meeting closed at 20:12

The next meeting will be held at 19:00 on Wednesday 25<sup>th</sup> July 2025 at Crudwell Village Hall

..... Chair

..... Dated