

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 22nd April 2026 at 19:00 in Crudwell Village Hall

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

Public: One

152 APOLOGIES FOR ABSENCE

Cllrs Newman and Panting

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

None

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

Cllr Hatherell formally thanked Cllr Sorby for speaking on behalf of the council at the Lime Down Open Floor Hearing. Several residents in Corston have commented on how well the speech was delivered and received.

155 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 25th MARCH 2026

The minutes of the parish council meeting on the 25th March 2026 were adopted as a true record and signed accordingly.

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

Cllr Budgen presented Report #04.1. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Headmasters House, Arches Lane, SN16 0EJ	PL/2026/02159	No objection
Aldi, Festival Way, SN16 9GN	PL/2026/02048	Support
Cedar Court, Sir Bernard Lovell Road, Swindon Road	PL/2026/02369	No objection
Buckley Barracks Building 78 Boiler House, Lower Stanton St Quintin, SN14 6BY	PL/2026/02303	No objection

Cllr Sorby reported that flooding was one of the main issues she spoke about at the recent Lime Down Hearing. One of the Inspectors asked a question about the council's plans for the Gauzebrook and had requested that further details should be sent to the Inspectorate. Cllr Hatherell gave details of the proposed survey of the Gauzebrook in conjunction with Hullavington PC. Cllr Smith mentioned that this would also be with help from the WC Northern Operational Flood Working Group who will be taking advice from the WWT regarding natural flood management. It was agreed that Cllr Sorby would draft details of the plans to be circulated for comments before submission to the Inspectors.

Action: Cllr Sorby and Clerk

157 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. Cllr Briggs reported that finances would be in a modestly healthy position at the year end and that budget headings were very close to what had been budgeted with no major variations. The bank statement dated 31st March showed balances of £4,213.07 and £38,174.96 and matched the reconciliation statements. 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 Clogg first authoriser, Cllr Stephens second authoriser.

The 2025-6 Quarter 4 Transparency Code was presented and approved; Clerk to upload to the website.

Action: Cllrs Clogg, Stephens and Clerk

Payment No.	Payee Details	Reason	Amount (£)
1	The Landscape Group Ltd	Waste collection March 2026	£468.00
2	The Street Nameplate Co Ltd	Nameplates for Mill Lane x2	£292.80
3	Foxley Road Nurseries	Supply and plant 4 x Pyrus trees	£504.00
4	Malmesbury Town Council	Share of mileage cost to Amesbury training course	£18.54
5	TEEC Limited	Annual website hosting and email domains	£194.39
6	Rialtas Business Solutions Ltd	Annual software support & maintenance agreement	£367.20
7	Wiltshire Association of Local Councils	WALC and NALC annual subscriptions	£1,054.09
8	Crudwell Village Hall	Hall hire April - June 2026	£60.00
9	Wiltshire Association of Local Councils	Course: Councillors - social media skills	£42.00
10	The Community Heartbeat Trust (Solutions) Ltd	Pads for Corston defibrillator	£143.52
11	Hathaway Landscapes Ltd	Grass cutting April 26	£255.00
		TOTAL	£3399.54

158 TO CONSIDER THE MEMORANDUM OF UNDERSTANDING FOR THE PURCHASE OF LAND AT DANIEL'S WELL AND AGREE THE TRANSFER OF THE COUNCIL'S CONTRIBUTION

Cllr Budgen reported that although the Memorandum of Understanding (MoU) had been reviewed by the Project Working Party it was necessary for the council to approve it. Although the MoU states that payments will be to MTC, Cllr Budgen clarified that following a recent meeting it had been agreed that all funds will be transferred to the solicitors and be held in their client account. The council agreed that Cllr Budgen should sign the MoU on its behalf. Cllr Jones reported that she had phoned Barclays for advice regarding payment of the council's contribution to ensure the whole amount can be transferred in one go. The solicitors' report on the purchase is awaited and Cllr Budgen confirmed this would be brought to a meeting.

Action: Cllr Budgen

159 TO SELECT SUITABLE LEGAL REPRESENTATION TO REVIEW THE COMMUNITY ASSET TRANSFER DOCUMENTS FROM WC

Cllr Jones reported that three firms of solicitors had been asked to quote and that two quotes had been received, Firm A for an anticipated cost of £3000 - £4,000 plus VAT and disbursements, Firm B for an anticipated cost of £2500 plus VAT plus disbursements. Cllr Hatherell proposed that Firm B be appointed to act on the council's behalf, this was seconded by Cllr Merriman and agreed.

Action: Clerk

160 TO RECEIVE REPORT #04.2 IN RESPECT OF THE CIL RECEIPTS AND USAGE FOR 2025/26

Cllr Budgen presented the 2025/26 CIL summary, showing that just under £8000 had been spent this year leaving about £60,000 in the CIL account. It was resolved that the document be submitted to WC as required by their policy.

Action: Cllr Budgen

161 TO RECEIVE A VERBAL REPORT ON A REVIEW OF THE ASSET REGISTER AS AT END OF MARCH 2026

The council is required by regulations to keep a register with the original cost and purchase date of items. The clerk detailed that an extra bench had been purchased for the Cowbridge estate and that two larger waste bins had been purchased towards the end of the last financial year, with the two replaced bins used for spares. The bin at Chippenham Road playing field has been stolen. The asset register was agreed and the clerk was asked to upload it to the website.

Action: Clerk

162 TO RECEIVE REPORT #04.3 TO AGREE MEETING DATES FOR COUNCIL YEAR 2026/27

Cllr Budgen presented Report #04.3 with proposed 2026/27 dates for monthly meetings to be held at Crudwell Village Hall. The report was agreed. **Action: Clerk**

163 TO RECEIVE A VERBAL UPDATE ON THE LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN CONSULTATION PROCESS AND THE NEXT STEPS FOR THIS ACTIVE TRAVEL PROJECT

An update from Keith Freegard had been circulated prior to the meeting. Cllr Maslin detailed the anticipated timeline and it is hoped the process will be completed by July. There were 144 responses to the Malmesbury LCWIP - higher than other places - plus 22 detailed emails to the WC Councillor. Cllr Smith commented that it had been an amazing response and hoped it would lead to a better-quality outcome. Some had commented that the consultation web portal had been difficult to use and this had been fed back to the team. Representations to additionally prioritise routes to Lea school had not been successful. Cost estimates for the accepted priority routes are considered to be very high.

164 TO CONSIDER A GRANT APPLICATION FROM MALMESBURY SCHOOL

The application had been circulated prior to the meeting. Cllr Budgen commented that the grant budget for the 2026-27 financial year is £500 and was hesitant to spend the whole amount so early in the year. It was queried whether the budget figure was adequate and it was agreed to review this for next year. Cllr Budgen proposed a £250 grant payment be made with a rider that this would be reviewed again towards the end of the financial year. This was agreed. **Action: Clerk**

165 TO CONSIDER FINANCE TRAINING UP TO A SUM OF £320 PLUS VAT

Cllr Briggs reported that a quote had been received for training on the Alpha finance package provided by Rialtas for the four members of the Finance Committee. Cllr Budgen proposed that the sum of £320 plus VAT be accepted, this was seconded by Cllr Merriman and agreed. **Action: Clerk**

166 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 Parish Stewards are still on pothole duty.

Playing Fields – Cllr Hatherell reported that both the playing fields had been checked and are in good order. A second waste bin at Chippenham Road has been stolen, but dog waste bags are still being left. There have been issues regarding access to the field and the clerk was asked to contact Wessex Water so that Cllr Hatherell can meet one of the team there on their next visit. **Action: Clerk**

Footpaths – Cllr Budgen has been contacted by a resident regarding a footpath in Arches Lane. He will meet them and report back. **Action: Cllr Budgen**

Patients Participation Group – Cllr Ingham reported on the meeting held on 7th April. Minutes are available on the surgery website: <https://malmesburyppcc.nhs.uk/surgery-information/patient-participation-group>

Personnel Committee – Cllr Clogg recommended that it would be valuable for the Clerk to become a member of the SLCC as this would provide a support network/peer support, newsletters and training days. The cost would be £158 p.a. plus a £12 joining fee and she proposed that the council should fund the cost; this was seconded by Cllr Briggs and agreed. **Action: Clerk**

Finance Committee - Cllr Briggs reported that progress had been made regarding an alternate banking provider. Any change has to be formally agreed by the council and a report recommending the change will be a May agenda item. **Action: Cllr Briggs & Clerk**

Projects Working Party (PWP)

Cllr Hatherell reported that the main items discussed at the April meeting were the Community Asset Transfers and the purchase of land at Daniel’s Well. A response was also submitted regarding WCs proposed transfer of services. Notes of the PWP meetings are available to councillors from the clerk.

Website Working Party – a meeting is due to be held shortly.

The meeting closed at 20:04

The next meeting will be held at 19:15 on Wednesday 27th May 2026 at Crudwell Village Hall

..... Chair Dated