ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 25th September 2019 at the Reading Room, Corston

**Present:** Cllrs Hatherell (Vice Chair), Payne, Hopkins, Merriman, Clogg, Briggs, Edgley-Pyshorn, and Stephen Kinnard (Clerk), Cllr Thomson (Wiltshire Council)

**Public:** No members of the public were present

57 APOLOGIES FOR ABSENCE

 Cllr’s Budgen (Chair), Cole, Stephens, and Lee.

58 DECLARATIONS OF INTEREST

There were no declarations of interest.

59 PUBLIC QUESTION TIME

 The Council was informed that Gigaclear, Malmesbury’s ultrafast full fibre network contractor will soon begin work in the next few weeks, inside the parish boundaries around Burton Hill.

Residents should be receiving from Gigaclear an introductory mailer advising of this work inside the next few days.

60 TO RECEIVE AND ADOPT THE MINUTES OF 28th August 2019

 The minutes of the 28th August 2019 were adopted and signed as a true record.

61 TO RECEIVE PLANNING UPDATES AND REVIEW NEW APPLICATIONS

The Council considered the following planning applications. Full comments submitted by the Council can be viewed on- line at Wiltshire Council under the relevant application reference.

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| **Site Address** | **Description** | **Main points of submission** |
| BP Petrol Station, Crudwell Road, SN16 9JL | 19/08152/FUL - Redevelopment and expansion of existing petrol filling station | Objection to use of part green field site, and to 24 hour opening. Improved filling positions and ingress and egress were welcomed. |
| The Gables, Main Road, Corston, SN16 0HD | 19/08338/FUL & 19/08560/LBC - Removal of modern conservatory, erection of single storey extension to provide kitchen/dining area | No objection subject to Conservation Officer view. |
| The Old Coach House, Main Road, Corston, SN16 0HD | 19/07968/TCA - Work to trees in a conservation area  | No objection subject to any comments from the tree officer. |
| 19/08029/TPO Work to Tree Preservation Order Trees | No objection. |
| 1 Hillcrest, Swindon Road, SN16 9LU | 19/08468/FUL - Single storey extension | No objection. |
| Frith House, Mill Lane, Corston, SN16 0HH | 19/08102/FUL- Retrospective application for a larger single storey extension to the rear | Objection to use of retrospective application in this instance; poor quality of submission documents; insufficient to make appropriate assessment. |

62 FINANCIAL REPORT

The accounts for the year to date and the bank reconciliations as at 30/08/2019 were received. The Current Account balance is £10,333.98 and the Savings Account balance is £15,674.96. The Vice Chair confirmed this balance and signed the current account bank statement.

The Vice Chair signed a List of Payments for Authorisation with supporting papers.

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| Payment No. | Payee Details | Reason | Amount (£) |
| 1 | Mike Langley Maintenance | Invoice dated 28 August 2019-Cowbridge footpath cut back July 2019 (final part of work completed) - cheque payment (Cheque no. 101399) | 150.00 |
| 2 | HMRC  | Parish Clerk PAYE income tax - cheque payment (Cheque no. 101400) | 114.40 |
| 3 | PKF Littlejohn LLP | External Audit Fee, Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2019 - BACS payment | 240.00 |
|  |  | Total | **504.40** |

The Council was informed that the External Auditors Report, year ending 31 March 2019 from PKF Littlejohn had been received, which stated that the information in sections 1 and 2 of the AGAR (Annual Governance & Accountability Return) is in accordance with Proper Practices.

However, Council regretted that the Auditor saw fit to write that the Council's share of the Joint Burial Committee (JBC) should have been consolidated and failed to respond to the reasons the Council had given for not including it. The Council reaffirmed its belief that it was correct in its decision on this matter.

63 COMMUNITY AREA TRANSPORT GROUP (CATG)

Cllr Hatherell presented Report #09.2 (prepared by Cllr Budgen), and following a brief discussion the Council noted the current status of the Council’s Community Issues. **Action:** Cllr Budgen

64 LOCAL GOVERNMENT BOUNDARY COMMISSION-COMMUNITY GOVERNANCE REVIEW

 Following a brief discussion, it was resolved that the council would submit a request for a Community Governance Review.

Detail of council resolutions:

1. To reduce the existing two wards in the parish down to one-incorporate the Westport Parish Ward into one integrated St Paul Malmesbury Without Parish and keep combined number of Councillors at 12.
2. To retain the Parish boundaries as they currently exist or on the proviso of the Boundary Commission altering the Malmesbury & Sherston electoral divisional boundary changing Tetbury Hill & Backbridge to the Sherston division-that these be incorporated into St Paul Malmesbury Without Parish Ward.

It is noted that the Electoral Review Committee will in due course make a determination as to which areas should be reviewed ahead of the 2021 elections, as not all areas will be able to be.

 **Action:** Cllr Budgen

65 DRAFT FINANCE SUB-COMMITTEE TERMS OF REFERENCE & NOMINATION OF CHAIR

Cllr Briggs presented a draft Finance sub-Committee Terms of Reference and following a brief explanation and discussion, the Council resolved to adopt the draft Terms of Reference with no amendments. The Council resolved to elect Cllr Alan Hopkins as the Chair of the Finance sub-Committee. To comply with Standing Orders, sub-Committees must consist of a minimum of three members and Cllr Budgen has agreed to be a member of the Finance sub-Committee. The Finance sub-Committee members are Cllrs Hopkins, Briggs and Budgen.

It was noted that a similar arrangement has also been made relating to the Personnel Committee. The Personnel Committee members are now Cllrs Clogg, Briggs and Budgen

  **Action: Cllrs Hopkins and Briggs**

66 VERBAL REPORT FROM THE JOINT BURIAL COMMITTEE (JBC) WORKING PARTY REPRESENTATIVES

 Cllr Hopkins and Briggs advised the Council of the latest position of the agreement with Malmesbury Town Council to take over full ownership and management of the Tetbury Hill Cemetery. The Council has received a copy of invoice from MTC Solicitors. No stamp duty is payable in the transfer of the cemetery to MTC. The Council’s share of these legal fee costs will be equally shared with MTC; MTC are to recover the total VAT. The Council are still waiting to hear from this Council’s Solicitors to confirm whether a fee will be charged, this fee will also be shared with MTC. The Council has made adequate provision in Earmarked Reserves for these legal costs. **Action: Cllr Briggs**

67 COMMITTEE REPORTS

 Highways

Cllr Hatherell reported the following Parish Steward priorities for September/October:

* Cherry Orchard-Foxley Road, vegetation to be cutback and tidied up.
* Pavements through Corston to be swept due to a lot of loose surface gravel after the recent patching along the A429.
* Siding out along the pavement from Burton Hill to Grange Lane.

Grange Lane speeding: Martin Rose email 3 Sept 2019 WC Road Safety metro counts on de-restricted section.

Common Road surface deterioration: due to increased volumes of traffic using this route during the closure of Truckle Bridge, parts of the surface particularly in the passing places had deteriorated markedly. The Council to seek Wiltshire Highways to make repairs to these lay-bys/passing places once the bridge is re-opened.

The Council has received positive feedback from residents about the quality of work and helpful communication by Drayton Construction during the repair of Truckle Bridge. It was agreed to send an appropriately worded letter of commendation from the Council to the company.

Community Speed Watch: Cllr Thompson advised that WC had purchased two new technology speed cameras that the Council could have access to. These cameras have additional technology such as number plate recognition with recording facilities. Use of the camera can be arranged with WC Communities Team (Penny Bell).  **Action: Cllr Hatherell & Clerk**

Parish Emergency Assistance Scheme (PEAS) 2019-20

Cllr Hatherell reported that the damaged salt bins identified in his August audit are to be repaired and topped up with salt/grit.

Playing fields

Cllr Hatherell reported that he had inspected the playground equipment at both Corston and Rodbourne sites. The only issue identified was at Corston relating to a slight wobble in the upright post requiring tightening up. Also, at Corston per the ROSPA report, the toddlers swing seats checked and that no discernible deterioration or breakage this month.

The ROSPA inspections of the playground equipment scheduled for September have to date not been completed. **Action: Cllr Hatherell**

Corston War Memorial

Cllr Hatherell reported in August that a one of the replaced stones with an inscription was cracked. This has been followed up with the contractor who completed the refurbishment work and they advised that stone used was of inferior quality and will be replaced. **Action: Cllr Hatherell**

Footpaths

Cllr Clogg advised that the requirement for full planning permission for surfacing a 41m stretch of MALW 17 was still being discussed with Development Services. Cllr Thomson (WC) offered to intercede with the relevant Planning Officer to investigate if an alternative and less onerous option could be considered. Cllr Clogg to email supporting information to Cllr Thomson.

 **Action: Cllr Clogg**

 The meeting closed at 20:25

 The date of the next meeting is 23rdOctober 2019.

 ........................................................... Vice Chair .......................................................... Dated