

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## Minutes of the Council Meeting held on 22nd July 2020 via Zoom video conference

**Present:** Cllrs Budgen, Hatherell, Hopkins, Merriman, Clogg, Briggs, Stephens and Cole

**Public:** One member of the public was present

30 APPOLOGIES FOR ABSENCE

Cllrs Payne, Jones, Edgeley-Pyshorn and Thomson (Wiltshire Council)

31 DECLARATIONS OF INTEREST

There were no declarations of interest

32 PUBLIC QUESTION TIME

The member of the public present asked for an update on clearing vegetation at the Chippenham Road playing field in Corston, and specifically the safeguards in place to protect nesting birds and wildlife. Cllrs Budgen and Hatherell reported that the contractors would initially clear vegetation that would not disturb nesting birds and would return later in the year to clear the rest of the vegetation when birds had finished nesting. The Clerk and Chairman had also received an email from a parishioner querying the arrival of several vehicles and a skip on the Chippenham Road playing field. This transpires to be another unauthorised incursion by the owners of 7 Mill Lane. The matter will be urgently investigated and measures to prevent reoccurrence put in place.

33 TO ADOPT THE MINUTES OF THE MEETING ON THE 24<sup>th</sup> JUNE 2020

The minutes of the meeting on the 24<sup>th</sup> June 2020 were adopted as a true record and signed accordingly.

34 TO RECEIVE REPORT #07.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #07.1 which was noted.

Site	Description	Reference
Filands View Estate, Filands, Malmesbury	Discharge of planning obligation relating to 11/04126/OUT	Comment
Cowbridge Farm, Swindon Road, SN16 9LZ	Conversion of carport and part of existing stables into a dwelling	Objection
Land at Burton Hill Malmesbury	Reserved matters application for 27 dwellings for over 55s on Site 1 only; application for layout, scale, landscaping and appearance ( <i>revised plans</i> )	Provisional objection, further assessment required
The Old Coach House, Grange Lane South, SN16 9LZ	Proposed garage conversion to annex including external alterations to cladding, window and door fenestration	No objection
1 Radnor Park, Corston, SN16 0HF	Erection of bungalow and associated works	Support

Detailed comments can be viewed on the WC planning website

35 FINANCIAL REPORT

The bank statement showing balances of £6,919.17 and £35,710.01 were noted and signed as correct by the Chair; the Chair signed the List of Payments for Authorisation as per supporting invoices; Cllr Clogg, first authoriser, Cllr Budgen second authoriser.

Payment No.	Payee Details	Reason	Amount (£)
1	Roger Budgen	Zoom Subscription July	59.99
2	WALC	CILCA Fees for clerk training	240.00
3	Corston Reading Rooms	Room Hire	18.00
		Total	£272.39

Cllr Briggs asked if an acknowledgement of the donation for £500 had been received from Heals Charity. No acknowledgement has been received. An acknowledgement is to be requested, as it will be needed for the internal audit for 2020/2021. **Action Cllr Budgen**

36 TO RECEIVE REPORT #07.3 ON THE INITIAL ACCESSIBILITY ANALYSIS OF THE COUNCIL'S WEBSITE

Cllr Cole presented Report #07.3. Cllr Hopkins requested that an assessment of accessibility should also be made of the Finance pages on the website. Cllr Cole reported that from the current sample assessed, the website is not fully accessible. However to make it so would be disproportionately expensive for the size of the parish. The website is based upon the standard Google format and as such many aspects cannot be changed unilaterally. The law requires reasonable adjustments and the changes identified that come within the council's gift will be adopted. An accessibility statement is to be created and put on the website. **Action: Cllrs Cole & Budgen**

37 TO RECEIVE REPORT #07.4 ON THE INITIAL ANALYSIS OF THE POST COVID-19 RISK ASSESSMENT

Cllr Clogg presented Report #07.4. Cllrs Clogg and Hopkins were thanked for the work put into the report. It was noted by Cllr Hatherell that the Corston Reading Room will not be opened in the foreseeable future and that a risk assessment will be carried out before it is. Following recommendations in the report it was agreed to continue with virtual parish council and committee meetings, this will be reviewed on a regular basis. It was also agreed to keep the Chippenham and Rodbourne Road playgrounds closed, notices will be redisplayed in each location, and placed on the website, explaining that the council is unable to maintain the appropriate hygiene and sanitisation standards to ensure user safety. The play equipment will be cordoned off using high viz-tape. **Action: Cllrs Hatherell**

38 TO CONSIDER THE AVAILABILITY TO THE PUBLIC OF THE COUNCIL PLAYGROUNDS IN CORSTON

This is covered in Report #07.4 and actions taken above in item 37.

39 TO RECEIVE A VERBAL REPORT FROM THE PERSONNEL SUB-COMMITTEE

Cllr Clogg reported that despite the council's previous approval of CILCA training for the clerk, following feedback from the trainer and WALC, it was felt that the clerk had not been in position long enough to gain the necessary on-the-job experience to complete the course satisfactorily. There is a contract with WALC for the funding which needs to be honoured. After consultation with WALC, WALC agreed to offset the cost of The Knowledge Course against the CILCA course payment. It was unanimously agreed that the loss of £75 on the initial CILCA payment was acceptable given the circumstances.

40 TO REQUEST WC ENFORCEMENT TO INVESTIGATE POTENTIAL BREACHES OF PLANNING CONSENT IN 17/05847/FUL – LAND ADJACENT TO FILANDS FARM

Parishioners had approached Cllr Budgen about concerns of a potential breach in the delivery of the consented application 17/05847/FUL. The council agreed to request Wiltshire Council Enforcement to investigate. **Action: Cllr Budgen**

41 TO RECEIVE REPORT #07.2 ON THE POINTS OF INTEREST FROM THE LAST MEETING OF THE CLIMATE ACTION TRANSPORT GROUP

Cllr Clogg presented report #07.2; the council noted the report. Cllr Hopkins asked if consultation was to be undertaken with walkers and horse riders over the proposals to add cycle routes to existing footpaths and bridle paths. Cllr Clogg replied that a member of the Ramblers Association was on the MCANTG. The council was alerted to the potential for a request for a financial contribution at some point in the future to help fund projects.

42 TO RECEIVE VERBAL REPORTS FROM COMMITTEE REPRESENTATIVES

Cllr Hatherell reported the following:

Parish Steward jobs completed

- o Strimmed by phone box in Corston
- o Cut weeds & brambles back & sprayed from St John’s Bridge to Barley Close.
- o Cleared weeds & sprayed Whychurch & Priory Roundabout Islands.

Parish Steward jobs to be completed

- o Strim the Corston to Malmesbury footpath after main contractor has cut back the verge along the A429.
- o Clear weeds & spray at Cowbridge Crescent & Rodbourne Council Estate.
- o Clear weeds along pavements & kerbs through Corston and along the Swindon Road to Cowbridge.

Cllr Merriman reported the drains on Milbourne Lane are still blocked even after being cleared. This has been reported to the Parish Steward. There is the possibility of tree root damage to the drains, which will be investigated. **Action: Cllr Hatherell, Parish Steward**

The meeting closed at 20.50

The date of the next virtual meeting is Wednesday 26<sup>th</sup> August 2020 at 19.00.

..... Chair ..... Dated