

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 24th June 2020 via Zoom video conference

Present: Cllrs Budgen, Hatherell, Hopkins, Merriman, Clogg, Briggs, Jones and Cllr Thomson (Wiltshire Council)

Public: No members of the public were present.

18 APPOLOGIES FOR ABSENCE

Cllrs Payne, Cole, Edgley-Pyshorn, Stephens

19 DECLARATIONS OF INTEREST

There were no declarations of interest

20 PUBLIC QUESTION TIME

There were no public questions

21 TO ADOPT THE MINUTES OF THE MEETING ON THE 24th May 2020

The minutes of the meeting on the 24th May 2020 were adopted as a true record and signed accordingly.

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

Cllr Budgen presented report #06.1 which was noted.

Site	Description	Reference
The Laurels, Main Road, Corston, SN16 0HD	Proposed reconfiguration of garage	No Objection
The Old Coach House, Grange Lane South, SN16 0ES	Proposed garage conversion to annex including external alterations to cladding, window and door fenestration	No Objection
4 Newlands Cottages, Corston, SN16 0HJ	Proposed single storey front and rear extensions	No Objection

Cllr Briggs asked whether s106 money had been agreed with Aldi in regard to the Malmesbury Garden Centre site. Cllrs Budgen and Thomson reported that recent emails supported the expectation that agreement had now been reached between all parties and the document was awaiting signing.

23 FINANCIAL REPORT

The bank statement showing balances of £8,171.63 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	Marina Cowan	Renewal of Microsoft package	59.99
2	Davis Briggs	Internal Auditor Gift	22.00
3	Marina Cowan	Stationery for Parish	13.67

4	BHIB Insurance	Annual Insurance Premium	626.49
5	WALC	Annual WALC/NALC subscription	908.99
6	Roger Budgen	June 2020 Zoom subscription	14.39
7	Marina Cowan	Printer ink replacement	13.97
		Total	£1659.50

Action: Cllrs Clogg, Budgen

Cllr Budgen reported that as there was a sizable amount in the savings account the council should consider initiating a review of priorities in the capital project list. **Action: All Councillors**

24 TO RECEIVE REPORTS FROM THE CHAIR OF THE FINANCE SUB-COMMITTEE AND RFO TO THE COUNCIL

24/1 Cllr Hopkins reported that the internal control system had been reviewed and found satisfactory and the internal auditor stated in his report that the council had met all requirements.

24/2 The Annual Governance Statement (AGAR Section 1) was approved and signed by the Chairman after Cllr Hopkins explained that question 7 was answered 'no' and a reason for this was provided to the meeting.

24/3 The Accounting Statements (AGAR Section 2) were considered together with the explanation of variances and were approved and signed by the Chairman.

24/4 The meeting noted the period for the exercise of public rights and resolved to publish the notice in the time frame recorded. **Action: Cllr Hopkins**

25 TO CONSIDER REPORT #06.2 ON THE NEW WEBSITE ACCESSIBILITY REQUIREMENTS

All councillors reported that they had read report #06.2. Cllr Clogg stated that having looked at the council website and noted its simplicity Cllr Cole should be able to carry out the assessment so did not think any expense was needed in employing an outside company. It was agreed that an assessment, along with a plan of action to carry out any reasonable adjustments, should be completed by 23rd September meeting. It was agreed to contact Cllr Cole to see if he was able to lead on this. Cllr Hatherell suggested a small working group to help. Cllrs Budgen and Hatherell agreed to help and would provide a progress report at the next meeting.

Action: Cllrs Budgen, Cole, and Hatherell

26 TO CONSIDER REPORT #06.3 ON THE NEW RISK ASSESSMENT GUIDE

All councillors reported that they had read report #06.3. Cllr Hopkins reported that there did not appear to be a lot that was applicable to the council. Cllr Thomson stated that the document was aimed at larger town and parish councils. Cllr Hopkins stated that the assessment would be worth undertaking if only for insurance purposes as BHIB (the Council's insurers) had input into the document. Cllr Clogg stated that various parts of the document needed to be taken into consideration, the protection of the clerk in meetings, playgrounds, bus shelters, footpaths, defibrillators, contractors, etc. It was agreed that Cllrs Hopkins and Clogg would undertake a draft assessment and report back. **Action: Cllrs Hopkins, Clogg**

Cllr Hatherell noted that playgrounds are to reopen on 4th July 2020. The feasibility of re-opening the Chippenham Road Playground was discussed. It was decided, after deferring to Cllr Thomson for advice, that there was a serious Health & Safety risk and, safety with Covid-19 could not be guaranteed. It was unanimously agreed to keep the playground closed with notices to be renewed by Cllr Hatherell as to this effect. **Action: Cllr Hatherell**

27 TO RECEIVE A VERBAL REPORT FROM ON THE RECENT MALMESBURY CLIMATE ACTION NETWORK TRANSPORT MEETING

Cllr Clogg reported back from a virtual transport sub-group meeting of the Malmesbury Climate Action Network. The main topic discussed was the development of safe walking/cycling routes between Malmesbury and Lea for school children, but the group also considered other connectivity issues between the villages and the town. It was noted that a possible Lea/Malmesbury route would benefit from plans already in hand by this council and the value of local councils and community groups working together to progress 'green routes' was welcomed. It was agreed that Cllr Clogg should continue attendance on behalf of the council.

28 TO RECEIVE REPORTS FROM COMMITTEE REPRESENTATIVES AS APPROPRIATE

HIGHWAYS:

Cllr Hatherell reported on highways,

Parish Steward jobs completed or in progress:-

Strimmed by phone box in Corston

Cut weeds back at Cowbridge River Bridge - Water Tower to Holloway Hill & footpath Silk Mills to Barton Close past Waitrose.

Parish Steward will strim the Corston to Malmesbury footpath after main contractor has cut back the verge along the A429, hopefully within a week or two.

Cllr Merriman reported blocked drains at Milbourne Park bus stop – the Parish Steward was asked to check them. The Parish Steward suggested to get the gulley machine to clear them.- Cllr Hatherell has now reported this to Wiltshire Highways. **Action: Cllr Hatherell**

29 CONSIDERATION OF TWO QUOTATIONS FOR THE CUTTING AND REMOVAL OF VEGETATION FROM THE BOUNDARY AREAS OF THE CHIPPENHAM ROAD PLAYING FIELD

The council had received two tenders. After due consideration it was unanimously agreed to award the contract to Idverde to start the work as per the tender document. Cllr Hatherell to be liaison. Cllr Budgen to send in an application to s106 Officer for the release of funds for the project.

Action: Cllrs Budgen, Hatherell

The meeting closed at 16:10

The date of the next virtual meeting is Wednesday 22nd July 2020 at 19.00.

..... Chair

..... Dated