

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## Minutes of the Council Meeting held on 24<sup>th</sup> June 2021 at Charlton Village Hall

**Present:** Cllrs Budgen, Hatherell, Briggs, Clogg, Hopkins, Ingham, Jones, Maslin, Merriman, Payne, Stephens and Smith (WC)

**Public:** Two members present.

26 APOLOGIES FOR ABSENCE

None.

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

None.

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

None

29 TO ADOPT THE MINUTES OF THE MEETING ON THE 19<sup>th</sup> MAY 2021

The minutes of the meeting on the 19<sup>th</sup> May 2021 were adopted as a true record and signed accordingly.

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

;

Cllr Budgen presented Report #06.1. He advised that application 20/05433/FUL, 1 Radnor Park, Corston had gone to Appeal. 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.

Site	Reference	Comments
Bluewood, Filands Farm, Malmesbury, SN16 9JN	PL/2021/03697	Objection
Woodhatch, Foxley Road, Malmesbury, SN16 0JF	PL/2021/03700	No Objection
Aldi, Crudwell Road, Malmesbury, SN16 9JL	PL/2021/03684	No objection
The Old School, Grange Lane, Rodbourne, SN16 0EX	PL/2021/05334	No objection
Plot 2 Adj Old Schoolmaster's House, Burton Hill, SN16 0EL	PL/2021/04501	No objection
Brook House, Mill Lane, Corston, SN16 0HH	PL/2021/04648	No objection with comment
Hangar Farm, Lower Stanton St Quinton, SN16 6HG	PL/2021/04950	No objection
20 Monks Park, Milbourne, SN16 9JF	PL/2021/05191	No objection
Land to the east of Storey Mews, SN16 0FH	PL/2021/04960	Delay submission until the July meeting.

31 TO CONSIDER THE COUNCIL'S RESPONSE TO THE NOMINATION OF THE RADNOR ARMS, CORSTON TO BE LISTED AS AN ASSET OF COMMUNITY VALUE

Cllr Budgen reported that the decision process rests with Wiltshire Council, but the Parish Council would not wish to see land related to planning application PL/2021/3595, for a private dwelling, to be included in the determination. Cllr Budgen will draft a submission and circulate for comment. One parishioner was invited to speak during the discussion. The individual said a community group had formed and has a level of support in the village. The only village amenities are the Radnor Arms, Reading Room and the Nature Reserve thus an ACV would protect the pub.

32 FINANCIAL REPORT

Cllr Briggs presented the accounts for the year to date. The bank statement dated 28<sup>th</sup> May showing balances of £15,300.02 and £60,728.21 was noted and the reconciliations and the original bank statements as evidence of verification were signed as correct by the Vice Chair. Cllr Budgen signed the list of payments for authorisation as per supporting evidence; Cllr Clogg first authoriser, Cllr Stephens second authoriser. Cllr Ingham queried the amount in the saving account. Cllr Briggs explained this amount was to cover the two large projects in the pipeline, as per agenda item 19, in addition to earmarked funds to assist with the refurbishment of the Reading Room and the requirement to hold fifty percent of the annual precept. Some of the money in the current account will be transferred to the savings account.

Payment No.	Payee Details	Reason	Amount (£)
1	Rialtas Business Solutions Ltd	Financial EOY online closedown	312.00
2	R J & S H Mellows	Reimbursement of Microsoft 365 renewal - clerk laptop	59.99
3	D F & K J Briggs	Reimbursement for gift to internal auditor	23.98
4	Idverde Limited	Twice weekly waste collection of 2 bins	80.89
5	Idverde Limited	Cowbridge vegetation clearance (1 of 4)	458.10
6	Mr & Mrs O Cole	Reimburse cost of PC domain renewal (2 yr)	25.18
7	Charlton Recreational Centre	Hire of Charlton Village Hall (24.6.21)	24.00
		<b>Total</b>	<b>£984.14</b>

**Action: Cllrs Clogg & Stephens**

33 TO RECEIVE REPORTS FROM THE CHAIR OF THE FINANCE SUB-COMMITTEE AND RFO TO THE COUNCIL, TO:

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

Cllr Hopkins reported the Finance Committee were content with the effectiveness of the internal control system and the Auditor had been satisfied on all points.

**ii. approve the Annual Governance Statement and authorise the Chair and Clerk to sign it**

As Cllr Hopkins affirmed all the requirements have been met, he proposed the Annual Governance Statement (AGAR Section 1) be approved. This was unanimously agreed and the Statement was signed by the Chair and Clerk.

**iii. a. consider the Accounting Statements and the explanation of variances and explanation of restatement of 2019-20 results.**

The Accounting Statements (AGAR Section 2) were considered, together with the explanation of variances. Cllr Hopkins explained the restatement of boxes 4 and 6 on AGAR section 2 for 2019-20 was due to a coding mistake by the software company when the system was set up.

- b. **resolve to approve the Accounting Statements and accompanying explanations**  
The Accounting Statements and accompanying explanations were 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 28<sup>th</sup> June to 6th August and resolve to publish the required notices on June 25<sup>th</sup>**  
Cllr Hopkins will ensure the required notices are uploaded to the website and also distributed copies for noticeboard monitors to display during this period.

**Action: Cllr Hopkins**

34 TO CONSIDER REPORT #06.5 (AND APPENDIX) FOR A REPLACEMENT WEBSITE

Cllr Briggs presented Report #06.5 together with a detailed comparison of the two companies that had been approached. He had also contacted a parish council about their experience with the recommended company and they reported being favourably impressed with the support offered and the value for money. Cllr Budgen proposed item 3.3 of the report be accepted, seconded by Cllr Merriman and unanimously agreed. The working party, to include Cllr Hopkins, will produce an Excel spreadsheet of headings and drop-downs for the website. Photos of the parish will also be required. It was also agreed to promote the new website and encourage parishioners to use it.

35 TO CONSIDER REPORT #06.7 TO AGREE PROPOSED AMENDMENTS TO THE MNP

Cllr Budgen presented Report #06.7, with the results of the Joint Neighbourhood Plan Working Party review of the policies in the Malmesbury Neighbourhood Plan. The working party comprised of representatives from all three local parishes involved in the original neighbourhood plan. Councillors agreed to the recommendations outlined in the report, MTC will be advised.

36 TO CONSIDER REPORT #06.3 TO PRIORITISE TWO ADDITIONAL PROJECTS FROM THE COUNCIL'S PROJECT LIST.

Cllr Budgen presented Report #06.3 and explained that given the expected inflow of CIL funds over the next two years or so from the 2 residential development sites in Burton Hill, the Finance Committee thought it prudent to select two additional projects from the project list and commence some preparatory work on them so that when the existing projects have been completed and funds become available they can be quickly upgraded to active projects. The selection of solar panel speed warning signs and the extension of the Milbourne pedestrian refuge was agreed.

37 TO CONSIDER REPORT #06.4 TO AGREE DATES AND A VENUE FOR THE MONTHLY ROUTINE MEETINGS OF THE COUNCIL

Cllr Budgen presented Report #06.4 and proposed to use Crudwell Village Hall as a venue for future monthly meetings as it is available on the fourth Wednesday of the month, has wifi available, a projector to display planning applications and a large car park. All agreed.

38 TO CONSIDER REPORT #06.6 TO INVITE COUNCIL TO ADOPT THE MOST RECENT NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) CODE OF CONDUCT TEMPLATE

Cllr Clogg presented Report #06.6 and explained that as the Council had updated the Standing Orders, it made sense to update the Code of Conduct. Cllr Hopkins pointed out that the Local Government Association's model code requires disclosure of a partner's pecuniary interest if the councillor is aware of them and that the NALC template omits the words 'if aware of them'. Cllr Smith suggested checking what the Wiltshire Code of Conduct states. It was agreed to do further research and bring the agenda item to the July meeting.

Cllr Hopkins also said the Council needs to provide the Register of Interests on its website in accordance with the Registration of Interests Procedure (2020) from Wiltshire Governance: 'if your council has its own web-site, you have a statutory duty to publish your members' disclosable pecuniary interests on your council's web-site.' His understanding is that the County are obliged to provide the information, they have to allow a parish to do so.

**Action: Clerk**

39 TO CONSIDER REPORT #06.2 TO INVITE COUNCIL TO ADOPT A GRANT POLICY

Cllr Budgen informed Councillors that a thank you letter had been received from Malmesbury Town Council for its contribution to Malmesbury-in-Bloom this year.

Cllr Briggs presented Report #06.2 and explained that the Council had recently awarded grants to Heals and Malmesbury-in-Bloom and that the introduction of a Grant Policy would formalise how the Council deals with such requests going forward. The new policy will also assist in budget planning. It was agreed to amend the Grant Application Form to read: 'Approximately how many people in SPMW will benefit from this grant?' Cllr Briggs proposed £500 as the level of budget funding for the current year; all agreed. It was also agreed to advertise the policy on the new website.

40 TO CONSIDER A DONATION TOWARDS FUNDS TO START A NEW AND UPDATED SCHOOL LIBRARY AT STANTON ST QUINTIN PRIMARY AND NURSERY SCHOOL.

This item was deferred to the July meeting.

41 TO CONSIDER A MINOR HIGHWAY IMPROVEMENT REQUEST ON THE B4042, SWINDON ROAD

Cllr Budgen relayed the concerns of a parishioner about the lack of 30 mph signage along this busy stretch of road. Councillors pointed out that as there is regular street lighting along this stretch of road, additional signs/markings were contrary to Highway regulations. There had been a speedwatch team in operation but insufficient members meant it was no longer active. It was agreed the new traffic calming measures due to be included as part of the Site 1 residential development may ease this problem.

**Action: Cllr Budgen and Clerk**

42 TO REQUEST WC ENFORCEMENT TO INVESTIGATE A POSSIBLE BREACH OF PLANNING ON LAND TO THE SOUTH OF THE B4042 OPPOSITE THE ENTRANCE TO COWBRIDGE CRESCENT.

Cllr Stephens reported that trees had been cut down and a number of apparently derelict cars had been dumped on the area of land, along with other metal detritus. Two new gates had also been installed. Councillors agreed this matter should be referred to the WC Enforcement Officer.

**Action: Cllr Budgen**

43 TO CONSIDER PARISH INVOLVEMENT IN THE QUEEN'S GREEN CANOPY (QGC)

As the Council does not own any land, Councillors were asked to inform the Clerk of any suggestions to get involved or to promote this initiative.

44 UPDATE ON PRIORITY COUNCIL PROJECTS

i. Additional Foxley Road lighting

Cllr Hopkins has chased the outstanding outline plans with the contractor to no avail. Cllr Smith will follow this up on our behalf.

**Action: Cllrs Hopkins and Smith**

ii. Cowbridge permissive path surfacing

Cllr Clogg will forward questions regarding the 'best option' solution for the surface to Cllr Smith to raise with Stephen Leonard, Countryside Access Officer.

**Action: Cllrs Clogg & Smith**

45 TO RECEIVE VERBAL REPORTS FROM COMMITTEE REPRESENTATIVES

Cllr Hatherell reported the following:

**Highways**

The Parish Steward has cut back vegetation on Malmesbury bypass to improve the visibility of the Blinks Hill pedestrian signage, also the vegetation overhanging the pavement between Cowbridge and Cowbridge Crescent and by the Corston noticeboard/phone box. The weed kill along pavements and kerbs through Corston is still to do.

He had raised a MyWilts issue about the road breaking up resulting in a large hole by the Corston pedestrian signals. This was repaired and the waste tarmac and rubble was later cleared by the road sweeper.

He has requested 6 drains at Milbourne Lane be cleaned out by the gully team.

Cllr Briggs reported that the lights along the bridge by Willis Bros need cleaning. Cllr Hatherell will raise a MyWilts issue.

Councillors were asked to inform Cllr Hatherell of any issues so they can be added to the Parish Steward's request sheet.

**Playing Fields**

The monthly check of both playgrounds has taken place and all equipment was found to be in good order. Cllr Hatherell has changed all the Covid 19 notices advising that the playing fields are now open and to follow the necessary Covid safety precautions.

Idverde completed the third mowing last week to the usual high standard.

**Footpaths**

Cllr Hopkins reported a walker's concerns about dangerous cattle along Common Road to the Countryside Access Officer, who then contacted the farmer.

**Patients' Participation Group**

Cllr Ingham is due to attend the AGM in August. This will be an opportunity to meet the new Practice Manager. She was also asked to raise parking concerns and the need to adopt a one-way system in the car park.

The meeting closed at 20:52

The next Parish Council Meeting will be held at Crudwell Village Hall on Wednesday 28<sup>th</sup> July 2021 at 19:00.

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