

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 22nd May 2024 at 19:15 in Crudwell Village Hall

Present: Cllrs Budgen (Chair), Hatherell (Vice Chair), Briggs, Clogg, Hopkins, Ingham, Maslin, Merriman, Payne, Stephens and Smith (WC-Sherston Division)

Public: None present

15 APOLOGIES FOR ABSENCE

Cllr Jones

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

None

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

None

18 TO ADOPT THE MINUTES OF THE MEETING ON THE 24th APRIL 2024

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

19 TO RECEIVE REPORT #05.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #05.1 and the council considered the following planning applications. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
22 Monks Park, Milbourne, SN16 9JF	PL/2024/02819	Comment
Land to the north of Stonelea, Mill Lane, Corston, SN16 0HH	PL/2024/04080	No comment
3 Vicarage Gardens, Swindon Road, SN16 9NZ	PL/2024/04065	No objection
3 Grange Cottages, Grange Lane, SN16 0EP	PL/2024/04095	No objection

20 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30th April 2024 was noted and showed balances of £29,846.89 and £94,620.72 and matched the reconciliation statement. Cllr Hatherell signed the original bank statements as correct and evidence of verification.

The RFO presented the payments schedule. Two payments were made to the Reading Room, as the bank stopped all payments then sent it through, but this will be corrected on next month's entries with the refund. 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 RFO stated that Paul Hallam has carried out an internal audit of the financial records for the financial year 2023-24 and has confirmed that the accounts were all complete and in good order. He found no outstanding issues and has completed and signed the required form. Cllr Briggs asked if the council was happy to continue with the same auditor. Cllr Hopkins suggested that it was good practice to change from time to time, but it was agreed to keep the same arrangements for this year.

Payment No.	Payee Details	Reason	Amount (£)
1	Corston & Rodbourne Reading Room	Corston & Rodbourne Reading Room refurbishment	£9,524.60
2	Wiltshire Association of Local Councils	Annual subscription 2024-25	£951.74
3	TEEC Limited	Planning Tracker 2023 and 2024 (2 years)	£57.60
4	D F & K J Briggs	Reimbursement for Internal Auditor gift	£35.47
5	Hathaway Landscapes Ltd	Grass cutting yearly contract (2 of 12)	£180.00
6	Hathaway Landscapes Ltd	Waste collection May 2024	£302.40
		TOTAL	£11,051.81

Action: Cllrs Clogg, Stephens & Clerk

21 TO RECEIVE REPORTS FROM THE CHAIR OF THE FINANCE COMMITTEE AND RFO TO:

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

The RFO reported the Finance Committee had reviewed and 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 the RFO affirmed all the requirements have been met, she 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**

The Accounting Statements (AGAR Section 2) were considered, together with the explanation of variances.

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 3rd June to 12th July and resolve to publish the required notices on May 31st**

The RFO will ensure the required notices are uploaded to the website and also distributed copies for noticeboard monitors to display during this period; scanned copies of the 2 signed statements were emailed following the meeting.

Cllr Briggs reported that the year end surplus of £6,500 was mainly due to the VAT refund. General reserves are between £27,000-£28,000; the council will be working during the following year to reduce this figure.

Action: RFO & noticeboard monitors

22 TO RECEIVE REPORT #05.2 ON THE LHFIG MEETING ON THE 23rd APRIL 2024

Cllr Budgen presented report #05.2. Cllr Hatherell reported that the action regarding highway hazards at Common Rd/A429 was being followed up. Cllr Budgen sought approval for a contribution up to £3,000 towards improving the visibility to motorists of the zebra crossing by the Priory roundabout in Burton Hill; this was agreed.

23 TO RECEIVE REPORT #05.3 TO AGREE MEETING DATES FOR COUNCIL YEAR 2024/25

Cllr Budgen presented report #05.3 with proposed 2024/25 dates for monthly meetings to be held at Crudwell Village Hall; the dates were agreed and it was noted that the December meeting is on a Tuesday.

24 TO RECEIVE REPORT #05.4 TO PROVIDE PLAY EQUIPMENT AT THE RODBOURNE ROAD PLAYING FIELD.

Cllr Briggs presented report #05.4 and reported that company A satisfied the council's most important conditions, provided the best equipment options and layout and value for money. It had answered the queries raised and confirmed it would be a fixed price, with the price quoted held until the end of July. Cllr Budgen proposed the contract be awarded to Company A, this was seconded by Cllr Merriman and agreed with one abstention. Cllr Briggs pointed out that the levelling was yet to be carried out and a significant delay could alter when the company could start, so it was agreed not to commit to an order at this stage but to confirm to the company it was the preferred contractor. It was agreed in principle that the PWP can make decisions if the levelling has not been done by the end of May. It was also discussed whether it would be better to seed in September or to level and reseed at the same time as soon as possible. A note to residents explaining the delay was proposed and supported.

25 TO RECEIVE VERBAL REPORT IN RESPECT OF THE COUNCIL'S INSURANCE POLICY

Cllr Briggs reported that the clerk had been in consultation with two companies and had increased the declared value for street furniture to £70,000. A 3-year deal with the existing insurance company was almost half the price of the second company's quote. Consequently Cllr Budgen proposed the quote for £792.07 be accepted, this was seconded by Cllr Briggs and agreed.

26 TO RECEIVE REPORT #05.5 ON THE BLICK'S HILL PEDESTRIAN CROSSING

Cllr Budgen presented report #05.5 and reported that although this issue had been officially closed by LHFIG, residents in Milbourne and Malmesbury still had concerns about the crossing and requested the support of the council to go back to the LHFIG. The suggested proposal is for the installation of discreet PIR (passive infra red) posts at both sides, east and west, of the A429 at Blicks Hill such that they are triggered by any approaching pedestrians/dog walker and cyclist using the right of way. The council has CIL money and general reserves and could contribute towards the cost. Cllr Hatherell stated any enhancements would have to be in accordance with traffic regulations and will do further research. **Action: Cllr Hatherell**

27 TO CONSIDER THE HEADS OF TERMS OF A 7-YEAR LEASE OF LAND AT RODBOURNE ROAD, CORSTON FOR ALLOTMENTS

Cllr Budgen reported that the draft Heads of Terms had been discussed at a recent PWP meeting and the item about Alienation 'Sublettings or assignment of the lease, part or whole, are not permitted' had been queried. Wiltshire Council has subsequently revised this to 'Assignment of the lease, part or whole, is not permitted.' Cllr Budgen proposed the Heads of Terms be agreed and this was supported with one abstention. **Action: Clerk**

28 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 the Parish Steward is on other duties during May and June, although some tasks were completed in April. Cllr Hatherell will re-affix the give way sign at the Common Road/A429 junction and will ask the Parish Steward about straightening the sign at Mill Lane. The gulleys have not been cleared and this will be followed up with Highways. **Action: Cllr Hatherell**

Playing Fields

Cllr Hatherell has checked the playground and the playing field needs another cut urgently. The clerk reported that the mowing contractor has suggested additional cuts owing to weather changes. If the contractor's schedule permits, it was resolved to have the small triangle at the Common Rd/Foxley Rd junction cut fortnightly and to increase the playing field cuts to 15 per annum to include a cut in March and an extra one in April and November.

Footpaths - no report

Patients Participation Group – no report

Personnel Committee

Cllr Clogg reported there had been extra work for the clerk during the last few weeks, namely the end of year and AGAR documentation. Consequently it was resolved to approve five hours overtime to the sum of £68.65.

Finance Committee – no report

Projects Working Party – no report

Website Working Party – no report

The meeting closed at 20:37

The next meeting will be held at 19:00 on Wednesday 26th June 2024 at Crudwell Village Hall

..... Chair Dated