

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 23rd October 2024 at 19:00 in Crudwell Village Hall

Present: Cllr Budgen (Chair), Hatherell (Vice-Chair), Briggs, Clogg, Hopkins, Jones, Merriman and Payne

Public: Two present

72 APOLOGIES FOR ABSENCE

Cllrs Ingham, Maslin, Stephens and Smith (WC-Sherston Division)

73 DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT
None

74 PUBLIC QUESTION TIME IN RESPECT OF ITEMS OF BUSINESS INCLUDED ON THE AGENDA
None

75 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 25th SEPTEMBER 2024

The minutes of the parish council meeting on the 25th September were adopted as a true record and signed accordingly.

76 TO RECEIVE REPORT #10.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #10.1 noting that application PL/2023/04996, Land west of Milbourne, had been refused. 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 |
|---|---------------|--------------|
| The Bungalow, Milbourne, SN16 9JA | PL/2024/09100 | Support |
| Frith House, Mill Lane, Corston, SN16 0HH | PL/2024/09251 | No objection |
| Annexe to rear of Brookside Cottage, Mill Lane, Corston, SN16 0HH | PL/2023/08255 | Objection |

Since publication of the report, application PL/2024/09266, Land at Willowfield House, Foxley Road, SN16 0JQ was received with a 14-day consultation period. This will be considered at the November meeting.

Action: Clerk

77 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30th September 2024 was noted and showed balances of £23,021.12 and £95,329.76 and matched the reconciliation statement. Cllr Hatherell signed the original bank statements as correct and evidence of verification.

The RFO presented the payments schedule. The clerk's mobile phone was faulty and has been replaced and the monthly cost will increase to £13.99 for 2 years. It was agreed to transfer £63,000 from the savings account to cover this month's expenditure. The schedule was approved and Cllr Budgen signed the list of payments for authorisation as per supporting evidence; Cllr Clogg first authoriser, Cllr Jones second authoriser.

The 2024-25 Quarter 2 Transparency Code was presented and approved; Clerk to upload to the website.

| Payment No. | Payee Details | Reason | Amount (£) |
|-------------|--------------------------------|---|------------|
| 1 | James Dunn | Move and reinstate fence adjacent to 41m footpath | £1,500.00 |
| 2 | Clear Insurance Management Ltd | Increased insurance cover Rodbourne Rd playground | £59.97 |
| 3 | Elan City Ltd | Evolis solar powdered SID for Burton Hill North | £2,580.00 |

| | | | |
|----|---------------------------|--|-------------------|
| 4 | R Budgen | Jubilee clips for SID installation (Burton Hill North) | £8.99 |
| 5 | R J & S H Mellowes | Notebooks, mobile case, 1st class stamps | £29.79 |
| 6 | Wicksteed Leisure Limited | Play equipment & installation Rodbourne Road | £57,466.80 |
| 7 | Wicksteed Leisure Limited | Thermographic markings on tarmac (Rodbourne Road playing field) | £1,837.20 |
| 8 | Crudwell Village Hall | Monthly hall hire Oct-Dec & extra meeting 9.8.24 | £80.00 |
| 9 | Playsafety Ltd | Annual safety inspection of play areas | £220.80 |
| 10 | Timothy W Cowley | Milbourne: bench & base near bus stop; path to bench & noticeboard | £1,290.00 |
| 11 | Hathaway Landscapes Ltd | Grass cutting & Rodbourne Rd hedge cutting Oct 2024 | £330.00 |
| 12 | Hathaway Landscapes Ltd | Waste collection October 2024 | £302.40 |
| | | TOTAL | £65,705.95 |

Action: Cllrs Clogg, Jones, and Clerk

78 TO RECEIVE REPORT #10.2 TO CONSIDER ASSET REGISTER – TRANSFERS TO EAR MARKED RESERVES

Cllr Briggs presented report #10.2 inviting the council to consider an appropriate level of funds to be held in EMR. Councillors unanimously agreed to Options 4.3, to change the policy of making transfers to EMR based on the value and class of assets held, and 4.4, to set a cap on the level of funds held in EMR at £10,000, subject to annual review.

79 TO RECEIVE REPORT #10.3 TO CONSIDER THE FIRST DRAFT OF THE 2025/26 BUDGET

Cllr Briggs presented the draft 2025/26 budget illustrating the impact of removing EMR transfers. It was agreed the budget would be an agenda item again at the November meeting and councillors were requested to email any suggestions for changes to the Chair of Finance or the RFO. Cllr Hopkins requested the inclusion of general reserve figures in the next draft and the effect of the budget forecast on these figures.

Action: All

80 TO NOTE REPORT #10.4 ON THE 8th OCTOBER LHFIFG MEETING

Cllr Budgen presented report #10.4 highlighting the displeasure expressed by the LHFIFG at the lack of progress from Highways regarding the issue of new TROs. He will chase the TRO for Sir Bernard Lovell Road.

Action: Cllr Budgen

81 TO RECEIVE REPORT #10.5 TO CONSIDER THE INSTALLATION OF A SID IN MILBOURNE

Cllr Briggs presented Report #10.5 inviting the council to consider the provision of a SID along the C67 east to Tanners Bridge, Milbourne. The LHFIFG has supported the request and the local Highways engineer has approved the location. It is unlikely to be installed before Spring 2025. Cllr Budgen proposed the purchase and deployment of an Evolis solar powered SID, and the erection of a socketed post by a suitably qualified company, for an amount up to £5K excluding VAT to be funded from CIL contributions, this was seconded by Cllr Merriman and unanimously agreed.

Action: Clerk

82 TO RECEIVE REPORT #10.6 TO CONSIDER THE FUTURE OF THE DAMAGED CHARLTON ROAD BUS SHELTER

Cllr Budgen presented Report #10.6 to consider the options to address the damaged bus shelter on the Charlton Road, Milbourne. Although it is owned and maintained by WC, there is currently no WC earmarked budget for repairs/replacement of bus shelters. Cllr Budgen proposed Option 3.3 be accepted, to use CIL contributions to replace the shelter at a cost of up to £6,000 excluding VAT which would then become a council asset. This was seconded by Cllr Hopkins and agreed by a majority.

83 TO RECEIVE REPORT #10.7 TO CONSIDER PROVIDING ALL WEATHER ACCESS TO THE RODBOURNE POSTBOX

Cllr Clogg presented Report #10.7 inviting the council to consider providing an all weather access to Rodbourne postbox and noticeboards. It was agreed that further investigation into the ownership of the land and construction options were required. **Action: PWP & Cllr Clogg**

84 TO CONSIDER REPORT #10.8 STAFFING SALARY 2025/26

Cllr Clogg presented Report #10.8 inviting the council to consider uprating the clerk’s salary scale to LC1, Above Substantive Range. Cllr Budgen proposed Option 3.2 be accepted, to agree to raise the clerk salary scale from financial year 2025-26. This was seconded by Cllr Merriman and agreed unanimously.

85 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 has swept the steps and bus shelter near the Town Bridge crossing and has cleared the grips down Milbourne Lane. Drainage issues along Common Road are not yet resolved. The Steward’s next visit is on 28th October and he will be clearing the leaves from Truckle Bridge to the junction (an on-going monthly commitment). He will also cut back a large bush from a fence in Milbourne. Cllr Hatherell collected grit from WC and he and Cllr Hopkins fitted the new grit bins.

Playing Fields

Wessex Water has installed a new gate post at the entrance to Chippenham Road playing field. The grass is very tidy and looks good. A RoSPA inspection took place in October and the few minor defects listed will be followed up. Cllr Hatherell will circulate an Excel report regarding this. Some winter tree maintenance is required at this playing field. There is also a tree growing in the wall and over the boundary near the pumping station and quotes will be obtained to tidy this up. All the new equipment is now in place at Rodbourne Road playing field and a RoSPA inspection following installation and the council’s annual inspection have taken place. The contractors are dealing with a few minor issues picked up in the report.

Footpaths – no report

Patients Participation Group – no report

Personnel Committee – no report

Finance Committee – no report

Projects Working Party

Cllr Hatherell reported that despite the recent rain there were no puddles along the 41m path near Cowbridge weir. The picnic table and bench should arrive soon for Rodbourne Road playing field and an official opening is planned. He recommended a 6-monthly safety inspection of SIDS with a formal report displayed on the posts. Slabbed paths to a bench and the council notice board, plus a new bench and hard standing near the bus stop in Milbourne have been completed. Notes of PWP meetings are available to councillors from the clerk.

Website Working Party – no report

The meeting closed at 20:00

The next meeting will be held at 19:00 on Wednesday 27th November 2024 at Crudwell Village Hall

..... Chair

..... Dated