

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## **DRAFT MINUTES SUBJECT TO CONFIRMATION**

Minutes of the Council Meeting held on 23<sup>rd</sup> April 2025  
at 19:00 in Crudwell Village Hall

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

**Public:** One present

144 APOLOGIES FOR ABSENCE

None

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

None

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

None

147 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 26<sup>th</sup> MARCH 2025

The minutes of the parish council meeting on the 26<sup>th</sup> March 2025 were adopted as a true record and signed accordingly.

148 TO RECEIVE REPORT #04.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #04.1 noting the three applications determined. Planning application PL/2025/01980 was considered via email prior to the meeting to comply with the consultation expiration date. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Elchar, 15 Milbourne Lane, SN16 9JH	PL/2025/01980	No objection
Land at Kembles Close, Cowbridge, Swindon Road	PL/2025/01003	Objection
8 Southside Close, Corston, SN16 0FL	PL/2025/02996	Objection
Orchard House, Filands, SN16 9JN	PL/2025/03133	No objection subject to condition

Application PL/2025/03530, Kingway Nurseries, Chippenham Road, Corston, SN16 0HW had only recently been received and would be reviewed and a submission agreed, in consultation with Hullavington PC, via email as per the council's Standing Orders. Application PL/2023/04996, Land West of Milbourne, has gone to Planning Appeal and it was agreed to explore a joint response with MTC to the Appeal by Miller Homes but not to pursue Rule 6 participation.

**Action: Clerk**

149 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 31<sup>st</sup> March was noted and showed balances of £2,945.61 and £32,700.55 and matched the reconciliation statement. The reconciliations and the original bank statements were signed as correct by the Vice Chair as evidence of verification.

The RFO presented the payments schedule. 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 2024-25 Quarter 4 Transparency Code was presented and approved; Clerk to upload to the website.

Payment No.	Payee Details	Reason	Amount (£)
1	TEEC Limited	Annual fee for Planning Tracker on website	£28.80
2	Malmesbury Town Council	Donation to Malmesbury in Bloom 2025	£200.00
3	Wiltshire Association of Local Councils	Annual WALC and NALC subscription	£1,029.40
4	Rialtas Business Solutions Ltd	Software support & maintenance agreement	£352.80
5	Friends of Riverside	Hall booking for Personnel Meeting	£7.00
6	Crudwell Village Hall	Hall hire PCMs April-June & May ACM	£70.00
7	Glasdon UK Limited	600mm roundel for village gate	£85.72
8	Hathaway Landscapes Ltd	Waste collection April 2025	£289.08
9	Hathaway Landscapes Ltd	Grass cutting April 2025	£232.50
		<b>TOTAL</b>	<b>£2,295.30</b>

**Action: Cllrs and Clerk**

**150 TO RECEIVE A VERBAL REPORT ON A REVIEW OF THE SCOPE OF THE INTERNAL AUDIT**

Cllr Briggs proposed using the same internal auditor as last year as he is very helpful and thorough. It was resolved to continue as before.

**151 TO RECEIVE REPORT #04.2 TO AGREE MEETING DATES FOR COUNCIL YEAR 2025/26**

Cllr Budgen presented Report #04.2 with proposed 25/26 dates for monthly meetings to be held at Crudwell Village Hall; the December date is yet to be confirmed. The report was agreed.

**Action: Clerk**

**152 TO RECEIVE A VERBAL REPORT ON A REVIEW OF THE ASSET REGISTER AS AT END OF MARCH 2025**

Cllr Briggs explained that the council is required by regulations to keep a register with the original cost and purchase date of items. The items for the enhancement of the Rodbourne Road play area were added at that time and increased insurance cover arranged. The asset register was agreed and the clerk was asked to upload it to the website.

**Action: Clerk**

**153 TO CONSIDER FORMAL ADOPTION OF THE DRAFT CO-OPTION POLICY**

A draft policy was circulated prior to the meeting. Cllr Briggs reported that historically the council did not have a Co-option Policy and the draft was based on a NALC template. There is a period of 35 working days after the date of an election when councils can appoint people to become councillors without prior approval from Wiltshire Council. The council anticipates filling the three vacancies within that timescale. Cllr Budgen proposed the policy be accepted, this was seconded by Cllr Stephens and all agreed.

**Action: Clerk**

**154 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 had cleared three main grips in Milbourne, plus the drains near the new pavement and filled a pothole. He trimmed vegetation near the phone box in Corston. He will cut back the small branches near the two Blicks Hill signs on the next visit on April 29<sup>th</sup>.

**Playing Fields** – Cllr Hatherell reported that the grass had been cut and it looked good. The contractor has been asked to cut round the Chippenham Road field boundaries going forward. At Rodbourne Road the boundary near the fence needs to be trimmed. Cllr Hatherell has replaced the dog bin that went missing. The small goal posts are now also missing.

**Footpaths** – the small gate leading to the permissive path was reported as being faulty, it was agreed Cllr Stephens would try and obtain a replacement from the company that supplied it.

**Action: Cllr Stephens**

**Patients Participation Group** – Cllr Ingham gave positive feedback on a recent patients' survey. The next meeting is on 3<sup>rd</sup> June. Minutes from the recent meeting are available in the 'news' section of the website: <https://www.stpaulmalmesburywithoutparishcouncil.org.uk>

**Personnel Committee** – Cllr Clogg reported that the threshold for paying Employer's National Insurance has reduced to £5,000 per year with effect from 6 April 2025. As the parish council is not eligible for the Employment Allowance, a bill for the parish council of £13.37 per month is expected, which can be paid quarterly.

**Finance Committee** – nothing to report

**Projects Working Party** - there was an informal catch-up meeting in April. Notes of the PWP meetings are available to councillors from the clerk.

**Website Working Party** – it was agreed the website will need updating after the May election

As this was Cllr Payne's final council meeting after 37 years, Cllr Budgen thanked him for his service on the council and presented a card and leaving gift.

The meeting closed at 20:10

The next meeting will be held at 19:00 on Wednesday 28<sup>th</sup> May 2025 at Crudwell Village Hall

..... Chair

..... Dated