

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## **DRAFT MINUTES SUBJECT TO CONFIRMATION**

Minutes of the Council Meeting held on 28<sup>th</sup> May 2025  
at 19:00 in Crudwell Village Hall

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

**Public:** Three present

15 APOLOGIES FOR ABSENCE

Cllr Budgen

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 PARISH COUNCIL MEETING ON 23<sup>rd</sup> APRIL 2025

The minutes of the parish council meeting on the 23<sup>rd</sup> April 2025 were adopted as a true record and signed accordingly.

19 TO RECEIVE AND CONSIDER WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE VACANCIES FOR THE PARISH OF ST PAUL MALMESBURY WITHOUT

Councillor Hatherell welcomed the three prospective candidates, John Newman, Margo Panting and Sara Sorby, and they and current council members each introduced themselves. The written applications were circulated prior to the meeting and the candidates were given the opportunity to add anything further. The candidates then left the room whilst the council deliberated. The merits of each candidate were discussed and each of them was proposed and unanimously accepted. Cllr Hatherell then welcomed the candidates back and informed them of their successful co-option, thanked them for applying and welcomed them to the council.

20 RECEIVE REPORT #05.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Hatherell presented Report #05.1 noting the two applications determined. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Kingway Nurseries, Chippenham Road, Corston, SN16 0HW	PL/2025/03530	No objection

Revised plans had been submitted for application PL/2025/02996, 8 Southside Close, Corston that removed the issue that caused the council to object to the previous scheme and a no objection comment was agreed. Application PL/2025/04517, Ashdown, 1 Charlton Road, Milbourne, SN16 9JJ had only recently been received with a submission date of the 25<sup>th</sup> June, the date of the next council meeting, and would possibly be reviewed and a submission agreed via email as per the council's Standing Orders. **Action: Clerk**

21 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30<sup>th</sup> April was noted and showed balances of £8150.73 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 Hatherell signed the list of payments for authorisation as per supporting evidence; Cllr Jones first authoriser, Cllr Stephens second authoriser.

Payment No.	Payee Details	Reason	Amount (£)
1	Clear Insurance Management Ltd	Local Councils insurance renewal (2 of 3 yr agreement)	£1,045.20
2	Hathaway Landscapes Ltd	Waste collection May 2025	£289.08
3	Hathaway Landscapes Ltd	Grass cutting May 2025	£232.50
4	Deborah Helen Clogg	Reimburse for Councillor's retirement gift (AP)	£40.00
5	R J & S H Mellowes	2 x lever arch files and dividers	£12.29
		<b>TOTAL</b>	<b>£1,619.07</b>

**Action: Cllrs Jones, Stephens and Clerk**

22 TO AGREE NEW SIGNATORIES FOR THE UNITED TRUST BANK ACCOUNT

Cllr Briggs proposed removing Cllr Hopkins from the United Trust bank mandate as he had left the council and adding Cllrs Clogg, Jones and Stephens as signatories to the account. All agreed. **Action: Clerk**

23 TO RECEIVE REPORT #05.2 IN RESPECT OF THE COUNCIL'S INSURANCE POLICY

The RFO presented report #05.2 regarding renewal of the insurance policy from 1st June. Following the upgrade at Rodbourne Road playing field in 2024, the declared value of Playground Equipment had been increased to £140,000 with the sum insured figure of £168,000. It was noted that the Policy Statement of Fact must be adhered to, that is no councillor or clerk has been subject to a County Court Judgement or had insurance refused or cancelled, or has been declared bankrupt, or has been convicted of a criminal offence or prosecuted under Health and Safety or Environmental Protection legislation. The RFO recommended the proposal be accepted and the premium be paid accordingly; all agreed. **Action: Clerk**

24 TO REVIEW THE COUNCIL'S RISK ASSESSMENT AND HEALTH & SAFETY/RA POLICIES

A copy of the council's draft updated Risk Register and Assessment was circulated prior to the meeting. The RFO detailed the minor suggested changes and these were agreed. A copy of the council's draft updated Health and Safety Policy and Risk Assessment had also been circulated and the changes were agreed. Cllr Budgen will be asked to sign this. The clerk was asked to upload both documents to the website. Cllr Briggs requested the clerk to ensure that Cllr Hopkins had been removed from admin access on the website and also to notify Barclays Bank. **Action: Clerk & Cllr Budgen**

25 TO RECEIVE VERBAL REPORT ON THE LHFIG MEETING ON THE 13<sup>th</sup> MAY 2025

Cllr Hatherell gave a verbal report on the recent Local Highway Footway Improvement Group (LHFIG) meeting and it was agreed that Cllr Smith would initially meet with the resident who had requested low-level lighting along the footpath by the River Avon at Cuckingstool Mead and towards Parliament Row and then suggest dates and times for a site meeting. **Action: Cllr Smith**

Cllr Sorby recommended that all footpaths should be properly signed. There are footpaths with posts that have been knocked down and similar issues with bridleways. Cllr Smith said these should be reported. It was agreed Cllr Stephens, as Footpath Lead, should co-ordinate this and issues should be reported to him.

26 TO CONSIDER AND AGREE A FINAL VERSION OF NEWSLETTER #6

A copy of the draft newsletter was circulated prior to the meeting. It was agreed this could be distributed, subject to a few minor amendments.

27 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 been deployed on visibility verge works so had not attended any works in the parish this month. Cllr Stephens requested that weeding of the footpath at Sir Bernard Lovell Road be added to the list of jobs.

**Playing Fields** – Cllr Hatherell reported that both playing fields had been checked and were OK.

**Footpaths** – Cllr Stephens is awaiting a positive response from the company regarding replacement of the faulty gate leading to the permissive path. Cllr Newman queried the maintenance of stiles; issues can be reported via Cllr Stephens and it was also suggested to contact the Cotswold Wardens.

**Action: Cllr Stephens**

**Patients Participation Group** –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>

Cllr Smith reported that a community led campaign regarding Sherston Surgery was due to be launched in June and he will circulate details of this together with a copy of the Sherston Parish Newsletter to the clerk to disseminate to the council in due course. It was agreed this would be an agenda item for the June PCM.

**Action: Cllr Smith and Clerk**

**Personnel Committee** – nothing to report

**Finance Committee** – nothing to report

**Projects Working Party** – Cllr Hatherell gave a verbal update on the meeting held on 14<sup>th</sup> May. Notes of the PWP meetings are available to councillors from the clerk. Cllr Smith enquired how plans for improved parking provision at Corston & Reading Room were progressing and whether the parish council or the Area Board could support this.

**Website Working Party** – it was agreed the working party should meet shortly.

The meeting closed at 20:02

The next meeting will be held at 19:00 on Wednesday 25<sup>th</sup> June 2025 at Crudwell Village Hall

..... Chair

..... Dated