

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 24th September 2025 at 19:00 in Crudwell Village Hall

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

Public: One member of the public present

65 APOLOGIES FOR ABSENCE

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

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

None

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

None

68 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 23rd JULY 2025

The minutes of the parish council meeting on the 27th August 2025 were adopted as a true record and signed accordingly.

69 TO RECEIVE REPORT #09.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #09.1 noting that it was disappointing application PL/2025/02383, Land at Mill Lane, Corston had been approved. Cllr Hatherell will raise his concerns to Cllr Smith. 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/2025/04926	No objection
Land at Kembles Close, Cowbridge	PL/2025/06597	Objection
1 Burton Hill, Malmesbury, SN16 0EE	PL/2025/06957	No objection
Rodbourne Rail Solar Farm, Grange Lane, Corston, SN16 0ES	PL/2025/07055	No objection

Cllr Briggs recommended that safely exit signs be affixed to the back of existing signage re Application PL/2025/06957 to highlight the busy A429 e.g. entering 30 mph zone, traffic approaching from the right. It was agreed the council's previous highway concerns had been disregarded by Wiltshire Highways and therefore were unfounded. It was agreed that Cllr Budgen will ask Cllr Smith to call in Application PL/2025/06597.

Action: Cllr Budgen & Clerk

70 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 29th August was noted and showed balances of £4,060.48 and £42,809.18 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 Jones second authoriser.

Payment No.	Payee Details	Reason	Amount (£)
1	Jennifer Cole Accountancy Limited	Payroll services 2022-25 and 2025-6	£396.00
2	Malmesbury Town Council	Room hire for Website Working Party meeting 3.9.25	£10.00
3	Playsafety Ltd	Annual inspection of Corston/Rodbourne Rd play areas	£225.60
4	Friends of Riverside	Room hire for Personnel Meeting 17.9.2025	£7.00
5	Hathaway Landscapes Ltd	Waste collection September 2025	£289.08
6	Hathaway Landscapes Ltd	Grass cutting September 2025	£232.50
7	R G Baker	Cowbridge Footpath - Annual Licence	£70.00
		TOTAL	£1,230.18

Action: Cllrs Clogg, Jones and Clerk

71 TO RECEIVE VERBAL REPORT ON PAYROLL SERVICES

Cllr Briggs proposed that the cost for Payroll Services be increased to £15 per month (£180 p.a.) with effect from 1.4.2025 now that the service also includes Employer's National Insurance and councillor allowances liabilities. This was unanimously agreed. He also explained that due to an oversight the council had not been invoiced for the services provided since the end of March 2022. Although the provider has not sought back payment, the Finance Committee believes the payment should be made. Cllr Briggs proposed the £216 back payment, this was seconded by Cllr Merriman and agreed. Cllr Briggs will ask the service provider for an invoice.

Action: Cllr Briggs & Clerk

72 TO RECEIVE VERBAL REPORT TO CONSIDER REPAIRS TO THE CORSTON LOCAL NATURE RESERVE BRUSHCUTTER

Cllr Budgen reported that a request from the volunteers at the LNR had been received for the council to cover the cost of repairs to the brushcutter, at a cost of approximately £100. He proposed that the council cover the cost of repairs, and this was unanimously agreed. The clerk to inform the LNR manager accordingly.

Action: Clerk

73 TO CONSIDER A HIGHWAYS IMPROVEMENT REQUEST FOR AN EXTENSION OF THE MILBOURNE FOOTPATH

A copy of the improvement request and a plan were circulated prior to the meeting. Cllr Briggs explained that the path currently ends before a very difficult bend and a 50-60m extension of the one-metre-wide path would make it much safer for walkers. Cllr Briggs proposed that the council support this request, this was seconded by Cllr Merriman and unanimously agreed. The Clerk to submit the request to the Local Highway and Footway Improvement Group. Cllr Briggs to notify the requester.

Action: Cllr Briggs & Clerk

74 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 detailed the tasks for the Parish Steward's visit on September 25th. Cllr Merriman requested that the vegetation around the signs near the Blicks Hill turning on the bypass be cut back. Cllr Hatherell has completed and submitted the annual Parish Emergency Assistance Scheme (PEAS) form to Wiltshire Council and requested 12 sacks of salt. He has also reported two redundant damaged salt bins.

Playing Fields – Cllr Hatherell reported that the annual RoSPA inspection took place this month. Very minor defects were identified at Rodbourne Road playing field and he will deal with these. A number of defects were identified at the Chippenham Road field and remedial action will be taken.

Footpaths – nothing to report

Patients Participation Group – nothing to report

Personnel Committee – Councillor Clogg reported that although the Co-option Policy had been agreed through council, it transpired that the Electoral Commission and WC wording regarding the eligibility of candidates did not properly match up and so the policy wording has been changed to make it clear throughout.

Cllr Clogg gave a reminder to councillors about GDPR compliance and the need to ensure that any personal details be removed once an issue has been closed.

Finance Committee – the first cut of the 2026-7 budget will be an agenda item for the October meeting and councillors were asked to alert the Finance Committee of anything that needs updating.

Projects Working Party (PWP) – Cllr Hatherell reported that a quote had been received to plant daffodil bulbs at the Common Road/Foxley Road triangle of grass and councillors agreed to the purchase and planting of three bags of the variety Cheerfulness. As the area of grass is regularly mown it was suggested the bulbs should be planted in big clumps. It was also agreed to do the same near the War Memorial in Corston, subject to a site visit to identify the exact area and WC Highways approval.

Another quote had been received for remedial maintenance to the ornamental pear trees. As this had identified that all the trees had sustained damage to some degree it was agreed that this should be discussed further at the next PWP meeting. Notes of the PWP meetings are available to councillors from the clerk.

Website Working Party – Cllr Clogg reported that the working party had met recently and had identified a list of tweaks to the website that would be reviewed at the next PWP meeting, and that they were also looking into several possible enhancements with the website provider.

The meeting closed at 20:07.

The next meeting will be held at 19:00 on Wednesday 22nd October 2025 at Crudwell Village Hall

..... Chair

..... Dated