

# ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

## **DRAFT MINUTES SUBJECT TO CONFIRMATION**

### Minutes of the Council Meeting held on 27<sup>th</sup> May 2026 at 19:00 in Crudwell Village Hall

**Present:** Cllr Budgen (Chair), Hatherell (Vice-Chair), Briggs, Clogg, Ingham, Jones, Maslin, Newman, Panting and Sorby

**Public:** None

15 APOLOGIES FOR ABSENCE

Cllrs Merriman, Stephens and Smith (WC-Sherston Division)

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

Cllr Hatherell declared a non-pecuniary interest for agenda item 26 and abstained from voting.

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 22<sup>nd</sup> APRIL 2026

The minutes of the parish council meeting on the 22<sup>nd</sup> April 2026 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 that had been circulated prior to the meeting.

20 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 30<sup>th</sup> April showed balances of £9,500.89 and £38,174.96 and matched the reconciliation statements. 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. On 7<sup>th</sup> May, in order to progress the community asset transfers, a payment of £750 was paid on account and to show good faith to the firm of solicitors already appointed by council. This sum is likely to be used to cover initial costs relating to Local Searches, etc. Following the end of year closedown, a VAT claim was submitted for the 25-26 financial year and the VAT refund of £2,452.62 was received on May 21st.

The RFO reported that Paul Hallam had carried out an internal audit of the financial records for the financial year 2025-26, there were no issues and he completed and signed the required form.

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

Payment No.	Payee Details	Reason	Amount (£)
1	R E Budgen	Laptop for downloading SID data, and laptop bag	£638.99
2	Athelstan Trust	Grant toward plans for a creative performance space	£ 250.00
3	The Landscape Group Ltd	Waste collection April 2026	£468.00
4	Mr. Peter J Hatherell	Land Registry search for LNR Corston	£57.98
5	Hathaway Landscapes Ltd	Permissive path clearance	£330.00
6	Clear Insurance Management Ltd	Local Councils Insurance Renewal	£993.01
7	Society of Local Council Clerks	SLCC membership and joining fee	£170.00
8	Hathaway Landscapes Ltd	Grass cutting May 26	£255.00
9	Paul Hallam	Annual internal audit	£75.00
		<b>TOTAL</b>	<b>£3237.98</b>

- 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 Chair of Finance reported that the Finance Committee was content with the effectiveness of the internal control system.
  - 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, Cllr Newman proposed the Annual Governance Statement (AGAR Section 1) be approved, this was seconded by Cllr Ingham and unanimously approved 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. Cllr Briggs thanked everyone involved.
    - b. **resolve to approve the Accounting Statements and accompanying explanations**  
Cllr Clogg proposed the Accounting Statements and accompanying explanations be accepted, this was seconded by Cllr Hatherell and 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 Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July and resolve to publish the required notices on Monday 1<sup>st</sup> June**  
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 two signed statements were emailed following the meeting. **Action: RFO & noticeboard monitors**
- 22 TO RECEIVE REPORT #05.2 TO CONSIDER A CHANGE TO ITS BANKING ARRANGEMENTS  
Cllr Briggs presented report #05.2 and recommended that option 4.2, to transfer the council's banking to Unity Trust Bank, be accepted and for the Clerk to make the necessary arrangements. Cllr Budgen proposed this be accepted, seconded by Cllr Ingham and all agreed. **Action: Clerk**
- 23 TO RECEIVE REPORT #05.3 IN RESPECT OF THE COUNCIL'S INSURANCE POLICY  
The report had been circulated prior to the meeting. Cllr Budgen 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 been the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection, environmental legislation, HM Revenue & Customs or any other regulatory body. Cllr Hatherell outlined the records of playground checks. Cllr Budgen recommended the insurance renewal be accepted and the premium be paid accordingly, seconded by Cllr Briggs and agreed. **Action: Clerk**
- 24 TO RECEIVE REPORT #05.4 TO CONSIDER WHETHER THE COUNCIL SHOULD DEVELOP A SOCIAL MEDIA PRESENCE  
Cllr Maslin presented Report #05.4 and gave feedback and recommendations following the social media course he had recently attended. Cllr Budgen proposed the council should recommence its 'dormant' social media presence and to seek a lead councillor to take this forward at the next meeting, this was seconded by Cllr Clogg and agreed. **Action: Clerk**
- 25 TO AGREE A SUM OF UP TO £4000 AS WORKING CAPITAL TO COVER THE COST OF SOLICITORS' FEES AND DISBURSEMENTS, EXCLUDING VAT, RELATING TO THE PROPOSED COMMUNITY ASSET TRANSFERS  
Cllr Budgen proposed a sum of £4000 as working capital to cover solicitor's fees and disbursements relating to the Community Asset Transfers. This sum includes the £750 mentioned in agenda item 20. This was unanimously agreed.
- 26 TO CONSIDER A GRANT APPLICATION REQUEST FROM MALMESBURY ABBEY TOWARDS A MAJOR OVERHAUL OF THE CLOCK CHIMES  
Cllr Hatherell provided the background on the lack of clock chimes for the town clock and the need for a total overhaul. Cllr Budgen proposed a grant of £250, this was seconded by Cllr Briggs and agreed.

- 27 TO CONSIDER A REQUEST FROM MALMESBURY IN BLOOM TO SPONSOR A CUP UP TO £250 FOR A NEW CATEGORY ENCOMPASSING AREAS OUTWITH MALMESBURY

Details of the request were circulated prior to the meeting. Although the wish to sponsor a cup up to the amount stated was agreed in principle, more information was required. **Action: Clerk**

- 28 TO CONSIDER THE PURCHASE OF TWO REPLACEMENT FINGER POSTS AT RODBOURNE UP TO A SUM OF £800 EXCLUDING VAT

Cllr Hatherell provided details of the initial quote for aluminium posts, as recommended by the local Highways engineer, he reported that more traditional ones would cost an additional £1000. As Cllr Sorby has written to the clerk at Great Somerford for details of the smaller sized posts recently installed there, it was agreed to delay the purchase of the already approved items until this new information was available.

**Action: Cllr Sorby**

- 29 TO CONSIDER A HIGHWAY IMPROVEMENT REQUEST FOR THE PROVISION OF A SAFE CROSSING ON THE A429 BETWEEN THE GARDEN CENTRE AND WHYCHURCH ROUNDABOUTS

Although the council had sympathy with the request, the request form had not been received and the Clerk was asked to chase this. **Action: Clerk**

- 30 TO REVIEW THE COUNCIL'S RISK ASSESSMENT

The suggested changes were approved. The clerk to upload it to the website.

**Action: Clerk**

- 31 TO ADOPT ADDITIONAL POLICIES WHICH ENSURE COMPLIANCE WITH LEGAL AND BEST PRACTICE REQUIREMENTS

Report #05.5 and supporting documentation was circulated prior to the meeting. Cllr Clogg explained the need to comply with AGS Assertion 10 digital and data compliance requirements outlined in the Practitioners' Guide. Cllr Briggs proposed the adoption of the IT policy, a Freedom of Information publication scheme and the revised Data Protection Policy and agreement to move to the use of specific council email addresses by all councillors before the July council meeting. This was seconded by Cllr Hatherell and unanimously agreed. The updated accessibility compliance requirements for our website are stated as met by our provider and there is a Privacy Policy and Accessibility Statement in place. Future work will be undertaken to further improve the accessibility of the council's website. It was also suggested to investigate a central document service i.e. a shared drive.

- 32 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 Parish Stewards will resume duties from 1<sup>st</sup> June. He outlined the jobs on the 'to do' list and asked councillors to let him know of any others.

**Playing Fields** – Cllr Hatherell reported that both the playing fields had been checked and are in good order.

**Footpaths** – no report.

**Patients Participation Group** – Cllr Ingham reported that the next meeting was imminent. The group is looking to recruit new members.

**Personnel Committee** – Cllr Clogg reported that the Clerk had undertaken a significant amount of extra work over the last couple of months and therefore the Finance Chair and Personnel Committee proposed a payment of £398.88 for the 24 hours worked. This was wholeheartedly supported and approved. She recommended that councillors look at the informative article in the recent WALC newsletter.

**Finance Committee** - Cllr Briggs reported that Rialtas training would be taking place on the 5<sup>th</sup> of June.

**Projects Working Party (PWP)**

Cllr Hatherell reported that the main items discussed at the May meeting were the Community Asset Transfers and Rodbourne finger posts. One of the new Mill Lane signs has been fitted. The LNR boundary issue has now been concluded successfully. Notes of the PWP meetings are available to councillors from the clerk.

**Website Working Party** – covered under agenda item 31.

- 33 The next meeting will be held at 19:00 on Wednesday 24<sup>th</sup> June 2026 at Crudwell Village Hall

The meeting closed at 20:48

..... Chair ..... Dated