

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Minutes of the Council Meeting held on 26th August 2026 at 19:00 in Crudwell Village Hall

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

Public: One

67 APOLOGIES FOR ABSENCE

Cllrs Panting, Stephens and Smith (WC-Wilts Division)

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

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

70 TO ADOPT THE MINUTES OF THE PARISH COUNCIL MEETING ON 22nd JULY 2026

The minutes of the parish council meeting on the 22nd July 2026 were adopted as a true record and signed accordingly.

71 TO RECEIVE REPORT #08.1 ON PLANNING UPDATES AND REVIEW NEW APPLICATIONS

Cllr Budgen presented Report #08.1. Full comments submitted by the council can be viewed online at Wiltshire Council under the relevant application reference.

Site	Reference	Comments
Ashdown, 1 Charlton Road, SN16 9JJ	PL/2026/04563	No objection
Land at Mill Lane, Corston, SN16 0HH	PL/2026/04619	No objection
Bremilham Mill House, Foxley, SN16 0JH	PL/2026/04751	No objection
18 White Poplars, Burton Hill, SN16 0FU	PL/2026/04732	No objection
8 White Poplars, Burton Hill, SN16 0FU	PL/2026/04588	No objection

Cllr Budgen attended a recent MTC Planning & Environment Committee Meeting and the council agreed to support the town council's stance and to strongly object to application PL/2026/04254, Farm land off the A429, Malmesbury, SN16 9NZ.

72 FINANCIAL REPORTS

The RFO presented the accounts for the year to date. The bank statement dated 31st July showed a current account balance of £21,286.26, that included the money transferred from the savings account in readiness for the change in banks, 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 Jones first authoriser, Cllr Clogg second authoriser.

Action: Cllrs Jones, Clogg and Clerk

Payment No.	Payee Details	Reason	Amount (£)
1	The Landscape Group Ltd	Waste collection July 2026	£468.00
2	PKF Littlejohn LLP	Limited assurance review of AGAR 2025-6	£252.00
3	Hathaway Gardenscapes Ltd	Grass cutting August 26	£255.00

4	Wiltshire Association of Local Councils	Course - Basic introduction to Planning (JI)	£42.00
5	TEEC Limited	Email account package, hosting & domain fees	£416.40
		TOTAL	£990.00

The 2025-26 financial end of year External Audit report was circulated prior to the meeting. Everything was in accordance with proper practices, with no matters giving cause for concern and relevant legislation and regulatory requirements having been met. Cllr Briggs thanked the Clerk for another excellent annual audit. The information has been added to the website.

73 TO CONSIDER REPORT #08.2 ON RECENT JOINT NEIGHBOURHOOD PLAN WORKING PARTY DISCUSSIONS

The member of the public temporarily left the meeting owing to the confidential elements referred to in Report #08.2, circulated prior to the meeting. Cllr Budgen attended a recent meeting of the Joint Malmesbury Neighbourhood Plan Working Party (WP) and updated the council about a possible submission into the Wiltshire Council Local Plan (WCLP) preparation. Cllr Sorby will try and obtain a copy of the updated Strategic Housing & Economic Land Availability Assessment (SHELAA). The council supported the approach adopted by the WP.

Action: Cllr Sorby

74 TO AGREE A RESPONSE TO WC REGARDING SETTLEMENT FACILITIES DATA

Information from WC was circulated prior to the meeting. The Clerk was asked to respond stating that the facilities remain the same.

Action: Clerk

75 TO CONSIDER QUOTES RECEIVED FOR ADDITIONAL FENCING ALONG THE COWBRIDGE PERMISSIVE PATH

The member of the public temporarily left the meeting owing to the confidential financial information contained in Report #08.4 and the accompanying Appendix, circulated prior to the meeting. The council accepted the quote from Contractor C, subject to the necessary checks.

Action: Cllr Hatherell and Clerk

76 TO CONSIDER REPLACING THE BROKEN GATE ALONG THE COWBRIDGE PERMISSIVE PATH UP TO A COST OF £800

The middle gate along the Cowbridge permissive path is faulty. Cllr Stephens will be asked to look at this to see if it can be repaired. If not, the council agreed to the purchase of a replacement gate up to a cost of £800.

Action: Cllr Stephens and Clerk

77 TO CONSIDER REPORT #08.3 TO REPLACE THE DILAPIDATED BENCH NEAR THE CORSTON WAR MEMORIAL

The existing bench is in a very poor state of repair and unfit for purpose. It was agreed to also obtain quotes for a recycled plastic bench, that could be more easily cleaned. The purchase can be covered from the council's accrued CIL funds.

Action: Clerk

78 TO AGREE A DRAFT LETTER TO BARLEY CLOSE RESIDENTS

A property at Barley Close was recently sold by the housing association to a private purchaser. The sale included some hitherto 'open space' grass areas. The council agreed to send an information letter to residents.

79 TO CONSIDER A LATER START TIME FOR THE MONTHLY COUNCIL MEETINGS

The council agreed to a 7.15 pm start for monthly meetings, as of September.

80 TO CONSIDER THE FILLING OF THE TWO NEWLY VACANT COUNCIL POSITIONS

It was agreed that the co-option process would be discussed at the next PWP meeting, the council agreed to fill the two vacancies.

81 REVIEW OF THE COMMUNITY EMERGENCY PLAN

The contact details in the plan and on the website are being checked and updated as needed. However, during this review, additional work has been identified to improve the plan further. As the Community Emergency Coordinator was not present at the meeting, it was agreed to defer this item. Cllr Clogg will coordinate next steps with Cllr Stephens and Cllr Sorby.

Action: Cllr Clogg

82 REVIEW OF COUNCIL POLICIES

Cllr Clogg reported that the Personnel Committee has a date to meet and will look at policies. Cllr Briggs reported that there have been no updates to the finance policies.

83 TO RECEIVE VERBAL REPORTS ON HIGHWAYS, PLAYING FIELDS, FOOTPATHS, PATIENTS PARTICIPATION GROUP, PERSONNEL COMMITTEE, FINANCE COMMITTEE, PROJECTS WORKING PARTY, SOCIAL MEDIA & WEBSITE WORKING PARTY

Highways - Cllr Hatherell will check all the grit bins in the parish and submit the annual Parish Emergency Assistance Scheme (PEAS) form. Cllr Hatherell detailed the jobs undertaken by the Parish Steward in July, as stewards were not on schedule in August. A request for the Corston-Burton Hill footpath to be cut has been submitted.

Playing Fields – Cllr Hatherell reported that both the playing fields had been checked weekly and are in good order. The annual RoSPA inspection is due to take place in September.

Footpaths – no report.

Patients Participation Group – Cllr Ingham reported that no members of the public attended the recent AGM. Minutes are available on the surgery website: <https://malmesburypcc.nhs.uk/surgery-information/patient-participation-group>

Personnel Committee – no report.

Finance Committee - Cllr Briggs reported that all of the Finance Committee will have viewing access to the Alpha website system.

Projects Working Party (PWP)

Cllr Hatherell reported that work is on-going regarding boundaries and ROW for Community Asset Transfers. A response is awaited from the developer regarding a power source for a defibrillator in Storey Mews. Notes of the PWP meetings are available to councillors from the clerk.

Social Media – no report.

Website Working Party – no report.

84 The next meeting will be held at **19:15** on Wednesday 23rd September 2026 at Crudwell Village Hall

The meeting closed at 20:24

..... Chair

..... Dated