

MINAL PARISH COUNCIL

Minutes of the Parish Council Meeting Held on 12 May 2025 At 7.00pm in the Village Hall

Draft for approval on 14 July 2025

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| 1. Present:
Anna Whitehead, Chair
Brian Devonshire, Vice Deputy Chair
Rob Bailey, Vice Deputy Chair
Guy Gagen
Adam Kebble
Lesley Rowe | Apologies Accepted from:
Lucy Kirkpatrick

In Attendance
Sue Hine, Clerk/RFO |
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Declarations of Interest for Matters being discussed: None.

2. Minutes of the meeting held on 10 March 2025

The Minutes were approved and were signed.

3. Matters Arising – These had been circulated and an updated Action sheet accompanies these minutes. The main actions have been transferred to Agenda items.

4. Questions from Members of the Public:

Caroline Thomas, County Councillor had reported to the Clerk that a parishioner had contacted her regarding a nuisance related to PL/2023/04578.

Deidre Watson asked what action was being taken to preserve the Gale barn. The Clerk advised that while there is no specific duty on property owners to maintain their listed buildings in a good state of repair, the Local Planning Authority does have powers to take action if it considers that a historic building has deteriorated to the extent that its future preservation may be at risk. However, WCC have not yet replied to our email and it is known that they have limited funds for enforcement.

5. Weight Limits for Werg and Stitchcombe Bridges

Martin Cook, Highways engineer advised that the Werg bridge has been assessed for 40 tonne vehicles and there is currently no weight restriction placed on it. This means that in practice “everyday” vehicles such as agricultural vehicles, fire engines, domestic cars, delivery vans and supermarket trucks can cross the bridge. His advice is that one isolated incident and mistake from a driver is unlikely to be sufficient to justify consideration of a permanent restriction. Councillors would like to obtain the recent inspection report but largely agreed with Mr Cook’s analysis and agreed to monitor the situation. It is noted that traffic has increased since the development of the St John’s estate but mainly this is domestic traffic and small delivery vans. **Action: Clerk to request feedback from inspection report.**

6. Playground Repairs

The Clerk reported that all repairs to the playground are up to date with the exception

of 3 logs that need replacing. BD reported that he had left a message for Mike Sinden and would chase this up. The Clerk reported that while the Cableway was out of action she had received an email from a regular user living in Calne and the seat had been broken the week before the repairs by a man using the cableway. The clerk replied to both emails thanking them for their interest in the playground and laying out our inspection and repair schedule and responsibilities. Subsequent to meeting Mike Sinden confirmed no logs suitable this year so Clerk will source another provider.

Action: Clerk

7. Footpaths and Bridleways

There is still no communication from Mr Bull and LK has asked Stephen Leonard to action cutting the path. The Clerk reported that the latest stage in the consultation for the Modification Order 2022 for Kings Drive Ramsbury 9B, 44, 71 & 72 and Mildenhall 16 had no comments and the inspector visited on 7 April 2025.

8. Annual Accountancy and Governance Review AGAR

The Clerk said that the internal audit conducted by Andrew Ross reported no issues. The Clerk had sent the Governance statement with the Agenda and went through the items on the AGAR form. Parish Councillors were happy to approve the Governance Statement which the Clerk and Chair, Anna Whitehead, signed.

9. AGAR Financial statement and End of Year Accounts

Councillors approved the end of Year Accounts which the Chair AW signed and the Clerk and Chair signed the AGAR Annual Accounting Statements. The PC is applying for a Certificate of Exemption for this financial year as expenditure and income are below £25k and this was signed by the Clerk and AW. The Clerk noted that the sum of £25,000 has not been increased for over 10 years. This is having the effect of drawing more smaller councils into a second audit costing approx £250. The Clerk has queried this with WALC and although the next band £200,000 is being reviewed there are currently no plans to increase the lower limit. The dates for the Exercise of Public rights to view documentation were set at Tuesday 3 June to Monday 14 July 2025.

Action: The Clerk will send Certificate of Exemption to the auditors PKF Littlejohn and advertise the dates for inspection.

10. Financial Statements and Expenditure Against Budget

The Financial Statements and Expenditure against Budget were approved by Councillors and were signed by LR who checked the balances on the Lloyds app. The Clerk reported that two invoices had required more checking and were not on the Financial Statements. Tactical Facilities Management had billed for two collections for April when the contract had only started on 21 April. The Clerk had been advised that billing was 2 weekly over 26 weeks but, being unsatisfied with this answer had asked for a new bill for the one collection. This had now been received. Tactical use Bibby Financial services as invoice discounters. The budget had been revised to include Employers PAYE and the use of M J Baker Accounting as Payroll manager. This was approved by Councillors.

11. LHFIF Update

No report given.

12. Area Board/Rapid Action

No meetings during this time. LR reported that CT had provided links for flooding reports.

13. Any Other Business

With reference to the Emergency plan the Clerk noted that there is a dead tree on the right side of the C6 coming into Marlborough. It is thought that it is on the land belonging to Minal House. If this tree were to come down in a storm it may well block the C6 and the footpath to Marlborough. It was noted that the Spring had been exceptionally dry but that wet and windy weather would at some point return. **Action: AW to approach the Lloyds informally and the Clerk to draft a letter.**

Meeting closed at 8.45 pm

Dates of Next Meetings

Monday 14 July, Monday 8 September, Monday 10 November 2025