

**Crudwell Parish Council**

Minutes of the **Meeting of Crudwell Parish Council Meeting**  
Held in Crudwell Village Hall on 16<sup>th</sup> July 2024 at 7.00pm.

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**Present:** Cllrs P Gilchrist (Chair), S Butcher, N Doel, I Warner  
**Also present:** Lisa Dent (Parish Clerk), Cllr C Berry (Wiltshire Council)

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**CPC/24/132 Welcome and Apologies for absence**

As Cllr Lambley has sent apologies and Vice Chair Cllr Gilchrist agreed to Chair the meeting. The meeting was opened and all present welcomed.  
Apologies received for Cllrs Lambley, Hughes and Lawes.

**CPC/24/133 Public Speaking**

None requested.

**CPC/24/134 To receive Declarations of Interest in accordance with the Council's Code of Conduct**

None.

**CPC/24/135 To adopt the minutes of 25<sup>th</sup> June 2024 meeting of Crudwell Parish Council**

The minutes were adopted and signed as a correct record.

**CPC/24/136 To note Matters Arising and determine next steps**

|                       |  |                            |  |
|-----------------------|--|----------------------------|--|
| 1. APM Minutes        | In progress  | 4. Silt removal from ditch | PG will request digger assistance/quote from P ward  |
| 2. New financial regs | Uploaded to Parish Council website                       | 5. Playground bins         | Confirmed this is emptied by Village Hall  |
| 3. Solar Farm         | No further info, to be a standing item on future agendas | 6. Eastcourt SIDS          | Awaiting location info from resident, then proceed to LHFIG ( <i>Local Highways and Footpaths Improvement Group at Wilts Council</i> ) to request suitability for SIDS |

**CPC/24/137 To note report from Crudwell Pre-School, to be included in Annual Parish Meeting Minutes**

The report was noted.


**CPC/24/138 Items for inclusion (at Chairs discretion/no decisions)**

- Bins has broken in playground, Clerk will source quotes for replacement.
- Broadbean Digital has advised background work is required on the MyCrudwell website, approx 2 hours. Clerk will request further information as to what the works are and what will be achieved by completion.
- Broadbean Digital have advised to help prevent further parish council website data charges, a cache plug-in can be installed. Clerk will request further information as to how this will assist in the long term.

Clerk will also request confirmation from Re-Start (company which has designed the new website) if either of these Broadbean works are compatible with the new website design and they feel are necessary.

**CPC/24/139 Crudwell Church – to approve correspondence from Crudwell Parish council**

The draft correspondence was approved and Clerk will forward.

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**CPC/24/140 To note bank statements**  
 The bank statement were noted:-  
 16<sup>th</sup> July 24 – Treasurers £16,665.88      16<sup>th</sup> July 24 – Bus Bank £18,388.58

**CPC/24/141 To receive and note cashbook and quarterly financial statement**  
 The document were received and noted by the council.

**CPC/24/142 To appoint a councillor to review accounts for the first quarter of 2024**  
 Cllr Warner was appointed to review the accounts and will report findings at the August 24 parish council meeting.

**CPC/24/143 To resolve accounts for payment – examined, verified and certified by Clerk/RFO. Authorised schedule to be initialled immediately below last item by Chair. Appoint two councillors to authorise.**

|   | Payee       | Details  | Nominal                | Net £    | VAT £  | Total £  |
|---|-------------|--|------------------------|----------|--------|----------|
| 1 | Clerk       | July 2024                                      | Salary/Consumables     | 327.55   | 0.00   | 327.55   |
| 2 | HMRC        | PAYE July 24                                   | Salary                 | 72.00    | 0.00   | 72.00    |
| 3 | Countrywide | Grass cutting June 24                          | Grass cutting          | 134.42   | 26.88  | 161.30   |
| 4 | CIX         | Parish Council website additional data charges | Parish Council website | 90.13    | 18.03  | 108.16   |
| 5 | Vision      | NHP Consultancy fees                           | NHP                    | 1,394.40 | 278.88 | 1,673.28 |

**Debit Card/Direct Debits/Standing Orders**

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|   | Date     | Payee | Details  | Nominal                | Net £ | VAT £ | Total £ |
|---|----------|-------|--|------------------------|-------|-------|---------|
| 1 | 01/07/24 | CIX   | Parish Council website additional data charges | Parish Council website | 90.13 | 18.03 | 108.16  |

The clerk confirmed all invoices had been examined, verified and certified as correct and proper charges. The council resolved to agree payments. The payment schedule was signed by the Chair immediately below the last item. It was resolved to appoint Cllrs Butcher and Doel (2 councillors) to authorise.

**CPC/24/144 To agree Play Inspection Company attendance in 2025 at a cost of £165 plus VAT**  
 It was agreed that we will continue to use the Play Inspection company.

**CPC/24/145 To review and appoint councillors roles and responsibilities**  
 The following councillors were appointed

|                                   |                |
|-----------------------------------|----------------|
| Financial support officer         | Cllr Hughes    |
| Emergency Plan                    | Cllr Gilchrist |
| Speed Indicating device           | Cllr Doel      |
| Grass cutting contract management | Cllr Doel      |
| Risk Management                   | Cllr Hughes    |

**CPC/24/146 Charlton Park Licensing – To note**  
 It was noted the licensing application for late night music had been withdraw by the applicant. There still may be ad hoc events and this will be licensed through a Temporary Event Notice application.

**CPC/24/147 Wiltshire Council report**  
 National Planning Policy Framework is due to be released shortly and there may be some changes. There are some concerns around the 4 year break for Reg 19 which could be

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removed. It is thought the new government will be stricter on property developers practising land banking.

The living wage increase will bring budgetary concerns and result in a net increase in taxation to government. Child poverty remains a serious issue and funding will need to be found. The recent redundancies (1000 +) at Dyson in Malmesbury were disappointing and will have a major impact on this area.

#### **CPC/24/149 Neighbourhood Plan Report**

Work completed to date is as follows:

- Following the April meeting with Site A owners it is anticipated that further proposals will be produced from them soon. It has not been possible to arrange a meeting with Site B owners and as they have not engaged a planning consultant or any draft proposals it seems unlikely at this stage that the site would be deliverable within the Reviews scoped timescale. A further proposal for a Site C remote from the village is considered to be out of scope. This being the case it seems likely at this stage that Site A will be the preferred option for the housing allocation required for the NP Review. Reg 14 therefore will probably propose Site A for housing allocation.
- Following the Neighbourhood Plan Working Group June meeting the papers produced are now ready to inform NP Policies in respect of:
  - proposed protected green spaces, (owners of which have now been identified)
  - the green network and hedgerow policies.
  - Business Park policies
  - Business Development Policies
- Following the Schools request for parking on the Glebe Field adjacent to the school, two papers have been produced by me including the current data from the SID which is now available which may be used to inform the visibility splay required to permit access from the A429. The required meeting with WC Highways is yet to take place, this will inform whether a full traffic survey may be required (subject to funding being available) which could then facilitate a policy for allocation of the site in the Neighbourhood Plan Review subject to the appropriate permissions.
- Cllr. Lambley is preparing a paper on the history of community hub proposals and potential for wider use of the Glebe fields adjacent to the school, also developing the Consultation Statement required.


The above papers, together with the Sustainability Assessment and Evidence Base will form major inputs to the development of the Reg 14 consultation during Autumn of 2024.

The Planning Application for the 2021 Allocated site in Tuners Lane remains called in by Councillor Berry following the Parish Council's objections to the proposed housing designs, there is no published date for the committee meeting where this will be an agenda item.

#### **CPC/24/150 Locality Grant – to note any update re grant funding**

Regretfully, the Parish Council are unable to secure additional grant funding to complete Design Code work which we was hoped could be completed by Cllr.Lawes who has been engaged in work with the national Design Code advisor. "Free "consultancy is available via a Locality Framework contract. Our options are therefore to:

1. Apply for a grant to complete the Design Code as planned, this though would mean that the further £8,000 grant to complete the Review Reg 14 and Referendum would not be available.
2. Apply for the technical support grant available to support the development of the Review through to Referendum and accept the Framework consultancy to complete the Design Code.

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**Option 1** would mean the Parish Council would need to fund the technical support needed to get to Referendum from Parish Council finances.

**Option 2** was recommended, to reapply for the Locality technical support grant and apply for the Design Code Framework consultancy.

**CPC/24/151 To agree further funding/payments for NHP**

It was agreed by the council to proceed with Option 2, to reapply for the technical support grant and apply for the Design Code Framework consultancy.

**CPC/24/152 Community Report – To accept/approve Terms of reference**

A focus group has been assembled to consider options and recommend how we can best ensure that (a) modern joined up communications could be effectively produced following the demise of WOIC and (b) to help inform our development and management of the new web site. The terms of reference were agreed and accepted by Crudwell Parish Council.

The initial recommendation from the Focus Group in respect of part (a) is to organise/ distribute a short printed and online survey to establish the requirement for and likely support for a new journal to replace WOIC. This will gather the following:- 1. Whether the reintroduction of WOIC is valued by residents 2. How many paper copies would be required 3. If email is preferred 4. To request volunteers from the community

The council agreed to the survey in principle, costs are to follow.

**CPC/24/153 Parish Matters**

Speeding concerns from resident

The recent metro count informed that the average speed was not high enough to merit further traffic calming measures from Wiltshire Council. It was agreed that the Parish Council will continue with the registration of the SIDS device with Wiltshire Police. If accepted as device for their scheme, the Parish Council will submit data downloaded from the unit. Wiltshire Police will then act on this data and assign enforcement and/or other advice relevant to our Parish. Clerk will communicate this to the resident.

It was agreed to agenda for the next meeting, to explore requirements for a 20 mph limit at a designated location in Crudwell.

SIDS Data to Wiltshire Police

Clerk had received further information from Wiltshire Police regarding registering the SIDS device (the SIDS device must be from a certain manufacturer/ model to be accepted on the scheme). Clerk will forward this to all councillors. Once this is ascertained should be meet the requirements, we can then register and proceed to arranging to download regular data and submit this.

Playground Inspection Report

Cllr Gilchrist will review this and report to the next meeting.

Flooding/river works/tree removal

It was agreed to accept the quote for river clearance, approx. £275.00.

Weed suppression (strimming/spraying) will be agreed at the next meeting.

The Wiltshire Council owned section of the Swillbrook (between road and footbridge) is not maintained by Crudwell Parish Council. It was agreed Cllr Gilchrist will send this information to the Crudwell flood warden, copying in D Everett and R Williams at Wiltshire Council and requesting that Wiltshire Council surveys this area and arranges clearance.

Cllr Gilchrist will also contact P Ward re arranging digger clearance of the blocked ditch.

It was agreed that the willow tree has worsened in condition and that removal is now the only option. Tree surgeon has been contacted and will undertake this as soon as possible at the cost of £800.00 net and this was accepted and agreed by the council as emergency works. It was noted that consent for these works has been obtained from Wiltshire Council and this has been forwarded to the tree surgeon.

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Clerk is finalising the listing of flood alleviation measures supplied by Wiltshire Council to Crudwell residents.

Playground signage

The playground signage procurement was agreed as follows, following 3 quotes:-

Signet Signs 2 X £149.32 = £298.64 (one for playground, one for Fresh Air Fitness area)  
Pack/delivery = £25.00

Clerk will place order.

Parish Steward

Parish Steward has been re-assigned and will return in September 2024. If there is availability, it was agreed to request the verges are sprayed with suppressant.

Stiles and footpaths – no progress to report.

SIDs (purchase of solar equipment) – no progress to report.

**CPC/24/154**

Parish Council website

It was agreed a completion date would be beneficial and it was proposed that all works should be completed by 1<sup>st</sup> October 2024. See also CPC/24/139.

**Closing comments**

Cllr Butcher cleared broken glass which was reported in field near Pettifers Hotel and was thanked by all present.

LHFIG has agreed to make improvements to passing places along Tetbury Lane and also fill pot holes in this area.

Re proposed new parking and traffic improvements around Crudwell school, LHFIG funding may be available and may be a better use than CIL monies.

Clerk has reported the Eastcourt road sign which was knocked over, to Wiltshire Council for repair or replacement..

The meeting was closed at 8.40 pm.

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