

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on 11th February 2025 at 7.00pm.

Present: Cllrs R Hamilton-Lambley(Chair), P Gilchrist (Vice Chair) S Butcher, I Warner,
Also present: Lisa Dent (Parish Clerk), 1 member of the public

CPC/25/020 Welcome and Apologies for absence

The meeting was opened and all present welcomed.
Apologies received and accepted for Cllrs N Doel and O Hughes, Cllr C Berry (Wiltshire Council),

CPC/25/021 Public Speaking

A representative of Crudwell Village Hall management committee was present and requested that Crudwell Parish Council take over liaison with Wiltshire Council to assess whether the Village Hall is suitable to become a Community Hub location.

Representative from Crudwell Village Hall left the meeting at 7.10 pm

CPC/25/022 Declaration of Interests on Items on the agenda

None

CPC/25/023 To receive update from Broadbean Digital re website development and Councillor .gov emails

Following an update and advice from Broad Digital Services the following was agreed:-
Migrate email provision and domain holding from CIX to Krystal
Move from POP .gov emails to IMAP
Migrate website hosting for parish council website from CIX to Broadbean
Broadbean will create a new template for the combined Parish Council website incorporating MyCrudwell for review by councillors.

CPC/25/024 To agree Crudwell Village Hall will be designated as a Emergency Hub and next steps involved

It was agreed that Cllr P Gilchrist will review the historic file of information received from Crudwell Village Hall and report a summary of what is involved/next steps at the next parish council meeting, where it will be considered if the parish council is to take over this project work.

CPC/25/025 Flooding

- (1) **To confirm if Parish Council contact has been made with local land owners re riparian responsibilities particularly ditch and trench clearance and next steps** – it was agreed Cllr Butcher will forward contact details to the clerk who will send the Wiltshire Council template letter on behalf of the council.
- (2) **To note landowners plan progress** – Councillors Doel and Butcher will progress.
- (3) **To note flood signs ordered from Wiltshire Council, collection and storage arrangements to be agreed** – it was agreed to arrange collection by Cllr Doel subject to his availability. Storage locations to be agreed at a later meeting, through liaison with FLAG group.

Update from Crudwell Parish Council:

Walking survey of the Butts has been undertaken, followed by meeting to discuss issues, on Sat 8th Feb with Cllrs Hamilton-Lambley, Gilchrist and Butcher present and actions have been agreed. Primary action is to contact landowners. Wiltshire Council responsibilities re culverts under bridge will be discussed at upcoming meeting with Wiltshire Council (D Everett (Principal Drainage

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Engineer)) The FLAG flooding report from Storm Bert has been sent to Wiltshire Council by Cllr Gilchrist. Cllr. Butcher will liaise with FLAG and report on progress to the Council on a monthly basis. Link to riparian responsibilities (environment agency document) to be included in What's On – clerk will forward to Cllr Hamilton-Lambley. Cllr Berry has arranged for D Everett (Principal Drainage Engineer), from Wiltshire to visit to assess issues. Cllr Gilchrist has a historic flood file which councillors are welcome to view. Clerk to request B Preece circulates the 2 x infrastructure list to all councillors.

CPC/25/026 Approval of Minutes from 14th January 2025

The minutes were approved subject to one amendment

CPC/25/018 Community Report - What's On In Crudwell (WOIC) report

The WOIC team met 13th January 2025, the following progress was noted • Parish Council remittance advices were sent **by** to advertisers.

CPC/25/027 Matters Arising and determine next steps

Emergency plan review work has been started by Cllr Gilchrist

Clerk will review costings for replacement laptop

Quote received for broken fencing at the Green, defer to next meeting for review/agreement.

Clerk will order the replacement Tetbury Lane sign.

Wiltshire Council have confirmed they will not approve hard-wiring the parish council SIDS at the Green into the electrical supply, as SIDS devices needs to be mobile. Further costing to be obtained for solar system for this SIDS. Clerk will send details of additional SIDS retailers to Cllr Butcher.

CPC/02/028 Items for inclusion (at Chairs discretion/no decisions)

Internal audit will take place on 7th May 2025 at 0930 by Auditing Solutions.

Wiltshire Council discretionary gully clearance service requesting X5 gullies per visit. This information has been communicated with FLAG Flood Group.

Report of two residents hedged encroaching onto the carriageway. May be an opportunity to arrange for hedge cutting if residents are agreeable, will clarify arrangements at next parish council meeting.

CPC/25/029 To note bank statements

Community Account (former Treasurers Account) -	11/2/24	£ 4,323.53
Commercial Instant Access (former Business Bank) -	11/2/24	£27,543.35

CPC/25/030 To receive and note bank reconciliation to 31st January 2025

The reconciliation to bank accounts was noted.

CPC/25/031 To receive updated cashbook and Quarterly Financial Statement to 31st December 2024 (3rd quarter)

To updated cashbook and quarterly financial statement were noted.

CPC/25/032 To appoint councillor to review accounts to 3rd quarter

Cllr Warner agreed to review the accounts and will report any findings to the next meeting.

CPC/25/033 To resolve accounts for payment

The clerk confirmed all invoices had been examined, verified and certified as correct and proper charges. The council resolved to agree payments. Cllrs Hamilton-Lambley and Butcher were appointed to authorise the payments set up by the Clerk at Lloyds Bank.

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Bank transfer Payments	For	Inv no	Net £	VAT £	Total £
Countrywide	Grass cutting	614518	134.42	26.88	161.30
HMRC	Jan submission	Month 10	89.80		89.80
Clerk salary	November 24		406.65		406.65
PATA Payroll	Jan-June 25 payroll fees	26/06341/PPS	74.70		74.70
Vision	Neighbourhood Planning Consultancy fees	0699	1337.05	267.41	1604.46
Debit card payments	For	Inv no	Net £	VAT £	Total £
Busy Fingers	What's On Feb		100.62		100.62

CPC/25/034 To agree that Lloyd bank processing costs will be requested from Allotment Holders wishing to pay annual rental of £5 per plot by cheque.

It was agreed that Crudwell Parish Council will re-charge the cheque processing fee of £0.50 per cheque to allotment holders who wish to provide payment by cheque. Bank transfer payments remain free of charge. Clerk will issue allotment invoices.

CPC/25/035 To note accounts received from Crudwell Church, draft response to be agreed requesting further information.

It was agreed to request further information, to clarify:-

The need for grant funding from Crudwell Parish Council.

The management of the group applying for funding, such as a committee structure or constitution.

The amount of funding being applied for and when is payment requested.

The benefit to the community of Crudwell.

CPC/25/036 Stading item updates

No further update from solar Farm development

Wiltshire Council Elections – forms expected to be available in March 2025

CPC/25/037 To resolve comment for planning applications received

PL/2024/11187 Address: 9 Tuners Lane, Crudwell, Wiltshire SN16 9EN

Householder planning permission – single storey rear extension, parking area and replacement fences. **It was agreed to submit 'No Comment.'**

PL/2025/00119 Address: Two Stacks, Crudwell, Malmesbury, Wilts SN16 9ER
Proposed treeworks in a conservation area. **It was agreed to submit 'No Comment.'**

CPC/25/038 Neighbourhood Planning Report

2021 Neighbourhood Plan, Tuners Lane Planning Application

The Planning Application for the site in Tuners Lane remains called in by Councillor Berry as resolved at November 24 parish council meeting. The agents have, as requested, agreed to hold an exhibition of the final designs for the scheme and we await confirmation of dates. As agreed by the parish council, the Call in will be withdrawn when this has been held.

2038 Neighbourhood Plan Review

Work completed to date is as follows:

- Professional advice was received re the likely impact of the new NPPF 2038 targets for Crudwell. It is expected that the number of new homes required will increase from 11 to 39, in order that we can ensure that the Plan will be acceptable. This is in addition to 25 homes to be built in Tuners Lane and other existing commitments.
- Fresh discussions have taken place with Neighbourhood Steering Group members and landowners, who responded to the call for sites (made as part of the 2023 consultation). These discussions focused on demonstrating the suitability and deliverability of housing on sites to meet the parish's requirement for new homes by 2038.

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It is confirmed that two sites could meet the requirement of 39, these are designated as Site A (Carpenters Yard) and B (Chapel Close) - Site A potentially providing up to 15 homes and Site B providing 25 homes. Carpenters Yard landowners have instructed planning consultants to develop plans and Chapel Close consultants having developed.

draft proposals and are in discussion with Wiltshire Council to determine highways requirements.

- The Steering Group have recommended that publicity for the proposed sites in the context of the new housing requirements, indicating the risks incumbent if the plan fails to be made (a highly likely scenario of speculative applications for large unwanted developments which are likely to be approved given Wiltshire Councils somewhat dire land supply position). It is intended to publish this publicity in WOIC together with an opportunity for comment on the draft proposals and the council is in agreement.
- Work on other areas of policy continues, including proposed Protected Green Spaces, the green network and hedgerows, Business Park, Business Development and an additional Parking Facilities Policy to ease congestion at Crudwell Primary School.
- Following discussions with Wiltshire Council Highways to progress the feasibility of the Glebe Field school parking scheme, the planning officer has recommended development of an outline plan to ensure that visibility requirements are satisfactory and that the access is not compromised by the bus stop. Quotations are being obtained for this work, and should the council approve, the plans will also be essential to accurately cost the scheme. It will be included in the Neighbourhood Plan policies subject to appropriate permissions.
- Work has commenced on developing the required new Crudwell Design Code and a site visit to Crudwell by the Consultants took place on the 23rd January attended by Cllr Hamilton-Lambley, Cllr. Butcher, Vison Planning and two consultants from Aecom. Aecom will now prepare a display of the proposed Code contents and features for public consultation in early April 25.
- Agreement has been received that the required Strategic Environmental Assessment (SEA) will be developed and directly funded by Locality at no cost to the parish council. However Wiltshire Council require an initial set of documentation and plans of the policy areas to determine that an SEA is required. The required drawings were produced free of charge by a former councillor, for the 2021 plan however it is not possible for that route to be used now.

To review quotations for the production of plans for a Strategic Environmental Assessment, required by Wiltshire Council.

Quotes have been obtained and it was agreed to appoint Gillian Pakeman of Technical Illustration at a cost of £720 (expenditure from Neighbourhood Planning budget) It was noted further plans will be required for Reg 14 later and is costed at approximately £300.

CPC/25/038 Community report

New Crudwell Farm Shop

The council has been advised a new farm shop at the former Crudwell Garage premises will be opening in the near future. A welcome development for residents and visitors, the council proposes to support the venture with parish communications via website, facebook page and my-crudwell mailing list.

What's On In Crudwell

The February WOIC journal was published at MyCrudwell on 1st February 25 and emailed via the mailing list of 308 recipients (63% opened.) 430 printed copies were distributed of the journal. The advertising donations received for to date is £737.50.00. It is estimated this may total up to £1100 through the year. Residents who indicated preference for the online/emailed journal have been removed from printed distribution lists.

Printing costs, offset by advertising donations, are accounted by the Council in statutory financial reports.

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CPC/25/040 Parish Matters

Parish Steward – tasks covered in February attendance include gullies in Gooselands.
Parish Council meetings from April 2025 – it was agreed that these will move to a Thursday at Crudwell School. Village Hall to be given notice and Crudwell School to be contacted to confirm the hire by clerk.

Volunteer to pain the gateway signs to be contacted by clerk to ascertain when available so that paint and equipment may be ordered.

No further update on Wiltshire Council enforcement case to a Crudwell property.

Meeting closed 8.45 p.m.

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