

CRUDWELL PARISH COUNCIL

Tuesday 4th July 2017 Crudwell Village Hall At 6.45 p.m.

Present: Cllr T Fraser, Cllr P Gilchrist, Cllr J Stanford

Present: The following members of the public were in attendance: R Lambley, G MacPherson, S Lindsay, M Smith, R Hill, A Smith, A Stewart, M Whelan, G Lawes, M Credicott

1. Members Declarations of Office and Declarations of Interest

Members elected unopposed were required to sign Declarations of Acceptance of Office:-

Cllr T Fraser, Cllr J Stanford, Cllr P Gilchrist.

Declaration of Acceptance of Office forms were duly signed and witnessed by the Clerk.

Declaration of Interests - Councillors to note obligation to register interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Declarations of Interest to be reviewed/updated within 28 days. Declaration of interest declared for this meeting – Cllr Gilchrist declined to comment on planning (Oatridge Farm application).

2. Apologies for absence – Cllr C Berry

3. Election of a Chairman/Vice – Chairman

Members were invited to submit nominations for the election of the Chairman. It was proposed by Cllr Fraser and seconded by Cllr Stanford that Cllr Gilchrist be elected as Chairman to hold office. Cllr Gilchrist confirmed his agreement to stand.

Resolution: Election of Cllr P Gilchrist - Chairman	Motion Proposed: TF	Seconded: JS
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To receive the Chairman's Declaration of Acceptance of Office.

Declaration of Acceptance of Office form was duly signed by Cllr P Gilchrist and witnessed by the Clerk.

Election of Vice-Chairman.

Members were invited to submit nominations for the election of Vice-Chairman. It was proposed by Cllr P Gilchrist and seconded by Cllr J Stanford that Cllr T Fraser be elected Vice-Chairman to hold office. Cllr Fraser confirmed his agreement to stand.

Resolution: Election of Cllr T Fraser as Vice- Chairman	Motion Proposed: PG	Seconded: JS
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To receive the Vice - Chairman's Declaration of Acceptance of Office.

Declaration of Acceptance of Office form was duly signed by Cllr T Fraser and witnessed by the Clerk.

4. To confirm the Minutes of the Council Meeting held on Tues 2nd May 2017

It was resolved that the Minutes from the previous Parish Council meeting held on Tues 2nd May 2017 were approved as a true record and were signed by Chairman Cllr Gilchrist, proposed by JS and seconded by TF.

P. Gilchrist
01.08.17

Public speaking – Site Allocation Wiltshire Council

Chairman P Gilchrist outlined the procedure for public speaking and invited those members of the public who were in attendance who wished to speak on the proposed Ridgeway additional housing site allocation (40 houses).

A speaker advised as a Parish Councillor previously there was some discussion on the village framework element and settlement boundary but at no stage were settlement development areas identified.

It was queried what is the status of the boundary identified for the village plan? This was being managed by the previous Neighbourhood Plan group and was not known. It was thought it was managed to a certain stage by a former resident who then became Parish Council Chairman and volunteers were sourced to take over Neighbourhood Planning as separate entity to the Parish Council.

It was confirmed by a speaker that an application to Wilts Council for designation of the boundary was made, and to prepare for a NHP a survey was conducted that had a received a reasonable response. It was proposed by speakers that Crudwell Parish Council support a Crudwell Neighbourhood Plan and that there are volunteers to help to take this initiate forward. It was thought the NHP Steering Group would consist of approx. 10 volunteer residents.

Chairman Gilchrist confirmed that Crudwell Parish Council would support the process to produce a Crudwell Neighbourhood Plan and any documentation from the previous attempt that the Parish Council has will be passed over and the Council would assist as much as possible.

A speaker confirmed that there is a high level of interest from parishioners to take on the preparation and there was an informal meeting held where this was discussed. It was questioned if the Parish Council wish to take the lead or are we content to 'sub-contract' to a designated group? The Chairman confirmed he would be happy for the designated group to take on the project but would also like the Parish Council to have input and provide support. It was agreed there will be financial implications to be confirmed/resolved later in the process and there is thought to be some external funding which can be applied for. It was noted that Malmesbury spent over £20K in the development of their NHP.

It was thought that support for NHP may or may not affect the site allocation process but by the time another proposal comes forward we would hopefully have a NHP in progress. The issue of Councillor vacancies was discussed, it was acknowledged by those present that there is a shortfall of councillors which affects what can be achieved by the parish council. Some members of the public expressed an interest in joining the Parish Council and it was explained that we are quorate with 3 councillors and we have 6 vacancies. Those who wish to be considered as councillors were requested to send an Expression of Interest to the Clerk, with basic details and an agenda item on the next meeting would include the co-option of new members, should they wish to stand.

It was thought that there was nothing which could be done to object to the site allocation at the moment and that there would be a formal consultation process where comments will be invited and more information will be released on this matter. The Parish Council has no further information on the process. It was agreed the main issues are 1. How do we raise a formal objection to x40 houses? and 2. Developing a NHP for Crudwell.

Clerk Lisa Dent advised she would be attending a Neighbourhood Planning event in Cheltenham and would hand over all resources to the NHP Steering Group.

Lisa Dent
01.08.17

The Parish Council advised it would require information to be passed from the NHP Steering Group to the Parish Council and/or representation. It was not confirmed if the survey which had been completed by the previous NHP Group would still be valid and usable.

Discussion was closed for public speaking and members would be voting later in the meeting to confirm Parish Council members support for the production of a Neighbourhood Plan. Members of the public left the meeting with A Smith and M Whelan remaining.

5. Parish Council Vacancies – 6 vacancies

All present to note.

6. Matters to Report not included on the agenda

Will be covered through meeting.

7. Finance – to include (1) accounts for payment and (2) current bank balances

Balance to 2017 **Treasurers Account** **£ 14,875.32**
Balance to 2017 **Business Bank** **£ 22,917.65**

7.1 Income –March 2017

Name	For	Date	£ Amount
HMRC	VAT refund	23.06.17	4645.58
Lloyds	Bank interest	09.06.17	0.97
Lloyds	Bank interest	09.05.17	0.91

7.2 Accounts for Payment & Chqs for signature

	For	£ Amount	Chq No
Crudwell Village Hall	Room hire PC meetings	52.80	001203
Melcourt	Playbark	1192.80	001204
IDVerde	Treeworks/grass cutting	1131.31	001205
Zurich Insurance	Insurance 17/18	409.94	001206
Clerk May 2017	Salary and expenses	318.20	001207
E&J Davis	To distribute playbark	150.00	DC

Above payments made in the previous month, by agreement of councillors.

Payments for authorisation at the Parish Council meeting.

ICUK	Data transfer charges*	56.28	DD
Willis Bros	Fence repair X 2	166.56	001209
PATA	Payroll 3 months	22.50	001208
Clerk	June	267.24	001210
Total amount to be resolved		£512.58	

* Incurred due to the high traffic on Parish Council website downloading planning consultation information. Clerk to make contact to see if it is necessary to amend the hosting plan to reduce/prevent such charges.
 7.3 It was resolved, proposed by JS and seconded by TF that the above payments are approved for payment.

7.4 Insurance documentation to be re-circulated to Councillors.

Clerk to forward

TF Curran
01.08.17

7.5 Clerk to investigate application to Transparency Fund to reclaim website charges, which is available to Councils with a turnover under £25,000.

7.6 Allotments Mrs Browning – Clerk confirmed the Parish Council paid £10 last year (the amount due is £5 per annum). As double payment was made, this will cover this years payment.

Clerk noted the correct amount of £5 per annum and will ensure this is paid annually

7.7 Cllr Fraser had received a request of £250 to bring the memorial garden up to standard and is awaiting further information regarding the quote and what would be involved. It was proposed by TF and seconded by JS that be ear marked for these works and all present were in favour.

Clerk to add to Ear Marked reserves

7.8 £100 is being held by the Clerk for Crudwell School Citizen Award book tokens (7 X £10) and £30 donation to the school.

Clerk to contact school and issue certificates

8. Planning

Determined:- for information

Application Number: 17/04161/FUL

Site Location: Longridge Eastcourt Road Crudwell Wiltshire SN16 9ER

Proposal: Extension to form a conservatory Case Officer: Eleanor Slack

Direct Line: 01249 706659 Registration Date: 15/05/2017

Decision: Approve with Conditions Decision Date: 21/06/2017

Application Number: 17/04412/FUL

Site Location: 10 The Ridgeway Crudwell Wiltshire SN16 9YH

Proposal: Replacement roof to existing side conservatory

Case Officer: Victoria Davis Direct Line: 01249 706673

Registration Date: 19/05/2017

Decision: Approve with Conditions Decision Date: 30/06/2017

8.1 Applications

Application Number: 17/05399/FUL – Cllr Gilchrist declared an interest and declined to comment.

Site Location: Oatridge Farm Eastcourt Malmesbury Wiltshire SN16 9HR

Applicant: Mr T Bostwick

Applicant Address: Oatridge Farm Eastcourt Malmesbury Wiltshire SN16 9HR

Proposal: Covered Horse Walker in Existing Paddock Case Officer: Victoria Davis

Comments by: 19/07/17 It was agreed by all Councillors that NO COMMENT should be issued.

Application Number: 17/05627/FUL

Site Location: Ravenscourt, Crudwell, Malmesbury, Wiltshire SN16 9ER

Applicant Address: Ravenscourt, Crudwell, Malmesbury, Wiltshire SN16 9ER

Proposal: Change of use of part of dwelling to mixed use D1/C3 comprising ancillary accommodation being used as a yoga studio Case Officer: Alla Hassan

Comments by: 27/07/2017 It was agreed by all Councillors that the North boundary line is inaccurate. NO COMMENT should be issued.

Application Number: 17/05603/FUL

Site Location: 4 Church Cottages Eastcourt Road Crudwell Malmesbury Wiltshire SN16 9ER

Applicant Address: 4 Church Cottages Eastcourt Rd Crudwell Wiltshire SN16 9ER

Proposal: Removal of 2no. existing gas storage tanks, replace with 1no. gas storage tank in new location with concrete base and provision of garden shed.

Victoria Davis
01.08.17

Comments by: 03/08/17 It was agreed by all Councillors that NO COMMENT should be issued.

Clerk to forward all comments

8.2 Neighbourhood Plan for Crudwell

It was agreed by all Councillors present that Crudwell Parish Council fully supports the re-establishment of the Neighbourhood Plan steering group.

8.3 Email received from Wiltshire Council requesting input from Parish Councils on ceasing postal plan copies for planning applications.

Clerk to draft for Cllrs input

8.4 Cllr Fraser requested information on the Wiltshire Council planning training for Parish Councils.

Clerk to forward

8.5 Area Board issue – Application had been received for safer crossing point signage for Crudwell school. Chairman commented recent building works to Rectory has impacted on situation and there may be an improvement when the works are finished. Chairman advised the Parish Council will support this as matter of principle and we await further information. It was noted there had been previous attempts to enhance safety in this area and that switch-on 20 miles per hour signs had been previously suggested.

9. Reports on continuing activity and items for decision

9.1 Community speedwatch in Crudwell area. Information had been received that this was no longer in operation but there have been sightings which may suggest otherwise.

Clerk to seek further information

9.2 Recent parking problems around Church. There had been complaints received regarding access and parking to the Church due to the building works next door. Cllr Fraser had spoken to The Rectory and was thanked for his assistance.

9.3 Annual Parish Meeting. This is to be re-booked for September when it is hoped the Neighbourhood Plan group would be able to address the meeting regarding progress made.

Clerk to liaise with Village Hall for available date.

10. Questions and Issues (Parish Matters)

Cllr Fraser advised he is in dialogue with Wiltshire Council drainage engineers regarding issues including Swillbrook and The Old Dairy in Rommel Lane.

Swillbrook - The watercourse between the two bridges has a considerable build-up of silt in the Post Office Green area and this will require attention. Wiltshire Council do have riparian responsibilities to the land that they own.

Cllr Fraser advised he is meeting with Wiltshire Council drainage engineers regarding the possible moving of the watercourse at The Old Dairy and flood alleviation measures. He would discuss what can be done to assist with Swillbrook at the same time, from both the Parish Council and Wiltshire Council.

The drainage channel alongside A429 by Crudwell School was blocked and this has been reported to Wiltshire Council and they have acknowledged receipt.

There being no further business the Chairman declared the meeting closed at 8.30 p.m.

Items for agenda August 2017

Co-option of new members

Robert

01.08.17.