

**CRUDWELL PARISH COUNCIL MINUTES
Tuesday 2nd June 2020**

**Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr R Lambley,
Cllr S Grainger, Cllr G Lawes, Ward Councillor C Berry (Wiltshire Council), Cllr M Credicott
Clerk: Lisa Dent**

To join the Zoom Meeting

<https://zoom.us/j/96575486785?pwd=a0JBaDd2eE5jM1lKQm5rTk1aYVQyUT09>

Meeting ID: 965 7548 6785 Password: 6td22n

PUBLIC SPEAKING – 10 MINUTES IF REQUESTED

1. Chairman to open meeting at 7.13 p.m. and informed all it is being recorded to assist in producing Minutes, Apologies: Cllr A Stewart and Cllr J Stanford.
2. Overview of how the 'remote' meeting will be managed was given by Chair.
3. Declarations of Interest to items on the agenda – None were declared.

4. To approve Minutes of the Parish Council meetings from Monday 11th May 2020

It was proposed by that the Minutes from the May Parish Council meeting were approved and Chair will sign and return to Clerk. Clerk to upload on website.	Proposed by: MC Seconded: S Grainger
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5. Matters Arising May 2020

Thank-you letter to Neighbourhood Plan Steering Group to be drafted by Clerk.

6. Citizens Award Crudwell School July 2020

Cllr Gilchrist to contact Headteacher to see if we will be able to take part in the 7 X £10 class book token and £30 donation. All Councillors were in favour that we try and arrange in some way to take part in the Citizens Award.

7. Finance To include (1) Current bank balances 9th April 2020 Bus Bank £16943.16
28th April 2020 Treasurers £15,673.14

(2) Accounts for payment

Zoom	£11.99 per month, it was agreed we will not be subscribing at this time.		
Wilts Assoc of Local Councils	£453.73	Annual subscription fee	The invoices were approved for payment, proposed by GL and Seconded by MC and all present were in favour. Clerk to prepare payments and forward to Chair/Vice Chair.
Clerk Invoice May 2020	£328.36	Salary and expenses	
HMRC	£32.20	For above payment	
Crudwell School Citizens Award	£100.00	7 X £10 book tokens, £30 donation	
EJ Davis	£250.00	Swillbrook clearance, paid via cash through debit card	
Total	£1164.29		

Contingency for NHP just over £4,000 was confirmed by Cllr Lambley.

Chairman


.....P Gilchrist

P1/5

07/07/20

(3) VAT reclaim £1838.05 – approval to submit

It was noted that the claim is a little late due to clerk recruitment, and Auditing Solutions advise to complete in September and March although the Parish Council feel quarterly would also be appropriate. It was noted the amount is significant and is a large claim as Vision Planning is now VAT registered and also included are the Cole Easdon traffic survey invoices. (The majority of the expenses relating to Neighbourhood Planning). It was proposed by TF and SG and all present in favour to submit the reclaim. There are two items the clerk could not reclaim, the McAfee subscription £14.99 (Irish VAT number), and Microsoft Subscription £9.99.

(4) Internal Audit arrangements – It will be a remote audit; documents will be uploaded for review and the Internal Auditor will request a selection of invoices which the review. Clerk will start uploading the documents which we will be available through a link to Dropbox

(5) To approve and adopt year end accounts/bank reconciliation/AGAR

1. To approve Auditing Solutions Governance Statement 2019/2020

The completed form had been circulated in advance. It was proposed that the completed Auditing Solutions Governance Statement 2019/2020 was approved.	Proposed by: PG Seconded by: TF All present in favour
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2. To Complete and approve AGAR Section 2 Exemption Certificate 2019/2020

As a smaller authority where the higher of gross income or expenditure did not exceed £25,000 in the year the account ended 31 March 2020, we wish to certify ourselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. (Annual Gross income £21,182, Annual Gross expenditure £23,223)	Proposed by: GL Seconded by: MC All present in favour
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19:34 Chairman P Gilchrist left the meeting (Internet connectivity issues)

Cllr R Berry left meeting at 19.38 and returned 19.46

The meeting was re-convened 19.46 without P Gilchrist, T Fraser as Chair.

P Gilchrist rejoined the meeting at 19.53 and retook Chair from 19.52 (from 5.4)

3. To approve Annual Governance statement on AGAR form

The statements were declared to all present and were approved.	Proposed by: SG Seconded by: MC All present in favour
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4. To approve Accounting Statements on AGAR form 2019/2020

It was proposed that the accounting Statements on AGAR form 2019/2020 were approved.	Proposed by: TF Seconded by: MC All present in favour
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5. Review addendum

The addendum from PFK Littlejohn was reviewed by the Parish Council, and dates noted for arrangements for public inspection.
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Chairman


.....P Gilchrist

P2/5

07/07/20

6. Approve bank reconciliation

It was proposed that the bank reconciliation was approved.	Proposed by: TF Seconded by: GL All present in favour
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7. Approve variances

It was proposed that the Variances were approved.	Proposed by: TF Seconded by: MC All present in favour
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8. Planning/Development

1. Application Ref: 20/03853/FUL Application for Full Planning

Proposal:- Erection of detached garage at front of the property at: Lily Garden, Eastcourt, Malmesbury, SN16 9HN Assigned Officer: Michael Akinola Comments by: 19 June 2020

The following comment was agreed, Clerk to post online:-

This proposal is visible from road and in a prominent position. The proposed materials seem a poor choice and we request the planning department consider appropriate materials which harmonise with the existing property. The two proposed windows face the adjacent property, which is somewhat unneighbourly, and it may be a more considerate if they could be moved to the elevation facing the house. We have noted the close proximity of the sewer pipe (possibly shared with neighbouring property) and request attention is given by Building Control to the location of this utility pipe as it is very close to the proposed development.

8. Wiltshire Council report (Cllr C Berry) – Standing Item

Wilts Council are financial position with Covid 19, more money from Gov required to cover additional resources requested by the Gov. £15M of reserves and looks like this will be spent and beyond. Many councils are in the same position and a 114 declaration has been issued by Wilts to request further funds. Some concern re encroachment from Dorset, next issue is a second spike in Covid 19.

Services may not be as good as pre Covid, road repairs continue including our Parish area. Refuse collection is of course maintained, grass cutting service may be substandard.

Thanks for all in Crudwell for their efforts as a community and it is hoped that this can be maintained in some way in future.

Many staff furloughed, parking enforcement in car parks has been reinstated, Malmesbury High Street will receive funding to allow it to re-open

It was noted that the Filands plot in the local area, has 71 houses proposed (outside of the Malmesbury neighbourhood plan).

10. Neighbourhood Plan Steering Group Report (Cllr R Lambley – June 2020) – Standing Item

1. Following the Steering Groups recommendation and the Parish Council’s formal approval the Reg.15 draft of the Crudwell Neighbourhood Plan was registered with Wiltshire Council on the 12th May 2020. We are in discussion with Wiltshire Council and have clarified how we can support them with ensuring that parishioners receive adequate notification of Wiltshire’s Reg.16 consultation of the plan during lock down. We informed them that we shall use our website, our two mailing lists (265 households), WOIC , WC notices on parish notice boards and our local street champions to leaflet drop. We have not as yet been given dates when consultation will commence but there have been indications that this could be in about two weeks’ time. The six-week consultation period is likely to be extended to eight weeks if we are still in lockdown. The realistic timescale therefore remains as reported last month being:

Chairman

 P Gilchrist

P/3
5
07/07/20

- Consultation during June and July
- Inspection August onwards
- Referendum (hopefully) late in 2020.
- Plan Made in 2020

We will inform Councillors immediately when we have been given Reg 16 consultation dates. Roy F Lambley

2. Updated costs had been distributed

11. Crudwell Covid 19 Community Initiative Report June 2020 – (Cllr R Lambley) – Standing Item

The Parish Council supported developments on the my-crudwell website continue to provide support and information for parishioners and this can be found at <http://www.my-crudwell.org/category/news/covid-19-news/>

The Covid-19 support page lists all known local support services together with shops and any special arrangements in place for the elderly or vulnerable including the list of our brilliant Street Leaders. The What's On in Crudwell journal continues to be published on the my-crudwell site up to twice a month. The mailing list at community@my-Crudwell.org also provides live information updates and there are currently over 120 subscribers.

I am continuing to liaise with Leon Horton re his support network of Street Leaders who has provided the following update for us.

In a nice way, no news is good news. Everyone is 'getting on with it', which is great community spirit & support. A few deputising for others, which, embeds our community spirit further. Leon Horton

I can personally vouch for this excellent community initiative having Recently used a street leader to collect prescriptions for us, a relatively new resident who we don't know quickly and efficiently did the job although he had no experience of that previously.

Roy F Lambley

The status of the Pours charity was clarified, that it is outside of the Parish Council as a separate entity (Registered Charity with the Charity Commission). TF as a Trustee of the Charity will put together a statement now that access has been reinstated. A recent development at the Charity Commission is examination of charities which have not been 'active', a letter has been received declaring that it can continue as a historical heritage of Crudwell, with a value of approx. £3000, income being £100 per year.

12. Parish Matters

1. Playground Repairs and Fresh Air Fitness remedial works

Order has been placed with Creative Play and Fresh Air Fitness following the recent playground inspections. FAF are due to in next few days.

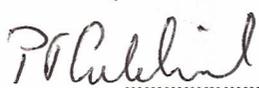
2. Emergency plan - update if available

PG advised there is no further update, we await information from Wiltshire Council

3. Swillbrook – River Clearance

This has been hand cleared and waste is by bridge in Tuners Lane and will be turned and removed shortly.

Chairman


.....P Gilchrist

P4/5
07/07/20

PG has requested confirmation from J McWilliam if advice has been received from Env Agency confirming the Parish Council can weed kill in the Swillbrook to control plant growth. If a response is not forthcoming, this item will be taken to the Flood Group and we will request their input.

4. Track by Rommel Lane cottages (Cllr Grainger) update if available

SG has sent photos to Cllr Berry to be forwarded to the correct department at Wiltshire Council. TF advised he has collected a sample of the debris should it be required by Environmental Health. It was agreed this amounts to possible environmental pollution.

5. Electoral Roll password

Clerk continues to chase the password from Electoral Services at Wiltshire Council.

6. Crudwell facebook page – new moderator request

Cllr Lambley has volunteered to take this over short-term and was thanked by all present. PG will forward some guidelines.

7. Gigaclear – 1. The Butts cabling permission sought

The infrastructure works require a signed contract from the Parish Council, and this has been received. It was approved to be signed by all present and Clerk will forward to Chair. It was noted that there is a payment receivable from Gigaclear to the Parish Council for access to this land and the amount was confirmed as £166.14 payable via bank transfer.

2. Programme of works received – the most recent programme of works to Crudwell area has been received.

8. Grass cutting by The Ford (resident complaint)

TF met with the resident and agreed the grass had been poorly cut. TF contacted ID Verde and it was clarified that it was not completed by normal team of contractors. ID Verde did return and re-cut the area (a very close-cut) and the resident was pleased with the result.

9. Fun in the Sun (scaled down provision)

Wiltshire Council requested our confirmation to allowing sports coaching days at Crudwell Recreation Ground. It was noted that they have not requested access to toilet provision in the Village Hall. It was agreed that we should advise that the Village Hall will not be open and there will be no toilet facilities available.

13. Closing comments

Website review - RL advised that it would be helpful if Councillors review the Parish Council and MyCrudwell websites as this would assist in discussion at July meeting of how we can improve or redesign these.

Links as follows:-

<http://www.crudwell-pc.gov.uk/>

<http://www.my-crudwell.org/>

There being no further business the Chair declared the meeting closed at 20.55.

Chairman


P Gilchrist

P5/5
07/07/20