

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on Tuesday 25th June 2024 at 7.00pm.

Present: Cllrs P Gilchrist, R Lambley (Chair), S Butcher, P Gilchrist
Also present: Lisa Dent (Parish Clerk), Cllr C Berry (Wiltshire Council)
Crudwell Flood Warden James Bromhead

CPC/24/110 Welcome and Apologies for absence

Cllr Lambley opened the meeting and welcomed all present.
Apologies received for Cllr I Warner, Cllr Lawes and Cllr Hughes and Cllr Doel.
Crudwell Volunteer Flood Warden James Bromhead was welcomed to the meeting.

CPC/24/111 Public Speaking

None requested.

CPC/24/112 To receive Declarations of Interest in accordance with the Council's Code of Conduct

None.

CPC/24/113 To adopt the minutes of 14th May 2024 Annual meeting of the Parish Council

The minutes were adopted and signed as a correct record.

CPC/24/114 To adopt the minutes of 29th May 2024 Extraordinary meeting of the Parish Council

The minutes were adopted and signed as a correct record.

Annual Parish Meeting 22nd June 2024 minutes approval will be deferred to a future meeting after receipt of reports.

CPC/24/115 To note Matters Arising and determine next steps

Chair has signed Acceptance of Office form.
Clerk has sent Crudwell Church the details of the parish council grass cutting contractor.
Clerk has uploaded revised standing orders and Training and Development policy to website.
Clarification has been received confirming the new playground fence is not insured for storm damage.
CIX will try and assist councillors who are having problems using the parish council emails on an individual basis.
Clerk advised the .gov assistance programme is for councils that do not have a gov website and therefore would not be of assistance for our problems with .gov emails.

CPC/24/116 To review and adopt 2024 Financial Regulations from NALC

The new model regulations had been amended by the clerk to meet the requirements of Crudwell Parish Council and this draft had been circulated prior to the meeting for councillors to consider. Clerk answered queries regarding the document and it was noted that 9.1 states: " Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £250.00 unless authorised by council or finance committee in writing before any order is placed." Clerk will make enquiries into reissuing the debit card from Cllr Hamilton-Lambley to the Clerk.

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CPC/24/117 To appoint Clerk/RFO as service administrator for internal banking
 As per the new Financial Regulations 7.1, the RFO (who is also Clerk) was appointed as Service Administrator for the purpose of internet banking and will be responsible for setting up banking payments online.

CPC/24/118 Crudwell Church – to note and consider church wardens request to contribute towards grass cutting and agree next steps and/or funding
 It was noted that any funding will be from reserves as there is no budget item. It was agreed that the Clerk will write to the Crudwell Church CPC and invite a formal request for funding, accompanied by supporting bank statements. This will then be considered by Crudwell Parish Council.

CPC/24/119 Crudwell Church – to note and consider church wardens request to survey and make repairs to lychgate or to consider financial contribution and agree next steps and/or funding.
 It was noted that any funding would be from reserves as there is no budget item (also through Section 106 and would be declared separately on our accounts). Crudwell Parish Council has no record of the structure being built or managed in any way by the council and is not an asset or under council insurance. It remains an important memorial, believed to be built by parishioners within the curtilage of Crudwell Church. Crudwell Parish Council is of the opinion that the lychgate should be maintained by Crudwell Church and will note be funding or maintaining the structure.

CPC/24/120 To note bank statements
 Treasurers account 25th June 24 - £11,735.63
 Business bank 25th June 24 - £18,369.61

CPC/24/121 To note bank reconciliations from April and May 2024
 The bank reconciliations were noted.

CPC/24/122 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	May 2024	Salary/Consumables	376.90	1.99	378.89
2	HMRC	PAYE May 24	Salary	81.40	0.00	81.40
3	Countrywide	Grass cutting May 24	Grass cutting	134.42	26.88	161.30
4	Auditing Solutions	Internal audit fee 24	Audit fees	275.00	55.00	330.00
				867.72	83.87	951.59

Debit Card/Direct Debits/Standing Orders

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		Date	Payee	Details	Nominal	Net £	VAT £	Total £
1	Paid on debit card	22/5/24	HP Store	Printer ink Cllr Lambley	Stat & Consumables	44.99	9.00	53.99
2	Paid on debit card	11/6/24	Pettifers	NHP room hire	NHP	25.00	5.00	30.00
						69.99	14.00	83.99

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

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signed by the Chair immediately below the last item. It was resolved to appoint Cllrs Butcher and Lambley (2 councillors) to authorise.

It was requested that the Clerk include the payment schedule on the agenda in future and the Clerk agreed to action this.

CPC/24/123 Solar Farm Kemble/Crudwell boundary – to confirm any next steps needed re agreement for funding

It was not thought that there were any formal steps required and Cllr Gilchrist will make contact to clarify this.

CPC/24/124 To review and appoint councillors roles and responsibilities

Financial support officer	<i>Defer to next meeting</i>
Community Support	Cllr Hamilton-Lambley
Cotswold Airport	Cllr Warner
Parochial Chedglow liaison	Cllr Gilchrist
Planning officers	Cllr Lawes Cllr Warner Cllr Butcher (Technical support)
Crudwell Free School/Lord Lucas Trust	Cllr Gilchrist
Data Protection	Cllr Gilchrist
Area Board liaison	Cllr Gilchrist
Transport and highways	Cllr Butcher
Emergency Plan	<i>Defer to next meeting</i>
Speed Indicating device	<i>Defer to next meeting</i>
Grass cutting contract management	<i>Defer to next meeting</i>
Risk Management	<i>Defer to next meeting</i>
Parochial Chelworth liaison	Cllr Butcher
Defibrillator reporting	Cllr Lawes
Poors Charity	Cllr Hughes
Playground Inspections	Cllr Gilchrist
Website support	Cllr Hamilton-Lambley

CPC/24/125 Funding request for Eastcourt for speed Indicating device – determine next steps

Following advice from Cllr Berry, it was agreed to make a Highways Improvement request through Local Highways and Footpaths Improvement Group. Clerk will request information and complete the form which will then be approved by Crudwell Parish Council for submission.

CPC/24/126 Request SIDS data from Crudwell SIDS devices in situ Devizes Wilts Council dept – to discuss/agree

It was agreed that it would be feasible to download the information from the device and send in. This will be deferred to the next meeting when Cllr Doel present. It was noted the information is required in a specific format (excel).

discussion of this item led to the de-restriction of the 20 mph zone after the school. Cllr Butcher will enquire about this at a future Local Highways and Footpaths Improvement Group. The SID will be moved back to being sites on the approach to Crudwell School. Cllr Hamilton-Lambley will download another set of data from the unit before it is moved.

CPC/24/127 Wiltshire Council report

Wiltshire Council's financial position has improved significantly post-Covid and childrens' services and social care continue to be a major expense.

Service delivery is a challenge with contracts being agreed prior to cost increases in labour and other costs. Some Wiltshire Council departments such as planning continue to have difficulties in recruiting and maintaining staff.

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CPC/24/128 Neighbourhood Plan Report

Work completed to date is as follows:

- A meeting with the Site A developers took place on the 17th of April, this was informative and useful and the agents showed some draft ideas and designs for the site, and a meeting with Site B owners remains to be scheduled. This work will produce the report which will recommend a site allocation for housing in Reg 14.
- A Neighbourhood Plan working Group took place on the 12th of June to review progress on the papers produced in advance of draft policies.
- Reports on the proposed protected green spaces, (owners of which have now been identified) together with the green network and hedgerow surveys have been developed by Cllr. Butcher and reviewed. These are now definitive versions.
- Owners of the business parks at Kemble have been identified and consultation with respect to the draft business park policies is taking place, a draft report has been developed and reviewed. Discussions with local business owners have also taken place and a definitive paper produced by Helena Evanson-Goddard.
- 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. Next step is to discuss these findings with WC Highways. Following this 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 the Autumn of 2024.

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

Locality Grant

Cllr Lambley advised the Steering Group Treasurer has submitted a request for a Locality Grant to support the development of the Crudwell Design Code; required for the Plan Review. This is complex in that Locality have recommended that we use a "free" consultant from their framework contract to develop our Design Code and retain our remaining grant of £8k for our NP support. This is not ideal as Cllr. Lawes has been working with the National lead architect on design codes producing National guidance and it is hoped that he can develop the Crudwell Design Code in collaboration with him. This being the case the NP treasurer has written to Locality to see if we can access funding for the Design Code from our local expert separate from the NP technical support grant.

CPC/24/129 Community report - To explore options and determine next steps following closure of What's On In Crudwell newsletter

Terms of Reference for a focus group (to include the new Crudwell parish council and community website) to consider options and recommend how we can best ensure that modern joined up communications could be effectively produced following the demise

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of WOIC will be drafted and circulated to Councillors when all members have confirmed their willingness to take part.

CPC/24/130 Parish Matters:

- **To note playground inspection report and any further actions**
Clerk will contact Cllr Lawes and this item is deferred to the July meeting.

- **Flooding**

New drainage officer at Wiltshire Council richard.williams@wiltshire.gov.uk

It was agreed we will be undertaking river clearance work to the Swillbrook this year and Clerk will contact EJ Davis for quote and availability to hand pull weeds and remove waste. Next steps re flooding to Eastcourt/Crudwell School area – J Bromhead will enquire with R Williams at Wiltshire Council about clearance.

Clerk to confirm completion of Wiltshire Council request to contact residents allocated flood alleviation measures and enquire if these are still in place at the property – Clerk will complete this for future meeting.

Cllr Gilchriest will contact Mr Ward re clearing silt (by digger) at the ford under Tuners Lane bridge.

James Bromhead will send photos of various locations where vegetation/trees/undergrowth need to be cut back.

- **Signage**

- The following items were agreed:- Sign 1 – Crudwell Village Hall Play area
Sign 2 – Crudwell Village Hall Fresh Air Fitness. Both to have green background, white font. Both fence mounted.

Information displayed to include: No dogs icon, Please Use Litter Bins provided icon (Clerk to contact Village Hall committee to enquire about how often the bins are emptied). In case of emergency call 999, what3words reference, 'nearest defib is attached to Village Hall building, 'please phone 999 for code to locked cabinet', 'should you have any comments regarding this play area please contact Crudwell Parish Clerk via email – parish.clerk@crudwell-pc.gov.uk', no kites due to overhead power lines, include parish council logo.

- New road signs for Tetbury Lane – Clerk to forward information to Cllr Hamilton-Lambley to procure these 2 signs.

- **Parish Steward**

Cllr Butcher will review weed management spraying. Request attention to overgrown verges obscuring road signs, pot hole past Village Hall at the edge of the road by layby, Kingsmeadow footpath sign obscured by ivy.

- **Stiles and footpaths** – no further progress.

- **SIDS** – no further update on purchase of solar equipment, Cllr Gilchriest to progress.

- **Removal of dead Willow Tree**

Clerk has been in contact with tree Surgeon J Cox and it was indicated availability would be in August. We await his quotation.

CPC/24/131 Parish Council website project work update – Clerk to report following online meeting and agree next steps.

The following was agreed:-

Written permission obtained for use of photos on the parish council website will be forwarded to clerk from Cllr Hamilton-Lambley.

Cllr Hamilton-Lambley will forward these photos to Re-Start for inclusion on the website.

Clerk will review the information and layout for what is required of the parish council.

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Hosting and domain charges will need to reviewed, also management of the website and this will be in conjunction with the working party see CPC/24/129.

There being no further business the meeting was declared closed at 9.00 p.m.

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