

CRUDWELL PARISH COUNCIL

Tuesday 7th May 2019 Crudwell Village Hall At 7.00 p.m.

Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr A Stewart, Cllr R Lambley, Cllr M Credicott, Cllr G Lawes, Cllr J Capper, Cllr Granger

Public Speaking: Mr J McWilliam was in present and updated the Parish Council on his recent attendance at County flood meetings, which he regularly takes part in and was thanked for his assistance. Flood measures to the village were discussed and The Swillbrook area was referred to in some detail, with regard to Wiltshire Council's obligations, the Diocese and the Parish Council areas. The following was agreed:-

It would be helpful if Mr McWilliam continued to attend flood meetings and reported back to the Parish Council.
Mr McWilliam will report to future meeting regarding previous arrangements and historical events of maintaining The Swillbrook. Cllr Fraser can assist with this as has been involved with the Swillbrook area over many years.
Cllr Lambley to update and inform Arthur Witchell (land owner) on our obligations and how we maintain this area.

Public speaking was closed.

1. Governance.

1. Vote for Chairman.

Cllr Gilchrist (Chairman) opened the meeting and welcomed all present. Apologies received and accepted for Cllr J Stanford.

After standing down from his position as Chair, Cllr Fraser (Vice Chair) chaired the meeting and requested nominations for the vacant post of Chair. It was proposed by MC and seconded by JC that Cllr Gilchrist be re-elected as Chair for the ensuing year. Cllr Gilchrist confirmed he would accept the post of Chair for the ensuing year and he returned to Chair the meeting.

Cllr Gilchrist signed/completed the acceptance of office for Chairman.	Clerk to file.
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2. Vote for Vice Chairman

Cllr Gilchrist requested Cllr Fraser stand down from his post of Vice Chair and requested nominations for the vacant post. Cllr Gilchrist nominated Cllr Fraser, seconded by Cllr Stewart and Cllr Fraser confirmed he would accept the post of Vice Chair for the ensuing year and returned to the post of Vice Chair.

Cllr Fraser signed/completed the acceptance of office for Vice Chairman.	Clerk to file.
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3. Declarations of Interest in items on the agenda

To receive any declarations of interest in items laid out in this agenda in accordance with the Parish Council Code of Conduct:- **None**

4. Finance - to include

1. Current bank balances Treasurers £19,487.94 Instant Access £16,935.38

2. Income – allotment rent £20.00, Precept £7833.13

3. Accounts for payment

Willis Bros	Fencing Works	£1191.60	Chq 1299
WALC	Annual Subscription	£434.34	Chq 1300
Creative Play	Remedial works following inspection	£354.00	Chq 1301
Zurich Insurance	Parish Insurance	£514.22	Chq 1305
Cix	Domain and hosting – direct debit	£108.00	Direct debit
Vision Planning	Invoice 0063	£300.00	Chq 1303
Vision Planning	Invoice 0067	£852.10	Chq 1302
Roy Lambley	Councillor Expenses	£38.25	Chq 1298
Fresh Air Fitness	Inspection and remedial repairs/parts	£502.80	Chq 1304
It was proposed by PG and seconded by TF and all present in favour to authorise payment for the above expenses.		£4295.51	

5. Governance Statements for Auditing Solutions to complete

It was proposed that Cllr Gilchrist and Cllr Fraser will look at these requirements, it can be tabled for the May meeting as the Internal Audit will take place on 13th June and it needs to be agreed by the Parish Council as a whole before then.

Clerk to review previous Governance Statements and update as required for Parish Council	Clerk
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6. Recruitment of Clerk Post – Update

With several application received it was agreed to:-

- 1) Close applications mid May
- 2) Cllrs can review and shortlist for interview at Village Hall at mid to end May
- 3) New Clerk to take up post early June and work alongside ongoing Clerk to handover. Cllrs who offered to be involved in the interview and/or process:- PG/TF/SG/RL

7. Planning

1. Application ref: 19/03921/LBC For Listed Building Consent
Proposal: Removal of modern stone flags and replace with new timber and stone flooring
At: Crudwell House, Crudwell, Wilts, SN16 9EW

After discussion, the following was agreed by all present: **NO COMMENT (comments by 04 June 2019)**

2. Application ref: 19/03142/FUL Site location: The Stables North of Morley Farm, Eastcourt, Malmesbury, Wilts, SN16 9TL
Proposal: Construction of Outdoor Menage with Sand Surface

After discussion, the following was agreed by all present: **NO COMMENT (comments by 06 May 2019)**

8. Neighbourhood Plan (Standing Item)

Wiltshire HSA Consultation update:

PG, RL and Stuart Miles attended the Inspector's hearing at Trowbridge on the 16/04/19. In summary the proposed removal of The Ridgeway from the HSA was robustly challenged by Edenstone's representative and supported by Stuart and by Wiltshire planning officers. PG countered Edenstone reps. Statement that Parishioners liked the new build. The inspector is issuing his initial thoughts on Thursday 9th of this month which could include re-allocating Ridgeway Phase 2, so watch this space.

Neighbourhood Plan.

As reported last month we have fully analysed all Reg 14 representations and are now ready to commence work on preparing our Reg 16 submission.

We are now though dependent upon the Inspector's determination to recommend a way forward. If the Ridgeway is re-allocated then we may not wish to proceed to allocate our preferred site for the current plan as this would incur double jeopardy situation with potentially more housing than is needed. We will then need to consider options which could include rolling the current. Plan into the 2036 plan to allocate our preferred site or alternatives. Stuart has prepared an options paper which I can circulate to the PC when we have an indication of the Inspector's recommendations.

Sian Burke-Murphy is now seeking full time employment, so we are advertising through WOIC for an additional Steering Group member to help lighten our Reg 16 workload by dealing with some of the day to day requirements, e.g., managing the mailing lists and mailbox, newsletters, web updates, meeting and event coordination etc.

Community Hub feasibility study.

Progress as follows;

1-Design and development:

Positive indication from the Diocese via the land agent that the northern Glebelands site may be made available on a long lease at low cost.

Next step is to send outline sketch showing proposed site of hub building and parking proposals, area required for these. Meeting taking place on Friday to spec this out for Email required by land agent.

2-Stakeholder liaison

Positive engagement with the School Governors

Next Steps

- Socialise ideas with existing businesses to gauge opportunities or concerns
- Discuss possibility of synergy with the Village Hall Committee

3- Funding Streams;

- We have Identified some likely funding sources for start-up and build through liaison with other active community hubs.

Would like consideration of CIL from developers to fund build.

4 - Business Commercial Intelligence;

Work to be carried out includes

- Identify potential vendors/business users
- Investigate retail opportunity for supply (e.g. by grocery suppliers, bakeries etc.)
- Investigate other potential uses (e.g. parcel drop, newspapers etc.)

5 - Staffing;

- Having identified opening hours requirement/feasibility determine requirements
- Identify required staffing mix i.e. employee/volunteers etc.

6 - Business Case

- Revenue costs, turnover and profits have been obtained from similar successful hubs
- Identify all likely capital and revenue costs

- Demonstrate viability and sustainability in a business model
- Identify all known risks and mitigation strategies

7 - Communications

- Engage the community by communications channels, website, posters and Email.
- Feedback interest, issues and suggestions

Deleted
PG Culbert
04.06.19

The proposed community hub

Feasibility study group engaged

Initial productive meeting held with PG, MC, RL, SBM and the Glebelands land agent; subsequent follow up call with RL. Land agent making recommendation to the Bristol Diocese.

Terms of reference for study group drafted for review.

Site visit to Glebelands field by RL, SBM, JBM, GL.

9. Wiltshire Council (Standing Item, Cllr Berry)

Cllr Berry advised there is Area Board funds for some Highways projects (gullies, white lines repainting, resurfacing etc) and these would need to be submitted quickly. It will be a substantial amount, the Malmesbury area has been identified as second worst area for highways out of 18 and there will be a concentration of cash leading to a list of proposed works.

Cllr Berry also advise you can bid for funds for purchase of equipment to be used for community clean up days.

10 Parish Matters

1. **SIDS device** – The device has been sited/fixed higher to resolve the protruding bolt problem. Cllr Berry advised Wiltshire Council will not be enforcing the regular 'movement' of SIDS devices. The unit would not be compulsory removed as was suggested in earlier correspondence received, if fixed in the same place.
2. **Remedial works to playground/swings/FAF** - PG and TF looked at 'finger trap' and discussed with FAF company who advised they would take away the double seat press and substitute with a slightly different version, to be installed asap. All equipment has now been through inspected and the necessary maintenance will shortly be completed.

PG Culbert
04.06.19

3. **Bus shelter works** – Opening to one end is in hand, but not yet completed.
4. **Notice Board works** – We have returned to using WoodWorx, who are utilising an apprentice on our noticeboard project. 3 boards have been taken; new posts will be obtained where necessary (Cllr Capper can assist with installation). To replace The Wheatsheaf board would be at a price of £895 plus VAT. All present were in agreement to proceed with this quote and Cllr Grainger will confirm our acceptance.
5. **Emergency Plan** – To be handed over from Cllr Credicott to Councillor Gilchriest.
6. **Parish Steward Tasks:-** To clean signage around Village.
7. **Defibrillator located at Crudwell School** – Display is showing it requires a new battery, at a cost in the region of £300.

Cllr Stewart to forward information to Clerk for payment at next meeting	Clerk
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8. **Allotments** – It was brought to the Parish Council attention that there was some confusion of a request for assistance and plot sharing.

11. **Closing comments** – None. There being no further business the meeting was closed at 8.27 pm.

P. Gilchriest
04.06.19