

CRUDWELL PARISH COUNCIL

Minutes for the Parish Council meeting held in Crudwell CE Primary School on

Thursday 2nd April 2015 at 7:00pm

Present: T Fraser; J Furlonger (Chairman); M Perrin (Vice Chairman); S Salter; J Stanford; M Whelan

In attendance: Mr Jerry Etheridge (Murcott resident); Mrs S Lindsay (Crudwell CE Primary School); Mrs A Smith (Village Hall)

Public Speaking Time: Mr Etheridge presented costed proposals for the erection of two "Murcott" road signs in that village. He has secured part funding from a local company, and sought Council funding for the balance of the cost, amounting to £185, excluding VAT. The Council thanked Mr Etheridge for his efforts, and **unanimously resolved** to provide the funding (Proposed: SS; Seconded: MW).

1. Apologies for absence accepted by the Council

Cllr C Berry; Mr P Gilchrist (MVCAP)

2. Declarations of Interest

None

3. Minutes of the previous meeting, 5th March 2015 for approval

TF requested that the minutes be changed to expand on his comments with regard to the financial regulations. The Council agreed to this, and the Chairman will sign the minutes once the change is made.

4. Accounts

4.1 Council income and expenditure is listed on the attached summary sheet. **The Council unanimously resolved** that the outstanding invoices should be settled (Proposed: TF; Seconded: JS)

4.2 The Chairman reported that he had, as requested, analysed the English Landscapes invoices. The change of amount reflected the cost of living adjustment, effective from January 2015. No further action is to be taken and the matter is agreed closed

4.3 The outstanding PAYE amount had now been reduced on an HMRC recalculation to £19.85. The Council agreed unanimously to pay the outstanding amount forthwith, to clear its liability. The Council further agreed to retain an independent person to manage its PAYE submissions in the future (**Action: Chairman**). Grateful thanks were expressed to Mrs A Smith, who had been extremely helpful in resolving the recent complex situation.

5. Correspondence received

Correspondence had been received from Wiltshire Council regarding election arrangements; no action required

6. Planning

Applications were discussed from:

- Barn House Crudwell
- 1 The Dawneys Crudwell
- Brook Cottage Crudwell
- 18 The Dawneys Crudwell

No objections were voiced on these applications.

The application in respect of Corinium Rifle Range was discussed. County Councillor Berry would be asked to encourage the Enforcement Officer to visit and establish whether previous

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conditions had been broken, and therefore whether removal of Condition 2 was appropriate in the circumstances **(Action: CB)**

The revised Ridgeway Farm application was noted and discussed. Previously expressed concerns over road safety, an increase in vehicle numbers, and drainage were all noted once more. The choice of materials – in particular cladding and a tin roof on the car port, was felt to be out of keeping with the village. Finally, the development is outside the framework boundary (Footprint) of the village, thus contravening Policies 1 and 48 of the new Wiltshire Core Strategy. The minimal soakaway for storm water contravenes Policy 67.

The planning consultants wish to present their thoughts to the Council, and it was agreed that this would be desirable. The Council will await sight of the application on the Wiltshire Council website before discussing next steps. In the meantime, MW will summarise a set of comments for discussion **(Action: MW)**

7. Continuing Activity

7.1 Wiltshire Council: no report

7.2 Crudwell CE Primary School: The Church inspection has taken place, with generally satisfactory results. The school is hoping to continue with five classes. The after-school club is now being run by a third party organisation, and results so far are good. It is hoped to extend this to pre-school in the near future. A productive meeting was held with Wessex Water to discuss flood alleviation, and there is a governors meeting on 9th May which will take a final decision.

7.3 Crudwell Village Hall: AS presented a paper from the Village Hall Committee (VHC) seeking Council financial support for the resurfacing of the Village Hall car park. TF suggested that the Council could loan the VHC a sum of money to support the work. This was felt to be impracticable. JF suggested that the Hall was an important part of village life, and the Council should therefore be seen to be providing some support. **It was resolved** to finalise the Council accounts for FY2014-15 and then review what support would be possible.

7.4 MVCAP: No report

7.5 Clerk vacancy: interviews have taken place. The two candidates had different styles and qualities, and the choice was very close. After discussion during and subsequent to the meeting, **the Council resolved** to offer the position to Lisa Dent. A starting pay grade of SCP 17 (£9,029 an hour) was suggested and agreed, together with a £40 monthly work from home allowance. The guideline monthly working time was set at 28 hours, and the remuneration will be paid in twelve monthly instalments. The contract of employment will include a note to the effect that the rate of payment is increased by one SCP to recognise that the Clerk is also Responsible Financial Officer.

7.6 "Muck In": Plans are well advanced for the village tidy on 11th April. Wiltshire Council is being chased to provide hi-vis jackets and rubbish bags.

7.7 Primary Care Centre: MP would be glad to hear from anyone who is able to take minutes at the next meeting, as she will be away.

7.8 Annual Parish Meeting: MP confirmed that plans are well in hand for the meeting on 25th April. Ray Sanderson will give a demonstration of the new defibrillator, and SS will be on hand to demonstrate the website.

7.9 Tree removal: Completed.

7.10 Grass cutting: TF confirmed that the new agreement took effect from 1st April, and that invoices would be received after each cut, but there will be no other formal notification that a cut has been completed.

CS
MW
J.W

7.11 Speeding: JF provided a brief update on progress towards a metro count to the north of Crudwell village.

8. Items for Decision

8.1 Internal Auditor: The responses sent by the three candidate firms had been circulated to councillors previously, and several had sent the Chairman an indication of their preference. TF noted that some firms had provided more detail than others. Other councillors felt that the overall competence of the firms carry more weight than the amount of detail provided. MP suggested it would be appropriate to use a firm other than the one previously used, as this would give a fresh view of the council's situation. The Council resolved to appoint Lightatouch as its internal auditors (Proposed: MP; Seconded: MW). Carried by 5 votes to nil, with one abstention.

8.2 Financial Governance: The Chairman had circulated a paper with a suggested set of financial principles for the Council, bearing in mind the previous decision to adopt a new computerised financial accounting system. The Council agreed to adopt the principles, subject to the following changes:

- Principle 5 to read "The Parish Clerk will produce summary Income and Expenditure statements every quarter in a format suitable for councillors to review"
- Principle 7, first sentence to read "The Parish Clerk and Council Chairman will prepare a financial summary at least every half year in a format suitable for members of the public to review"

9. Other points: TF

9.1 QFS: TF expressed his view that the proposed reports do not provide sufficient information for financial progress to be monitored. The Chairman reiterated that the Parish Clerk would be able to provide any of the information held within the system at any time to anyone who requested it.

9.2 Glebe Field: Views continue to be received from parishioners, and the subject will be raised again at the Annual Parish meeting, and the Muck In day

9.3 Defibrillator: This is now installed, with only the administrative paperwork to complete.

9.4 Neighbourhood Plan: No progress since last meeting, due to lack of volunteers.

9.5 Finance Reporting: TF asked that financial information on the invoices approved each month should be published with the minutes wherever they appear, and this was agreed

9.6 Asset Register: TF questioned the inclusion of a piece of land adjacent to the ford. MP pointed out that this was carried forward from previous years, at least since 2009. JF suggested that the way to resolve the uncertainty would be to inspect the land deed held in safe keeping by Lloyds Bank.

9.7 Website: Positive feedback continues and readership s increasing.

9.8 Crudwell Parish News: The final issue has now been produced and is being circulated.

10. Date of next meeting

The Annual Parish Meeting will take place at **10:00** on **Saturday 25th April** at **Crudwell Village Hall**.

CR
MW
J.W

CRUDWELL PARISH COUNCIL

The next meeting of Crudwell Parish Council will take place at **7:00 pm** on **Thursday 7th May 2015** at **Crudwell CE Primary School**.

The meeting closed at 10:00 p.m.

CP
NEW
J. W.