

CRUDWELL PARISH COUNCIL

Week commencing 13th April 2020

Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr A Stewart, Cllr R Lambley,
Cllr S Grainger, Cllr Stanford, Cllr G Lawes, Ward Councillor C Berry (Wiltshire Council)

Clerk: Lisa Dent

This meeting was conducted via email due to restrictions of Covid-19 whilst the Parish Council investigates various methods of meeting online/video conferencing. Comments were closed Friday 17th April 2020.

1. Apologies for absence – None

2. **Declarations of Interest in items on the Agenda** - To receive declarations of interest in items laid out in this agenda in accordance with the Parish Council Code of Conduct – Cllr G Lawes see 7.2 3 Manor Cottages

3. **To confirm the Minutes of the Council Meeting held on Tues 3rd March 2020**

The draft Minutes were approved, to be signed/approved at May meeting which will be held via Zoom.

4. **Matters Arising from previous meeting minutes** – will be covered on this agenda.

Cllr Grainger requested that the Neighbourhood Planning costs are circulated.

5. **Clerk's vacancy** – update will follow, one application

6. **Finance to include** 6.1 Bank balances at 14th April 2020 Treasurers Account £11,252.75 Business Bank Instant: £16,943.88

(2) **Accounts closed for audit 31st March 2020**

Details are in place for an internal audit by remote and dates in place for external audit. Clerk to reconcile accounts

(3) **Accounts for payment**

1	Kate Crook	Payment for time as clerk	£89.64	Chq 1256	
2	ID Verde	Grass cutting	This is in a query situation – TF is progressing, 3 invoices as unsure of attendance/charging rates.		
3	CIX	Parish Council Domain website hosting Invoice date 17.04.20	£108.00	Payment through debit card.	
4	CIX	Invoice date 29.03.20 MyCrudwell Domain renewal 1 yr	£16.80	Payment through debit card.	
5	Gary Lawes	OS Map for NHP	£22.09 plus VAT = £26.51	To be paid in next payment run	
6	Broadbean	Website hosting My Crudwell	£75.00	Chq 1357	Paid at bank 24.04.20
7	Broadbean	WOIC etc	£250.00	Chq 1358	Paid at bank 24.04.20
8	Vision Planning*	NHP	£3020.00	Chq 3020	Paid at bank 24.04.20

* Authorised by MC and RL as tasks undertaken and against budget.
Payment to be prepared and sent to Chair/Vice Chair 16th April 2020.

(4) **PATA Payroll end of year documents**

- Employee Details report & declaration
- Expenses & benefits declaration

Chairman



.....P Gilchrist

11.05.20

- P35 Part 2 Verification

Documents forwarded 16th April to be signed and returned to payroll company PATA.

(5) Clerks pay scale 1st April 2020. No increase to be applied this year, awaiting further notification

(6) Audit dates received from NALC

What about the financial year-end and AGAR?

Following NALC's engagement with government around local council audit timeframes final regulations were published on 7 April and will come into force on 30 April. These extend the statutory audit deadlines for 2019/20.

The Joint Practitioners Action Group (JPAG) has produced updated flow charts and step-by-step guides related to the changes to audit time frames. These can be found on our JPAG webpage.

We are pleased the government has listened to the sector and recognises the need for an extension to the timeframes for audit. This extension is for two months and not the minimum of at least three months which NALC called for in our response to the consultation on the draft regulations.

(7) Insurance premium costs from 1st June 2020

To be carried over to May meeting 2020, to decide if we will subscribe to Zurich renewal of 1, 3 or 5 years or seek alternative Parish insurance cover.

Thank you for insuring Crudwell Parish Council (Policy No. YLL-2720844653) with us.

Your Long term agreement (LTA) is due for renewal on 01/06/2020 and if your policy details remain unchanged, we'd like to offer you the following options:

- A 5-year LTA premium of £520.17
- A 3-year LTA premium of £543.47
- A 1-year standard premium of £566.77

(8) Allotments invoicing update

Final two vacant plots are now allocated and Clerk has invoiced for payment.

(9) ID Verde Grass Cutting Invoicing (Cllr Fraser)

There is an ongoing query re pricing and invoicing which is being attended to by Cllr Fraser.

7. Planning/Development

7.1 Ravenscourt planning appeal Appeal ref. APP/Y394-W/19/3231872 Ravenscourt, Tetbury Lane /The Street North to Crudwell House, Crudwell, SN16 6ER. The appeal is allowed with conditions. Refused -The application for an award of costs.

The details of the document were circulated and noted as follows:-

Condition 1 – self explanatory.

Condition 2 – This enables the use of the hardstanding for vehicles for three months, during which time a scheme is to be submitted for approval, failure to gain approval within 3 months and the use must cease until approval has been gained. Once approved the hardstanding must be retained and used only as approved.

Condition 3 – As above but for landscaping scheme.

The Inspector covers the matter that part of the land used for parking is outside of the current domestic curtilage and therefore required a change of use, and he makes clear that the parking is only for use associated to the domestic dwelling and NOT for the yoga business.

7.2 Application No: 20/02097/FUL Site Location: 3 Manor Cottages, Chedglow, Crudwell, SN16 9EZ Applicant Address: 3 Manor Cottages, Chedglow Crudwell SN16 9EZ

Erection of replacement double garage and new outbuilding Closing date for comments: 15/04/20

Chairman



.....P Gilchrist

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The Parish Council agreed NO COMMENT. (Cllr Lawes had declared a declaration of interest and abstained from involvement in agreeing comment.)

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

Wiltshire Council has distributed support monies very quickly. Businesses who pay Business Rates NDR are given support with a grant on request. Many recipients and £Millions distributed from the Government grant received. Much activity for the vulnerable in the Malmesbury area and hopefully Crudwell residents that need it are identified. Emergency plans have been engaged where appropriate. Council staff all redirected to Covid 19 activities but external activity on bins and roads still ongoing but under some levels of stress. Some Parish Councils are investigating/using Zoom/Facetime/Skype for Parish Council meetings.

9. Neighbourhood Plan Steering Group Report (Cllr R Lambley) – Standing Item

The Neighbourhood Plan document set for Reg 15/16 has been now been completed to include the policies as agreed at the Steering Group meeting of the 18th February, with the addition of the school policy; CL1 which was subsequently agreed. The Steering Group will complete its review on Monday 20th and it is hoped to present the Plan to the Parish Council for approval by correspondence on Tuesday 21st 2020. Following the Council's approval the document set will be presented to Wiltshire Council who will undertake the final public consultation (Reg 16).

It is important to progress this now as Wiltshire Council have accepted at appeal that there is now less than 5 years land supply which could again make us vulnerable to speculative planning applications. Our Link Officer has asked us to present Reg 15/16 now as this will strengthen our position, we understand that they expect to carry out the 6 week Reg 16 consultation and subsequent Inspector's review, but that the Referendum may be delayed by lockdown. The Councils lead time for publication of Reg 16 is normally two to three weeks but this could be affected by the current situation. As per previous email the NP expenditure remains within budget for completion of the 2026 Plan

10. Covid 19 Community Initiative (Cllr R Lambley)

The Parish Council has supported urgent enhancements to the My-Crudwell website designed to provide support and information for parishioners at this very challenging time. This can be found at <http://www.my-crudwell.org/category/news/covid-19-news/>

The refreshed site has a Covid-19 support page listing all known local support services together with shops and any special arrangements in place for the elderly or vulnerable. We have liaised with the What's On team so that the journal, which can no longer be distributed will be published on the My-Crudwell site up to twice a month. A mailing list at community@my-crudwell.org has been created to provide live information updates; there are currently 99 subscribers. Parishioners can join this list and receive updates and WOIC online by clicking the button at the bottom of this update. We have also been working in liaison with our Street Champions support group led by Leon Horton who have grown a vibrant network at spectacular speed to ensure help is available to the elderly and vulnerable in our community. We are extremely grateful to Leon and all the volunteers who are already providing invaluable help. Stay safe! An update from Leon for the PC appears below.

The changes have been made to my-Crudwell site by our contractors Broadbean who have been extremely helpful and responsive to these urgent requirements. Details provided online to sign up for My-Crudwell.

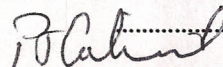
COVID-19 - Community Initiative - Street Leaders

We have established a team of amazing volunteer Community Street Leaders covering Crudwell & Chedglow. Making sure the more vulnerable & higher risk residents are okay during these times. Currently, we are taking care of around a dozen households. Flyers have been posted through every door, asking those potentially in need, if they require our assistance. The good news is that we have a great community spirit, at present all those requiring support have been identified & are being looked after. The Streetleaders themselves are sharing tips, ideas & coming together to share shopping trips to minimise trips required.

11. Parish Matters

1. Annual Parish Meeting/Meeting of Parish Council - this is on hold due to current isolation measures for

Chairman

 P Gilchrist
11.05.20

Covid-19. Details have been provided by NALC regarding Annual Meeting of Parish Council validity dates and vote for Chairman.

2. Playground Repairs following Inspection report –

A request for the 2020 inspection and subsequent maintenance of the Creative Play and FAF installations has been accepted by the Manufacturers/Installers. Their maintenance teams are not currently being deployed due to Covid-19.

3. Emergency plan - standing item. Awaiting contact from Wiltshire Council, to be followed up at a later meeting.

4. Flooding/rivercourse. Swillbrook has been cleared of a significant blockage by Flood Warden, will need to revisit to plan for future works.

5. What's On – This has now moved to an online service.

6. Track by Rommel Lane cottages (Cllr Grainger)

Councillor Grainger advised the meeting of activity along track leading off Rommel Lane also seen by Councillors Fraser and Gilchrist. It involves extensive work of widening an access gate and excavation to widen the track using contaminated materials and requested that the Parish Council ask Wiltshire council to investigate the activity with regard to environmental issues, the legality of the work on land that may not be owned by those responsible and affecting access for residents and footpath access, and any planning obligations and reasons for the work involved. Cllr Berry to request relevant people at Wiltshire Council to look into the activity. It was noted that the footpath is now blocked by a padlocked 5 bar gate and Steve Leonard (rights of way at Wiltshire Council) to be informed.

Items for Next Meeting:-

Dates for approval and adoption of accounts, VAT reclaim due

Chairman

P Gilchrist

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31. 05. 20

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