

# CRUDWELL PARISH COUNCIL MINUTES

Tues 2<sup>nd</sup> March 2021 7 p.m.

Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr R Lambley,  
Cllr G Lawes, Cllr N Doel

Clerk: Lisa Dent

2 members of the public

*The Public and Press are cordially invited to be present. The order of business may be varied. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.*

## PUBLIC SPEAKING – 10 MINUTES IF REQUESTED

1. **Meeting opened** at 7.04 pm by Chairman Peter Gilchrist, who informed it was being recorded to assist in producing Minutes and all present welcomed. No requests for public speaking from 2 members of the public present. Apologies received from Cllrs J Stanford, Cllr C Berry (Wiltshire Council), Cllr S Grainger, Cllr A Stewart.

2. **Declarations of Interest to items on the agenda** – None declared

3. **To approve Minutes** of the Parish Council meeting Tues 2<sup>nd</sup> February 2021  
Subject to two items requiring correction:

1. Typo error in Covid 19 Report
2. Parking Tuners Lane to amend to in 11. Parish Matters
1. Parking Tuners Lane – Request for Parish Council approval to tarmac part of grassed area for additional residents parking. The residents correspondence was reviewed and the following issues were discussed:-
  - Streetscene/this area is a prominent location adjacent to the Parish Notice Board.
  - Should the Tuners Lane potential housing development proceed to planning approval, there are proposals to extend the footpath provision in this location
  - Maintaining Parish green spaces
  - Parking impacting on visibility and congestion

The Parish Council agreed it was unable to support a request to tarmac any of the green space surrounding the noticeboard at Tuners Lane.

1. It was proposed that the above Minutes were approved, and Chair will sign and return to Clerk. Clerk to upload on website.	Proposed by: GL Seconded: RL All present in favour.
---	---

## 4. Matters Arising February 2021

Defib pads Village Hall	Ordered, Invoice received
Emergency Plan to post online	Clerk has uploaded to Wiltshire Council
Chelworth Road Surface	GL to email M Perrott/Wilts Council – completed
Blocked gullies	Clerk has emailed M Perrott to request engineers visit
New wall by Village Hall	Dropped kerb to assist residents? To be covered under closing comments

5. **Parish Councillor (one) vacancy advertised.** Noted: It is not possible to co-opt a new member due to the upcoming Elections in May 2021.

## 6. Finance To include

(1) Current bank balances 24<sup>th</sup> February 2021 Treasurers A/c £8,583.77 Business Instant A/c £16,947.42

(2) Accounts for payment

		Net	VAT	Total
Clerk invoice	Feb 2021	£370.93		£370.93
HMRC PAYE	Feb 2021	£40.40		£40.40
Zoom	Monthly subscription	£14.39		£14.39

P Gilchrist – Chairman

*P Gilchrist*

08.04.21



Community Heartbeat	Replacement defib pads	£43.00	£8.60	£51.60
Broadbean	Hosting My Crudwell	£75.00		£75.00
Play Inspection Company	Annual play equipment inspection	£150.00	£30.00	£180.00
It was proposed that the above payments were approved, and all present were in favour. Proposed by: GL Seconded: RL		<b>£693.72</b>	<b>£38.60</b>	<b>£732.32</b>

(3) Receipt of new Parish Council account debit card

This has been received and Clerk had updated all payments which are linked to the card with the new details.

(4) VAT reclaim submitted 28.02.21 £632.13

**Audit arrangements/accounts closing 31.03.21 (5) Appoint Internal Auditor**

To appoint Auditing Solutions as Internal Auditor for Crudwell Parish Council audit year ending 2021	It was proposed by TF and seconded by GL and all present in favour
--	--

(6) Review Internal Audit report 2020 and recommendations

This was reviewed and it was agreed to re-adopt the Financial Regulations and Financial Risk Assessment.

(7) Review and re-adopt Financial Regulations

Based on NALC model, and last reviewed 2018, it was agreed this remains a robust financial standards document to be used in conjunction with the need to obtain best value at all times.

To re-adopt Crudwell Parish Council Financial Regulations	It was proposed by TF and seconded by GL and all present in favour
---	--

(8) Review and re-adopt Financial Risk Assessment

Last reviewed within this financial year it was agreed to re-adopt the Financial Risk Assessment.

To re-adopt Crudwell Parish Council Financial Risk Assessment	It was proposed by TF and seconded by RL and all present in favour
---	--

**7. Planning/Development**

**1. Application Ref: 21/00955/TCA** Application for **Work to Trees in a Cons Area**

**Proposal:-** Remove Large Branch Overhanging Road from Lawson Cypress **At:** Swan Close, The Street, Crudwell, Wilts SN16 9DE **Comments by** 25<sup>th</sup> Feb 2021 - To note NO COMMENT has been submitted

**2. Application Ref: 21/01223/TCA** Application for **Work to Trees in a Cons Area**

**Proposal:-** Reduce 2 Lawson Cypress Trees Back from Road and Remove 2 Large Branches Over Roadside. Reduce Back from Parking and House. **At:** 1 Swan Close, The Street, Crudwell, Wilts SN16 9DE **Comments by:** 26 Feb 2021 - To note NO COMMENT has been submitted

**3. Application Ref: 21/01234/TCA** Application for **Work to Trees in a Cons Area**

**Proposal:-** 25% Lateral Reduction to the Lower Crown of 1 Ash Tree **At:** Crudwell House, Crudwell, Wilts SN16 9EW **Comments by:** 01 March 2021 To note NO COMMENT has been submitted

**4. Application Ref: 21/00525/FUL** Application for **Full Planning**

**Proposal:-** Creation of new vehicular access. **At:** Lily Garden, Eastcourt, Malmesbury, SN16 9HN **Comments by: 08 March 2021**

**The following comment was agreed:-** We have concerns with this application. The bend in the road to the south of the site, is both blind and narrow, relocation the access to the property closer to this dangerous bend is not something the council supports, particularly as the consented garage (20/03853/FUL) is likely to further obstruct the view to the south. As safety appears to be the driver for this application, retaining the existing access point, and relocating the hedge (as proposed) would provide the best outcome.

P Gilchrist – Chairman .....

*P Gilchrist*

08.04.21

p2/5



**5. Application Ref: 21/01238/FUL Application for Full Planning**

**Proposal:-** Addition of a pitched roof to existing barn and erection of a new hay barn (revised application following approval of application 20/05994/FUL). **At:** Land Adjacent to Quelfurlong Cottages, Crudwell, SN16 9SL  
**Comments by:** 23 March 2021.

On reviewing the additional information it was agreed the previous comment still stands:- 'At Crudwell Parish Council meeting on 6th Oct 2020, the following comment was resolved:- We are concerned that the raised roof to the existing barn will have a negative visual impact, the barn gable has a prominent position adjacent the road. We would request the material used, be carefully specified to match the barns opposite, these being natural stone, unfinished timber cladding and slate roofing.'

**6. Application Ref: 21/01219/FUL Application for Full Planning**

**Proposal:-** Livestock and Machinery Hardcore Track **At:** West Hayleaze Farm, Crudwell, Malmesbury, Wilts SN16 9EY

**Comments by:** 24 March 2021. Crudwell Parish Council agreed **NO COMMENT**

**7. To confirm:** Crudwell Parish Council does not hold ownership or interest in land at Paxcroft Way, Trowbridge, BA14 7DQ. It was agreed we hold no ownership or interest in this land, Clerk will inform by email.

**8. New Premises Licence** - The Licensing Authority has received a New Premises Licence application for a static 747 aeroplane at Cotswold Airport (Kemble Airfield), Kemble, Cirencester, Gloucestershire, GL7 6BA.

Any representations against/for the application must be received in writing no later than 24<sup>th</sup> March 2021  
Following discussion, **NO COMMENT** was agreed, Clerk to inform.

**8. Elections May 6<sup>th</sup> 2021**

The Chair clarified the timetable of information required for the Parish Council Elections in May 2021.

The next Parish Council meeting will be on Tues 6<sup>th</sup> April and the deadline for return of election nomination papers to Wiltshire Council is 8<sup>th</sup> April 2021. For those intending to submit their nomination they will require the forms/information pack which will shortly be made available from Wiltshire Council website. The forms will require two people to countersign, and electoral roll numbers will be required for these persons.

It was thought the application a personal delivery to the Chippenham Office of Wiltshire Council by appointment, where the form will be checked and accepted, though this information may be updated due to Covid 19 arrangements.

**9. Wiltshire Council report**

Cllr C Berry is attending at Wiltshire Council Area Board meeting and has sent his apologies.

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

The Referendum version of the Crudwell Neighbourhood Plan has been registered with Wiltshire Council. It is expected that the Referendum will take place during May 2021.

Following discussions re resident's concerns re the drainage and sewerage issues associated with new developments I have had discussions with flood warden John McWilliam who is enthusiastic about the Neighbourhood Plan. John has agreed to act in liaison with the Steering Group and will engage with us in discussions with Wessex Water concerning the existing issues and the development at Tuners Lane. The initial discussion will address existing issues and residents concerns which will be followed up when the site agent's background reports and initial constraints map are available to the CLG when John will contribute to the review and feedback. Further discussions with Wessex Water will be arranged as required and progress will be reported back to the Parish Council.

The communications and awareness campaign being developed for the Referendum will be adjusted to take account of the changing circumstances of the Covid pandemic as it develops.

P Gilchrist – Chairman .....

*P Gilchrist*

03.04.21

P3/5



The WALPA group which includes representations from Crudwell PC has received a formal response from Wiltshire Council and some support from Wiltshire MP's following the letter sent. Following this the group has agreed to communicate concerns re NP regulation relaxations and developer's failure to progress large housing developments directly to the SOS for housing. Wiltshire council is also independently making representations to the SOS.

There has been no expenditure on the Plan during this period

### 11. Covid 19 Report – Standing Item

Covid updates from the Parish and Wiltshire Councils continue to be notified via my-crudwell, our mailing list, our Facebook page and the Street Leader's WhatsApp group.

The publication of eWOIC on the my-crudwell website with notification on our mailing list continues while distribution is paused the latest edition was published and notified on the same day of receipt; the 24th February.

The Community Street Leader volunteer's of Crudwell, Chedglow and Chelworth continue to be extra vigilant in continuing to support our elderly and vulnerable as lockdown continues. Parishioners have been reminded via the my-crudwell website and WOIC of how to contact them for help via organiser [leon.horton@Heineken.co.uk](mailto:leon.horton@Heineken.co.uk).

We continue to monitor local Covid data and while the number of cases here and in Wiltshire continues to fall in line with the rest of the country it clearly remains the case that vigilance must be maintained. Many of us were present in a socially distanced tribute to the late Derek Taylor today where we lined the route of his cortège to the Church which would in normal circumstances have been packed for his funeral. Another example of community spirit and support in Crudwell in these testing times.

### 12. Parish Matters

1. Residents correspondence – Requesting consideration be given to a commemoration for the upcoming Jubilee. It was agreed this item should roll over to the new Parish Council post Elections.
2. Trees (1) Fallen tree – removal. We are requesting assistance from a local farmer. (2) Treeworks- ID Verde attendance. Quote recd Net £515.03. (VAT £103.00 reclaimable, Total £618.03) Quotation is as expected, and we have confirmed to ID Verde we would like them to attend.
3. Playground (1) roundabout maintenance/new bearing. We await further update on the delivery and fitting of this item from the supplier (2) Independent playground. Full copy has been provided to Cllr Stewart and we will review next meeting. (3) To re-engage Play Inspection Company for independent report 2022 – All agreed this was in order.
4. Track at Rommel Lane – update on legal work re submission of plan/note for Land Registry (TF) Addresses of Clerk and Chair to be included in this correspondence with their consent.
5. Highways/speeding – North Wiltshire Speeding Concerns meeting 04.02.21  
It was confirmed RL and PG attended, there are no follow actions, it was useful to see how other parish approach speeding problems and it was noted there are many other parishes with community speedwatch programmes and devices such as ANPR cameras who still report speeding as a problem.
6. Overgrown bushes protruding and shrub roots – The Street, Crudwell. This has been reported on Wilts Council App, by a local resident and it was agreed that PG will contact Clerk to ascertain how to proceed.
7. Gullies clearance – Clerk has requested visit and will then specify areas where this is needed.
8. Guttering repair bus stop. A resident had required the bramble required removal and had grown through an area of guttering and Wiltshire Council have now removed the bramble and piece of guttering. PG will review this, and photograph and we can then decide how to proceed with repair to guttering.
9. Gigaclear works to Tuners Lane – grassed area left in poor condition/appearance. Clerk will contact Community Manager at Gigaclear and request they return to make good this area..
10. Parish Steward (JS) - No specific items for Parish Steward.
11. Ownership of grass area – enquiry by Wiltshire Council re grass cutting – It was confirmed Crudwell Parish Council manages the grass cutting in the specified area and Clerk will advise by email.

P Gilchrist – Chairman

*P Gilchrist*

08.04.21

P4/5

### 13. Other projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements. It was agreed that this project work should roll over post Elections to the new Parish Council and that there are volunteers in the parish who can assist us.

2. Eastcourt BT Telephone Box/defibrillator. Cllr Stanford not present so no update available.

### 14. Closing comments/Chair to close meeting.

Works to install a dropped kerb to area by Village Hall. It was agreed by all present that this would be helpful to residents, it was thought the kissing gate has been removed although the closure remains in place. It was agreed PG will review the location and what is in place and if required, Clerk will contact Cllr Berry to clarify the process to install a dropped kerb.

There being no further business, the Chair declared the meeting closed at 20.18.

### Items for next meeting: Tuesday 6<sup>th</sup> April 2021

1. Date for Internal Audit if confirmed
2. Clerk Pay scale increase to be applied if communicated

P Gilchrist – Chairman .....

*P Gilchrist*

08.04.21

P5/5