

CRUDWELL PARISH COUNCIL MINUTES
Tuesday 4th August 2020 7 p.m.

**Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr R Lambley,
 Cllr S Grainger, Cllr G Lawes, Ward Councillor C Berry (Wiltshire Council)
 Cllr A Stewart, Cllr M Credicott Clerk: Lisa Dent**

**The Meeting of the Parish Council will be held remotely via Zoom due to the current Covid 19 pandemic
 To join the Zoom Meeting**

<https://zoom.us/j/91376882197?pwd=NnFwU2Q3WXFKQnZnbHhyNVQvbEw0QT09>

Meeting ID: 913 7688 2197

Passcode: k8sYFt

PUBLIC SPEAKING – 10 MINUTES IF REQUESTED

1. Chairman to open meeting, inform it is being recorded to assist in producing Minutes, welcome and apologies Meeting was opened by Chair at 7.11 pm and all present welcomed. Apologies received from Cllr J Stanford.
2. Declarations of Interest to items on the agenda – No declarations of Interest from Councillors present.
3. To approve Minutes of the Parish Council meeting from Tuesday 7th July 2020 meeting

It was proposed that the above Minutes were approved, and Chair will sign and return to Clerk. Clerk to upload on website.	Proposed by: TF Seconded: SG All present in favour.
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4. Matters Arising July 2020

VAT Reclaim	No response or credit to bank account, to be monitored.
Financial Risk assessment	To be reviewed at Sept 2020 meeting.
Memorial Garden volunteers	Volunteers have come forward.
Re-siting of defib (AS)	Meeting to be organised with VH to decide where unit is to be sited (with Chairman of Village Hall). <ul style="list-style-type: none"> - No date confirmed yet for re-siting. - AS will meet with electrician in due course. - Emergency services to be made aware Further details will be made available as details progress.
Notices placed at playground (AS)	AS confirmed notices had been placed as agreed at July meeting.
Rommel Lane track	Historical research is progressing, PG has files from Lord Lucas Trust which shows no reference to the track's ownership, PG will talk to Richard White at North Farm who may be able to assist. With a Deed and reference with connection to workhouse and community football pitch in field, this already shows a strong community reference. PG may have a contact at Chippenham Ramblers who could assist. All present in favour that PG/TF progress this matter with a view to completing a statutory declaration to the Land Registry.
Dog fouling	The bag dispenser has been replaced which may have helped, an article was completed for What's On (17 th July 2020) and also through mailing list and it was noted the situation seems to have improved.
Keeping dog under control	This was also noted in What's On 17 th July 2020.

Chairman


P Gilchrist

02/09/20

P1/5

Review of websites and possible costings	This is in progress, RL will complete a rough specification of our requirements and progress costings (it was noted this should meet NALC website accessibility needs also). It was agreed it would be prudent to archive some of the older documents and link to Crudwell Facebook page and advertising/listing local businesses could be incorporated this was an aspiration of MyCrudwell site and did not evolve successfully. It was agreed the layout of the Oaksey site could be a template which would work for our needs.
Answering domain issues from .gov	Completed by Clerk and Broadbean.
Code of conduct re view	Clerk will re-format the NALV Model May 2020 to our current document and will be ready for review/adoption at Sept 20 meeting.
Financial Regulations review	This is in progress.
Crudwell 3 Chelworth footpath	It was agreed GL will have an informal discussion with property owners and following this further action will be agreed.
JS requested Community Heartbeat charity info from AS	This is completed.

5. Finance

(1) Current bank balances 27.07.20 **Treasurers A/c: £6,772.05 Bus Bank Instant A/c: £16,945.99**

The future credits to the Treasurers account were noted as:-

£ 7,853.39 2nd Precept instalment due around 25/09

£ 1,838.05 VAT due

£ 1,000.00 Locality grant

(2) Accounts for payment

Clerk Salary & Exp	July 2020	£251.72
PAYE to above	July 2020	£7.00
Zoom	Monthly on debit card	£11.99 plus VAT per month = £14.39
ID Verde Grass cutting	Date of cut: May	£133.10 (incl vat)
ID Verde Grass cutting	Date of cut: June	£133.10(incl vat)
ID Verde Grass cutting	Date of cut: July	£133.10(incl vat)
Total		£672.41

It was proposed by MC and seconded by AS and all present were in favour that the above accounts were authorised to be paid. Clerk will prepare cheques and forward to Chair.

(3) VAT reclaim – no response from re-submission of £1838.05 claim, to be monitored.

(4) External audit complete - It was noted that email confirmation from PFK Littlejohn had been received advising the External Audit was now complete for 2020 and the Clerk was thanked for assisting in this matter.

Chairman


.....P Gilchrist

02/09/20

P215

6. Planning/Development **Application Ref: 20/06482/PNCOU**

Application for Prior Notifications on change of use Proposal:- Application under Class R to Determine whether Prior Approval is Required for a Proposed Change of Use of Existing Agricultural Building into B8 Storage Use **At:** Hayleaze Farm, Tetbury Lane, Crudwell, Wiltshire, SN16 9EY **Comments by:** 31 Aug 2020 **This application is for determination as to whether the prior approval of the local planning authority will be required for the following matters only:**

[Class R – agricultural buildings to a flexible commercial use]

- (i) transport and highways impact of the development;
- (ii) noise impacts of the development.
- (iii) contamination risks on the site; and
- (iv) flooding risks on the site

The following areas were discussed:-

- Change of use/permitted development rights and notification of this process and how additional planning applications to this site may be notified.
- It was thought there would be traffic increase to the locality; storage has a completely different traffic profile to farming.
- Not a suitable lane for large vehicles, tractor use at the moment, but these movements are within the farm and not external.
- Any agricultural land usage re vehicle maintenance (oil/chemicals) requires license from environment agency
- It was noted it would be useful to have an overview of future plans for Hayleaze Farm site from the owner and it was agreed this should be requested.

Cllr Lawes to draft response, which was as follows:-

“Hayleaze Farm sits along Rommel Lane, a quiet, principally residential, single track lane within Crudwell. Should the barns be used for warehousing, the resulting increase in traffic, particularly involving large vehicles is of concern. There has been a significant increase in traffic along Rommel Lane, since the introduction of a motor workshop on the site, a further increase would significantly alter the character of this lane and the amenity and safety of its residents.

We would suggest, that the traffic profile for warehousing on this site would be significantly different to the current agricultural use, in the latter case most vehicle movements would be within the site whereas the warehousing would introduce large vehicles to the lane.”

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

Wiltshire Council's financial position moving into the Covid recovery phase to include government grants, refunds and use of reserves, with a shadow recovery body working alongside (not controlled by electoral members). This will look and 'what' and 'when' in terms of improving commercial elements in Wiltshire if possible to minimise the level of downturn and position is one of consolidation. Many redundancies at Dyson around customer service area. Single Ch Exec (Terence Herbert) is now in office. Wiltshire housing supply was discussed with certain areas being brought forward, thought to be Chippenham East and South.

Chairman


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02/09/20

P3/5

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

1. Update

- We are now into week 5 of the 8-week consultation period.
- There are currently 2 representations on WC portal, both from statutory bodies who have raised no issues with the Plan
- We have kept parishioners informed and sent reminders regularly through WOIC online and our mailing list on my-crudwell
- Our Street Leaders have distributed flyer leaflets to approx. 200 households who may not have internet connections.
- We have posted WC notices on 10 parish notice boards and lampposts on well walked routes.
- We are holding a question & answer session primarily for Tuners Lane residents in the parish allotments in Tuners Lane on Saturday the 8th August, 11:00am to 12:30pm.
- Subject to demand we may hold a second session before consultation closes on the 24th August, also an open zoom session.
- WC have confirmed that they are procuring the services of an independent inspector for the examination to take place during September .

2. Financially within budget for projected expenditure.

3. Chairman PG advised of an approach from Mayor of Malmesbury to request our involvement in a new group forming called Wilts Area Localism Alliance (a group town council driven by Melksham , Malmesbury, Calne Devizes etc) focusing on:-

- national planning framework, housing supply
- how quickly out of date NH Planning can become.
- intention to lobby the government (and as we are on the point of Section 16, we will be directly involved in many of these issues)
- concern that information wasn't coming from Wilts spatial planning employees to town/parish councils in an effective way.

Discussion led to alliance with larger villages (rather than towns) could be more beneficial if focused on our housing market area rather than Wiltshire as a whole. Housing markets areas and the need to work in conjunction with spatial planning team was discussed and we await a formal letter of approach and further information/clarification on the groups intended focus and activities and then our possible involvement would be tabled for agreement at a later meeting.

9. Covid 19 Community Initiative – (Cllr R Lambley) – Standing Item

- The Street Leaders continue to provide excellent support to the elderly and vulnerable.
- WOIC continues online supported by the PC and is reverting to monthly from September with printed and distributed version in addition to the online which is getting around 200 reads per fortnight.
- Street Leaders names to be made available to PG for Wiltshire Council who would like to acknowledge the effort and assistance that they have provided.

10. Parish Matters

1. Trees

(1) Memorial Garden – fallen tree (removal required).

It was agreed that J Capper may be able to assist in removing the tree (approx. 0.5 days work costs)	PG to contact
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P Gilchrist
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02/09/20

P4/5

(2) Allotments – SSE require consent to schedule works around power lines at Allotments

All present agreed permission for these works. Clerk to liaise/inform.	Clerk
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(3) Tree Survey/Condition report (Green / Post Office Green)

This was last completed in May 2017 and it was agreed by all present to re-contract Green Leaf Tree Services.	Proposed: MC Seconded: GL
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2. Re-siting of defibrillator – (see Matters Arising)
3. Creative Play Playground inspection report and quote –

We await this information	TF will chase
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4. Emergency plan

PG has submitted to Wilts Council and no response back yet, RL added some info on pandemic and how it was approached. Permission required from councillors for personal contact info to be incorporated but will approach this at another meeting.	PG will circulate plan to councillors.
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5. Track at Rommel Lane cottages – (see Matters Arising)
6. Signage Tuners Lane – (1)Dog fouling (2) Keeping dogs under control – (see Matters Arising)
7. Speed watch device request to O Phipps at Wiltshire Council acknowledged – await further contact when trial is concluded.

11. Other projects

1. Crudwell Facebook page (RL)

RL has taken over as moderator and is assisted by another volunteer. Nearly 800 members from all over UK, now a closed group and on joining you will be asked membership questions. Intention is to make this page locally focused and it was agreed to allow join requests from Cirencester, Kemble, Malmesbury, Tetbury, Oaksey.

2. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements – (see Matters Arising)
3. New model (NALC) Code of Conduct – to be re-formatted, agenda for next meeting
4. Domain issues – (see Matters Arising, completed)
5. Review of Financial Regulations – in progress (TF has the revised documents)

12. Closing comments

CB advised Minety will shortly be opening a shop in its Village Hall.

With no further comments, the Chair declared the meeting closed at 20.59.

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02/09/20

P515