

CRUDWELL PARISH COUNCIL

Tuesday 3rd December 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 G Lawes, Cllr S Grainger. Ward Councillor C Berry (Wiltshire Council), 1 member of the public

1. Apologies for absence – Received and accepted for Cllr Credicott, Cllr Stanford

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 Lawes, Architect to Planning application 19/10396/FUL See 6.1

3. **To confirm the Minutes of the Council Meeting held on Tues 5th November 2019**

To approve the Minutes as a proper record Clerk to file and upload on parish council website	Proposed by SG Seconded by GL and all present in favour
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4. **Matters Arising from previous meeting minutes** – will be covered on this agenda

5. **Finance – to include** (1) Bank balances 19th Nov 2019 – Treasurers £22,090.15 / Bus Bank £16,940.40

(2) **Accounts for payment**

To pay	For	Amount	
CIX	My Crudwell domain renewal	£6.00	By direct debit 11/11/19
PATA	Payroll service Jul to Sept	£23.25	Chq No 001330
Willis Bros	Repairs to the fences on the Village Green and the Post Office Green	£184.80	Chq 001331
Kirstie Trueman	Nov to Dec 2019 Clerk invoice	£134.54	001332
Lisa Dent	Jul – Dec Clerk invoice	£331.82	001333
Cole Easdon Consultants	NHP Traffic Survey costs	£1867.37	001334
HMRC	Refund for specific items incorrectly entered on VAT Reclaim Nov 2019	£166.78	001337
	Total amount	£2714.56	

It was proposed by GL Seconded by SG and all present in favour that the above accounts are approved/paid. Clerk to send payments.

(3) **Completion of Audit 2019 Statement** – The Statement from LLP Littlejohn has been received and it was noted that there was one reported error in that there was failure to declare the correct dates for the proper provision for the exercise of public rights. As a result, Crudwell Parish Council must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

P. Gilchrist
07.01.2020

(4) **Quarterly Financial Statement**

The was presented by the Clerk to Councillors.

It was proposed by PG Seconded by TF and all present in favour to receive the QFS balanced to bank accounts dated 30 th Sept 2019.	Clerk to file
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The amounts Ear Marked for forward planning were reviewed to take effect 31st December 2019:-

To be removed:-	To be added:-	To remain:-	Value to amend:-
Clerks Gratuity (£375.00)	Flood alleviation/ rivercourse annual clearance £1000.00	NHP £5549.65 Election Costs £1000.00 Play Equipment £2293.00	Noticeboards £1000.00
Storage/files/archives (£1,350.00)			

(5) Review of VAT reclaim Nov 2019

The November 2019 VAT reclaim was submitted and settled by HMRC with a BACS transfer to Crudwell Parish Council. On review, the claim was found to contain several errors, and when these were calculated it had resulted in an over-claim to HMRC of £166.78. It was therefore agreed by all present that this amount be reimbursed to HMRC with a description of the errors, which Clerk has drafted.

It was proposed by RL Seconded by AS and all present in favour that the amount of £166.78 be sent to HMRC with covering letter detailing breakdown of the incorrect values.	Clerk to send.
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(6) Budget setting Precept 2020-21

The budget setting for the forthcoming financial year of 2020-21 was discussed and it was agreed that there would be no increase in the requested precept to Crudwell Parish Council.

Total precept for 2020/21: £

Percentage change: %

Year	Taxbase	Precept	Total £ for Band D	Difference in £ for Band D	% change on last year for Band D
2019/20	525.89	£15,666.26	£29.79		
2020/21	527.25	£15,706.78	£29.79	£0.00	0.00%

The budget setting for the forthcoming financial year of 2020-21 was approved as a requirement of £15,706.78, proposed by PG seconded by SG and all present in favour.	Clerk to email the signed request form to Financial Dept Wiltshire Council
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6. Planning: Declaration of Interest: Cllr Lawes, Architect to this application vacated the room.

6.1 Planning application 19/10396/FUL

Site address: Lower House Chelworth Crudwell Malmesbury SN16 9SF **Proposed development:** Dependent persons annex (with accommodation for carer) and building to house gym and plant room. Comments by: Fri 6 Dec 19

The following comment was agreed:- No Objection, please consider a tie to the two buildings, possibly in a Section 106 agreement or alternative	Clerk to comment online
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Cllr Lawes was invited to return to the meeting.

7. Clerk vacancy

7.1 Job description/specification

Clerk advised this had been revised slightly with more onus on accounts and Excel.

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07.01.2020

7.2 Timescale

It was agreed that the closing date for application be set for Monday 23rd December. Clerk to inform applicants. Applicants for interview will be agreed at January 2020 Parish Council meeting with interviews taking place mid-January. Cllr Gilchrist will be unable to attend interviews but other Councillors are available. Clerk will attend to demonstrate accounts and procedures. Applications (CV and covering letter) to be circulated to Councillors. Clerk Lisa Dent confirmed she will remain in post till end April 2020.

8. Councillor Vacancy

Clerk advised J Capper removed from Councillors Crudwell page on Wiltshire Council website and Clerk has emailed Elections Dept to ask for the vacancy to be acknowledged and added to Wilts Council website.

To be included again in What's On, with (1) the Parish Newsletter helpful flood information which had been received (Clerk to put full info on website and precis in What's On) and (2) to mention the Clerk vacancy and closing date for applications (3) to remind flood resilience grant recipients who received equipment, it would be beneficial to test, check and locate to make sure it is to hand.

9. Wilts Council Report (Cllr Berry) – Standing Item

Wiltshire Council services may be affected by the forthcoming Election, with a possible change in Executive structure to reduce to X2. This has led to some concern as both parties would be Chief Executive, one for 'people' services (i.e. health, adult, children, social care) and one for 'places' (i.e. roads, buildings, planning).

Malmesbury Health Forum is currently focusing on how to manage turnover of beds occupancy during the emergency winter period, including administration and follow-up of this service.

10. Neighbourhood Plan Steering Group Update - Report 3 December 2019 (Cllr R Lambley)

The work of evidence gathering following our Reg 14 consultation has now been largely completed with the Steering Group's review of the independent traffic survey report which we commissioned. We now have independent advice on the traffic management and footway works which will be required to make the new housing allocation safe and sustainable. The report recommends that no further housing should be envisaged in Tetbury Lane without provision of a safe pedestrian footway. It also concludes that no work is required in respect of Tuners Lane or Tetbury Lane A429 junctions in the event of further developments. It also recommends completion of the footway in Tuners Lane and together with formalising the parking area adjacent to the Council houses. A drainage report has also been produced for Tuners Lane which demonstrates that the site can be drained without access to third party land.

We have also met with potential developers with the express purpose of ensuring that these requirements will be met as part of their development proposals. We are also seeking assurance that requirements from the list which we developed from representations will be addressed. These include design, ecological and environmental needs, green space, housing mix and affordability. The developers have been asked to respond in writing to us by the 20th December. Following this we have asked them to present proposals to the Steering Group during week commencing 20th January. Councillors will also be invited to that meeting (which could be an extraordinary meeting). The Steering Group will then determine the final policies for Reg 16 during the Spring. Now that the evidence gathering activities are completed we are beginning the work of completing our next major stage; the Reg.16 consultation on our draft plan which will be ready for publication in the Spring.

In parallel the Steering Group will be organising further communications to include public consultations, leaflets and small focussed briefings for various stakeholder groups. These events are likely to be held towards the spring. They will be well publicised in WOIC, in newsletters and via our mailing list.

Clerk will update NHP costs and forward to Councillors	Clerk
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11. Parish Matters

11.1. Parish Steward

Was seen in Crudwell last week (Tetbury Lane) clearing gullies. No tasks for Parish Steward this month. Chairman advised Crudwell School had complained re flooding to car park as stream outside Potting Shed was overgrown with vegetation. It is now clear and flowing well.

11.2 Fence/post repairs - Post Office Green and Village Green repairs have been completed by Willis Bros.

11.3 Playground works completed – Recent works/repairs completed.

11.4 Xmas tree – To be attended to this weekend, arrangements in hand with Cllr Stanford.

11.5 Flood Group meeting Wednesday 11th December 9.30am at Wiltshire Air Ambulance base, Outmarsh Semington BA14 6JX. Cllr Gilchrist will attend but all councillors are welcome.

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12. Closing comments/Chairman to close meeting

Request for Decision Notices and information on outcomes of planning applications and matters was requested	Clerk
Parish Council timescale obligations re retaining Council Minutes/accounts/documents – to clarify	Clerk

There being no further business the meeting was closed at 8.17 p.m.

13. Matters for the next meeting / DONM: Tues 7th January 2019