

**CRUDWELL PARISH COUNCIL MINUTES
Weds 2nd December 2020 7 p.m.**

**Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr R Lambley,
Cllr G Lawes, Cllr A Stewart, Ward Councillor C Berry (Wilts Council)**

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 7.02 pm by Chairman Peter Gilchrist, who informed it was being recorded to assist in producing Minutes and all present welcomed.

Apologies received from Cllrs J Stanford, M Credicott and S Grainger.

It was noted that N Doel was in attendance to complete Co-Option process. Cllr Gilchrist invited those members of the public present to Public Speaking and it was confirmed they did not wish to address the meeting and their microphones were muted.

2. Declarations of Interest to items on the agenda - None

3. To approve Minutes of the Parish Council meeting from Tuesday 3rd November 2020 meeting

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. Notice of the intention to Co-opt - Mr Neil Doel.

Following the resignation of Cllr J Capper (Dec 2019) and formal advertising of ONE Vacancy, NO request was made for an Election by TEN electors, and the vacancy can be filled by Co-option.

This item was deferred from last meeting. Advice had been taken from Wilts Assoc of Local Councils who confirmed the Co-Option should have proceeded. The local government act of 1972 clearly states that where the number of candidates is less than or equal to the number of seats, and the candidates meet the eligibility criteria and are not disqualified, then the candidates "shall" be appointed to the council.

To Co-Opt N Doel as Crudwell Parish Councillor
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This motion was Resolved, proposed by GL, seconded by TF and all present in favour
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Cllr N Doel was welcomed as Parish Councillor and joined the meeting.

To note: Cllr Doel is in receipt of Crudwell Parish Council Code of Conduct, Standing Orders, Acceptance of Office and Good Councillor Guide. Declarations of Interest to be returned to Clerk in 28 days to forward to Wiltshire Council and will be displayed on the Wilts Council website.

5. Matters Arising November 2020

Clerk to request extension of site visit arrangements for Parish Councillors who wishes to visit Hayleaze Farm
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Arrangements extended to end of Nov 20 subject to availability of land owner
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Clerk informed Cllrs

Chairman



.....P Gilchrist

07.01.21

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Eastcourt signage replacement Flistridge Road, between Minety and Eastcourt	Reported by JS on Wilts Council App.	Awaiting confirmation
Chelworth Road Surface	GL to contact M Perrot at Wilts Council	To progress
Clarify with Crudwell School re the installation safety/upkeep of new gates align with Governing Body	PG to confirm with school that appropriate arrangements are in place regarding installation and maintenance.	Completed PG Confirmed with school - on their compliance scheme
SG	To inform Clerk on amount outstanding for payment for refurb of noticeboard for budget	Completed
RL	To advise the costs of NHP to end of March 21 and for next financial year.	Completed
SG	Liaise with PCSO J Bordiss re speeding	Awaiting confirmation
SG	To assess if there would be local volunteers willing to commit to training and managing a community speedwatch group	Awaiting confirmation
Clerk to inform JS for Parish Steward	Build-up of leaves to footpaths around Village Green. Gullies through stream into Village Green are blocked.	Clerk informed Clr Stanford

Community speedwatch to be mentioned in next What's On in Crudwell entry asking for interested parties (RL to SG)

6. Finance To include

(1) Current bank balances - Confirmed after Parish Council meeting: 19th Nov 20
Treasurers A/c: £12,838.83 Bus Instant A/c £16,947.00

(2) Accounts for payment

		NET	VAT	Total
Clerk	November 2020	398.00		398.00
HMRC	To above payment	50.00		50.00
ID Verde	One Cut October 2020*1	110.92	22.18	£133.10
Know How Cloud	Annual Subscription	33.33	6.67	£40.00
PATA Payroll	Jul-Aug-Sept 2020	23.25	NIL	£23.25
Zoom	4 Nov to 3 Dec 2020	14.39	Cannot reclaim	£14.39 (on debit card)
WALC	Budget setting training	30.00	£6.00	£36.00
Crudwell School	Citizens Award Donation*2	20.00	NIL	£20.00
TOTAL		£679.89	£34.85	£714.74
1*There are X2 credit notes against the invoice				
2* This cheque was never received by Crudwell School as so is a re-issue.				
It was resolved that the above payments are authorised to be paid.			Proposed by GL and seconded by TF and all present in favour.	

Regarding the Crudwell School cheque re-issue and also referring to WALC cheque payment made 03.06.20, Clerk to request that the original cheque payments are stopped.

Chairman


.....P Gilchrist

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(3) Budget setting 2021/22

Papers had been circulated in advance.

1. To review the estimated spend at 31/12/20 and the projected full annual outturn

Estimated expenditure Nov 20	£1758.08		At 31st Mar 20 (financial year end)	
Estimated expenditure Dec 20	£661.89			
			Estimated expenditure Jan/Feb Mar 21	£8388.11
Estimated bank balances 31st Dec 20	£28,875.49		Estimated bank balances 31 st Mar 21	£20537.38

2. To finalise the 2021/22 budget requirement

The budget was agreed at £ 20,368.91

From 1st April 2021 to 31st March 2022

Estimated total in bank accounts 01/04/21	<u>£ 20,537.38</u>	1	
Ear Marked Reserves Total	£ 16,000.00	2	
	£ 4,537.38	3	1-2 Carry forward to budget
	£ 75.00	4	Allotments rent
	£ 15,756.53	5	Precept request
Total income for budget	£ 20,368.91		
	<u>£ 20,368.91</u>		

3. To review, consider and approve general and earmarked reserves

Flood alleviation	£1000.00
Election costs	£1000.00
Play Equipment/Fresh Air Fitness	£2000.00
Website upgrade	£2000.00
Contingency	£1000.00
General reserve	£9000.00
Total	£16,000.00

Comments: RL on Neighbourhood Plan costs

To 31st March 21: £3500 in budget

(1) Anticipated £2000 underspend which will be Earmarked for Community Liaison Group work 21/22.


1st April 21 to 31st March 22: £6500 in budget

CLG quote from Vision (£3750) reduces to £1750 See (1)

Contingency and funds for Referendum £3,000

Total £4,750 (leaves surplus of £1750 from budget amount £6500)

Chairman


.....P Gilchrist

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Cllr Lambley responded to questions.

Q On recent Vision invoice charges were made for 5 days work? What was this for? RL advised this was for work with Community Liaison Group and was preparing the scope of work and agreeing with developer, arranging 3 phases of work to develop the application (to work with developer to cover off as many requirements in NH Plan as possible).

Q Why did Vision consultancy need to do this and not the NH Plan group members?

NH Plan Group are involved, but due to current situation of housing supply there are considerable concerns that events could overtake the Parish in terms of other development. Also, the plan itself it extremely complicated and benefit of advice has been essential. There is a need to maintain consultancy advice and still a considerable amount of work to be done in Community Liaison. Residents need to know the Parish Council is fulfilling requirements and this should be considered as necessary expenditure.

Q At this moment have developers submitted a plan? No, Community Liaison is working with the developer in stages. **Q Are the Vision costs estimates?** No, firm quotations. **Q Where are we likely to be informed that 5 yr land supply for Wiltshire has been confirmed?**

19:55 Cllr Berry joined the meeting

Cllr Berry advised current position should be communicated soon, following the last Cabinet meeting. The new strategy is due around September next year. It was noted Crudwell Parish Council have received no notice from the Cabinet meeting. Cllr Berry advised it should be received by start of new financial year.

Q What contingencies and additional funds are within the budget? Clerk advised in Ear Marked Reserves is £1000 contingency, an additional £1122 in general reserve (above recommended 50% of Precept) and £1000 in other projects. Most of the expenditure is recurring payments which can be projected and have a small price increase included in the budget figures. Grant funding of £1000 from Locality is due which has not been included in income and would be allocated to Neighbourhood Planning.

Proposal: To request a Precept requirement of £ 15,756.53 (no change on last annual precept request)	Proposed PG Seconded TF all present in favour
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Summary

A summary is shown below together with the difference from the previous year.

Total precept for 2021/22: £ (Box 1) (Press tab to enter)

Percentage change: % (Box 2) (Press tab to enter)

Year	Taxbase	Precept	Total £ for Band D
2020/21	527.25	£15,706.78	£29.79
2021/22	528.92	£15,706.78	£29.70

7. Planning/Development

1. Applications received

(1) Application Ref: 20/09751/TCA Application for Work to Trees in a Cons Area
Proposal:- 20% Crown Reduction to Walnut Tree At: Stream Cottage, Crudwell, Wilts SN16 9ER
Comments by: 27 Nov 2020 Crudwell Parish Council issued NO COMMENT 20/11/20

(2) Application Ref: 20/09926/TCA Application for Work to Trees in a Cons Area

Chairman


.....P Gilchrist

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Proposal:- Reduce Bulge of Crown in Line with Remaining Crown, and Remove 2 Limbs (T1), Crown Raise Lime Tree to 6 Metres from Ground Level, Remove Epicormic Growth and Reduce Lower Branches Back to Garden Wall (T2), Fell 1 Deodar Cedar (T3)

At: Manor Farm, Eastcourt Road, Crudwell, Wilts SN16 9ER
Crudwell Parish Council issued NO COMMENT

Comments by: 09 Dec 20

(3) Applic Ref: 20/08337/FUL Applic for Full Planning AND (2) Listed Building Consent 20/09214/LBC

Proposal:-Install Automated Wooden Swing Gate, yew hedge along the boundary wall & existing Stone wall to be extended up to the gate :The Old Tythe Barn, Eastcourt Rd, Crudwell SN16 9ER

Comments by 09 Dec 20

After Nov Parish Council meeting, comment was issued as follows:- The open aspect of the communities historic Tythe Barn, is of great significance, and we would be concerned to lose this. We cannot see any reference in the application to the stone boundary wall details. Whilst we understand the need for safety and security, the historic significance of this building, and its setting, we feel, should take precedence. Before commenting further we would require full details of the proposed wall structure, its height and detailing.

With no further documents uploaded to planning portal to enable further comment, it was agreed the comment placed should stand.

(4) Application Ref: 20/10364/TCA Application for **Work to Trees in a Cons Area**

Proposal:- Fell 1 Poplar Tree, Fell 1 Pear Tree, Reduce Apple Tree, Willow and Oak back to Previous Pruning Points. **At:** Prescott, The Street, Crudwell, Wilts SN16 9ET

Comments by: 23 Dec 20

Crudwell Parish Council issued NO COMMENT

2. Review of Solar Farm Site Visit

- Attended by SG, RL and GL (Cllr Berry was also in attendance)
- This is the pre-application engagement of local community and changes to the proposal are likely.
- We have been invited to pass to developers any improvements the Parish Council would like to be considered.
- Similar project in Minety/Oaksey area (planning not yet granted) and a proposed site also near Charlton/A429.

Q Any mention of drainage measures proposed? Cllr Lawes advised there was some detailing on the proposals which are shown online. **Q Is battery storage provided on site?** Cllr Lawes advised the proposals mentions two buildings which could be battery/inverters storage.

To forward Aura developments website link to Cllr Doel to review drainage and site proposal from an agricultural viewpoint.	Clerk
To contact Clerk at Kemble Parish Council to start the liaison process and also Ben and Hannah Waterworth (Cllr Berry has contact details).	Clerk

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

There will be a marginal underspend of around £70K from forecast for this year depending on activities over the next 5 months. Continuing with current position of 'Gold' control which means some actions can proceed without democratic checks. This is in place to manage the COVID-19 Issue. Currently in Category 2 re COVID-19, some reports of school children/infections in schools. Wiltshire currently has a higher rate of infection to Cotswolds area. Crudwell, Oaksey and Malmesbury is currently around double the Wiltshire rate

Chairman


P Gilchrist

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Vaccine roll out should happen quickly, vaccination sites being Salisbury City, Great Western for Swindon and Bath Hospital/Racecourse. No rural locations proposed at the moment. Care homes and community activities remain supported and Council continues to manage business. New Plan is due for Consultation and expected that 40 houses will be proposed for Crudwell.

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

We are pleased to inform the Council that the Examiner delivered his draft report on the 24th November and that he has recommended that our Neighbourhood Plan should proceed to Referendum subject to some minor changes. The report has now been fact checked by us and by the PC and some small factual changes suggested.

We expect that the final Examiner's report will be published shortly following which our Neighbourhood Plan will be amended in accordance with his instructions. The Referendum is deferred until May 2021. The work now required to amend and publish the final version of the NP is in scope and budget, which will now be underspent by approximately £2000 as some planned discussions with the Examiner are now not needed.

Work on the Community Liaison Group (CLG) has commenced and a Terms of Reference drafted which will be circulated to Councillors when all members have agreed to join. The group will include a balance of Councillors and Steering Group members and will work with the developers of Tuners Lane to deliver a planning application which is in accordance with the requirements for the site stated in the Plan. This activity will be continued up to and including any discharge of conditions. A quotation from Vision Planning of £4500 including VAT to support the CLG work programme has been obtained.

It was recommended that the current years budget underspend could be used to fund commencement of the CLG work. This would allow the budget requirement for 21/22 to be reduced to £3,000 including a contingency of £1000.

Cllr Lambley reported that he would be attending a virtual meeting of WALPA with Wiltshire Council officials on the 8th December when it was expected that the Land supply position would be clarified and the emerging Wiltshire Plan would be discussed. The Neighbourhood Plan remains on track and within allocated budget.

10. COVID-19 19 Community Initiative – (Cllr R Lambley) – Standing Item

The Community Street Leader volunteer's of Crudwell, Chedglow and Chelworth were extra vigilant as lockdown 2.0 started in November. Their fantastic efforts have been formally recognised by the Crudwell Parish Council for their support as this pandemic continues and they have in turn expressed their thanks to councillors for that acknowledgement.

WOIC publications continue but copy for web publication has not been received in advance of distribution as we have requested. This results in the PC COVID-19 information being up two weeks out of date when published. It was therefore confirmed that publication on the my-crudwell website should take place as soon as available with notification sent out on the my-crudwell email list.

Cllr. Gilchrist informed the meeting that the Government coronavirus data today showed a rise in reported cases in Malmesbury, Crudwell and Oaksey to 140 cases per 100,000. This compared unfavourably with Cirencester (less than 3), wider Wiltshire (75), Swindon (139), Cotswold (34) and Gloucestershire (107). It was agreed that this information should be made available on our website, email list and the Street Leader's WhatsApp group ASAP to remind parishioners to remain very vigilant and follow Government guidelines in order to reduce the risk of contracting the virus.

Chairman


.....P Gilchrist

07.01.21

PG/T

11. Parish Matters

1. Trees (1) Fallen tree – Will be removed shortly. (2) Progress treeworks from report – TF advised tree no 8 needs branch removing and has contacted ID Verde as we have a previous working relationship and they have permission to work on highways. In progress.
2. Playground (1) roundabout maintenance, update on maintenance visit.
It was reported the bearing needs replacing following cleaning and lubrication. £400 maintenance costs for the cleaning/lubrication visit (not paid to date) and £562 for the new bearing.
3. Emergency plan – no response from Wiltshire Council, although notification received of online meetings for Flood Group. Some online resources for flood wardens which PG has forwarded to Mr McWilliam.
4. Track at Rommel Lane – Land Registry project.
No progress to date. Production of a plan for the area concerned will be progressed by TF/GL and ND. PG has some historic deeds from Lord Lucas Trust which will be useful. A statement for the use of the football field is also to be progressed by a contact of GL. It was felt there was a good case to declare this area as a community asset. It was noted a footpath sign is no longer in place in this area and it was agreed this should be reinstated. PG will progress.
5. Rommel Lane road surface - Cllr Berry expects this to be completed in next 12 months. An email has been received from a resident querying this and Clerk will respond with this info.
6. Crudwell footpath/right of way – GL continues to progress chase
7. Noticeboard in workshop – This is awaiting signwriting, Clerk to chase every month.
8. Highways/speeding – SG not present so unable to progress and revisit next meeting. PG will discuss with O Phipps for provision of ANPR cameras. CB advise next issuance may be June 21.
9. Parish Steward (JS) – RL advise Murcott gullies are blocked. PG has complained about this previously on Wiltshire Council App and it was acknowledged it is an ongoing problem. RL to advise Clerk to report.

12. Other projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements.
RL advised he would like to restart this project shortly, working with Clerk and Conrad at Broadbean and for eventually take on the form of the Oaksey Parish website.
2. Eastcourt BT Telephone Box/defibrillator
JS not present so unable to report. It was noted there is £400 in the budget for defibrillators. AS has liaised with JS re the reporting schedule for Village Hall defibrillator. AS to advise Clerk of the date of replacement for new pads at the Village Hall site.

13. Closing comments/Chair to close meeting.

Cllr Berry advised a resident contacted him to advise that resurfacing works by Crudwell Church/Rectory entrance may be planned (possibly tarmac or a substantial surface for car parking). It was noted that planning permission would be required for tarmac, permeable materials such as gravel may not require permission. Also that there may be future project work at Crudwell Church to include community initiatives.

There being no further business the Chairman declared the meeting closed at 8.24 pm.

Chairman


.....P Gilchrist

27/7