

# Crudwell Parish Council

Minutes for the Parish Council meeting held in Crudwell School on Thursday 2<sup>nd</sup> July 2015 at 7.00 pm

## Present:

Cllr C Berry, Cllr J Stanford, Cllr T Fraser      L Dent (Clerk)  
In attendance: Margaret Perrin (resident)      Bert Thorne (resident).

## Election of Chairman

Cllr Berry was elected as Chairman to this meeting.

## 1. Public Participation

1.1 None

## 2. Apologies for Absence accepted by the Council

2.1 Apologies received from Cllr Roger Wilson.

## 3. Declaration of Interest – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct

3.1 None.

## 4. Minutes to previous Parish Council meeting Thursday 4<sup>th</sup> June 2015 for approval.

4.1 The Draft Minutes had been updated with points 6.5 and 6.5 with regards to the acceptance of the Annual Return statements, as follows:

6.5 *The Annual Governance Statement from the Annual Return was approved and all councillors were in agreement.*

6.6 *CB proposed accounts for Annual Return year ending 2014- 2015 were approved and all councillors were in agreement.*

4.2 The Draft Minutes were then amended by hand with additions from Cllr Fraser and then signed by Chairman as a correct record of the previous meeting.

## 5. Correspondence Received

5.1 The Parish Council acknowledged the resignation of Councillor Mike Whelan and he was thanked for his assistance during his time as Councillor.

5.2 The Council had been approached by local resident Anje Stewart to research the possibility of a Metro Count, Cllr Berry advised he had forwarded the information to Wiltshire Council and we await their response.

5.3 Wiltshire Council has advised they are re-introducing a policy of recharging parishes for the cost of their elections.

5.4 Correspondence received from Wiltshire Council regarding supply of rock salt, sand bags etc. for emergency use. Cllr Stanford to liaise with resident Mr Capper re storage.

5.5 Wiltshire Housing Site Allocation Development Plan Document received. It was agreed that we would not be completing the information request and it was acknowledged that the Neighbourhood Plan group is currently in abeyance. **Clerk to inform**

5.6 Strawberry Fayre organisers requested confirmation that grass cutting was in hand for this event. Cllr Fraser advised he had reminded the landscape company of the need to undertake this.

5.7 Our current Councillor membership requires updating on the Wilts Council website.

**Clerk to request log-in/password**

5.8 Clarification sought by Village Hall of landscape maintenance – Cllr Fraser advised Landscape Group have agreed to maintain hedge alongside play area and fresh air fitness equipment.

5.9 Minutes to Malmesbury Primary Care committee received.

5.10 Correspondence received regarding the Cabinet Installation for broadband in Crudwell. Cllr Berry advised no action required from Parish Council, relevant companies will make their own arrangements.

## 6. Finance

## 6.1 Income

No income received.

## 6.2 Accounts for Payment

	For	Date	Amount
Landscape Group	Aug 14 grass cutting	28.08.14	£183.25
Landscape Group	Oct 14 grass cutting	30.10.14	£183.25
Event Higher	Hire of climbing wall	01.07.15	£475.00
Lightatouch	Internal Audit fee	24.06.15	£295.00
TM & C Bullock	13 The Butts-green bin	01.07.15	£40.00
L Dent – Clerk	Salary & expenses June 15	01.07.15	£576.53

6.2.1 Proposed by Cllr Berry that the above invoices are authorised for payment, all Councillors agreed unanimously. Payment will be via bank transfer when the new mandate is in place

6.2.2 See attached table for explanation of Landscape invoices outstanding from last year.

6.2.3 Landscape Group invoices for April, May and June 2015 are under query as it is thought they are incorrect, so have not been presented for authorisation .

6.2.4 It was acknowledged that due to the need to review and amend the internet banking access and cheque signatories the following invoices remain unpaid:-

	For	Date	Amount
Prangle & Carey	Signage	29.05.15	£240.00
L Dent – Clerk	Salary & expenses April 15	05.05.15	£103.67
L Dent – Clerk	Salary & expenses May 15	04.06.15	£392.67

6.2.5 Resident and Former Councillor Margaret Perrin was in attendance and advised that the Parish Council should make alternative arrangements as she will not be signing to finalise the amendments to banking mandate form. The Council will contact former Councillor Kim Cuppold. Cllr Stanford offered to make contact.

6.2.6 A 3 month (April to June 2015) spreadsheet of spend against budget was presented to Councillors and a signed copy retained by the Clerk.

6.2.7 Clerk advised she had received notification that the payroll system from PATA was now set up.

6.2.8 Clerk advised the Internal Audit of Accounts had taken place on June 26<sup>th</sup> and the completed and authorised Annual Return had been sent to Auditors Grant Thornton to meet the required deadline of 29<sup>th</sup> June 2015.

## 7.0 Planning

### 7.1 Planning – approval only

**Application Number:** 15/01701/FUL **Site Location:** Ivy Cottage The Street Crudwell SN16 9ET

**Grid Ref:** 395194 192581 **Proposal:** Single storey extension, garden store, new boundary fence.

**Case Officer:** Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 02/03/2015

**Decision:** Approve with Conditions **Decision Date:** 17/06/2015

### 7.2 Approval only

**Application Number:** 15/03867/FUL **Site Location:** 2 The Dawneys Crudwell Malmesbury Wiltshire SN16 9HE

**Grid Ref:** 395041 192648 **Proposal:** Single Storey Rear Extension, Rear Garage Extension, Replacement of Existing Front Porch

**Case Officer:** Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 29/04/2015

**Decision:** Approve with Conditions **Decision Date:** 24/06/2015

### 7.3 Kemble Airport proposed major housing development

Councillor Berry advised that this development has not been submitted to the relevant District Council planning departments as an application and so there is no requirement for Crudwell Parish Council to be consulted or contacted at this stage. The development company has been told it is not included in our core strategy. It was thought that it

CB

would be some time before an application for planning will be submitted but the company may consult with local residents through information displays in the local area.

***Margaret Perrin left the meeting.***

## **8. Reports on Continuing activity**

### 8.1 Wiltshire Council

Cllr Berry advised there were no issues to report, it is thought he will be undertaking the role of Chairman of Health Scrutiny.

8.2 Crudwell CE Primary School Sarah Lindsay No update

8.3 Crudwell Village Hall Annie Smith No update

## **9. Items for decision**

9.1 It was agreed that it would be prudent to Minute if playground inspections had taken place at each Parish Council meeting, and although there is no legal requirement, the Parish Council would aim to undertake monthly inspections in this area.

9.2 Citizens Award at the Crudwell Primary School will be taking place at the end of this term and certificates and book tokens, which are paid for by the Parish Council, will be required.

***Clerk to contact Headmistress***

9.3 Parish Council Website – it was unanimously agreed by Councillors that Approved Minutes in the form of a PDF file will be displayed on the Parish Councils website. Clerk will request training from resident Sam Salter at a mutually agreeable time. Until then, it was unanimously agreed by Councillors that we could request if Mr Salter would upload Council Minutes in PDF form and other information if agreed, on a voluntary basis.

***Clerk to request***

## **10. Questions & Issues**

- Car parking at Turners Lane has been causing an obstruction. If a new prohibitive road marking is required it is advisable to have photographic proof of cars causing the obstruction. Cllr Stanford advised he is often passing through this area and will monitor. Highways Dept at Wilts Council are aware.

- Making Parishes Better Places group have requested information regarding the Council's structure and membership under the Freedom of Information Act.

***Clerk to inform***

- Correspondence received from former Councillor Mr Furlonger regarding the necessity to change account and payment details for the website, Parish Council emails and Dropbox 'cloud' file storage system, from his personal details to Crudwell Parish Council. This is currently in progress and Cllr Berry agreed to monitor the payment details and advise the Council so reimbursement and budget monitoring could be made.

- It was confirmed by Councillors that the Clerk can leave a file of community information including approved Minutes in the Post Office for residents to access.

- It was confirmed by Councillors that the Clerk can use email addresses from Annual Parish Meeting (after seeking approval) to forward updates on council business relevant to the community.

- Cllr Fraser advised he is completing weekly and monthly checks to the community defibrillator which is necessary to keep it operational.

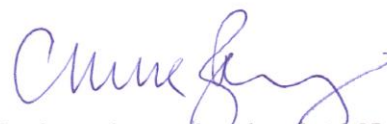
- Clerk to seek availability of Village Hall for next Committee meeting.

- Clerk advised that after a busy month preparing for the Internal Audit, she will now be available for Parish Council business for one morning (0900 – 1300) and one day (0900 – 1500) per week making a total of 10 hours available.

***Clerk to advise Councillors of working days***

## **11. Items for next Agenda**

11.1 Recruitment of more Councillors to Crudwell Parish Council.



***There being no further business the meeting closed at 8.25 p.m.***



## 1 April 2014 and 31 March 2015 Landscape Account

Cashbook - our computer accounts date	Paid by on	Amount		For month	What does English Landscapes say	Conclusion
1) 23/4/14	23/4/14 Chq 1093 for £183.25 not cleared but 20/6/14 see below	(£183.25) out of the £366.50 below	This has never cleared our account – chq not recd??	March	They have allocated this to half of the £366.50 20/6/14 see row below	Somewhere, error in entry from bank account info onto accounts system PAID by Bacs as half of £366.50 see row below *
20/6/14	Bacs 20/6/14	£366.50 for 2 months invoices	See above for half of payment	April	They have allocated this to April 14	PAID
2) No cashbook entry	Bacs 15/7/14	£183.25		May	They have allocated this to June 14	PAID
25/7/14	Bacs 21/7/14	£183.25		June	They have allocated this to May	PAID – incorrect entry on cashbook*
11/8/14	Bacs 11/8/14	£183.25		July	They have allocated this to July	PAID
3) Not on our accounts				August	Not paid	Needs paying if there was grass cutting
22/10/14	Bacs 29/10/14	£183.25		Sept	They have allocated this to September	PAID – incorrect entry on cashbook*
4) Not on our accounts				Oct	They have 3 months Oct-Nov-Dec 14 and 2 payments to allocate to those periods. This will be the unallocated payment.	Needs paying if there was grass cutting
20/01/15	Bacs 13/02/15	£183.25		Nov	See above, I have allocated this to Nov & Eng Landscapes will agree	PAID – incorrect entry on cashbook*
20/01/15	Bacs 13/02/15	£183.25		Dec	See above, I have allocated this to Dec & Eng Landscapes will agree	PAID – incorrect entry on cashbook*
13/2/15	Bacs 19/02/15	£183.25		Jan	They have allocated this to January	PAID – incorrect entry on cashbook*
13/2/15 See 2)	No payment	£183.25				
06/03/15	Bacs 06/3/15	£188.76		Feb	They have allocated this to February	PAID – incorrect entry on cashbook*
31/3/15	Bacs 27/04/15	£188.76		March	They have allocated this to March	PAID – incorrect entry on cashbook*

1) The chq which did not clear our account but is still entered as a payment on accounts system? This is something which was done before me so I cannot explain it!

1) Will cancel out 2) on the cashbook entries – this is why the accounts balance.

3) and 4) are outstanding and need paying. The 2 outstanding payments will need to be paid asap.

\* Cashbook entries should be the date they clear the bank account and therefore accounts are not correct but balance due to 1) and 2).

3 Month Finance Review  
Invoices paid and receipts  
Date paid

Crudwell Parish Council  
Company

Description

Invoice debit total

Receipt total

Budget allocated

Coding

Cost centre

Our inv no

Date paid	Description	Invoice debit total	Receipt total	Budget allocated	Coding	Cost centre	Our inv no
	Balance b/f/w/d	6863.4					
07/04/2015	KP Gardens Glos	£279.60		£250.00	4230	Trees maintenance	1
07/04/2015	HMRC	£19.85		n/a	1105	PAYE	2
07/04/2015	O&J Electrical	£272.14		£1,250.00	<del>4320</del>	Defrib	3
10/04/2015	Langley Marketing		£350.00	£795.00	4245	Other maintenance	4
24/04/2015	Wilts Council		£7,692.50	£15,226.00	1076	Precept	5
27/04/2015	Margaret Perrin	£36.01		£200.00	4325	Other projects	6
27/04/2015	Landscap Group	£188.76		£2,500.00	4210	Grass cutting	7
27/04/2015	IRS Ltd	£402.67		£795.00	4245	Other maintenance	8
27/04/2015	Crudwell News		£1,638.73	£750.00	4300	Crudwell news	9
27/05/2015	WALC	£386.46		£400.00	4130	Subscription	10
27/05/2015	Game & Company	£523.39		£700.00	4170	Insurance	11
27/05/2015	Balance of account	£4,754.52	£9,681.23				
		£14,435.75					

Invoices to be paid

Date	Description	Invoice debit total	Receipt total	Budget allocated	Coding	Cost centre	Our inv no
	Balance of account	£4,754.52	£9,681.23				
		£14,435.75					
	Landscap Group	£183.25			4210	Grass cutting	tba
	Landscap Group	£183.25			4210	Grass cutting	tba
	Landscap Group	£188.76		£2,500.00	4210	Grass cutting	tba
	Landscap Group	£188.76		£2,500.00	4210	Grass cutting	tba
	Landscap Group	£188.76		£2,500.00	4210	Grass cutting	tba
	Residents 13 The Butts	£40.00		£1,250.00	4200	Property maintenance	tba
	Prangle & Carey	£240.00		£795.00	4245	Other maintenance	tba
	Clerks wages	£92.67		£4,800.00	4100	Clerks salary	tba
	Clerks expenses	£11.00		£4,800.00	4105	Clerks expenses	tba
	Clerks wages	£324.33		£4,800.00	4100	Clerks salary	tba
	Clerks expenses	£68.34		£4,800.00	4105	Clerks expenses	tba
	Clerks wages	£502.74		£4,800.00	4100	Clerks salary	tba
	Clerks expenses	£73.81		£4,800.00	4105	Clerks expenses	tba
	AAT Lightatouch	£295.00		£250.00	4165	Audit	tba
	Event Higher	£475.00		£200.00	4325	Other projects	tba
	Balance of account	£11,380.08					

a. Overbudget due to extra work regarding Parish Council status with Audit Company

*Handwritten signature and date: 2/12/15*

*Handwritten signature and date: 11/11/15*