

CRUDWELL PARISH COUNCIL MINUTES

Tuesday 7th July 2020

**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 J Stanford, Cllr A Stewart (from 19.16) Clerk: Lisa Dent**

To join the Zoom Meeting

<https://zoom.us/j/96077687729?pwd=UjlvYzJZQnRlSk51aGMvV1hjeUVBQT09>

Meeting ID: 960 7768 7729

Password: 1DVryw

PUBLIC SPEAKING – 10 MINUTES IF REQUESTED

1. Chairman to open meeting at 19.08 and informed all it is being recorded to assist in producing Minutes, Apologies: received and accepted for Cllr Credicott
2. Declarations of Interest to items on the agenda – None were declared.
3. To approve Minutes of the Parish Council meetings from (1) Tuesday 2nd June 2020 and (2) 11th May 2020 meeting

It was proposed by that the above Minutes were approved, and Chair will sign and return to Clerk. Clerk to upload on website.

(1) Proposed by: GL Seconded: JS
(2) Proposed by: TF Seconded: SG
All present in favour

4. Matters Arising June 2020

1. School Citizens Award – arrangements

After discussion it was agreed to proceed as £10 book tokens X7 and remainder a donation from £100 budget. Clerk will liaise with Crudwell Head and School office, prepare the certificates and deliver to school in time with the needs of the end of term. Payment can be made for the book tokens on the Parish Council debit card with the donation being a cheque payment. All were in agreement to proceed in this manner.

2. Crudwell Facebook page – RL has taken over but running in parallel with previous moderator. There may be arrangements to share the moderation, RL is in dialogue. It was noted there are now X2 Crudwell Facebook pages and it is being investigated if they can be merged.

3. It was noted that Fun in the Sun community sports days are cancelled this year due to Covid-19.

5. Finance (1) Current bank balances 24.06.20 Treasurers A/c: £9,190.79 Bus Bank Instant A/c: £16,945.29

(2) Accounts for payment. All present were in favour

19:16 : Cllr Stewart joined the meeting

To Pay	Details	Amount incl VAT	Notes
Crudwell School	Citizens Award (book tokens and donation)	£100.00	Proposed PG: Sec: TF
Busy Fingers	A4 flyer printing X250 colour/both sides/folded	£99.00	Proposed RL: Sec: PG
The above was paid on the Parish Council debit card 26th June 2020, prior to the July meeting as it needed to be produced to meet the NHP timescale			
Auditing Solutions	Internal Audit Services 2020 +£6 increase on last year	£222	Proposed GL: Sec: TF

Chairman


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Hugh Harris Ltd trading as Fresh Air Fitness	Maintenance Service 2020	£589.36	Proposed TF: Sec: PG
Creative Play	Annual Maintenance and Inspection	£354.00	Proposed TF: Sec: GL
Cllr R Lambley	NHP expenses – mileage and printer cartridge	£57.49	Proposed PG: Sec: GL
Broadbean (1)	Uploads to website	£20.00	Proposed RL: Sec: PG
Broadbean (2)	Uploads to website	£130.00	Proposed PG: Sec: RL
Vision Planning	NHP	£480.00	Proposed RL: Sec: PG
Clerk Salary & expenses	June 2020	£483.83	Proposed PG : Sec: TF
HMRC	For above payment PAYE	£69.20	Proposed TF: Sec: PG

(3) VAT reclaim not yet received

Clerk will re-submit the claim and make clear that that the claim is resubmitted (in case previous claim was lost in postal system).

(4) a. Internal Audit report review

(1) Financial Regulations – newer version has been created since ours was adopted, will need to compare and update. Clerk to source and forward to TF.

(2) Financial Risk Assessment to be reviewed each March. Due to a clerical error this was missed this year, will agenda for review at later meeting. It was noted our financial risk has not changed, but still requires review/reporting.

b. Actions to conclude audit (uploaded all documents to website one working day before public access, as per the requirements.) It was noted that there may be some comments from public, notices have been posted to inform the public of how they can make contact..

(5) Quarterly Financial Statement Mar-June 2020

(1) This had been forwarded including reconciling to bank statements and was accepted by the parish council.

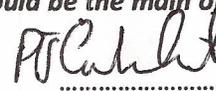
(2) Review earmarked reserves for NHP – Budget remaining of £4000 (less £480 payment above) and £1000 due in as credit/grant from Locality.

(6) Crudwell Citizens Award – see 4.1

6. Planning/Development - No applications received.

General comment:- Decision notice for Lily Cottage (Eastcourt). Crudwell Parish Council had commented the site was in a prominent position and it had been noted the Officers report disputed this. ***“Impact on visual amenity and the character and appearance of the locality Contrary to the Parish Councils comments, it is not considered that the proposed garage as a whole would be prominent from the road as there are hedges and trees to the front of the property that help partially obscure views in and out of the site. Additionally, whilst the roof would be the main of the bulk of the design visible from the road this would slope away from the road edge.”***

Chairman


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Meeting ended 19:31.
Meeting re-convened at 19:38

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

Some staff have been re-deployed on Covid 19 duties. Wiltshire Council was reported as being in financial insolvent, it was noted Government should provide some extra revenue and that Wiltshire Council is unitary with limited investments and an exemplar in recovery and limited reserves. Currently running at £50M shortfall, with some underspending, now entering recovery and therefore a complicated process due to many unknowns (level of government recovery money, staffing, non-domestic rates revenue stream etc). This was reported as a typical scenario of local government around the country. There may be legacy from people who have not kept up with medical appointments and also children requiring extra assistance in the education system. Q Any information available on reform of the care system? CB advised it depends how this is managed; a national contract care service could be a possibility. Demand has been reduced for residential care by 30% and domiciliary care may increase.

TF lost connection with the meeting at 19:47

Planning permission granted (Malmesbury) for large development – Referring to Crudwell NHP in progress it was noted that in our position core policy of larger villages will provide some cover, and that our circumstances are very different from that of Malmesbury.

8. Neighbourhood Plan Steering Group Report (Cllr R Lambley) – Standing Item 1. Update

Further to our recent update we can now confirm that Wiltshire Council have now commenced the final consultation (called Reg 16) on the Crudwell Neighbourhood Plan. The consultation period will run for eight weeks and commenced on June 29th until 5pm on the 24th August 2020. The Neighbourhood Plan document set is available for access on the internet, or by printed copy from Wiltshire Council. Although this consultation and following independent examination have now been authorised the Referendum will not take place until next year due to Government Covid regulations.

A copy of the submitted Plan, along with the other supporting documents, is available for parishioners to review in the following ways:

- view online at <https://consult.wiltshire.gov.uk/portal/>

- request a printed copy from Wiltshire Council by emailing neighbourhoodplanning@wiltshire.gov.uk or calling 01225 713598 or 770354.

- from the Parish Clerk at: parishclerk@crudwell-pc.gov.uk The consultation period ends at 5pm on Monday 24th August.

- A flyer from the Steering Group giving a brief overview of the main plan policies is available on the internet at my-Crudwell.org and printed copies are available for those not on the internet via Street Leaders or from the Post Office.

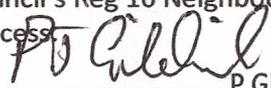
Roy F Lambley, Secretary; Crudwell Neighbourhood Plan Steering Group

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

The Street Leaders have continued to communicate via the WhatsApp group and Leon has provided regular updates of the excellent work done to support elderly and vulnerable residents. Part of the success has been the absolute confidentiality of the scheme with no personal details shared other than with the Street Leaders for their allocated dwellings.

The community spirit generated by the pandemic has also helped greatly in other parish matters, e.g. the Community Street Leaders are helping to spread information about with Wiltshire Council's Reg 16 Neighbourhood Plan consultation, initially by delivering flyers to those thought not to have internet access.

Chairman


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The my-crudwell website and mailing list developed with Council support at:

<http://www.my-crudwell.org/category/news/covid-19-news/>

has links to many local services and provides access to this on-line What's On in Crudwell (WOIC) journal page which has an average of 200 reads per publication.

During this period, it became clear that the annual Crudwell Le-Mans, the 24hr cycling event which raises significant funds for Crudwell school would have to be cancelled. Resident Tristan Stevens though successfully envisioned and delivered "Not the Crudwell Bike Ride" a charitable event which raised well over £3000 for school funds by sponsored school children's cycling using many of the communication channels developed during the Covid emergency including the my-crudwell mailing list and WOIC online.

Clr Roy F Lambley

10. Parish Matters

1. Memorial Garden – volunteers

New volunteers are sought to assist with the upkeep of the area. Clerk to post request to Crudwell Facebook page.

2. Possible re-siting of defibrillator (AS)

Crudwell School are requesting the defib is moved as there are works planned to the school entrance and the school cannot guarantee access to the unit. The Village Hall Committee are keen to have this unit at the Village Hall and all present were in favour that this is an ideal location. The electricians will be required to be made safe to the supply at the school and a new electric supply at the Village Hall (parish council will fund this). PG has an electrician in mind who he has previously worked with. AS will also liaise with emergency services to inform them of the intention to move the unit, and AS will notify via the charity Community Heartbeat and request if any particular electrical qualification is needed by the electrical contractor.

3. Playground Repairs and Fresh Air Fitness remedial works

(1) Work has been completed.

(2) Re-opening – it was agreed a Notice should be posted, Clerk had presented two versions and one was agreed as most appropriate. AS will print, laminate and post at Playground. Risk assessment should be completed before opening, PG will review what is available online.

4. Emergency plan - update not available.

TF re-joined the meeting at 20:04

5. Swilbrook – Clearance is complete. Parish Council may wish to investigate weed killing/spraying regime in future.

6. Track by Rommel Lane cottages

Letter had been received which noted a locked gate in this area. Ownership of the area from locked gate was discussed and it was noted this was previously the access way to the community football field.

Meeting ended 20:11

Meeting reconvened 20:17 (Clr J Stanford not present)

It was agreed by all that this area is an important feature of the village and this access requires investigation and possible protection.

Clr Stanford re-joined meeting at 20:20

Chairman


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The poor quality of the footpath material used (recycled hardcore) was again noted. It was thought the Lord Lucas Trust may have previously owned land in this area, GL will discuss with resident who may be able to assist with historical info. Depending on what can be clarified, TF, PG and SG may liaise to draft communication to express concerns and views, and also it was agreed it could be worthwhile to contact Land Registry to ascertain the rights etc. in this area.

7. Tuners Lane

(1) Dog fouling - Having discussed waste bins it as was agreed improved signage may be effective and the Parish Steward may be able to supply. A reminder placed in What's On was discussed and RL has info/notice which he will circulate to councillors.

(2) Keeping dogs under control – This too was an issue in Tuners Lane and signage was discussed and it was agreed to place an entry in What's On drawings attention to this.

8. Gigaclear works The Butts – signed contract returned to Parish Council and credit for fee has been received.

9. Speeding through village/speedwatch (resident email). This was discussed and possible action we can take. It was confirmed we did not apply for a Speedwatch device, which are being trialled. PG will discuss with O Phipps the possibility of obtaining a device. A Speedwatch community group was previously something which was very popular with residents and something which could be re-visited once the parish council is allocated a device.

11. Other projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements

By September 2020, the Parish Council website needs to be compliant in several areas which have been highlighted by NALC. PG has reviewed the requirements and may not be an onerous task. RL advised the X2 websites (Parish Council and MyCrudwell) can be confusing. Oaksey website was described as easy and efficient to use and may be a template which we could use. PG will consider if there is a local resident who could assist, it was thought in the region of £2500 + to commission the work. All were in favour of a review/reworking of the website/s, RL will review costings.

.Gov had contacted us re domain areas we are not compliant with, this has been passed to Broadbean.

2. New model Code of Conduct

A new model document has been brought out by NALC and it was suggested that the new model code of conduct be put into a format as our previous versions. Clerk will start to co-ordinate.

The Clerk was thanked for assistance with the Financial Audit this year.

Crudwell 3 at Chelworth footpath, it had been reported it appears to run through a property. It is displayed in Wiltshire Rights of Way, PG will review.

JS requested the Community Heartbeat contact details from AS as Eastcourt may look into a defibrillator for placement in their telephone box.

Chairman declared the meeting closed at 20.51

Chairman


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