

CRUDWELL PARISH COUNCIL MINUTES
Crudwell Parish Council Meeting
Tues 22nd June 2021 7.15 p.m. Crudwell Village Hall

**Present: Cllr P Gilchrist, Cllr R Lambley, Cllr G Lawes, Cllr N Doel, Cllr S Butcher, Cllr Alex Stewart,
 Cllr R Berry (Wiltshire Council) from 8.25 pm L Dent – Clerk/RFO**

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. Chairman to open meeting, welcome and apologies

Chair opened the meeting at 7 p.m.

Public speaking Virginia Hilton and Jamie Denman were in attendance to discuss the Track at Rommel Lane. Mr Denham had circulated an email prior to the meeting. As the agenda was quite full due to approval of annual accounts for audit and also several planning applications, it was agreed that this item would carry over to the next meeting in July. It would be brought forward to nearer the start of the meeting on the agenda and it was commented a visit to the site could be useful.

The next meeting is Tuesday 6th July and P Gilchrist will make contact in next few days to advise of the venue/details for the next meeting and Virginia Hilton and Jamie Denman agreed they would attend. Virginia Hilton and Jamie Denman left the meeting at 7.10 p.m.

2. Declarations of Interest to items on the agenda – None declared.
 3. To approve Minutes of the Parish Council meeting Tues 25th May 2021

It was proposed that the above Minutes were approved and were signed by Chair subject to one typing error – final page Cllr ‘Noel’ to be amended to Doel. Clerk to upload on website.	Proposed by: RL Seconded: GL All present in favour.
---	--

4. Matters Arising to above meeting

Willis Bros fencing	Clerk to make contact to request a quote on a fencing repair in playground area.
Additional play bark	PG to make contact with Murcott
Planning enforcement form	This had been circulated by Clerk prior to meeting and all in present were in favour of submitting the form.
Swing seat	Clerk to request this to be shipped to Cllr Stewart’s home address.
New defib reporting	AS has this in hand.
What’s On Finance	It was proposed by RL, seconded by PG and all present were in favour that Crudwell Parish Council will make a subsidy to What’s On In Crudwell, on request, in order to maintain circulation. This is capped at £500 per annum
New Projector	Purchased for helping with viewing site plans and mapping for planning applications. Cllr Lawes for submit the receipt/invoice for reimbursement.

5. Items for inclusion not on the agenda – at discretion of the Chair: (None).

6. **Finance** – Internal and External Audit year ending 2021

1. To note: the Accounting Statements (Section 2) have been prepared by Clerk/RFO
 2. To note: the Internal Auditing Report from Auditing Solutions has been received and circulated, following the Internal Audit held 9th June 2021. Action points will be reviewed at a later meeting.

3. To approve: The Annual Governance Statement (Section 1 of AGAR form)

Crudwell Parish Council considered the Governance Statement and agreed/approved the Chair to sign alongside the Clerk/RFO.	Proposed by: RL Seconded: ND All present in favour.
--	--

P Gilchrist – Chairman 

06/07/21

P1/5

4. To approve: The Accounting Statement (Section 2 of AGAR Form)

The Clerk/RFO certified the accounts (Section 2) then presented these to the authority for approval. Crudwell Parish Council considered and approved these statements and Chair signed alongside the Clerk/RFO.	Proposed by: RL Seconded: ND All present in favour.
---	--

5. To approve: The Certificate of Exemption (reissued following internal audit)

Following Internal Audit by Auditing Solutions the completed Certificate of Exemption was presented, and Crudwell Parish Council considered and approved this, and Chair signed alongside the Clerk/RFO.	Proposed by: RL Seconded: ND All present in favour. Clerk to email to PFK Littlejohn by 30 th June 2021
--	--

6. To approve: Chair and Clerk to Sign bank reconciliation

The Clerk/RFO presented the completed bank reconciliation for approval. Crudwell Parish Council considered and approved this document and Chair signed alongside the Clerk/RFO.	Proposed by: RL Seconded: ND All present in favour.
---	--

8. Clerk/RFO to set the commencement date for exercise of public rights.

The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July. Date of announcement: 29 th June 2021, commencing Thurs 1 st July ending on Weds 11 th August 2021.	Proposed by: RL Seconded: ND All present in favour. RL to post copy of Public Rights notice on Parish Noticeboard on 29 th June 2021
---	---

9. To note: Clerk/RFO to upload to Parish Council website before 1st July 2021:-

Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, analysis of variances, bank reconciliation as of 31st March 2021, Certificate of exemption, details of the arrangements for the exercise of public rights, name and address of external auditor, payments over £100.

10. Bank account balances 16/06/21 Treasurers A/c £11,843.50 Bus Bank £16,947.97

11. Accounts for payment

Clerk	Salary and Expenses May 2021	£316.75
ID Verde	April and May attendance grass cutting	£266.20
Village Hall rental	May Parish Council meeting	£20.00 (paid in debit card)
Village Hall rental	June Parish Council meeting	£20.00 (paid on debit card)
Auditing Solutions	Internal Audit 2021	£228.00
ID Verde/Playforce	Replacement swing	£112.90
Crudwell School	Citizens Award – purchase book tokens (to follow at a later meeting £20 donation to school)	£80.00
	TOTAL	£1043.85
It was agreed that the above accounts are approved for payment and cheques were issued.		Proposed by: PG Seconded: RL All present in favour.

7. Governance, Roles and responsibilities

1. To approve the Scheme of Delegation

A discussion followed on how meetings could be held in future and that it would be helpful to maintain some online option. It was agreed that Clerk will clarify with Katie Fielding at WALC what the legal requirements are, and that the approval of the draft Scheme for Delegation will be an agenda item at the next meeting in July.

2. Bank signatories – to remove former Councillor signatories Fraser and Stanford and add RL, ND and SB as signatories. Clerk had prepared the mandate change form in advance.

P Gilchrist – Chairman 

06/07/21

P2/5

- Former Councillor T Fraser was entered on form to be removed as a bank signatory and also as debit card holder.
 Former Councillor J Stanford was entered on form to be removed as a bank signatory.
 New bank signatories RL, SB and ND signed form to apply as new bank signatories.
 L Dent Clerk signed form to request banking viewing access to accounts.
3. Finance Officer: It was proposed by GL and seconded by SB that R Lambley was appointed as Financial Officer and also to hold the Parish Council debit card and have internet banking access. (Clerk had printed the Lloyds blank form to apply for the debit card once RL has been certified as signatory.)
 4. To sign Lloyds Bank letter to request debit card remains operational whilst we amend signatories – PG and AS Clerk had prepared a letter to Lloyds Bank to request that recurring payments on debit card are continued during the process of mandate changes. PG and AS signed the letter and Clerk will take to Lloyds Bank with completed mandate form.
 5. Parish Steward liaison – It was proposed by PG and seconded by SB that Cllr Butcher takes on the role of Parish Steward liaison. Clerk will forward emails explaining how the scheme works.
 6. Grass Cutting – Councillor to advise when this is completed to Clerk. It was agreed that it would be useful to have the plan of all the areas which the Parish Council pays to maintain the grass cutting and PG will contact former Councillor T Fraser to request this and then it can be decided at July meeting which Councillor is best placed to monitor the grass cutting.
 7. SIDS (Speed Indicating device) re charging and managing. Cllr Doel has taken over the role and has received training. It was noted that some SID's use solar panels to power and PG will present further info at a later meeting if this is viable for us, due to the nature of the tree cover in this area.

Councillors undertaking these roles were thanked by all present.


8. Planning (some application may be carried over to next Parish Council meeting)

1. Application Ref PL/2021/05493 Comments by 16/06/21
 Proposed Works to Trees in a Conservation Area Proposal: Remove Group of Leylandii
 Site Address: 2 PEAR TREE COTTAGES, THE STREET, CRUDWELL, MALMESBURY, SN16 9ES
 Crudwell Parish Council issued the following comment on 16th June and this was ratified:- No Comment re removal of the Leylandii provided it is accepted that a fence in a conservation area bordering a road can only be 1m in height.

2. Application No: PL/2021/04819 Comments by 24/06/21
 Application Type: Full planning permission
 Proposal: Equestrian building consisting of two stables and hay/straw storage, new access track and hardstanding
 Site Address: PLUM TREE COTTAGE, KEMBLE WICK, CIRENCESTER, GL7 6EQ
 Crudwell Parish Council issued the following comment: No Comment

3. Application No: PL/2021/03886 **Application Type: Householder planning permission**
 Proposal: Two storey extension to rear and side of existing dwelling
 Site Address: Ridgeway Cottage Tetbury Lane Crudwell Malmesbury SN16 9HB Comments by: 24/06/21
 Crudwell Parish Council issued the following comment: Ridgeway Cottage presents an important original frontage to Tetbury Lane, several additions have been made to the cottage through the 20th century, all appear to have been designed to preserve the principle elevation. This application is for an addition that is out of phase with this approach, extending the width of the property to the west. We also feel the choice of roof design is unfortunate, a simple dual pitch roof, with eave towards the road would be an improvement. The application states a single storey extension, whilst the drawings present a two storey addition. We would also like to see any addition to be aligned with the Crudwell Neighbourhood plan design guide

4. Application No: PL/2021/04328
 Proposal: Enclosure of area formed by existing canopy to form porch
 Application Type: Lawful development: Existing use
 Site Address: CREW HOUSE, EASTCOURT, MALMESBURY, SN16 9HN
 Crudwell Parish Council issued the following comment: Crudwell Parish Council feels this is an out of character extension on a traditional cottage.

P Gilchrist – Chairman 

06/07/21

P3/5

5. Application No: PL/2021/06062 Proposal: Fell 1 Norway Maple (T1) and 1 Silver Birch (T2)

Application Type: Notification of proposed works to trees in a conservation area

Site Address: Eastcourt Road, Crudwell, SN16 9ER

Crudwell Parish Council issued the following comment: Crudwell Parish Council requests an overall (tree) site plan to clarify which trees are proposed to be felled on this application and reasons for the proposed felling, prior to further comment being made.

6. Application No: PL/2021/04666 Application Type: Full planning permission

Proposal: To form a new 55 space staff carpark on land behind the Alvan Blanch Factory including the reshaping of an existing earth bund and the inclusion of new and additional screen planting. Site Address: Alvan Blanch Development Co Ltd, Chelworth, SN16 9SG

Comments by: 08/07/21

Crudwell Parish Council issued the following comment: No Comment

7. Application No: PL/2021/04829 Proposal: Erection of a single-storey rear extension

Application Type: Householder planning permission

Site Address: 7 CHAPEL WAY, CRUDWELL, MALMESBURY, SN16 9GH

Comments by: 13/07/21

The single storey "lean-to" rear extension results in a bizarre monopitch roof where the addition extends behind the single storey garage. We feel this should be reconsidered and redesigned to better reflect the host dwelling and the Crudwell design guide in general.

8. Application No: PL/2021/04737 Application Type: Householder planning permission

Proposal: An auxiliary building to serve as a Pool House within the grounds of Grade II listed Eastcourt House. Site Address: Eastcourt House, Crudwell, SN16 9HP

Comments by: 15/07/21

Also Application No: PL/2021/06088 Application Type: Listed building consent (Alt/Ext)

Crudwell Parish Council issued the following comment on both planning and listed building applications: No Comment

Cllr Berry joined the meeting (8.25 pm)

9. Open letter: Policy required for industrial-scale solar and battery energy storage system (BESS) developments
Cllr Berry advised that Wiltshire Council Cabinet Members are trying to construct a policy around strategic planning on this. An application at Minety has been 'called in' and further schemes around Crudwell were discussed. It is an area which Crudwell Parish Council will continue to monitor.

9. Wilts Council

The new council and cabinet are working with a £45 Million deficit and will look to service delivery going forward (particularly adult social care) whilst maintain statutory duties. It was noted there is an improved community structure post -Covid and it is important to keep this in place. **Questions were taken:** Re un-cut verges, Cllr Berry advised they are not cutting at the moment due to ecological reasons and there is an added benefit with the fuller verges slowly down traffic as it narrows the road. It was clarified that visibility mirrors can be sited on private land. Pot hole works are continuing, in the case of The Grove Cllr Berry advised to keep reporting on My Wilts app and there is an aspiration that these will be attended to later in a fuller re-surfacing scheme. Police/Crime Commissioner Election will take place in August 2021.

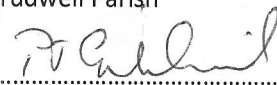
10. Neighbourhood Plan

As reported last month the Neighbourhood Plan having passed the Referendum was 'made' by Wiltshire Council and as such now forms part of the Wiltshire Council Development Plan and that its policies will be given full weight when assessing planning applications that affect land in Crudwell Parish.

10.1 Terms of Reference Community Liaison Group

It was proposed by RL and seconded by PG that the Terms of Reference are adopted by Crudwell Parish Council and all present were in favour.

P Gilchrist – Chairman



06/07/21

P4/5

11. Covid 19

The community group continues to be active, and it is hoped this will go forward into additional community-based activities such as the refresh of the Crudwell Parish Council and MyCrudwell websites and also What's On In Crudwell.

12. Parish Matters

1. Gully clearance

Clerk has received notification that Crudwell is registered for a gully visit and information re location of gullies and access to these will be required in our submission of priorities to Wiltshire Council. We have a map of Crudwell gullies from the Emergency plan and the Clerk will start by reviewing this and adding on additional information. (Tetbury Lane, by Alvin Blanche and Murcott were mentioned).

2. Memorial Bench

Having been unable to clarify ownership of the proposed siting area at the Dawneys it was agreed by all present to inform that Crudwell Parish Council has no objection to siting the memorial bench. Clerk will inform.

3. Footpath by Potting Shed and gate/stile

Cllr Doel had made a visit to this area and sent photos of the overgrown track to Councillors prior to the meeting and PG will speak with owners to clarify what they want to achieve and if the Parish Council can assist. It was thought they may wish to replace the stile with a more family-friendly access arrangement of a gate.

4. What's On In Crudwell – possible restructure and funding

See Matters Arising, Crudwell Parish Council has agreed to fund up to £500 per annum to assist with keeping the publication in circulation.

5. Swing Seat replacement

See Matters Arising, Crudwell Parish Council will forward payment and request seat to be sent to Cllr Stewart to fit.

6. Playground fencing

See Matters Arising, Clerk to make contact with Willis Bros.

7. Track at Rommel Lane – See Public Speaking.

13. Other projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements. To be carried over to a future meeting.

2. Update: Eastcourt BT Telephone Box/defibrillator.

Clerk has received notification that the defibrillator should go 'live' in July 2021.

14. Closing comments/Chair to close meeting.

Cllr Berry advised it would be timely for Crudwell Parish Council to email Matt Perrot in Highways Dept at Wiltshire Council over the Crudwell 24 Hour Bike Ride taking place this weekend, to request that the route is reviewed for potholes and obstructions. Clerk will complete this.

15. Date of next meeting – Tues 6th July 2021

Items for next meeting – Annual clearance of Swillbrook

P Gilchrist – Chairman 

06/07/21

P5/5