

Crudwell Parish Council

Minutes of the **Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on **Tuesday 20th June 2023** at 7.00pm.

Present: Cllrs P Gilchrist (Chair) R Lambley (Vice Chair), N Doel, G Lawes, S Butcher
O Hughes
Also present: Lisa Dent (Parish Clerk)

Cllrs Gilchrist (elected to Chair at the previous meeting in absence and Cllr Lambley elected to Vice Chair at the previous meeting in absence both signed the Declaration of Acceptance of Office prior to the start of the meeting.)

- CPC/23/89 Chair to open meeting, apologies for absence**
Cllr Gilchrist opened the meeting. Apologies Cllr C Berry (Wiltshire Council).
- CPC/23/90 Public Speaking on request**
None requested.
- CPC/23/91 To receive Declarations of Interest in accordance with the Council's Code of Conduct**
None
- CPC/23/92 To adopt the minutes of 30th May 2023**
The Minutes were adopted and signed as a correct record.
- CPC/23/93 To note matters arising and determine next steps**
Local land ownership – defer to later meeting
Solar panels for SIDS devices – Cllr Gilchrist will discuss with company, maybe an option to use mains power.
Playground fence repair/replacement – defer to later meeting
- CPC/23/94 Items for inclusion not on the agenda – at discretion of Chair**
To note for next Parish Council meeting: Items from Annual Parish Meeting
To explore possible contribution towards grass cutting of churchyard within the powers of the parish council
To explore possible contribution to Crudwell School and/or use of CIL monies for this within the powers of the parish council and the specified requirements of use of CIL money from Wiltshire Council.
- CPC/23/95 To receive and note internal audit report for year ending 31st March 2023 from Auditing Solutions Ltd**
The report was received and noted – no actions are required.
- CPC/23/96 To resolve the annual governance statement P4 of AGAR form**
The statements were agreed by council. 'No' responses/weaknesses confirmed as NIL.
The form was signed by Clerk/Chair.
- CPC/23/97 To resolve the accounting statements P5 of AGAR form**
Clerk had signed the form in advance. The statements were agreed by council and the form was countersigned by chair.
- CPC/23/98 To resolve the bank reconciliation**
The bank reconciliation was supported by copies of the bank statements and was adopted and resolved by the council.
- CPC/23/99 To resolve the dates of the public rights notice**
Dates have been set as: date of announcement Friday 16th June: public rights Monday 19th June 2023 to Friday 28th July 2023 by appointment to the clerk. Notice are displayed on website and noticeboards.

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CPC/23/100 To resolve variance and ear marked reserves
The variance and ear marked reserves were adopted/agreed by council.

CPC/23/101 **To note the following transparency documents are required to be displayed on parish council website:**
The following documents that require to be displayed on the parish council website were noted: Internal audit report, annual governance statement, accounting statements, analysis of variances, explanation of reserves, bank reconciliation, public rights notice, names and address of external auditor, payments of over £100. Clerk will upload.

CPC/23/102 **To review annual accounts outturn to year end 31st March 2023**
The following items were noted:
Home office payment to be reallocated, hereon will not be entered in payroll expenditure.
School donation of £30 was not issued.
Playground inspections were over budget as 3 inspections took place.
Parish news expenditure shows as over budget but there are ear marked reserves which were used.
Neighbourhood Planning and Community Liaison Group fees were in budget.
Other projects expenditure was supply of kissing gate and parish council projector for use at parish council meetings.

CPC/23/103 **To resolve grant of £100 for Citizens Award to Crudwell C of E Primary School in the form of book tokens and donation for July 2023**
It was resolved that the payment was agreed for Citizens Award 2023.

CPC/23/104 **To note bank account balances**
The account balances were noted: Treasurers 16/06/23 £ £25,788.40 and Bus Bank 09/06/23 £ £18,150.58.

CPC/23/105 **Accounts for payment**
It was resolved that the following invoices should be paid.

HMRC	Month 1 Payment	£40.31
Auditing Solutions	Internal audit 2023	£300.00
ID Verde	April 23	£303.60
	Total	£643.91

CPC/23/106 **To review internet banking next steps**
Clerk will contact Lloyds bank to ascertain the next steps for councillors to have access to internet banking.

CPC/23/107 **Planning**
Applic No: [PL/2023/04323](#) Application type: Householder planning permission Proposal: Ground and first floor rear extension Site address: Final Approach, 1Pat Yat, Kemble, Cirencester GL7 6AY Comment by 10/7/23. The following comment was resolved: Whilst the applicant has not specified the proposed external finish, the implication is that it is likely to be timber cladding, we do not support such extensive use of this material on this property.

CPC/23/108 **Neighbourhood Plan Report**
Neighbourhood Plan Review

The Neighbourhood Plan Review consultation questionnaire having been live for a period of six weeks was closed on the 17th of April 2023. The survey questionnaire was announced on our Facebook page and on our mailing list (350+ members). The website hosting the questionnaire, commissioned from Community First was visited by 319 people during the consultation period and a total of 171 responded either partially or in full. Highlights of the responses which were given at the Annual Parish Meeting were:

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- 92% Supported the revised Vision and Objectives
- Housing Development and Design
 - 70% thought that a range from 10 to 20 new dwellings by 2036/8 would be adequate, 16% thought more with a range from 30 to 100, 12% thought 5 or less.
 - 88% said that the developments should be on smaller sites of 5-10 homes, 12% said in fewer larger sites (20-30+)
 - In terms of housing mix 81% wanted more affordable homes, 35% more housing for the elderly, 65% would like to see more self-build, 9% more holiday accommodation, 50% supported infill development, 82% for brownfield development, 11% on greenfield sites.
 - There were various detailed comments on the development needs and on the Design Guide which will be reviewed in the context of the requirement to align the current version with the Governments Model Design Code.
 - Call for sites, there were three responses to the call for sites.
- Business Development
 - 65% felt that a Business Hub would be worthwhile.
 - 83% agreed that there should be a policy to protect Kemble and Cotswold Business Parks and 83% felt that the policy should reflect the content of the Cotswold , Kemble and Ewan district policies for the business parks.
 - There was overwhelming support to continue to protect the School and the Village Hall, significant support for the continuation of the current pubs and hotels.
 - 75% would support and use a village shop for essentials.
- Leisure
 - 82% supported the expansion of the Village Hall and Playing Fields facilities.
 - Overwhelming agreement that the identified green spaces should be protected.
 - 65% willing to join a working party to help maintain our identified footpaths.
 - A significant majority felt that it is important for the PC to devote resources to improving the footpath network.
- There are numerous detailed comments and suggestions in most areas of the response which are currently being analysed and will feed into the workstream reports leading up to Reg 14.

The NP Review remains on target for Reg 14 in the Summer/Autumn 2023 and Referendum Summer 2024 and within allocated budget.

Community Liaison Group, (CLG) Tuners Lane Development

The Tuners Lane site agents held a public exhibition in the Village Hall to show the proposed site layout and proposed housing designs. The exhibition was held at short notice and the PC took steps to ensure that it was publicised widely in the community via our mailing list, website, Facebook page posters and the distribution of flyers in the Tuners Lane area, thanks to Ben our volunteer! It is understood that approximately 50 parishioners visited the exhibition, which was held on Friday the 26th May, feedback from the agents has been limited. Although some progress has been made and the CLG are content with the site layout this is not yet the case with the proposed designs where improvements requested have been made but known issues remain to be resolved. We understand that the agents intend to submit a planning application during July of this year. Our approach will be to respond robustly to the Planning Application reiterating our concerns re the design with agreement to support the application if the design issues are resolved.

CPC/23/109 Parish Matters

Highways Improvement request – LHFIG next meeting is 27th June, Clerk will request how to proceed.

SIDS data – invitation from Wiltshire Council to submit data. It was agreed this would be a proactive initiative and Clerk will forward dates of the SIDS meeting concerning this to councillors who may wish to attend.

Parish Steward – Parish steward is due to return to duties after being seconded to pot hole repairs. Cllr Butcher has requested information from Highways Engineer R Chivers as to how to book a gullies clearance vehicle.

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Stiles and footpaths – Cllr Butcher has finalised the replacement of the second kissing gates at a cost of £360 including VAT, land owner has agreed to the works.
Website project work requires Clerk to continue website work.

Closing comments

Swillbrook area – It was noted this area could benefit from strimming back overgrown vegetation, there is the option of using contractors as we have done previously. Councillors has offered to assist as a working party. To be reviewed during the summer months.

Cllr Butcher has closed the Sum Up account which was used for fund raising for the Coronation event.

There being no further business the Chair declared the meeting closed at 8.55 p.m.

PO Andrew
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