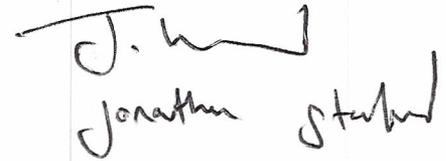


# CRUDWELL PARISH COUNCIL

Tuesday 7<sup>th</sup> March 2017 Crudwell Village Hall At 7.00 p.m.

**Present:** Cllr T Fraser, Cllr R Wilson, Cllr P Gilchrist, Cllr J Stanford, Cllr Berry  
L Dent (Clerk)

**In attendance:** Mrs A Smith



Jonathan Stanford

**Public Participation** – None.

**1. Apologies for Absence –None.**

**2. Election of a Chairman**

It was resolved to elect Councillor Stanford as Chairman of the meeting, proposed by CB and seconded by RW, and all Councillors present in favour.

**3. Declaration of Interest** – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct – None.

**4. Minutes from previous meeting February 2017**

It was resolved that the Minutes from the previous meeting held on Tues 7<sup>th</sup> February 2017 were approved as a true record and were signed, proposed by JS and seconded by RW and all present in favour.

**5. Parish Councillor vacancies.** 4 vacancies for Councillors, to be shown on the notice of meetings each month.

**6. Matters to report not on the agenda** – Timikel House (see Planning 8.6)

Chairman confirmed it was in order to table Planning as the first item as Cllr Berry would be leaving the meeting early.

## **8. Planning Applications**

**8.1. Application Number: 17/01147/FUL**

**Site Location:** Vine Cottage Crudwell Malmesbury Wiltshire SN16 9ER

**Proposal:** Single storey extension and alterations to listed building

**Application Number: 17/01148/FUL**

**Site Location:** Vine Cottage Crudwell Wiltshire SN16 9ER

**Applicant Address:** Vine Cottage Crudwell Wiltshire SN16 9ER

**Proposal:** Development within the curtilage of a listed building - erection of garden shed and summer house **Case Officer:** Eleanor Slack **Direct Line:** 01249 706659

### **8.3. Listed Building Consent Application**

**Application Number: 17/01548/LBC)**

**Site Location:** Vine Cottage Crudwell Malmesbury Wiltshire SN16 9ER

**Proposal:** Single storey extension and alterations to listed building

**Comment:-** Objection: The property is in a conservation area and is Grade II Listed and Crudwell Parish Council feel the proposal is inappropriate, in particular the flat roof, which we feel should be pitched.

### **8.2. Planning Application Number: 17/01028/FUL**

**Site Location:** Crudwell Court Farm Crudwell Malmesbury SN16 9EW

**Proposal:** The change of use and conversion of an agricultural building to a live/work unit.

**Comment:** Crudwell Parish Council strongly objects to this proposed change of use:- in that it is not in keeping with village/conservation area; the location is inappropriate within the farm complex, and it was felt it would set a precedent for numerous agricultural buildings in the local area to apply for this type of change of use. Councillors requested that Cllr Berry 'call in' this application due to the Parish Council's concerns.

#### 8.4. Treeworks

**Application Ref:** 17/01656/TC **Application for Work to Trees in a Cons Area Proposal:-** Fell 5 Fir Trees  
**At:** Wyke House, The Street, Crudwell, Malmesbury, Wilts SN16 9ET **NO COMMENT**

**Application Ref:** 17/01651/TCA **Application for Work to Trees in a Cons Area**  
**Proposal:-** Fell 1 Field Maple, 3 Metre Crown Reduction to Ash and Removal of Leaning Stem, 4 Metre Reduction to Field Maple and Reduction of Lateral Branches by 2 Metres, 2 Metre Crown Reduction and reduce Lateral Branches by 1.5 Metres **At:** 6 Swan Close , The Street, Crudwell, Wilts SN16 9DE  
**NO COMMENT**

#### 8.5. Approved (for information)

**Application Number:** 16/12495/FUL **Site Location:** 2 Gooselands CRUDWELL SN16 9DD  
**Proposal:** Proposed first floor extension and replacement porch to dwelling.  
**Decision:** Approve with Conditions

**Application Number:** 16/09859/FUL **Site Location:** 11 The Butts Crudwell Malmesbury Wilts SN16 9HF  
**Proposal:** Replace open 3ft fence with 6ft closed fence alongside highway  
**Decision:** Approve with Conditions

**Category of Application:** Full Planning **Application Number:** 17/00560/TCA  
**Site Location:** 1 Pear Tree Cottages The Street Crudwell Wiltshire SN16 9ES  
**Proposal:** 30% Reduction to Pear Tree **Case Officer:** Kate Tate  
**Decision:** No Objection

**Application Number:** 17/00535/CLP (No prior notice/consultation received)  
**Site Location:** 10 Kings Meadow Crudwell Wiltshire SN16 9HT  
**Proposal:** Certificate of Lawfulness for proposed single storey rear extension  
**Case Officer:** Lisa Davis  
**Decision:** Approve **Decision Date:** 03/03/2017

As no prior notification was received Cllr Wilson to enquire as to further details of the extension. **Cllr Wilson**

#### 8.6 Timikel House

The Parish Council was informed that some development/building work to the rear of the house had taken place and that this may be Permitted Development, outside of planning requirements. It was thought the property may be in a conservation area. Further information is to be sought and to be reviewed at the next Parish Council meeting.

**Cllr Berry**

Cllr Berry left the meeting at 19.29.

#### 7. Finance

<b>7.1 Bank account Business instant</b>	<b>at</b>	<b>28.02.17</b>	<b>£37,912.94</b>
<b>Treasurers account</b>	<b>at</b>	<b>28.02.17</b>	<b>£ 7,307.05</b>

#### 7.2 Income – February 2017

Name	For	Date	£ Amount
Lloyds Bank	Interest	09.01.17	2.36
Allotment Rent	Salter	16.02.17	5.00
Hiscox	Insurance claim approved	17.02.17	467.36
Allotment Rent	Kenrick	20.02.17	5.00
Allotment Rent	Hedges	20.02.17	5.00
Allotment Rent	Perrin/Woolley	21.02.17	10.00
Allotment Rent	Kelly	21.02.17	5.00
Allotment Rent	Guest/Amos/Lane	27.02.17	25.00
	<b>Total</b>		<b>524.72</b>

advised they were very pleased with the look and appeal of the equipment and that the installation process was undertaken very efficiently. Creative Play have requested we complete a customer feedback form. As a flagship installation, Crudwell Parish Councillors are aware that they may be opportunities for publicity with Creative Play and all councillors advised they would be happy to assist.

## **9.2 Date for Annual Parish Meeting (requirement in election year for it to be held 2 weeks after results)**

This has been scheduled for Saturday 20<sup>th</sup> May 10.00 to 12.30 and the Village Hall had kindly already made the booking. Same local and community groups to be invited as last year.

**Clerk to issue invitations**

## **9.3 Parish Steward 2 jobs**

Parish Steward jobs – Footpaths to The Grove in Chelworth - thick layers of slippery green moss and bend sign as you come from Eastcourt into Crudwell (bend before the church) has come down. Parish Steward will be advised.

**Cllr Wilson**

## **10. Items for decision**

### **10.1 What's On – Possible financial assistance from Crudwell Parish Council**

Annie Smith advised that advertising and contributor costs cover printing which is the main expense. Costs have been covered for next year and that at the moment financial assistance from the Parish Council is not required. Councillors advised the Council would be open to offering assistance in the future, if necessary and acknowledged that the What's On publication was a very welcome and efficient form of communication.

## **11. Questions and Issues**

### **11.1 Fun in the Sun - Children's Multi Sport days 2017**

Confirmation has been received from the Village Hall that wet weather cover/access to toilets is available for the following dates. Weds 26<sup>th</sup> July 12.30 – 2.00, Weds 2<sup>nd</sup> Aug 12.30 – 2.00, Weds 9<sup>th</sup> Aug 12.30 – 2.00, 16<sup>th</sup> Aug 12.30 – 2.00.

**Clerk to advise Wilts Council**

### **11.2 Tree Survey – Crudwell Lime Trees**

Cllr Fraser advised that the tree survey will take place this Saturday 11<sup>th</sup> March by Greenleaf Tree Services.

### **11.3 Allotments**

There had been a report from an allotment holder of an untidy, unkempt plot. Clerk to finalise allotments rents, request a visual plan of plots from representative M Perrin and forward Councillors the allotment terms and conditions.

**Clerk**

### **11.4 Information on the forthcoming Elections 2017**

The Notices will be required to be displayed on the Parish Noticeboards and Clerk will display on our website.

The signatories to bank accounts was reviewed and should any additional Councillors wish to be made signatory, they should inform the Clerk who will prepare the mandate change. It was noted it would take around 6 weeks to take effect.

**Clerk/Councillors**

### **11.5 Grass cutting contractors/rebuilt cabinet**

As the grass cutting season will soon be starting, contact to be made with contractors IVerde to advise that care is required around the newly rebuilt cabinet.

**Clerk to advise**

**11.6 Website** – Clerk advise the Crudwell Parish Council website has been updated and hopefully documents will be easier to find.

**11.7 New PCSO for Crudwell.** This has been confirmed as John Bordiss. Clerk has advised Mr Dunkley as Neighbourhood Watch representative and will put details on our website.

**11.8 Salt Bin** – The salt bin which had been repositioned has now been located.

## **Any other business**

Cllr Wilson advised the repairs to the downpipe on the bus shelter have been completed.

Cllr Fraser advised repair work is require to the noticeboard at Chelworth.

**Cllr Wilson/Cllr Fraser**

Cllr Stanford advised an additional combination lock padlock is required.

**Cllr Fraser to source**

Cllr Fraser has received the spare defibrillator pads and will install on the equipment. The school have a spare set of pads which will go out of date in next couple of months. It was agreed that a spare set would be useful and that Cllr Fraser should retain, rather than the school.

**Cllr Fraser**

### 7.3 Accounts for Payment & Chqs for signature

\* Approved and issued prior to PCM

	For	£ Amount	Chq No
Cllr Fraser/refund of purchase	Weeds Suppressant Membrane	28.44	1189
ICUK (will be debited 29.03.17)	My-crudwell domain 1 yr	14.40	Debit card
Clerk L Dent	Feb 2017	393.84	1190
Creative Play*	Deposit/Playground upgrade	12588.00	001188
Community Heartbeat Trust	Replacement defib pads	42.00	1191
	<b>Total</b>	<b>13,066.68</b>	

7.4 It was proposed by JS and seconded by PG that the above accounts are approved for payment, and all councillors present were in favour.

7.5 Arrangements for internal audit was confirmed as 20<sup>th</sup> April at 0900 at the Clerks residence. Accounts will be closed on 31<sup>st</sup> March and will be presented for review at next months (April 2017) Parish Council meeting for the Council to authorise.

7.6 On conclusion of the playground upgrade project, the Parish Council will review and amend the Standing Orders as necessary for the council to re-adopt.

7.7 Cllr Fraser advised of a transfer from the Bus Instant Account to Treasurers Lloyds bank accounts the sum of £10,000 to enable the final instalment to Creative Play to be issued.

7.8 For the purpose of meeting the Transparency Regulations, the following roles/responsibilities were confirmed, for the purpose of making recommendations to the Parish Council.

Cllr Fraser: Financial Support Officer, Standing Order Officer, Play Equipment Officer, Crudwell Officer, Crudwell Trust representative.

Cllr Wilson: Planning Officer, Kemble Airfield Officer

Cllr Stanford: Eastcourt Officer, Community Emergency Volunteers Co-Ordinator

Cllr Berry: Chelworth Officer

Cllr Gilchrist: Malmesbury Area Officer, Lord Lucas Trust representative, Community Emergency Volunteers Co-Ordinator, Chedglow Officer.

Lisa Dent (Clerk): Risk Management Officer, Information technology

Police Community: PCSO John Bordiss has recently been appointed to Crudwell.

Grant Dunkley remains as our Neighbourhood Watch representative.

Annie Smith (CVHRG Committee member) confirmed as Village Hall representative.

Confirmation required if M Perrin will continue in the role of Crudwell Allotment representative.

The above roles to be entered onto the Parish Council website.

**Clerk**  
**Clerk**

7.9 It was proposed by RW and seconded by JS and all Councillors were in favour that the Risk assessment is readopted. Document to be recorded as readopted.

**Clerk**

7.10 It was agreed by all councillors present that it was prudent to photograph all assets as a record and this will be entered on the agenda for a later meeting.

**Clerk**

7.11 The Parish Council reviewed the Internal Audit report from last year (2016) and the recommendations and the Clerk confirmed the Parish Council had met these recommendations where possible or was planning to.

7.12 The Governance Statement from Auditing Solutions was reviewed and approved by the Council and signed by the Chairman Cllr Stanford and Clerk L Dent.

**Clerk to forward**

7.13 The Clerk advised that the Hiscox insurance claim monies had been received by transfer into our account, details:- £467.36, on 17<sup>th</sup> February 2017

## 9. Reports on Continuing Activity

### 9.1 Replacement play equipment project including playground inspection arrangements

Cllr Fraser updated the Council on the progress made. Installation works have been completed and Cllr Fraser and Cllr Gilchrist have met with the installation team for the official 'handover.' The area is 'taped off' and a notice will be placed to indicate the area is closed until playbark has been delivered and installed to the required standard to the area. Cllr Fraser had contacted two contacts at Crudwell Scouts to request assistance but so far has had no response. Cllr Fraser has earmarked a further 20 cu metres of playbark from Melcourt to complete the barking. The Parish Council

advised they were very pleased with the look and appeal of the equipment and that the installation process was undertaken very efficiently. Creative Play have requested we complete a customer feedback form. As a flagship installation, Crudwell Parish Councillors are aware that they may be opportunities for publicity with Creative Play and all councillors advised they would be happy to assist.

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**Cllr Fraser**

Annie Smith advised all present would be welcome to attend the Bike Ride Party at the Village Hall on Saturday.

**There being no further business, the Chairman declared the meeting closed at 20.47.**

**Items for next agenda**

- Inspection arrangements play equipment and FAF.
- Noticeboard repairs
- End of year accounts.