

# CRUDWELL PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 3<sup>rd</sup> May 2016 Crudwell Village Hall At 7.00 p.m.

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**Present:** Cllr T Fraser, Cllr R Wilson, Cllr J Stanford, Cllr C Berry (arrived after meeting had started)

**In attendance:** Annie Smith – Crudwell Village Hall Committee

Election of a Chairman: Cllr J Stanford was elected as Chairman of this meeting, proposed by RW and seconded by Cllr Fraser.

## 1. Public Participation

Annie Smith was in attendance on behalf of the Crudwell Village Hall Committee. The Parish Council was advised that the Village Hall were in the process of finalising plans and finance to make improvements to the Village Hall. These plans had started as a way of attracting larger scale events such as weddings, but the nature of such large building work would cost on the region of £80,000-£88,000 and would involve a great deal of planning, preparation and fund raising. The Village Hall Committee had then decided to make smaller scale improvements which would be more beneficial to the regular groups who use the facility. The proposal is for shower facilities, dedicated storage for the Crudwell Pre-School Group, improved and larger commercial grade kitchen facilities. Through a stud wall, a self-contained space could be made for Crudwell Parish Council to use as a storage area for files, Xmas lights etc. These smaller works would cost in the region of £40,000 to £44,000. The groups who use the hall and in favour of the smaller improvements and funding would be applied for by way of the Area Board, an alternative funder and the proceeds from this year's 24-hour Bike Ride. It was hoped that the proposed works would take place this summer.

Further details on plans and costings can be made available at the next Parish Council meeting in June and the Village Hall Committee hoped that Crudwell Parish Council would be able to contribute and support these improvements.

Annie Smith left the meeting at 7.26 p.m.

Councillor Berry entered the meeting at 7.27 p.m.

## 2. Election of Chairman

It was proposed by RW that Cllr Stanford be elected as Chairman for this meeting and this was seconded by TF.

## 3. Apologies.

Cllr Gilchrist had sent his apologies and these were accepted by the Council.

## 4. Declarations of Interest

It was declared that all Councillors present had no declarations of interest.

**5. The Minutes** of the previous Parish Council Meeting of Monday 11<sup>th</sup> April 2016 was approved by Chairman and Councillors as true record and the Minutes were signed by Chairman.

## 6. Correspondence Received

12.4.16 ICUK	Renewal advice
12.4.16 K Jammah	Fun in the Sun (confirm dates etc.)
12.4.16 Aon Parish Council Insurance	
13.4.16 Landscape Group	(advised they will email attendance in 24 hours)
13.4.16 Rialtas	Accounts closedown
14.4.16 Ollie Phipps	Emergency Plans
18.4.16 Ollie Phipps	Location of defib sites
19.4.16 Crudwell Preschool	Sign (info received etc.)
19.4.16 M Perrin	Allotments
20.4.16 Came & Co	Insurance Renewal
21.4.16 Wilts Council	Precept advice
22.4.16 HMRC	Tax code clerk (Payroll advised)

25.4.16 WALC Insurance	Quote received
27.4.16 Ellen Blacker	Older Persons Champion
29.4.16 Planning Wilts Council	Pat Yat, site plan revision
29.4.16 Lianna Bradshaw	Community Infrastructure Levy & National Planning Update
30.4.16 HMRC	VAT reclaim – new info letter recd

The Clerk had reviewed the new VAT reclaim information which details a new contact address and form which is similar to the previous.

## 7. Finance

7.1 Bank account Business instant	at	3 May 16	£52,891.14
Treasurers account	at	3 May 16	£ 4,153.18

## 7.2 Receipts –

Precept received £7563.28

Allotments rent by cheque or bank transfer– due in

## Accounts for Payment

	For	Date	Amount
Data Protection	1-year subscription	Paid on debit card	£35.00
<b>Accounts for payment</b>			
WALC	1 yr. subscription to Wilts Assoc of Local Councils	1st April 2016	£398.22
Cllr Stanford	Expenses Muck In Gloves/refuse sacks	26 <sup>th</sup> March 2016	£6.00
Clerk	April 2016 invoice	1st May 2016	£437.78
		Total	£877.00

7.3 2016/2017 Insurance due 1<sup>st</sup> June 2016. Policy comparison Came and Co (Hiscox) and Wilts Assoc of Local Councils (Zurich).

It was proposed by RW and all Councillors present resolved that Crudwell Parish Council remain with their current insurers Came and Company at a renewal premium of £557.96, including insurance premium tax. The WALC/Zurich premium quoted was £768.48 for comparable cover. Cllr Berry advised he is aware of two other Parish Councils which use Came and Company and the proposition of the Council entering into a 3-year binding agreement with Came & Company until the 31st May 2019 was discussed (saving in the region of £27 per year) along with the need to obtain annual quotes.

7.4 Explanation of VAT - The Clerk advised Cllrs that there is a variance in the VAT total shown reclaimable to council as per the Rialtas accounts. This year two claims were made and received, including monies due from the previous year. Also the Clerk had found additional monies relating to the previous year which were not claimed due to the VAT element not being entered into the Rialtas system. The last claim for VAT was up to end-February 2016.

7.5 Approval of accounts 2015/2016 - The Clerk presented the annual accounting statements and variances to Council and Chairman proposed they be approved and all Councillors were in agreement. The Clerk and Chairman signed the accounting statements and Section 2 of the Annual Return form 2015/16 page 3 of 6. The Clerk will inform the Internal Auditors of this action and will enter the approved minute reference after June's Parish Council meeting and ensure the notice of inspection is posted in due course.

7.6 Allotments – Clerk advised that invoices had been sent to all allotments holders with the option of paying for rent by cheque or bank transfer and that cheques had been received and banked. The Clerk advised that the tenant hire is from 1<sup>st</sup> March annually and in future invoicing will be sent mid-February.

7.7 It was agreed by all Councillors present that the above invoices are to be paid.



## 8. **Planning applications received**

**Application Number:** 16/03388/FUL **Site Location:** Meadows End Murcott Malmesbury Wiltshire SN16 9EX  
**Applicant:** Mr & Mrs C. J. Warbey **Grid Ref:** 395652 191774 Meadows End, Murcott Malmesbury Wiltshire SN16 9EX  
**Proposal:** Proposed Alterations & Extensions to Existing Dwelling & Demolition of Existing Outbuildings together with other Associated Ancillary Development. **Case Officer:** Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 18/04/2016  
**Please send your comments by: 16/05/2016**

**Objection:** The design and in particular the finish is totally out of character with the surrounding environment and does not pick up with the architecture found locally. **Clerk to issue comment to Planning Department**

## 9. **Reports on Continuing Activity**

None

## 10. **Items for decision**

### 10.1 **Policies, Health and Safety, Safeguarding children**

It was decided that the Clerk should request further information such as what was the reasoning behind the creation of these policies, what was the grant application for and was it successful. This would assist Councillors as to whether these policies should be amended, adopted or discounted. **Clerk to request further information**

### 10.2 **Replacement of boat/play area**

Cllr Fraser advised he has contacted a representative of Playground Services who knows the play area very well, and provided him with the footprint of the boat with a view to receiving suggestions as to what would be a suitable replacement. The representative is aware that costs and the replacement unit will be compared with other companies, and that this first approach is a starting point for the Council. Cllr Berry suggested it might be appropriate to obtain 3 indicative but different design styles to enable school children/Scouts etc. to be part of the decision making and this was agreed by all Councillors. **Cllr Fraser to progress**

### 10.3 **Emergency Plan**

Ashton Keynes emergency plan had been circulated and it was agreed this was a good starting point for the creation of a Crudwell emergency plan. Cllr Fraser advised A Smith (Village Hall Committee) had volunteered the use of the Village Hall as a 'base' which can be detailed in the plan. In due course as the plan evolves, it would include recruitment of Community Emergency Volunteers (CEV's) but in the first instance it was agreed Councillors and Clerk would be the initial team.

**Cllr Fraser to progress and Cllr Wilson will obtain and list of local contacts and equipment available**

### 10.4 **Poly tunnel request – Allotments**

A request had been received from the Allotment Representative M Perrin for permission from Council for a tenant to install a poly tunnel. There was no objection from Councillors. The agreements/contracts for allotment holders was discussed and further information for Councillors is required **Clerk to locate all allotment info held for Councillors**  
**Councillors agreed Clerk should seek approval for poly tunnel from land owners**

## 11. **Questions and issues**

### 11.1 **Review of APM April 2016**

Cllr Berry was thanked by all present for Chairing the Annual Parish Meeting which was well attended.

### 11.2 **Review of Scouts presentation**

Councillor Berry and the Clerk had recently made a presentation to the Crudwell Scouts Group which was well received and very enjoyable.

### 11.3 **Landscape Group – Notification of Attendance**

Clerk advised that of the two cuts made in April, no notification of attendance had been received. The Clerk had advised of the omission after the first cut and Cllr Fraser will make further contact. **Cllr Fraser**

## 12. **Items for Next Agenda**

**Allotments – contracts and info**

**Village Hall – VAT reclaimable**

*Chen 7/6/16*