

CRUDWELL PARISH COUNCIL

Monday 11th May 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 M Credicott
Clerk: Lisa Dent 2 members of the public

Zoom Meeting ID: 944 6634 0676 Password: 1DVryw

<https://zoom.us/j/94466340676?pwd=L1d6ZVIYSjNDUHFxd3c1Y0tBWUxMdz09>

1. Chairman to open meeting

Cllr Gilchrist welcomes all present and opened the meeting and informed it was being recorded to assist in producing Minutes. Apologies Cllr Stewart/Cllr Stanford.

2. Overview of how the 'remote' meeting will be managed

This was not needed as all present familiar with Zoom.

3. Position of Chair and Vice Chair in absence of the Annual Meeting (May 2020) Vote

To confirm that P Gilchrist (Chairman) and T Fraser (Vice Chair) will remain in place until the next annual meeting either in May 2021 or at a rescheduled annual meeting, whichever is the sooner (due to Annual Meetings being postponed due to Covid-19.) All present in favour of Chair and Vice Chair remaining in post.

4. Declarations of Interest to items on the agenda – Cllr Lawes Planning 9.1 and 9.2

5. To approve Minutes of the Parish Council 13th April 2020 and Chair to sign

All present were in favour and it was proposed that they were approved.

Proposed: GL Seconded: MC
Clerk to upload on website.

6. Matters Arising March and April 2020 – All covered on agenda.

7. Clerk Position – report from Clerk

One application from recent advertisement. Financial audit needs to be arranged and completed and will be slightly different as a remote audit. All present in favour agreed to focus on the needs of the Parish Council until audit concluded, rather than recruitment, and handover etc.

Clerk to advise applicant we will not be progressing applications due to audit/Covid 19 situation.

Clerk

Previous Clerk who was in post for a very short time requested consideration to her returning.

Crudwell Parish Council agreed not to re-instate, reasons as above.

8. Finance

To include (1) Current bank balances 30th Apr 2020: Treasurers Account: £15,673.14 Business Instant Account: £16,943.88

The above figures include the Precept payment of £7853.39 on 24th April 2020.

(2) Accounts for payment. All present were in favour that the following payments were approved:-

Debit £	Credit £	Details	Re	Notes	
	£7853.39	Wilts Council	Precept First Instalment	Received into bank account 24/04/20	Acknowledged
£133.10 + 10 invoices = £1331.10 Total payment £1464.10		ID Verde	Grass cutting 18.04.20	27.04.20 Chq No 1360 £1464.10	
		ID Verde	10 Attendances 2019		Proposed: RL Seconded: GL
£40.00		ICO	Data Protection	Debit card 02/05/20	Proposed: GL

Chairman

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			subscription		Seconded: SG
£26.51		G Lawes	NHP Plan production	Chq 1361	Proposed: MC Seconded: SG
£78.00		CIX	Renewal Domain hosting Parish Council	Amount TBC - last 2 years has been £78.00	Proposed: RL Seconded: TF
£445.97		Clerk	March/April salary and expenses	Chq 1362	Proposed: PG Seconded: TF
£53.40		HMRC PAYE	March/April salary and expenses	Chq 1363	Proposed: MC Seconded: GL
	£5.00	Allotment rent	Mr Amos	Paid in chq in branch	Acknowledged
£543.47		Zurich * Insurance	2020 Parish Insurance	Chq 1367	Proposed: RL Seconded: TF
£3000.00		Vision 0173	NHP Consultancy	RL advised this is within budget.	Proposed: PG Seconded: RL
£110.00		Broadbean	Updates	Chq 1365	Proposed: RL Seconded: SG
£25.70		PATA	Jan – Mar 20 payroll services	Chq 1366	Proposed: GL Seconded: MC
£5787.15	£7858.39				

(3) *Insurance premium costs from 1st June 2020

Agreement to subscribe to Zurich renewal of 1, 3 or 5 years or seek alternative Parish insurance cover.

It was agreed by all present that we tie-in to a 3 year LTA premium of £543.47 per year.

Clerk to inform Zurich Insurance

(4) VAT reclaim

As part of reconciling the accounts for Audit, clerk will complete a VAT reclaim to 30th April 2020. The previous reclaim adjustment has never been challenged by HMRC and we therefore assume it is concluded.

(5) ID Verde Grass Cutting Invoicing (TF)

This has been brought to conclusion by Cllr Fraser following a lengthy negotiation. There had been various invoicing problems re charges and attendance dates quoted. There had been no invoices submitted for all of 2019. TF agreed with ID Verde that we would pay 10 X cuts for the 2019 year and one cut for 2020, at the agreed rate and this is reflected in the payment above. ID Verde will now produce an invoice per cut rather than allowing a backlog to develop and the annual contract is agreed at X10 cuts/attendances.. Cllr Fraser was thanked for his assistance in this matter.

9. Planning/Development

Cllr G Lawes Dec of Int – At 19:41 Cllr Lawes was placed in the Zoom Waiting Room, taking him out of the meeting.

9.1 Application Ref: 20/02956/FUL Proposal:- Conversion of outbuilding to dependent persons accommodation At: Crudwell Court Cottage, Crudwell, Wilts, SN16 9EW. Assigned Officer: Eleanor Slack Comments to be received by: 20 May 2020

The following comment was agreed: Clerk to upload

- (1) We would like to request a section 106 agreement to tie the new accommodation to the original building.
- (2) The property is in a conservation area and we have reviewed the application details and can find no reference to a design and access statement or that biodiversity and sustainability has been duly considered so we request that these items will be given attention.
- (3) With regards to the proposed heating system, there is no detail provided and so we request that in line with conservation policy, any such detail is considered to be fitting for a conservation area and not deleterious to its surrounds.

Cllr G Lawes Dec of Int - 9.2 Application Ref: 20/03228/FUL Application for Full Planning Proposal:- Erection of replacement front porch At: 38 The Dawneys, Crudwell, SN16 9HE Assigned Officer: Michael Akinola Comments to be received by: 29 May 2020

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The following comment was agreed: Clerk to upload.

(1) The location of the property is highly visible from Tetbury Lane and we would like to request that the porch materials are selected so they quickly harmonise with the rest of the building.

19:42 Cllr Lawes was taken out of the Waiting Room and returned to the meeting

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

Wiltshire Council has been incredibly busy and this emergency situation, contacting 13,000 persons needing assistance. Large number of business have been made exempt from business rates and WC has arranged 6,700 grants to pubs and other establishments (these must be claimed and Wiltshire Council is expecting another X3000 applications). The reduction on demand for NHS, people not attended A&E etc has been noticeable. Schools may be planning to re-open soon and also recycling centres. It is thought that Parish Councils will not receive additional funding but Community Fund is available. There are concerns of Covid-19 in care homes and the Council is vigilant. All present agreed support from Wiltshire Council and NHS has been outstanding.

Swindon has been a hot-spot for Covid-19 within the County and Wiltshire has had X600 registered cases. PG advised that in he will forward those present a link to information on Covid-19 cases in the local area.

11. Neighbourhood Plan Steering Group Report (Cllr R Lambley) – Standing Item

1. Discussion and motion to approve Crudwell Neighbourhood Plan for submission to Wiltshire Council for Reg16 consultation

The Steering Group having completed it's review of the plan are in unanimous agreement with its content in terms of it's strategy and policies. The plan was subsequently helpfully reviewed by the Council Chairman and following refinements from his review presented to Parish Councillors on Wednesday 29th April with a recommendation for approval.

Dependant upon its approval the Reg 15 document set will be registered with Wiltshire Council who will undertake the final public consultation (Reg 16) The usual timescale from registration to start of consultation is two to three weeks but this could be longer in the current circumstances. The six week consultation could also be extended to eight weeks if we are still in lockdown. The realistic timescale is therefore:

- Consultation during June and July
- Inspection August onwards
- Referendum (hopefully) late in 2020.
- Plan Made in 2020
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It is very important to progress this now in order to ensure that we can control the extent, pace, location and nature of future housing developments in Crudwell. Given the acknowledgment by Wiltshire Council that the land supply has fallen below 5 years we could again be extremely vulnerable to speculative planning applications and developments over which we have little control. Wiltshire Council have asked us to present Reg 15/16 now as this will strengthen our position. We understand that they expect to carry out the consultation and the subsequent Inspector's review but that the Referendum could be delayed by lockdown. The Steering Group is developing a communications and awareness plan which takes full account of the effects on consultation of the current Covid19 restrictions.

Parishioners will be informed of how and when to make Reg 16 representations by our mailing lists, the What's On online journal, notices posted within the village, flyer drops and all other means of communication available to us at that time.

The comment review form used to assure the Plan by the Steering Group is attached to this report for your information.

The Steering Group recommends that the Parish Council should approve the Reg 15 Neighbourhood Plan for registration and subsequent consultation.

It was proposed that the Crudwell Neighbourhood Plan should be approved for submission to Wiltshire Council for Reg 16 Consultation and all present were in favour.

Proposed: TF Seconded: MC

Chairman


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Thanks to all involved with the Steering Group from the Parish Council (Clerk to draft thanks and explain that we have approved submission to Reg 16 consultation and are moving to the next stage). It was queried how the Community Liaison group fits in with the consultee process with Parish Council. The Parish Council would welcome their involvement.

2. Updated costs distributed – this was acknowledged. Budget has a contingency of £4000, but if Inspector calls hearings, they have not been accounted for in the budget.

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

The Parish Council supported developments on the my-crudwell website continue to provide support and information for parishioners at this very challenging time, this can be found at <http://www.my-crudwell.org/category/news/covid-19-news/>

The site has a Covid-19 support page listing all known local support services together with shops and any special arrangements in place for the elderly or vulnerable including the list of our brilliant Street Leaders. The What's On in Crudwell journal is being published online on the my-crudwell site up to twice a month. The mailing list at community@my-Crudwell.org provides live information updates and there are currently over 120 subscribers. You can also join this list to get notifications of new WOIC publications,, receive community updates and get WOIC online through the MyCrudwell website.

I am continuing to liaise with Leon Horton re his support network of Street Leaders who has provided the following update for us.

"The Community Street Leaders support group remains strong. Having checked in with the street leaders recently, they are all coping well with looking after those that need additional support. We have established a fantastic community spirit, with everyone sharing information on chemists opening times for prescription collections; where scarce p'roducts can be found (like flour) and offering support to each other on trips to the supermarkets.

They are all doing a fantastic job, showing great camaraderie, to support those how need support. Last week, Thursday's clap in Crudwell was also dedicated to the Community Street Leaders too." Leon Horton

13. Parish Matters

1. Playground Repairs following Inspection report

Order has been placed to Creative Play for main structure and a separate request to Fresh Air Fitness. TF has spoken to both parties and we await their engineers to confirm attendance. We have costed proposals for each.

2. Emergency plan – waiting for information from Wiltshire Council.

3. Flooding/river course – Flooding Watch Group has disbanded during the pandemic. PG is dialogue with John McWilliam to organise attendance for later in this year to remove vegetation around school and fields. One local resident has started clearance. School has tree down in their river which they are responsible for.

4. Track by Rommel Lane cottages (Cllr Grainger). SG has sent Alan Brown evidence of environmental pollution and has not had a response. The access gate by footpath is locked, but fence to left of gate can be stepped over for access, so it is thought access has not been impeded. CB advised you can upload a photo and send via Wilts Council reporting app to environmental protection department.

5 Electoral Roll has been requested. PDF file of Electoral Roll has been received; Clerk needs to make contact with Electoral Services for the password but is unable to get a response.

6. Crudwell Facebook page – new moderator request. The moderator for Crudwell page would like to leave the moderator post and a Parish Councillor was requested to volunteer but more importantly is an individual who uses Facebook and is responsive. It was suggested we might look to the Street Leader Group.

RL to progress to request a volunteer

RL

Parish Council and MyCrudwell websites

RL advised that having both the MyCrudwell website and Parish Council website can be confusing and there may be sense in joining the two sites in a more modern. fit for purpose site which is user friendly. It would save money on hosting but there would be some expenditure for a redesign. It was agreed a platform which can be easily managed for uploads and updates would be essential.

CB advised of the Oaksey Buzz, a community website initiative where individuals sign up and receive Parish Council and community information and RL will review.

Chairman

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To investigate and costs for redesign/co-join Parish Council and MyCrudwell websites and review Oaksey Buzz	RL
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7. Gigaclear – The Butts cabling (no correspondence received as yet). Following the phone call to the Clerk, no communication received on this but it was agreed we will be happy to work with them. It was thought there is an electricity cable in this area to Kingmeadow.

14. No Closing comments

There being no further business The Chair declared the meeting closed at 20:37

Chairman

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