

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on 12th November 2024 at 7.00pm.

Present: Cllrs R Hamilton-Lambley(Chair), P Gilchrist (Vice Chair) S Butcher, I Warner,
Also present: Lisa Dent (Parish Clerk), Cllr C Berry (Wiltshire Council)

CPC/24/210 Welcome and Apologies for absence

The meeting was opened and all present welcomed.
Apologies received for Cllr Doel and Cllr Hughes

CPC/24/211 Public Speaking

None requested.

It was agreed by all present to vary the order of business as Cllr Berry would be leaving to attend another meeting.

CPC/24/212 Wiltshire Council report (Cllr R Berry)

Gravel extraction enquiry re application at Ashton Keynes has been a difficult situation for residents living very close to the proposed site. Unsure of the result from Inspector, Wiltshire Council did indicate they would be using professional legal representation. Cllr Berry advised the Tuner Lane Crudwell application currently remains 'Called in'.

Re Parking issues at Crudwell School, it was noted that pick-up time is particularly difficult for parents and residents. To progress a parking solution, there needs to be a formal discussion with Wiltshire Council highways department and Cllr Berry will try and expedite this. There will be a need for formal plans /drawings, which can be commissioned from an architect.

It was agreed to look into 20 mph speed limit change at school drop-off and pick-up times at the school entrance to the village and the gateway sign exit from the village.

Metro count to be requested in two locations: 1. at school location 2. Eastcourt Road where it approaches the school.

There is an aspiration to purchase and site another SIDS, exact location to be agreed and an amount to be allocated in budget setting next month.

Cllr Berry left the meeting

Other options being discussed to ease congestion at peak school times include:-


- a drop-off scheme where cars will queue to an allocated area where staff will meet children and escort them away from the car.
- staff from Rectory and school staff encouraged to park in cut-off area to free up the school road.
- basic improvements to the 'discreet' Church parking area for Church workers use.
- telephone pole on green by school. When this is due for repair or replacement by owners, ask if they will consider moving the structure ½ m back to provide more width. Clerk will check ownership on the Wayleave documentation.
- review access to school from Potting Shed (currently through Neighbourhood Plan work).

CPC/24/213 To receive Declarations of Interest in accordance with the Council's Code of Conduct

None.

CPC/24/214 To adopt the minutes of 8th October 2024 meeting of Crudwell Parish Council

The minutes were adopted and signed as a correct record.


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Pilk

CPC/24/215 Matters Arising and determine next steps

Clerk has contacted Re-Start IT twice to request a response regarding outstanding tasks to complete the new parish council website and charges for inclusion in the upcoming budget. Clerk will review the contract and it may be necessary to write formally. Situation to be reviewed at the end of November.

Clerk responded to Crudwell Church representatives, inviting a formal submission for grant funding for grass cutting charges with supporting details of funds held.

Clerk responded to Crudwell School informing the SIDS device will be moved from Tuners Lane back to the green at the school. (It has since been moved).

Playground sign has been sited by Cllr Doel. Fresh Air Fitness sign received and will be sited shortly.

CPC/24/216 Items for inclusion (at Chairs discretion/no decisions)

Tetbury Lane sign is no longer attached to the posts, it is thought Cllr Doel may have stored this.

New Christmas lights to be ordered by Clerk, Mr Standford has agreed to hang the tree lights.

Budget meeting to agree the precept will be December of January (precept request must be submitted by 21st Jan 2025).

PATA payroll charges are increasing from £10.35 to £12.45 per month from January 2025. (Increase in employers NI starting at £5,000 will come into effect from 1st April 2025. It is hoped this may not be applicable to the clerks salary and will be reviewed at budget setting.)

CPC/24/217 Venue for meeting unable to be accommodated at Crudwell Village Hall

Clerk has contacted Crudwell School and they require a completed hirers form and there is a set charge for hire.

CPC/24/218 To note resignation of G Lawes

The resignation was noted and all councillors agreed Mr Lawes had been a much valued member of the council. Clerk has informed Elections department at Wiltshire Council and this will generate the vacancy notice.

CPC/24/219 To note bank statements 12th Nov 24

Treasurers £8,278.51 / Business Bank £29,471.34.

CPC/24/220 To receive and note bank reconciliation Oct 24

The reconciliation was noted, balanced to the bank accounts.

CPC/24/221 To note change in banking terms and charges for Lloyds Bank accounts and accept these or agree any next steps


It was agreed Crudwell Parish Council will remain with Lloyds Bank and accept the charges.

CPC/24/222 To note: Clerk increase in payscale backdate to April and holiday pay

The increase of £0.64 per hour was noted, as was holiday pay request, backdated to 1st April 2024.

CPC/24/223 To note: Advice from Wilts Association of Locals Councils for newsletter advertising income

The advice received was to accept this income as a donation to the support of the What's On newsletter (ringfenced). A scale of charges will be used and a remittance advice template created by the clerk which can be sent to advertisers by What's On volunteers to use for receipting these payments.


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CPC/24/224 To resolve accounts for payment – examined, verified and certified by Clerk/RFO.
 Authorised schedule was initialled immediately below last item by Chair. Two councillors (RHL and SB) were appointed to authorise on online payments at Lloyds Bank. The following payments were approved by councillors.

Bank transfer Payments	For	Inv no	Net £	VAT £	Total £
HMRC	PAYE/NI		181.24		181.24
L Dent	October 2024		703.99		703.99
Signet Signs	Playground sign	57639	174.32	34.86	209.18
Crudwell School Friends	Donation	n/a	30.00		30.00
Crudwell Village Hall	Room hire	0242 + cr note	40.00		40.00
Countrywide	Grass cutting Oct 24	599270	134.42	26.88	161.30
Vision	NHP	0676	1946.25	389.25	2335.50
Gillian Pakeman (Technical Illustration)	NHP		145.00		145.00
Debit card pments	For	Inv no			
Busy Fingers	What's On Newsletter printing	Z291024GS1	105.00	0.00	105.00
CIX	My Crudwell Domain		5.00	1.00	6.00

CPC/24/225 To note error on previous VAT reclaim submitted

An entry of VAT reclaimed against grass cutting of £161.30 should have been entered as £26.88. Clerk will adjust the next VAT reclaim accordingly.

CPC/24/226 To receive updated cashbook and Quarterly Financial Statement from 1st July to 30th Sept 2024 (2nd quarter)

The QFS and cashbook has been circulated prior to the meeting, to be reviewed at next meeting.

CPC/24/227 To appoint councillor to review accounts for the second quarter

Cllr Warner was appointed and will report at the next meeting.

CPC/24/228 Kemble Solar Farm development – to note any updates or progress


No updates or reports.

CPC/24/229 To resolve comment for planning application received since the previous meeting

1. Application Ref PL/2023/09595 - Full planning permission. Erection of 25 residential dwellings and associated works Application Address: Land North of Tuners Lane, Crudwell, Malmesbury, SN16 9EN Comment: Crudwell Parish Council noted the revisions to the.

2. Application Ref PL/2024/09173 - Householder Application Address: Toll Villa, Tetbury Lane, Crudwell, Malmesbury, SN16 9HD Proposal: Single Storey Side and rear extensions. Render to all walls. It was agreed to submit No Comment.

3. Application Ref: PL/2024/09322 – Full planning permission Address: Barn on land adjacent, Querfurlong Cottages, Crudwell, SN16 9SL Proposal: Conversion of barn to dwelling use class C3 (self build) including the erection of new pitched roof as part of the extant and implemented planning permission 21/01238/FUL (Addition of a pitched roof to existing barn and erection of a new hay barn). Objection. Crudwell Parish Council has safety concerns regarding the speed of traffic and visibility when accessing and egressing the property. Also, the visible impact of the raised roof will be significant.


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4. Application Ref: PL/2024/09249 - Removal/variation of conditions Address: Henstridge House, Tetbury Lane, Crudwell, Malmesbury, SN16 9HB Proposal: Variation of condition 2 (Approved Plans) relating to application PL/2023/10519. It was agreed to submit No Comment.

CPC/24/230 Neighbourhood Plan Report

Tuners Lane Planning Application - A revised set and plans and documentation has been posted as an application amendment with regard to the Tuners Lane development together with a new consultation response date. The changes are to address concerns and objections to Wiltshire Council planning and highways, also to address the Parish Council's objection with respect to some detailed design issues. It is understood that discussions are ongoing with Wiltshire Council in respect of detailed issues to be resolved prior to recommendation to approve the application. This Planning Application for the site in Tuners Lane remains called in by Councillor Berry. The design issues which were the subject of the Parish Council's objection have now been addressed to our satisfaction. The agents have been asked to present the final design scheme in a public exhibition for our residents. Given that the design issues have been addressed it is proposed the Parish Council should now withdraw the objection and subject to the agent's agreement to the exhibition, request that Councillor Berry should rescind the current call in.

Neighbourhood Plan Review - Work completed to date is as follows:

- A meeting with the Site B site landowner has now been arranged for November 13th 2024 to set our requirements for the inclusion of the site as our allocation in Reg14. Attendees will be two representatives from Crudwell Parish Council and a planning consultant.
- A meeting with the Site A site agents has now been arranged for December 5th 2024 to review their proposals for the site in terms of numbers of dwellings, housing mix, design and site layout proposed requirements for the inclusion of the site as the councils allocation in Reg14. Attendees will be as above.
- A working Group meeting took place on October the 18th when most of the other inputs for Reg 14 were reviewed with some signed off signed in preparation for approval by the Steering Group.
- Our Wiltshire Council NP Link Officer has indicated that another SEA Screening Assessment may be required in respect of the proposed site allocation, and that this would take "a few months". It shall be determined how and if this will affect Reg 14 and overall NP timetable on the 18th October meeting and will report back to the Parish Council subsequently.
- A meeting has been arranged for the 13th November with the consultant assigned to assist with developing the Crudwell Design Code to scope and plan this work. We will be represented a steering group member, our planning consultant and a parish councillor.

CPC/24/231 Community Report

What's On - Following the survey and further to the Parish Councils agreement in October; 450 copies of the November WOIC journal compiled by our new editor and were distributed by the team of volunteers. The journal had previously been made available online via our website on 23rd September with notifications posted to the My-Crudwell mailing list of 308 recipients (72% opened).

It is proposed to proceed as follows:

To compile the December edition which will include a statement of our intention to incrementally reduce printed circulation to reduce costs and unnecessary wastage.

- As part of this approach to offer window stickers for those who do not require paper copies and encourage uptake of the online version.
- The Council should again fund the printing of the December What's On edition for the number required for distribution by the team.
- To order window stickers for distribution, the initial quantity as advised by the team.

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- A meeting will be held in the near future in order to determine a tariff for advertiser's donations to the Parish Council to defray printing costs.

School Parking

A meeting of local stakeholders was arranged to discuss the worsening hazardous problems experienced by many caused by parking in the school and church zone, particularly at school drop off and pick up times. The meeting, on the 11th November, was attended by representatives of local residents, farming, the school, the church, The Rectory Hotel/Potting Shed, Wiltshire Councillor R. Berry and representative from Crudwell Parish Council. A number of ideas designed to mitigate the problems were discussed including:

- Improvement of the parking area by removing overgrown grass by the Church wall and redressing the surface to better secure church parking access, and to the overgrown rear of the area by the Rectory Hotel lawns.
- A pupil drop-off initiative in which a member of school staff would be designated to safely greet pupils at the school gate in a drop off zone with parents encouraged to queue for the drop off rather than as at present parking and walking to the school gate. The headmaster agreed to investigate and estimate the likely impact on the school and to pilot the scheme.
- Requesting hotel and school staff to park in the cut off road by the village green rather than on the main roadway by the school or in the parking area by the church.
- The Parish Council review the need to replan the cut off road to improve parking capacity there and to make any requests needed to Wiltshire Council
- To energise the proposals to provide a safe parking area on the adjacent Glebe Field with safe access to the rear of the school via the footpath. This proposal is a draft Neighbourhood Plan policy and there are informal discussions with Wiltshire Council Highways re access to the A429 from the field.
- An extension to the current 20mph advisory limit with additional lights and signs and an additional SID. Cllr. Berry is leading on this via Local Highways and Footpaths Improvement Group (Wiltshire Council).
- The group will continue to liaise and plan activities via its WhatsApp group, whilst reporting to Crudwell Parish Council.

CPC/24/173 Parish Matters

Registering SIDS with Devizes Police – no update. The Wiltshire Police Neighbourhood Policy Team are keen to work with parish councils and we may contact them for advice.

Further information has been received on the location in Eastcourt to request a metro count and clerk will forward this to Traffic Surveys at Wiltshire Council.

Silt clearance will be scheduled once the water level has dropped to enable to machinery access. It was noted the Wiltshire Council owned area between the bridge does look clearer and we did request Wiltshire Council to undertake their riparian responsibilities and they may have undertaken clearance work here.

Stiles/footpaths – it was agreed to request the parish steward to review the condition of the Swillbrook bridge structure. Cllr Gilchrist will review the bank vegetation at the road bridge.

Clerk has reviewed The Circuit defibrillator website and confirmed that the Webnos registration does keep the unit in use with South West Ambulance and it was agreed The Circuit registration was not necessary.

It was noted that Cllr Berry did indicate he would continue to support the 20 mph request at Crudwell School which has been registered with Local Footpaths and Highways Improvement Group at Wiltshire Council.

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PSIL

There is an aspiration to hard-wire the SIDS device at the Green by the school into Wiltshire Council electrical supply. Clerk will advise Cllr Butcher of a Wiltshire Council contact to enquire if this is feasible.

It was agreed to source suitable paint to restore the white gateway sign, Cllr Butcher will research. There is an offer from a former D of E volunteer to repaint the structure (under supervision).

It was agreed that Crudwell Parish Council will send our support for the Crudwell Bowls Area Board grant application via Cllr Berry who will be attending the meeting.

Cllr Gilchrist confirmed his attendance at the Wessex Water community open day at Chippenham library, where we will register our residents concern regarding drainage infrastructure.

Regarding the resident who had corresponded regarding flooding, it was clarified that the response will be:- The Parish Council is aware of recurrent drainage problems in Crudwell relating to Wessex Water infrastructure. We do suggest that residents make contact with Wessex Water explaining the drainage issues and informing that they will seek redress if the Wessex Water infrastructure is not fit for purpose and/or exacerbates flooding, as their property has proven flood issues and has been issued with Wiltshire Council flood alleviation measures. Recently, our Vice Chairman has made contact with Wessex Water which will hopefully will be of interest and we will make contact with you under a separate email about this.

Closing comment

It was agreed to respond to the resident who had requested an alternative method of storage and issuing gel sacks, that Crudwell Parish Council has no storage facility and it grateful to the councillor who has agreed to store this equipment free of charge. We will not prioritise requests for gel sacks from Crudwell residents, all residents are welcome to request them and then store for future use. Clerk to respond.

The meeting was closed at 9.20 p.m.

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PLC