

Crudwell Parish Council

Minutes of the **Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on **Tuesday 21st November 2023** at 7.00pm.

Present: Cllrs P Gilchrist (Chair), R Lambley (Vice Chair), I Warner, S Butcher, G Lawes
N Doel

Also present: Lisa Dent (Parish Clerk), 2 members of the public

CPC/23/182 Chair to open meeting, apologies for absence

Cllr Gilchrist opened the meeting and welcomed all present.
Apologies received and accepted for Cllr O Hughes and Cllr R Berry.

CPC/23/183 Public Speaking

2 members of the public addressed the meeting re planning item Land at Lower Fosse Farm, Tuners Lane, Crudwell (known as the gun range.) They have applied for planning change of use – it was reported there is a staff member who lives on site for security reasons and this has been in place for the last 11-12 years. There will be a parish council site visit on Thursday at 3.45 pm.

2 members of the public left the meeting at 7.10 p.m

CPC/23/184 To receive Declarations of Interest in accordance with the Council's Code of Conduct
None declared

CPC/23/185 To adopt the minutes of Tuesday 24th October 2023
The Minutes were adopted and signed as a correct record.

CPC/23/186 To note matters arising and determine next steps
All items to be discussed as agenda items.

CPC/23/187 Items for inclusion not on the agenda
None

CPC/23/188 To note bank balances
Treasurers account 17/11/23 £18,728.88
Business Bank account 9/11/23 £18,230.19

CPC/23/189 To resolve accounts for payment

CIX	Domian My Crudwell 1 yr	£6.00
L Dent	Clerk Oct 23	£532.20
Community Heartbeat	Battery/pads (Old device)	£424.20
HMRC	PAYE to Clerk invoice Oct 23	£107.40
EJ Davis	Distribute bark to playground	£450.00
	Clear path of weeds-playground	£450.00
	Raise level of soil under play equip)	
	Repairs to climbing frame)	£350.00
	Memorial Garden tidy/cut back)	
Melcourt	50 cu metres of playbark	£3858.00

The above accounts were approved for payment.

CPC/23/190 To sign bank mandate form/Lloyds Bank
The form removed 3 former councillors from internet banking and added Clerk L Dent with limited power internet banking access to allow the setting up on electronic payment transfers.

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CPC/23/191 To note – Payscale increase for Clerk

It has been clarified by National Assoc of Local Councils that there has been a payscale increase and this is to be backdated to 1st April 2023. The clerk is now SCP 21 £15.98.

CPC/23/192 The Quarterly Financial Statement - first quarter

Following discussion, this was noted and agreed by councillors.

CPC/23/192 Planning comments

1. WC Ref: PL/2023/08651 - Land at Lower Fosse Farm, Tuners Lane, Crudwell, SN16 9SW
Lawful development: Existing use. Certificate of lawfulness sought for the use of land as residential and the siting of residential caravan in-situ for excess of 10 years
It was agreed to seek an extension to Friday 24th November to allow the Parish Council site visit to take place and comment will be agreed following this. Clerk to contact planning officer.
2. WC Ref: PL/2023/09553 - Alvan Blanch Development Co Ltd, Chelworth, Malmesbury, SN16 9SG
Full planning permission - Proposed roof alterations
It was resolved to SUPPORT this application.
3. WC Ref PL/2023/09361 - Field Farm House, Eastcourt, Malmesbury, Wilts, SN16 9HP
Removal of Section 106 Agreement in relation to N/05/03043/COU
It was resolved to issue NO COMMENT to this application.
4. WC Ref: PL/2023/09603 - West Hayleaze Farm, Rommel Lane, Crudwell, Malmesbury, SN16 9EY
Change of use of part of agricultural building to storage use (Class B8) - a temporary period of 3 years.
It was agreed to contact the planning officer Callan Powers as there are several areas on the application form which require clarification before a comment can be resolved.

CPC/23/193 Planning application to remove Willow tree at Glebe Field.

This has been completed by Cllr Lawes and will be submitted. It was noted there is no charge for this type of application. Should we be asked to provide an arborist statement of the viability of the tree it was agreed this can be provided.

CPC/23/194 How to apportion the payment for the Solar Farm at Kemble

It was agreed that we will ask Kemble Parish Council to calculate the solar panels area on Crudwell Parish Council land and Kemble Parish Council land and divide the payment accordingly.

CPC/23/195 To note: Planning Appeal Decision - Planning Inspectorate: Ref: 21/04342/FUL

Site address: Melcourt Industries Ltd, Boldridge Brake, Crudwell Lane, Long Newnton, Glos GL8 8RT Proposal: Extension to yard used for the storage of horticultural products.
Decision: Dismissed Award of Costs Decision: Refused
The decision was noted, Crudwell Parish Council being informed of this as a consultee.

CPC/23/196 ID Verde Outstanding Invoices

Clerk confirmed there are two outstanding invoice payments due to ID Verde. It was agreed by all present that we will refuse payment for these attendances as we have no evidence that the attendances or work took place through our monitoring of grass cutting locations. We previously advised ID Verde we would not pay for invoicing where no attendance notes detailing the date and work undertaken has been left for our records and we have no such attendance notes. Clerk will inform ID Verde of our refusal to pay and advise that we no longer require their services and will seek a new contractor. A new grass cutting plan and specification is being created and this will be reviewed at the January 2024 meeting. Any approaches to new contractors could be linked to the Village Hall grass cutting which is also being offered to a new contractor.

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CPC/23/197 To explore the use of @crudwell-pc.gov.uk councillors email addresses
The new JPAG Practitioners Guide has been released – March 2023 see link [file \(nalc.gov.uk\)](http://file.nalc.gov.uk) and suffix 1. Attached to these minutes.

Councillors have reported previously there has been access problems in using the email addresses attached to the parish councillors website. Clerk will forward the email addresses and passwords to councillors who are requested to try to log in via office.com. If councillors require an office 365 subscription it was noted this could be paid by Crudwell Parish Council as a councillor expense. Further review will take place in January 2024 meeting.

CPC/23/198 NHP report

Work continues on developing the Neighbourhood Plan Review which is due to issue the next formal consultation, (Regulation 14) in Spring 2024 and to be “made” or adopted later in that year. The three workstreams are progressing led by Councillors Lambley, Butcher and Hughes. Our consultant from Vision planning is now unavailable until January 2024 when work on developing Reg 14 will recommence.

While there is no formal update on the Tuners Lane site planning application, we understand that this has now been submitted to Wiltshire Council and we are awaiting registration and publication for consultation.

Application for a Locality Grant to support the development of the Crudwell Design Code; required for the Plan Review; has been made and the first stage of the Application has been approved. Work on this will commence when the grant has been received.

CPC/23/199 Community Report

The Parish Council has been pleased to support and subsidise the publication of What's On In Crudwell (WOIC) and is grateful to Heather Kerboul who has been responsible for editing and publishing the journal for the past two years and to the team of volunteers who have been distributing same. We are concerned that no one has as yet come forward to edit the journal now that Heather is no longer able to do so. It was agreed that we should continue to publish monthly Parish Council and Neighbourhood Plan updates via the my-crudwell website and community mailing list of 350+ residents.

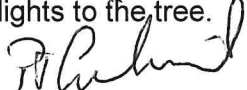
Cllr Lambley will make contact with Street Leaders to clarify their input/response to residents during flood situations.

Clerk has received notification that flood signs and gel sacks will be delivered in the near future. Cllr Doel has agreed to store these in a container. A new flood warden has come forward as a volunteer and Cllr Gilchrist will complete an induction in January 2024. Clerk will make contact to request agreement to use of the email address provided which should be entered on the Emergency/Flood Plan and be available to local residents.

Cllr Gilchrist has reviewed the equipment needed for a solar panel to be attached to the SIDS device. The 50 watt panel, controller, pole support and cabling is estimated at a cost of £180.00 and there may be additional cost for waterproofing. It was also noted that a new battery may be required. With the previous quote of £947.20 it was agreed to progress the reduced costs option

CPC/23/200 Parish Matters

Christmas Tree – Cllrs Gilchrist and Butcher will remove the thorns to the tree this weekend and Clerk will ask if Mr Stanford will erect the lights to the tree.


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Playground works completed – the bark chippings are in place, repairs to the playframe completed, path is cleared of weeds and additional soil added to base of small play items. Cllr Doel was thanked for his assistance.

Parish Steward – The next attendance will include weed treatment and taking away the vegetation which was blocking the culvert at the Village Green.

Stiles and footpaths – For the latest project, we have received agreement from the landowner to reinstate the kissing gate and CPC will offer to pay for this item. Regarding access complaint to the Chelworth footpath, Cllr Butcher will progress. There may be an opportunity to create a permissive path with the landowner.

Tree survey works – these will be deferred to January 2024 meeting once we have confirmed the details with the tree contractor. Cllr Gilchrist will circulate the list of works which will need to be completed by the tree contractor.

Grass cutting contract – see also CPC/23/196. The parish council requirements were discussed to create a specification. Previously this has been March to October 1 cut, additional cut and strim around trees on Village Green early July before Strawberry Fayre and an additional cut in July and August to take into account the growing season.

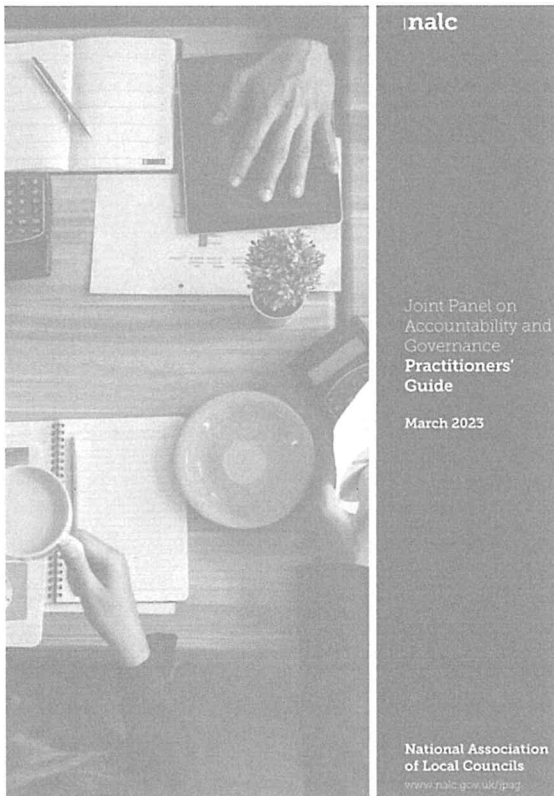
Metro Count – we await the results of the Metro Count which was placed by Wiltshire Council at Carpenters Yard.

There being no further business the meeting was closed at 8.58 p.m.

PC Gilchrist
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Suffix 1.

JPAG Practitioners Guide – March 2023



1.26 Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.