

# CRUDWELL PARISH COUNCIL

Tuesday 5<sup>th</sup> September 2017 Crudwell Village Hall At 7.00 p.m.

Present: Cllr P Gilchrist (Chairman), Cllr T Fraser (Vice Chairman),  
Cllr Stewart, Cllr Credicott, Cllr A Smith (Co-Opted at Meeting)

Present: The following members of the public were in attendance: S Walker/J Capper

## Public Speaking – Ellen Blacker – Health and Wellbeing Champion (Wiltshire Council)

Wiltshire Council is committed to helping smaller communities and villages become 'dementia friendly'. Ellen explained that this can involve acknowledging dementia in our communities, acknowledging how dementia affects people in various ways and taking steps to raise awareness. Ellen distributed to the Council, the Dementia Friendly Community Action Plan and was thanked by the Council for an interesting presentation. The Council will agenda for the next meeting to discuss the potential for becoming involved with the Community Action Plan.

*Clerk to agenda for October Parish Council Meeting*

Ellen Blacker left the meeting at 19.10

## 1. Apologies for absence

The Chairman opened the meeting at 19.10 and the following apologies were accepted.

Cllr J Stanford Cllr C Berry Cllr G Lawes

## 2. Declarations of Interest in items on the Agenda – None declared

## 3. To confirm the Minutes of the Parish Council Meeting held on Tues 1<sup>st</sup> August 2017

It was resolved that the Minutes from the previous Parish Council meeting held on Tues 1<sup>st</sup> August 2017 were approved as a true record and were signed by Chairman Cllr Gilchrist.

Minutes of the Parish Council Meeting held on Tues 1 <sup>st</sup> August 2017 approved	Motion proposed: TF Seconded MC All present in favour
Clerk to upload on Parish Council website	

Clerk to include Matters arising in future Parish Council agendas.

*Clerk to note*

## 4. Parish Council – Co-Option of New Councillor

It was resolved to co-opt Annie Smith who had previously confirmed eligibility. Crudwell Parish Council received signed Declaration of Office. As Co-Opted Councillor, Cllr Smith was invited to take part in the remainder of the Parish Council meeting, and was welcomed to Crudwell Parish Council.

To co-opt Annie Smith as Councillors to Crudwell Parish Council	Motion proposed: TF Seconded MC All present in favour
Declaration of Office Forms were signed by the above and witnessed by the Clerk	Clerk to inform Wilts Council Elections of new Councillors, to update Parish Council website and Wilts Council website, create parish Council email addresses
<b>Declaration of Interests</b> – New councillors to note obligation to register interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Declarations of Interest to be reviewed/updated within 28 days, Clerk will provide link to complete online.	

## 5. Finance

### Current bank balances

Balance to 10/08/17 Treasurers Account £ 13,200.45  
Balance to 09/08/17 Business Bank £ 22,919.56

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03.10.17

### 5.1 Income – July 2017

Name	For	Date	£ Amount
Lloyds	Bank interest	09.08.17	0.94

Cert Holding Fee	10.08.17	10.00
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## 5.2 Accounts for Payment & Chqs for signature

	For	£ Amount	Chq No
<b>Payments for authorisation at the Parish Council meeting.</b>			
Clerk	August 2017	£439.98	Chq 001214
ICUK	Upgrade to higher data allowance	£8.00	DD
ICUK	Data charges	£2.02	DD
Crudwell Village Hall	Rental	£76.00	Chq 001212
Willis Bros	Fence repair (to 2 fences)	£181.44	Chq 001213
Certificate Holding fee	Documents storage (1)	£10.00	DD
ICUK	Spam filtering (2)	£36.00	DD
<b>Total amount to be resolved</b>	<b>(1) and (2) presented at meeting.</b>	<b>£753.44</b>	

It was resolved that the above accounts are authorised for payment.	Motion proposed: TF Seconded AS All present in favour
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5.3 ICUK data charges – by making the upgrade to a higher level of data transfer allowance it was hoped that this would accommodate traffic to the parish council website and hopefully prevent further charges.

## 6. Wilts Council Report (Cllr Berry) – Standing Item

Not available - Cllr Berry had sent apologies.

## 7. Planning – applications received

**1. Application Ref: 17/07402/VAR Proposal:-** Variation of condition 8 of planning permission 15/09144/FUL to allow for the retention of vehicular access to the field to provide access for agricultural vehicles required for the maintenance of the land **At:** The Coach House, Town Farm, Crudwell, Wiltshire, SN16 9ER **Comments:** 14.09.17  
**Crudwell Parish Council resolved the following comment: SUPPORT/NO COMMENT**

**2. Application Ref: 17/04763/FUL Proposal:-** Erection of conservatory to front elevation **At:** Ivy Cottage, Crudwell, Malmesbury, Wiltshire, SN16 9EG **Comments:** 06.09.17  
**Crudwell Parish Council resolved the following comment: SUPPORT/NO COMMENT**

**3. Thyme Cottage Appeal Notification Appeal Site:** Thyme Cottage, Tetbury Lane, Crudwell Wilts SN16 9HB  
**Proposed development:** Conversion of detached domestic outbuilding to dwelling  
**inspectorate reference:** APP/Y3940/W/17/3178305 **Appeal start/closing date:** 07 Aug 2017/ 11 Sept 2017  
**Crudwell Parish Council resolved they would not be engaging in the appeal process**

**4. Application Ref: 17/07716/FUL Application for Full Planning Proposal:-** Single storey rear extension  
**At:** Lily Cottage, Chedglow, Crudwell, Malmesbury, SN16 9EZ **Comments:** 19.09.17  
**Crudwell Parish Council resolved the following comment: NEUTRAL/NO COMMENT**

**5. Application Ref: 17/07661/FUL Proposal:** Replace open 110cm high fence with 180cm in height closed fence  
**At:** 10 The Butts Crudwell Malmesbury Wiltshire SN16 9EZ **Comments:** 21.09.17  
**Crudwell Parish Council resolved the following comment: NEUTRAL/NO COMMENT**

**6. Application Ref 17/07652/LBC & Application Ref: 17/07154/FUL At:** Pettifers, Crudwell, Wiltshire, SN16 9EW  
**Proposal:** Restoration, alterations and conversion of attached outbuilding to form ancillary dual use home office/1 bed studio and 1 bed annexe and a self contained 2 bed holiday let  
**Crudwell Parish Council had tried to obtain the planning documentation but this was not available through Wiltshire Council Planning Department and so were unable to pass comment, but will consider at next meeting.**

**7. Application Ref: 17/07592/FUL Proposal:-** Construction of single storey kitchen extension  
**At:** Woodlands, County Boundary South West at Dean Plantation, Kemble Wick, GL7 6EQ **Comments:** 15.09.17  
**Crudwell Parish Council resolved the following comment: NEUTRAL/NO COMMENT**

Clerk to forward all planning comments.

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## 8. Items for decision

### (1) Allocation of responsibilities for Councillors

Village Hall Representative	Cllr A Smith
Emergency Plan	Cllr Credicott

NB Cllr Stanford had previously agreed to undertake the roles of: Parochial Officer Eastcourt, Parish Steward Co-Ordinator, Community Speedwatch Councillor.

It was acknowledged we could refer to Ashton Keynes Emergency Plan and adapt as necessary. Cllr Fraser to meet with Cllr Credicott to progress. **Cllr Fraser/Cllr Credicott**

### (2) Paperless Planning

It was agreed that now there is a new system of not receiving hard copy plans and information from the planning department, it would assist at Parish Councils meeting if plans could be projected onto a screen, for discussion.

**Cllr Credicott**

## 9. Neighbourhood Plan (standing item)

### (1) Update on progress from Neighbourhood Plan Steering Group

Cllr Credicott gave the following update from the Neighbourhood Plan Steering Group.

At the previous meeting it had been requested that the current Group advise the previous Terms of Reference and Wiltshire County Council contact from the previous Group. It was advised that the previous group did not have Terms of Reference as they were working as a 'collective' and within Wiltshire County Council guidelines. There was no information available as to who the contact was, or if there was a Wiltshire County Council contact.

It was hoped that there will be many residents in attendance at the Malmesbury Ara Board held at the Village Hall tomorrow and there is a 5-minute public speaking time slot that will be used to convey residents views.

The current Neighbourhood Plan Steering Group have a Constitution that they will be working to, Cllr Credicott has reviewed it and will forward. It covers their aims and objectives, how new members are elected, and good practice.

The Group are meeting with Georgina Clampitt from Wiltshire Council on 13<sup>th</sup> Sept to discuss assistance available and further details will be circulated. It was hoped following this meeting, the Group will move on to scoping and project planning, the various surveys required and MC will update further on progress.

The Crudwell Voice Group (objectors to the housing allocation) had successful crowdfunded approx. £5000 and will be using this money to engage a Planning Consult to contest the Draft Wiltshire Plan.

The overall project cost of the NHP is unsure until a level of scoping has been completed. The NHP Group has requested that Crudwell Parish Council consider a £1000 payment to the NHP Group which would be used for scoping the NHP Project for submission to the Locality Grants scheme.

The Chairman advised there is an area of doubt that Locality would grant fund the use of consultants and that the NHP Group should first refer to the help, advice and skills available to them to assist in planning and scoping work for the Locality grant.

Cllr Credicott was asked to clarify the aims and objectives of the two groups (1) The NHP Steering Group (2) Crudwell Voice, the residents opposition group. Also, whether there was a cross-over in membership. Cllr Credicott advised that there were residents who were members of each group. It was agreed by the Parish Council that for the benefit of all members of the two groups, councillors and residents that a clear distinction be made between the two groups and this should be reflected in the NHP Steering Group Constitution and in all communications from either group.

It was agreed by all Councillors that the NHP Locality Grant fund would be submitted by the Parish Council and the Parish Council will administer any payments/grant funding to the Neighbourhood Plan Steering group in accordance with the Parish Councils financial regulations.

Further details of the Planning Consultant who has been appointed was requested, and it was confirmed that the Consultant is a planning agent specialising in planning law and will look at the outside areas of permitted development. It was agreed by all present that the Neighbourhood Plan is a document which is compiled for the

*P. A. Smith*  
03.10.17

benefit of residents and it should be approach at a community based level, and it was hoped this ethos would not be lost using assistance from planning professionals.

Councillor Credicott advised the NHP Group is very much aware of this and require assistance in the first place to complete the project planner/grant forms and scope out the project.

Neighbourhood Plan Steering Group Constitution to forward to Cllrs	MC
Details from the meeting with G Clampitt from Wilts Council on assistance and support available	MC
Details of NHP progress on scoping, project planning and surveys as it continues	MC
Clear distinction to be made between NHP Steering Group and The Crudwell Voice Opposition Group in all communications and documentation. To be aware of the conflict of interests in using the same resources between the two groups.	MC

**2) Parish Council support to Neighbourhood Plan Steering Group** re preparation of a Neighbourhood Plan for Crudwell. Financial support request £1000.

Chairman proposed that the Parish Council defer the decision to consider the payment to the Neighbourhood Plan Steering group until further information has been received from the Wiltshire Council meeting and the support and guidance they can deliver. All Councillors present were in favour. To be placed on Agenda for October Parish Council meeting.

*Clerk to agenda*

**(3) PC response to WC Future Housing Plans**

The Chairman advised the official Parish Council response to Wiltshire Council is in progress and will be circulated for Councillors comment.

**10. Parish Matters**

(1) Barberry Moths project. After many months passing the project is running again. Clerk to liaise to ascertain identifying areas for possible planting.

(2) Defibrillator project at Wheatsheaf. Clerk has been in contact to assist with possible grant funding.

(3) Allotment post repair – in progress.

(4) Swillbrook weed control

Cllr Fraser will meet with a representative of the Environment Agency this week to discuss the suitability of using herbicide/glyphosphate to control the large plants/weeds in the Swillbrook area

(5) Memorial Garden

Cllr Fraser reported the area has been cleared and weeded and additional compost will be added. Thought to be given to capping the stone wall as there is nothing securing the top layer of stone and is seeking quotation and will advise costs. The Parish Council will support a planted scheme to the area and will keep costs as low as possible.

(6) Community safety/speed indicators

Cllr Fraser has been in contact with Wilts Council Traffic Engineers to discuss options of where to locate speed indicators and was given the response that Wilts Council no longer has the responsibility for Speed Indicating Devices and this is now a Parish Council responsibility. Chairman advised he will attend a CATG Meeting and raise the issue. Cllr Fraser offered to provide the correspondence received to Cllr Gilchrist.

Continuing with Highways, Cllr Gilchrist advised some parents have been considering the signage outside/around the school. Further information to be sought as it may be the Parish Council can offer assistance/advice.

Barberry Moths project	Clerk to liaise
Quote to cap stone wall in Memorial Garden	Cllr Fraser
Correspondence re SID	Cllr Fraser to Cllr Gilchrist
Feasibility of Speed Indicating Devices to Village	Cllr Gilchrist
Signage outside around school	Cllr Gilchrist

*J. Gilchrist*  
03.10.17

## 11. Closing comments

It was suggested that an additional bin be provided or more regular emptying of bins in the Play Area at the Village Hall. Cllr Smith will discuss with the Village Hall Committee.

Cllr Fraser requested confirmation of new councillors emails, clerk will advise.

Cllr Fraser requested an updated list of Councillors agreed responsibilities.

**Cllr Smith**

**Clerk to forward**

**Clerk to forward**

Any jobs/tasks for the Parish Steward, please contact Cllr Stanford.

**All to note**

## Chairman to close meeting

The Chairman declared the meeting closed at 20.40.

## 12. Matters for the next meeting

Cllr Smith sent apologies as would be unable to attend the next meeting in October.

Dementia Friendly Communities.

£1000 request from Neighbourhood Plan Steering Group to assist with project planning etc.

*R. C. Smith*  
03.10.17  
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