

# CRUDWELL PARISH COUNCIL

Tuesday 4<sup>th</sup> September 2018 Crudwell Village Hall At 7.00 p.m.

Present: Cllr P Gilchrist (Chairman), Cllr T Fraser (Vice Chair), Cllr C Berry (Wilts Council), Cllr J Capper, Cllr A Stewart, Cllr M Credicott

1. Apologies for absence – Received and accepted for: Cllr J Stanford, Cllr G Lawes, Cllr S Grainger

2. Declarations of Interest in items on the Agenda

To receive any declarations of interest in items laid out in this agenda in accordance with the Parish Council Code of Conduct - None

3. To confirm the Minutes of the Council Meeting held on Tuesday 7<sup>th</sup> August 2018

Resolution: To approve Minutes from 7 <sup>th</sup> August 2018 as a proper record	Motion proposed: MC Seconded: TF
Clerk to file and upload onto Parish Council website.	All present in favour

4. Matters Arising from previous meeting minutes – August 2018

£1000 Parish Council monies ear marked	To be used for small amounts such as phone bills, printing, plans, maps etc. It was not clear in the NHP Group accounts how this amount was being accounted for. <b>In progress</b>
Charges on consultants invoices	Require more detail to describe what work has been undertaken for the fees. <b>In progress</b>
Charges on consultants invoices	To be approved by NHP group with a signature/signed off. <b>Noted</b>
Draft documents incl draft NHP	Copies to be made available to Parish Council off all documents. <b>Noted</b>
Representative of NHP Group at each Parish Council meeting to update on progress.	Cllr Credicott will request a member of the group attend if he will not be present
Any more funding available which can be claimed	<b>In progress</b>
A budget showing progress against costs	<b>In progress</b>
To receive a list of documents & draft NHP Plan	<b>In progress</b>
To review the layout for QFS and remove ear marked reserves.	<b>On agenda</b>
Ridgeway contractors 'highways' finishing, reported by resident. Parish Council letter to Ridgeway resident	<b>Completed</b>
Allotment/weed killer	<b>To be arranged</b>
Parking problem close to a junction/crossroads. Commercial property, it was thought to be employees parking which was causing problems. *Plan to free up land to park 50-100 cars and longer timescale to cover 12m ridge height. Wilts Co commercial team looking within 30 mile radius. It is expected that the parking issue will be resolved by October.	<b>Cllr Berry*</b>
The Swillbrook, it was agreed the Parish Council will make informal contact with resident who may be able to advise us with knowledge in this area.	<b>No progress</b>

**Comments on first draft received on Neighbourhood Plan.**

Since the draft distributed, there has been considerable progress including meeting with Wiltshire Council Neighbourhood Plan contact and Spatial Planning department. The latest draft was revised last week and there are caveats in there, as in the copy distributed. **Please feedback all comments to NHP Group.**

*Handwritten signature: P. Gilchrist  
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**Cllr Fraser made the following comment:**

- There are areas that seem incomplete and show 'error bookmark'. Cllr Credicott advised the Plan is progressing and through the process more information will be added and there may be some formatting issues.
- Copies of the plan will need to be available. Cllr Credicott advised that a few paper copies of the considerably large document would be available at localities such as local businesses to borrow. It would of course be available to download. It was acknowledged that this printing expense could be taken from the £1000 Parish Council reserve, and use of these monies would be for items such as public consultation resources.

- P48 Village Hall. It was agreed by all that this was inaccurate and Cllr Credicott advised there are some inaccuracies in the Draft Plan and these will be amended as the Plan progresses.

**Cllr Gilchrist made the following comments:-**

- The designated area including the trading estates reflect in the region of 1000 jobs which could show a need for housing and this may be an area for the planning consultant to look at in detail. Cllr Berry explained the reasoning regarding economic travel to employment which may be transient.
- In business development, Kemble airfield is not mentioned and the reference to Chedglow looks like it should refer to Chelworth.
- Other projects for CIL – It states “REPOSITIONING and improvement of existing bus shelter was suggested but this is now planned so does not need to be taken forward.” It should be revised to indicate there is no plan to move the bus shelter, only improve visibility of the current structure.

**Councillor Berry made the following comment:-**

- Recent publication of Malmesbury Area spatial plan has been published including what has been submitted to the Inspector and all Councillors and Neighbourhood Plan Group should view the contents and familiarise with the reference/s to Crudwell area.

Councillor Credicott will distribute an updated copy of the Neighbourhood Plan when it has reached the next stage.

**5. Membership – to note one vacancy, arising from (former) Cllr A Smith resignation.**

This was noted, there is a post on Parish Council website, to be included in What's On.

**6. Finance – to include**

(1) Current bank balances – to 31.08.18 Treasurers £18,307.46 / Bus Bank Instant £16,929.74

(2) Income (NHP Grant) – Recd to account £1750, bank interest £0.65

(3) Accounts for payment

CIX	Spam filtering to emails	£36.00 (by DD – paid)
LLP Littlejohn	External audit fee	£240.00
Clerk invoice	August 2-18	£352.92
	Total to be approved	£628.92

**Resolution:** It was proposed by PG and seconded by MC that the above payments are authorised for payment.

**(4) QFS/Ear Marked Reserves –**

NHP agreed 07/18	£3,967.50	Feasibility/Village Shop	£1,350.00
Parish Council NHP	£1,000.00	Xmas lights	£ 750.00
Noticeboards	£1,000.00	Election costs	£1,000.00
Bus stop improvements	£ 250.00	Clerks gratuity	£ 350.00
Play equipment	£8,000.00	Contingency	£1000.00
Storage/PC files & archives	£1,350.00	<b>Total</b>	<b>£20,017.50</b>
Feasibility/Village Shop	£1,350.00		
Xmas lights	£ 750.00		
Election costs	£1,000.00		
Clerks gratuity	£ 350.00		
Contingency	£1000.00		

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(5) Completion of Audit Statement Rec'd – Certificate concluding the completion of Audit 2018 has been received and the required documentation has been posted on the Parish Council website and on Crudwell noticeboard. The external audit had made no recommendations or comments.

(6) Clerk will contact the Internal auditor to confirm the completion of recommendations from the internal audit.

## 7. Crudwell Parish Council Standing Orders update to adopt

The Chairman advised that this document outlines how we conduct our business formally at meetings. The document has been compiled using the NALC model template amended and updated for our needs. Cllr Fraser was thanked for his assistance in this area.

**Resolution:** It was proposed by AS and seconded by MC and all present were in favour that the Standing Orders be adopted for use by Crudwell Parish Council.

## 8. Planning:

1. Applic Ref: 18/07192/FUL (full planning) Applic Ref: 18/07298/LBC **(listed building consent)**  
At: Crudwell House, Crudwell, SN16 9EW **Proposal:-** Alterations to ground floor of house. Demolish existing modern conservatory and lean-to and build new garden room. **Comments by: 06 Sept 2018**  
Crudwell Parish Council resolved: No objection providing it meets Listed Building approval.

2. Applic Ref: 18/07417/CLE At: Plum Tree Cottage Woodlands Kemble Wick GL7 6EQ  
**Proposal:** Certificate of lawfulness for use of Use of barn, yard and paddocks for non-commercial equestrian purposes. To note change in description for this application from "Certificate of lawfulness for use of land for barn, yard and paddocks" to "Use of barn, yard and paddocks for non-commercial equestrian purposes"  
Crudwell Parish Council resolved: No comment. **Further comments by 14<sup>th</sup> Sept 2018**

3. Applic Ref: 18/08060/TPO Application for Work to TPO Trees **Proposal:-** Fell 1 Horse Chestnut  
At: Manor Farmhouse, Eastcourt Road, Crudwell, Wilts SN16 9ER **Comments by: 20 Sept 2018**  
Crudwell Parish Council resolved: No objection.

4. Applic Ref: 18/07971/TCA Application for Work to Trees in a Cons Area **Proposal:-** Fell 1 Cherry Tree  
At: 2 Pleasant View, Tetbury Lane, Crudwell, Wilts, SN16 9EY **Comments by: 19 Sept 2018**  
Crudwell Parish Council resolved: No objection (please note the property is located at Goosey Corner not Tetbury Lane).

**5. Community Led Housing – Invitation to comment.** The information on Community Led Housing projects had been distributed, Cllr Berry outlined the process. It was agreed by all present that Crudwell Parish Council would not be commenting. Cllr Credicott has forwarded the information to the Neighbourhood Plan group for information.

## 6. Resident complaint - Erection of the fence at Meadowbank Ref: 17/05937/FUL.

It was agreed by all present although the appearance should weather-in in time, that Cllr Gilchrist will contact the owner to enquire if the fence would or could be screened with a hedge.

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

Cllr Berry advised the larger County Plan is in consultation and Crudwell does feature and suggests that all Councillors read and comment, and this would be of interest to the Neighbourhood Planning Group. County finances remain under strain. There will shortly be a consultation on gypsy and traveller sites, which would be applicable to nearby Parishes such as Minety and Leigh.

## 10. Neighbourhood Plan (Standing item)

(1) Update on progress from Neighbourhood Plan Steering Group

A recent meeting with Wilts Planning was informative and further adjustments made to Draft Plan. The Group have submitted a strategic environmental assessment (which hopefully will result in a full environmental report not being required) and Heritage Report to Wiltshire Council..

Cllr Gilchrist referred to the Monitoring and Review/use of the NH Plans, and that the Parish Council will be expected to monitor and report, including at the Annual Parish Meeting. It was agreed by all present that the NH Plan would be referred to in various contexts such as planning, design and development within the Parish. Cllr Stewart commented we could contact another Parish who have adopted their Plan to gain further insight into this area.

(2) Draft NHP has been circulated - All comments to NHP Group.

*F. Gilchrist*  
02.10.18  
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## 11. Items for Decision

(1) Electoral Review of Warding Arrangements – Cllr Berry outlined the process and that there would be minimal change and that no action was required from Crudwell Parish Council.

(2) A3 Poster Village Green/Eastcourt

Posters are agreed by all present.	Clerk to advise and request that they are removed after the event.
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(3) Village Hall to book Jan 2019

Agreed for Parish Council meeting Thurs 3 <sup>rd</sup> Jan 2019 at full rate £8.60 per hour for sole use.	Clerk to advise.
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## 12. Parish Matters

(1) Quote/cost: Low level fencing/bollards to Village Green.

It had been reported by Cllr Stewart that the new fence erected has been damaged, perhaps clipped by vehicle and it was agreed we may be to protect this area in future.

Quote received for low level fence to (other) side of Green to match style of other low level fence in Tuners Lane and Tetbury Lane	£471.00 plus VAT Willis Bros
Quote received for shuttering around play bark area in playground. Wood in situ is rotten and requires, to fully replace 10 x 2 inch boards (more substantial than those currently in place) 4.8 metres X8.5 lengths fixed by stakes.	£522 plus VAT Willis Bros
Additional quote: shuttering around play bark area in playground. To measure/source quotation for landscape sleepers, secured by staking.	Cllr Capper

(2) Parish Steward

Man cover to replace (PG will advise details/location), white gates to south of Parish cleaning, Toll House hedge to cut back, footpath back of Potting Shed to be cleared.	Cllr Gilchrist to Cllr Stanford
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(3) Bus shelter improvements

Awaiting update when Cllr Lawes is present.

(4) Allotments/vacancies.

Expecting more plots to become vacant in near future, will advertise in What's On.	Clerk
Plot that requires Roundup, Cllr Fraser offered to meet Allotments Representative at the allotments to clarify which plot needs attention.	Clerk will copy-in on the emails in case they are unreceived.

(5) Repair/Refurbishment of Notice Boards.

No progress on Eastcourt and Chedglow. It was agreed there was a need to prioritise Tuners Lane board.	Cllr Gilchrist will contact Cllr Grainger.
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(6) Emergency Plan to progress.

Cllr Credicott had made some progress and will forward on as currently engaged in NHP.	Cllr Credicott to Cllr Gilchrist
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(7) Neighbourhood Watch Representative

To clarify arrangements to continue/re-start	Cllr Gilchrist/O Phipps
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(8) Cotswold Airport - application to develop the Aerodrome Traffic Zone/Instrument Approach Procedures

PG advised the application is to introduce a system to assist with incoming landings. For info, the application for housing will not be continued as not commercially viable.
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## 12. Closing comments.

Cllr Berry advised Chelworth houses which are off mains-water are currently having issues with bore hole water quality. A breach in the supply pipe has resulted in bacteria to the water supply and so X50 houses affected are boiling water until resolved. Wiltshire Council is aware and action is being taken.

Cllr Capper advised he has been contacted by resident/s concerning the Taking Action on School Journeys plan and parking issues opposite the school to the pub car park. It was agreed that Crudwell Parish Council were not consulted officially on use of the pub car park and that the School Headteacher could assist the resident with the process that took

place. It was agreed to request Parish Steward to clear the overgrown footpath to the rear of the pub which could assist parents.

Councillor Capper advised of a new contact email to be distributed.

Councillor Stewart advised he is affecting a repair to the swings in the playground and was thanked for his assistance.

**13. Matters for the next meeting**

There being no further business the Chairman declared the meeting closed.

*Received*  
02.10.18  
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