

CRUDWELL PARISH COUNCIL

Tuesday 4th June 2019 Crudwell Village Hall At 7.00 p.m.

Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr A Stewart, Cllr R Lambley, Cllr G Lawes, Cllr S Grainger, Cllr J Stanford

1. Apologies for absence – Received and accepted for Cllr Credicott, Cllr J Capper

1. a Appointment of New Clerk and Responsible Financial Officer

Following the applications and interviews process, it was proposed to appoint Kirstie Trueman as Clerk and Responsible Financial Officer to Crudwell Parish Council effective 1st June 2019. There will be a period of handover for the month of June with both Lisa and Kirstie working in tandem, and therefore 2 payments of clerk salary for the month. Handover arrangements to be made as soon as possible.

Proposed by JS, Seconded by GL

All present in favour.

2. **Declarations of Interest in items on the Agenda** - To receive declarations of interest in items laid out in This agenda in accordance with the Parish Council Code of Conduct.

S Grainger declared an Interest in 19/03824/FUL Application for Full Planning , Extension of The Old Dairy.

3. **To confirm the Minutes of the Council Meeting held on Tues 2nd April 2019 and Tues May 7th 2019**

Subject to the following amendments:-

Tues 2nd April 2019 10. Parish Matters

4. Notice board refurbishment – still looking to appoint a contractor/handyman. Cllr Gilchrist will see Mayfield Wheatsheaf owner shortly over the removal and disposal of this noticeboard.

Tues May 7th 2019

Cllr S Grainger was present at the meeting.

Section of text to be deleted in Community Hub Feasability study.

The above amendments were made.

To approve the Minutes as a proper record
Clerk to file and upload on parish council website

Proposed by TF Seconded by AS and all present in favour

4. **Matters Arising from previous meeting minutes** – will be covered on this agenda

5. **Finance – to include (1) Current bank balances:** Treasurers Account £15,192.63, Inst Business £ 16,936.08

(2) Accounts for payment

Cllr S Grainger	Noticeboard expenses	£57.60	Proposed by RL, Seconded by AS
Village Hall	Meeting room hire	£39.30	Proposed by PG, Seconded by TF
Clerk April 2019	Salary and expenses	£227.93	Proposed by GL, Seconded by RL
Clerk May 2019	Salary and expenses	£229.24	Proposed by SG, Seconded by TF
Community Heartbeat	Defibrillator new battery and pads	£329.60	Proposed by RL, Seconded by JS
	Total to be approved	£554.07	
Hedge Cutting Memorial Garden	Quote obtained by TF for £130 was agreed, proposed by TF seconded by PG, and all present in favour. Invoice/receipt to follow.		

(3) **Internal Audit Governance Questionnaire to be agreed and adopted by the Parish Council as a whole.**

See 11.6

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6. Planning:

6.1 Application Number: 19/04652/FUL

Site Location: 2 Pleasant View Crudwell SN16 9EY

Applicant: Mrs Lyn Powell 2- Pleasant View Tetbury Lane Crudwell SN16 9EY

Proposal: Planning granted for new driveway gates (reference 17/11587/FUL), alteration requested to reduce the width of the gates and increase the height. **Case Officer:** Eleanor Slack **Comments to be received by:** 25 June 2019

At the Parish Council meeting of 4th June 2019 the following comment was agreed:- NO COMMENT

6.2 Application Ref: 19/03824/FUL Application for Full Planning

Proposal:- Extension of The Old Dairy, change of use of land to residential garden and associated development

At: The Old Dairy, Rommell Lane, Crudwell, Malmesbury, Wiltshire, SN16 9EY

Assigned Officer: Michael Akinola **Comments to be received by:** 17 June 2019

Cllr Grainger - Dec of Interest, left the Parish Council meeting on request.

Comment : At the Parish Council meeting of 4th June 2019 , the following comment was agreed:

We believe there was originally a Section 106 on this dwelling, unsure of the conditions, can Wilts Council check the planning history?

We would prefer to see the brick retained, and keep the roofline as is, on the existing building.

In an area that floods, the potential for flooding needs to be evaluated.

Cllr Grainger was asked to return to the meeting.

Clerk to submit comments to Wiltshire Council planning department.

Cllr Berry advised he had been contacted regarding an extension at The Dawneys and can confirm it is regulated under Permitted Development and being monitored by Building Control at Wiltshire Council.

7. Wilts Council Report (Cllr Berry) – Standing Item

The Council is currently going through change: Jane Scott is standing down as Leader, a number of people are interested in the role.

Going forward, the biggest crisis remains adult and social care, (adult and social care, 66% of the budget, a large area of potential crisis financially). With a view to this, Town and Parishes and being encouraged to think about wellness and future needs of those in their communities.

8. Neighbourhood Plan - Standing Item

Wiltshire HSA Consultation update:

There is as yet no update from the Inspector following Wiltshire's consultation re the proposed removal of The Ridgeway from the HSA and the hearing which PG, RL and Stuart Miles attended at Trowbridge on the 16/04/19. We have been advised by the Wiltshire Council link officer that we **should not attempt to progress the plan further** until the outcome of the Inspector's report is known.

Neighbourhood Plan.

As reported last month we have fully analysed all Reg 14 representations and are now ready to commence work on gathering evidence in the preparation of our Reg 16 submission.

As noted above we remain absolutely dependant upon the outcome of the Inspector's report in order to determine a way forward. If the Ridgeway is re-allocated then we may not wish to proceed to allocate our preferred site for the current plan as this would incur a double jeopardy situation with potentially more housing than is needed. We will then need to consider options which could include rolling the current Plan into the 2036 plan to allocate our preferred site or alternatives. Stuart has prepared an options paper which I will circulate to the PC when we have an indication of the Inspector's recommendations.

Sian Burke-Murphy has now secured permanent part time employment and can no longer continue to Chair the Steering Group but will continue to be involved. (RL has been asked to Chair the Steering Group and will be prepared to do so subject to formal agreement from the Steering Group.) Additional Steering Group members are sought to help lighten our Reg 16

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workload by dealing with some of the day to day requirements, eg, managing the mailing lists and mailbox, newsletters, web updates, meeting and event coordination etc. We have identified a person who is prepared to take on this role when active work recommences.

Community Hub feasibility study. Progress as follows;

1-Design and development: Positive indication from the Diocese via the land agent that the northern Glebelands site may be made available on a long lease at low cost.

We have now produced an outline spatial drawing for the building on the site together with proposed entry and exit points and parking bays. The access from the A429 will need to demonstrate adequate visibility splays. James Burke-Murphy is developing Artists impressions for some design options, to be submitted to the Diocese alongside the outline spatial drawing, as it is suggested by the Land agent that this will illicit a quick decision.

2-Stakeholder liaison There is positive engagement and dialogue with the School Governors

We shall now (1) commence discussions with the Church and local businesses to gauge opportunities or concerns (2) Discuss possibility of synergy with the Village Hall Committee

3- Funding Streams; (1) We have Identified some likely funding sources for start up and build through liaison with other active community hubs (2) We are in active discussions with the Plunkett Foundation who support local communities with advice and grants to help develop local community resources.

To take this forward we need to formalise our working group as a Steering Group and eventually to establish a Community Interest Company if the feasibility study delivers a positive outcome. We will then be able to apply for grants from a number of sources to help support the start up costs, planning and the build and we would like consideration of CIL from developers to help fund the build.

4 - Business Commercial Intelligence; Ongoing work includes: (1) Identify potential vendors/business users (2) Investigate retail opportunity for supply such as grocery suppliers, bakeries etc. (2) Investigate other potential uses such as parcel drop, newspapers etc.

5 - Staffing; Having identified opening hours requirement/feasibility determine requirements (1) Identify required staffing mix i.e. employee/volunteers etc.

6 - Business Case (1) Revenue costs, turnover and profits have been obtained from similar successful hubs
Identification of all likely capital and revenue costs is ongoing (2) Demonstrate viability and sustainability in a business model
(3) Identify all known risks and mitigation strategies

7 - Communications (1) Engage the community by communications channels, website, posters and Email. (2) Feedback interest, issues and suggestions

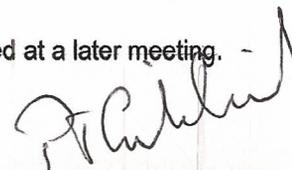
9. Parish Matters

9.1 Playground equipment – Cllr Fraser confirmed the final remedial works to Fresh Air Fitness equipment has been completed, apart from the seated chest press, (we will receive a complete, brand new unit) due to be reinstalled around 23rd of June. Cllr Fraser was thanked for his assistance in managing these repairs

9.2 Noticeboards – Noticeboards back from Woodworx have been reinstated, Cllr Grainger had purchased cement to replacing the noticeboard posts. Woodworx are just starting on the new noticeboard for The Wheatsheaf. There is an issue with the Chelworth board which does not close properly and any councillors were encouraged to see if they can effect a repair. With several noticeboard in various locations it was agreed it would be helpful if councillors could review what has been posted on the boards in their areas and de-clutter/remove anything which is not relevant.

9.3 Bus stop:- It was proposed by Cllr Lawes, seconded by Cllr Gilchrist and all present in favour that the Parish Council does not proceed with the proposed works to insert a visibility opening into the Bus Stop as there could be a potential 'move' to the location of the bus stop should the Community Hub project proceed.

9.4 Emergency Plan handover of notes – Cllr Credicott was not present, to be progressed at a later meeting.



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9.5 Parish Steward Tasks – Dry stone wall in Rommel belonging to The Mead has fallen in ditch. This is a rented property, and the situation is a flood risk as the ditch being blocked. Cllr Grainger will speak to resident, Clerk may write to property owner if necessary.

Exit to Chelworth junction, trees need cutting back as visibility problem.

9.6 PEAS emergency equipment.

Cllr Stanford has emergency/flood signs in storage, alongside the Parish Christmas lights. We have salt available. It was agreed that we have no requirements to order this year and lack of storage facilities is a factor in this.

9.7 Equality information request

As part of Wiltshire Council's new equality and inclusion objectives, comment was requested with regards to the Malmesbury community area:

1. What do you know about the make-up of your community areas in terms of protected characteristics?
2. What activity currently takes place in the community areas to either foster good relations or eliminate discrimination with people in the community from any of the 9 protected characteristics?
3. Are you aware of any gaps in provision or barriers to these groups?

Thought was given to how vulnerable persons and those needing extra care could be identified in an emergency situation such as extreme weather/flooding and that the Parish Emergency Plan should cover such aspirations. Ellen Blacker continues to do much work in this area on signposting and connecting services. It was agreed the Parish Council could encourage residents to be good neighbours and keep a watchful eye on those in their area through What's On.

11. Closing comments/Chairman to close meeting

1. Cllr Berry advised that on 11th June in Trowbridge there will be a celebration event for Flood Wardens.
2. Cllr Gilchrist has been liaising with Mr McWilliam regarding flood issues. It was agreed that The Swillbrook is overgrown and that the watercourse requires clearing. Previously, we have arranged to have the vegetation hand cleared, it is left to drain and then collected for disposal. Cllr Fraser proposed we obtain a quotation as a matter of urgency and all present were in favour that he should do so.
3. Quarterly Financial Statement is due end of June 2019
4. Cllr Grainger had advised a local business that it would be beneficial for them to contact Gigaclear regarding internet connectivity/broadband issues and Cllr Berry advised Wiltshire Online is also helpful and informative.
5. Standing Orders/Financial Regulations and Code of Conduct to be uploaded on to Parish Council website, proposed by PG seconded by JS and all present in favour.
6. Auditing Solutions Governance Questionnaire was read by Chairman P Gilchrist and the response to each item was agreed on behalf of Crudwell Parish Council, proposed by GL and seconded by AS and all present were in favour.. The Auditing Solutions Governance questionnaire will be part of the Internal Audit taking place 13th June 2019.

Cllr Berry left the meeting 20.38.

10. DONM It was proposed that the next meeting be held on 20th June 2019, Clerk to check availability of Village Hall.

Items for meeting 20th June 2019:

- To acknowledge receipt of Internal Audit Report 2018
- To complete the Annual Governance Statement for Audit 2018
- To approve the accounts statements for Audit 2018
- To approve the Bank Reconciliation for Audit 2018
- To acknowledge dates for Public Inspection of Accounts notice for Audit 2018
- To acknowledge the Variances completed Clerk
- To complete the contact details required by Littlejohn LLP External Auditor
- School Certificates/donation book tokens for end of term

There being no further business, the Chairman declared the meeting closed at 20.45.

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