

CRUDWELL PARISH COUNCIL MINUTES
Crudwell Parish Council Meeting
Tues 6th July 2021 8.00 p.m. Crudwell Village Hall

**Present: Cllr P Gilchrist (Char) , Cllr R Lambley (Vice Chair), Cllr G Lawes, Cllr N Doel, Cllr S Butcher
Cllr R Berry (Wiltshire Council) L Dent – Clerk/RFO**

The Public and Press are cordially invited to be present. The order of business may be varied. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

PUBLIC SPEAKING – 10 MINUTES IF REQUESTED

1. Chairman to open meeting, welcome and apologies. Chair opened the meeting at 8 p.m.
2. Declarations of Interest to items on the agenda – None declared.
3. To approve Minutes of the Parish Council meeting Tues 22nd June 2021

It was proposed that the above Minutes were approved and were signed by Chair - Clerk to upload on Parish Council website.	Proposed by: RL Seconded: SB All present in favour.
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4. Matters Arising to above meeting

Clarify remote meetings with local council association	Clerk	Completed	
Parish Council grass cutting plan – of contracted areas	PG to T Fraser	Clerk to check Dropbox	Aug meeting
Solar unit for SIDS	PG to enquire	Outstanding	Aug meeting
Memorial bench – Parish Council to respond	Clerk	Completed	
Potting shed track	PG to Jenna	Outstanding	Aug meeting
Swing seat – awaiting shipment		Outstanding	Aug meeting
Crudwell 24-hour bike ride	Liaise with M Perrot re road conditions	Completed	
Parish Steward Info to Cllr Butcher		Completed	
Submit receipt/invoice for purchase of projector	GL	Outstanding	Aug meeting
Gullies clearance	Clerk	Outstanding	Aug meeting

Cllr Berry will clarify with M Perrot at Wilts Council Highways Department the schedule for cutting verges.
Cllr Berry will provide Cllr Butcher with the contact details for our Parish Steward.

5. Items for inclusion not on the agenda – at discretion of the Chair: (None).
6. Track at Rommel Lane – for inclusion at August 2021 meeting.

7. Finance

7.1 Update on Audit 2021

To email Certificate of Exemption for Smaller Authorities and Contact details to PKF Littlejohn by 30 th June 2021	Clerk advised this was submitted by email on 29 th June and an email was received by return acknowledging receipt.
To post the Notice of Public Rights	Clerk advised this was completed on 29 th June to both the Parish Council website and to a Parish Noticeboard.
To upload Transparency Act documents to Parish Council website by 30 th June 2021	Clerk advised the following documents were posted to the Parish Council website on 29 th June 2021:- <ul style="list-style-type: none"> • Completed/signed AGAR Form Pages 1 – 6 • Asset Register • Bank reconciliation • Designated responsibilities

P Gilchrist – Chairman
R LAMBLEY

R. Lambley
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	<ul style="list-style-type: none"> • Internal Audit Report from Auditing Solutions • Items of Expenditure over £100 • Land Ownership • Notice of Public Rights • Variances 20 -21
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7.2 Bank account balances – due to the bank mandate being updated these were not available, the most recent being 16/06/21 Treasurers A/c £11,843.50 Bus Bank £16,947.97

7.3 Accounts for payment:-

Broadbean	Uploads and website maintenance	MyCrudwell	£120.00
Clerk	June 2021	Salary and expenses	£379.73
PATA Payroll	3 months April-May-June 21	Payroll services	£23.85
		Total	£528.58

It was proposed by GL and seconded by ND that the above invoices be approved for payment and all present were in favour.

8. Governance, Roles and Responsibilities

8.1 To consider/approve the Scheme of Delegation

To approve the Scheme of Delegation (circulated as papers prior to the meeting)	Proposed by PG / seconded by RL All present were in favour
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The Scheme of Delegation works alongside the Standing Order and Financial Regulations which the council uses to regulate its affairs. The power to delegate functions is set out in the Local Government Act 1972 s101. Matters of major policy and statutory business will be recommended to the full Council. The Clerk reports all decisions taken under delegated powers at the next available full Council meeting where they will be approved/ratified.

8.2 Councillor Vacancies – There are currently X3 vacancies and Clerk will produce an advertising poster, which can be circulated.

9. Planning - Comment by: 29th July 2021

Application No: PL/2021/05487 Site Address: Willow Brooke House 2 Rommel Lane Tetbury Lane Crudwell SN16 9EY

Application Type: Householder planning permission

Proposal: Improvement to the internal space to create a new bedroom at the loft floor with a dressing area and an ensuite. Loft conversion and dormer.

There following comment was agreed:- Clerk to post to Wilts Council planning portal

The dormer is large, incongruous, finished with poor choice of materials, out of keeping with the local vernacular, and out of keeping with the Crudwell design guide.

Further – The dormer face aligns with the face of the host dwelling, the result of which is the area of roof in front of the dormer, shown tiled, would in practice be very difficult to achieve, and therefore unlikely to appear as shown.

The dormer ridge aligns with the host dwelling ridge, which will result in a clumsy intersection of ridge tiles.

The relationship between the existing rather large front porch and this overbearing dormer is very unfortunate, particularly on a property in such a prominent position.

The loss of the chimney on the south gable is unfortunate, chimneys are an important aspect of our local roofscapes.

Suggestion –

It appears the dormer exists to provide headroom over the stairs and nothing more than that The requirement for a dormer of this scale would be removed by flipping the stair to the loft and the existing stair. This would add the cost of a stair, however the savings in structural work would likely more than compensate and the result would be a better looking entrance hall, a dormer (if at all) in keeping with the local vernacular.

P Gilchrist – Chairman

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10. Wiltshire Council

No further updates since previous Parish Council meeting held 22nd June 2021.

11. Neighbourhood Plan – Cllr R Lambley

The first Community Liaison Group meeting will be taking place on 13th July 2021.

12. Covid 19

The group continues to remain active providing support to those who request assistance.

13. Parish Matters

1. Gully Clearance – Clerk will con-ordinate and submit locations next week to enable the visit to take place.
2. Foot path by potting shed – see matters arising, PG will make contact with Jenna.
3. Hogweed, Murcott Lane – reported by a resident. There could be some verge cutting (Cllr Berry is checking the schedule) or a local farmer could be asked to provide assistance. It was thought Wiltshire Council would be unable to assist with this.
4. Annual Swillbrook clearance – the hand clearing of the stream and strimming of banks is due. Clerk will contact the contractors, the costing over the past years has remained at £250.00. Clerk will contact Lloyds Bank re providing payment during the mandate changes. All present were in favour of this flood alleviation work taking place.

13. Other Projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements.

Cllr Lambley is compiling a list for a design specification and has spoken to the Crudwell Vicar about a calendar of events, to include other organisations such as the Village Hall Committee. The Crudwell Facebook pages remains a well-used resource. It could be beneficial to have a Crudwell Parish Council Facebook page, Cllr Lambley will look into this.

2. Eastcourt defibrillator

No updates on the project. Malmesbury League of Friends will be attending a small event with residents to mark the project as grant funders and Chair P Gilchrist advised he would also like to attend. Clerk to inform and request details of when this will be.

Closing comments

Cllr Berry advised he is hoping to hold a symposium of local charity groups of the Malmesbury area to enable them to connect with potential projects.

There being no further business the meeting was closed at 20.20 pm.

P Gilchrist – Chairman

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