

**CRUDWELL PARISH COUNCIL MEETING**  
21<sup>st</sup> June 2022 at Crudwell Village Hall, Crudwell – 7 pm

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

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1. Welcome to all Parish Councillors, apologies and absence

The meeting was opened by Chair at 7.03 p.m. No apologies for absence.

2. Approval of Minutes from May 2022

The above Minutes were approved and signed by Chair. All present were in favour.	Proposed : RL      Seconded: GL
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Regarding the May 2022 Minutes, the following was clarified regarding funding for Pathways improvements. Pathways Improvement Grants are managed by Alexa Davies, Community Engagement Manager at Wiltshire Council. Area Board directs funding through LHFIG (formerly known as CATG, now Local Highways and Footpaths Improvement Group).

3. Matters Arising

It was confirmed by the Clerk that the Standing Orders of the Parish Council do not require amending following our meeting date change to the third Tuesday of the month.

Responsibility to maintain the playground fencing/or ownership – we still seek clarification.

Stiles and repair to low wooden railings at Village Green – see Parish Matters.

4. Finance

1. To note: Crudwell Internal Audit from Auditing Solutions 13th June 2022 – report.

It was noted that this had been received and circulated to all councillors.

2. To resolve: Annual Governance Statement (Section 1 of AGAR Form). The Governance Statements were agreed by all members of the Parish Council.

Clerk and Chair signed P5 of the AGAR form.	Proposed : PG      Seconded: GL
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3. To resolve: Accounting Statements (Section 2 of AGAR Form). The accounting statements were agreed by all present.

Clerk and Chair signed P6 of the AGAR form.	Proposed : RL      Seconded: SB
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4. To resolve: Crudwell Parish Council wish to certify as Exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Revised form completed.

Clerk and Chair signed the revised form (P3 of the AGAR form).	Proposed : PG      Seconded: AS
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5. To resolve: Bank reconciliation (Chair and Clerk to Sign)

The bank reconciliation was agreed by all present and signed by Clerk/Chair	Proposed : PG      Seconded: GL
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6. To resolve: Dates of Commencement of Public Rights

It was proposed and agreed that the notice will be posted Thurs 23<sup>rd</sup> June and the dates of inspection for public rights will be Mon 27<sup>th</sup> June to Friday 5<sup>th</sup> August and accounts will be available for inspection by appointment.

*R. Lambley*

7. Roles and Responsibilities to be agreed.

These were agreed by all present and will be posted on the Parish Council website.

8. To note: Clerk/RFO to upload on parish council website – Internal Audit report, Annual Governance Statement, Accounting Statements, Analysis of Variances, Bank reconciliation, certificate of exemption, details of public rights, names and address of external auditor, payment over £100.

Clerk will complete the uploads and also submit the Certificate of Exemption to PFK Littlejohn by 30<sup>th</sup> June 2022.

9. Current Bank account balances Bus Bank £17,289.66, Treasurers £14,951.19 10

10. Bank mandate - update on process

Clerk had now received viewing access to the Crudwell Lloyds accounts. Cllr Stewart has telephoned Lloyds and been assured that the mandate is in process of being approved and updated.

11. To resolve: Jubilee accounts. Approval of donations of profits from our 3 events to our 3 nominated community groups.

The Jubilee fundraising accounts had been circulated in advance of the meeting. It was agreed that:

1. Crudwell Church - The expenses of £50 photography and £50 flower display will be allocated to Website Upgrade costs as this will form a visual tour of Crudwell Church available on our website.
2. The cash will now be banked by Clerk. Cllr Lambley to verify with each group the correct name for the cheque payment and the arrangements to hand over the donations.
3. Our nominated groups are confirmed as  
Crudwell All Saints Church, Crudwell School and Wiltshire Air Ambulance.  
They will each receive £525.26.

12. To resolve: Approval of Raffle Licence form to return to Wiltshire Council.

It was proposed that the raffle licence return form can now be forwarded to Wiltshire Council and that Cllr Gilchrist (Chair) and Cllr Lambley (Vice Chair) are appointed by Crudwell Parish Council to sign the completed Return relating to a Small Lottery Licence. Clerk will forward.

13. Accounts for payments (including uncleared cheque from last financial year) and confirmation of grant monies received from Area Board

<b>The following account were approved for payment.</b>		
Proposed GL, seconded AS. All present were in favour.		
<b>Jubilee Expenses</b>		
Skip Walker	Church Refreshments	£81.10
Terri Murphy	Various	£24.06
M T R Gregory	Bar bill	£272.25
<b>Accounts for payment</b>		
HMRC	May 2022 – to be ratified (payment made)	£2.20
CIX (via debit card)	Domain renewal Crudwell pc	£78.00
G Lawes – uncleared chq from last financial year	Previous projector costs not cashed	£399.99
Insurance	Annual policy	£574.33
Clerk Invoice	May 2022	£409.64
Crudwell School £100	Citizens Award book tokens plus donation to school equal £100	£100.00
Auditing solutions	Internal audit fee.	£450.00

*Handwritten signature*

19 JUL 2022 P2/4



It was noted that the Jubilee grant from Wiltshire Council for £75 is due into Treasurers account.

#### 4. Planning

1. Application No: PL/2022/04147 Address: Crew House, Eastcourt, Wiltshire, SN16 9HN Comment by: 28/06/22  
Crudwell Parish Council agreed to NO COMMENT

2. Application No: PL/2022/04219 Address: Former Poultry Unit, Manor Farm, Malmesbury , SN16 9EZ Comment by 06/07/22

We are aware that the chicken sheds have been used for industrial purposes for some years, but were not aware of this being without planning consent, and one would assume without building regulations approval also. Allowing this change of use would set a precedent for other local farms to use this approach to planning consent

Whilst we appreciate many farms are looking to diversify, as farming and food production processes change, we are concerned by this particular development and the changes of use to the other barns on this farm.

With Kemble airfield being so close to this settlement, we feel that Kemble continues to provide an excellent facility for local industry. It has good access and plenty of suitable accommodation.

We feel Chedglow is really not suitable for commercial such as this.

We assume the building has not been upgraded to current standards in terms of energy performance and health and safety, all of which should have been carried out if the change of use was taken through the correct channels. Of particular concern has to be an understanding of any toxic or high risk products that may be on site.

3. Application No: PL/2022/04493 Address: Malthouse Farm Eastcourt SN16 9HW Comment by 15/07/22  
Crudwell Parish Council agreed to NO COMMENT

#### 14. Wiltshire Council report

There continues to be financial concerns regarding Council expenditure with an expectation that services will be cut, modified or re-tendered. Capital grants have been made available for preschools which should enable school improvement and facilities. Wiltshire Council is promoting the revitalisation of High Streets and it is hoped that this will have a positive impact on retail services. Adult social care continues to be a major cost to Wiltshire Council.

#### 15. Neighbourhood Plan report

A Community Liaison Group meeting has been arranged for the 5th July 2023 where the Tuners Lane site promoters will present the latest plans, which they report to have been reviewed positively by Wiltshire Council's Urban Planning team.

Quotations for support work for the upcoming Neighbourhood Plan Review will be. Presented to the Parish Council for approval and work on the Review will commence when approval of the Locality Grants has been confirmed. Wiltshire Council's Neighbourhood Planning Team and dedicated Link Officer have confirmed that they will monitor and assist with the NP Review.

#### 16. Covid-19 Report

The Street Leaders Team are available if needed and there continues to be reports in the Crudwell area of new cases.

#### 18. Parish Matters

1. Playground Bark Chippings - Clerk will make arrangements for delivery of bark chippings and contractors.

2. Fencing repair to Village Green – we will ask the Parish Steward to see if he can effect a repair.

3. Footpaths and stiles

Potting shed footpath – The landowner on north side has indicated he may assist with weed control and we can ask the Parish Steward to trim back. S Leonard at Wiltshire Council has indicated a staggered fence (post and rails) arrangement would be appropriate for this footpath and it is something we could install ourselves. PG will speak to Headteacher about this structure from a safety aspect and also for inclusion on the access plan to school.

Clerk to provide RL with the contact details requested.

4. Parish Steward – see above, fencing repair to Village Green and also to trim back verges particularly at junctions and around road signs.



19 JUL 2022 P3

## 19. Projects

1. Review/redesign of parish council and MyCrudwell websites to include accessibility requirements. A security hosting aspect has been resolved.

## Closing comments

PG will write to all companies and individuals that donated towards our Jubilee Events and thanks them on behalf of Crudwell Parish Council.

Footpath map is being progressed by Cllr Lawes – to meet with PG before next meeting.

Cllr Doel offered to attend the Village Hall AGM next week.

Cllr Lambley advised the Video of Crudwell Church produced by Crudwell Parish Council for the Platinum Jubilee has been posted on Facebook.

Thanks to all councillors who assisted with Jubilee Events.

There being no further business the Chair declared the meeting closed at 8. 50 pm

Date of next meeting: Tuesday 19<sup>th</sup> July 2022

*Pauline*  
P4/4

19 JUL 2022