

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on 14th January 2025 at 7.00pm.

Present: Cllrs R Hamilton-Lambley(Chair), P Gilchrist (Vice Chair) S Butcher, I Warner,
Also present: Lisa Dent (Parish Clerk), Cllr C Berry (Wiltshire Council),
James Bromhead – Crudwell Flood Warden - 12 members of the public

CPC/25/000 Welcome and Apologies for absence

The meeting was opened and all present welcomed.

Apologies received and accepted for Cllrs N Doel and O Hughes.

CPC/25/001 Public Speaking

Members of the public present were invited to speak as the council reviewed the recent flood actions. Cllr Lambley read a report outlining recent actions from the parish council and FLAG (Flood Action Group).

Actions taken include Cllr Berry expediting gully clearance to problems areas, flood signs to be made available to FLAG to decide location and when necessary to use. Cllr Gilchrist will be attending the upcoming meeting of the North Wilts Operational Flood Group meeting.

CPC/25/002 Flooding

Following the public speaking discussion, the following was agreed:-

Emergency Plan is being reviewed and will be updated with contact details and then reviewed annually at the Annual Meeting of the Parish Council with all other policy and procedural documents.

FLAG will inform Cllr Butcher (parish council representative of FLAG group) of areas of watercourses and drains/culverts which require unblocking. FLAG representative will forward all information they hold to Cllr Butcher.

This information will be brought to Crudwell Parish Council (CPC) who will communicate a request for clearance with the landowners in the form of a telephone call or email. (Records will be kept). It was noted that instructions and a template letter are available on the Wiltshire Council website.

This will be followed up by the Parish Council in a month.

The plan of landowners to be located or a new plan created and this will be marked up with ditches and culverts.

A structure in The Butts which is causing problems will be communicated to Cllr Berry who will make enquiries as to what appropriate action can be taken.

Cllr Berry, J Bromhead and members of the public left the meeting at 7.55 p.m.

CPC/25/003 Declaration of Interests on Items on the agenda

None

CPC/25/004 Approval of Minutes from 3rd December 2024

The minutes were accepted and approved by the council.

CPC/25/005 Matters Arising and determine next steps

Clerk has contacted MP Dr Roz Savage regarding flooding problems in Crudwell.

Clerk is still seeking clarification on road closures during flooding.

3 quotes were provided for additional gel sacks to purchase (deferred to future meeting).

Land ownership plan requires locating, Clerk provided an additional blank plan which can be used to repeat the task.

Highways improvement request for second flashing school light has been submitted to LHFIG.

Parish steward had been called off attendances and therefore no update on condition of the Swillbrook Bridge structure.

Quotation received to hard-wire SIDS device at Green by school, there will be further costs and permissions needed, Cllr Butcher will continue to progress.

Local Highways Improvement and Footpaths Group report shows closure on Crudwell School parking issue and it was reported the matter is not closed and work continues on what can be achieved as improvements.

CPC/25/006 Items for inclusion not on the agenda

The Clerk's laptop is no longer functioning, it was agreed to purchase a replacement and quotes will be sought.

The council has been made aware of a concerned resident who is requesting Wilts Council environmental health department assistance re a vacant property.

CPC/25/007 To note bank statements

Community Account (former Treasurers Account) - £4,441.60 14/01/25

Commercial Instant Access (former Business Bank) - £27,519.00 14/01/25

CPC/25/008 To receive and note bank reconciliation

The reconciliation of bank accounts was noted.

CPC/25/009 To resolve accounts for payment

The clerk confirmed all invoices had been examined, verified and certified as correct and proper charges. The council resolved to agree payments. Cllrs Hamilton-Lambley and Butcher were appointed to authorise the payments set up by the Clerk at Lloyds Bank.

Bank transfer Pments	For	Inv no	Net £	VAT £	Total £
Countrywide	Grass cutting	609577	134.42	26.88	161.30
Crudwell Village Hall	Hall hire	0627	60.00	0.00	60.00
Vision	Neighbourhood Planning consultancy works	0683	1237.50	247.50	1485.00
HMRC	Nov/Dec submission		103.20	0.00	103.20
Clerk salary	November 24		285.59	0.00	285.59
Clerk salary	December 24		207.36	0.00	207.36
Debit card pments	For	Inv no	Net £	VAT £	Total £
Busy Fingers	What's On		100.38		100.38

CPC/25/010 Budget setting 2025-26 – To resolve precept request to be submitted to Wiltshire Council

Following a review of the accounts to date and ear marked reserves expenditure, it was agreed to request a precept from Wiltshire Council of £17,640.00, an increase of 9.79% to accommodate continuing work to the Crudwell Neighbourhood Plan, National Insurance payments to clerks salary and increase charges for services in general.

CPC/25/011 To note correspondence received from Re-Start IT Services Ltd concerning end of contract and approve costing from Broadbean for transfer of website

The correspondence was noted. It was agreed that Cllr Hamilton-Lambley will contact Broadbean to accept the quote for their charges and request that they liaise with Re-Start to enable a transfer of the website build so far.

CPC/25/012 To agree how next steps with offer of volunteer to complete new website build

This offer no longer stands, we will not be progressing the website build along these lines.

CPC/25/013 To note responses re IT support to assist with councillor .gov email addresses

It was agreed we will accept the quote from Broadbean and it is requested that C Goodenough should be invited to attend Crudwell Village Hall at 6 p.m. prior to the next meeting start where he will offer councillors assistance with the Outlook settings to enable them to access .gov councillor email addresses. Clerk will arrange Village hall hire and access.

CPC/25/014 Solar Farm development – standing item (to receive any updates or action required)

No further information received, Cllr Gilchrist advised that a different solar project he is aware of was offering reduced electricity rates to residents in their project area and enquiries will be made if this may be a possibility.

CPC/25/015 Wiltshire Council Election 2025 – standing item (to note any information received)

To further updates, Clerk will inform councillors when further information is received.

CPC/25/016 To resolve comment on planning application received since previous meeting

1. WC Ref: PL/2024/10534 – Crudwell Church Of England Primary School, Crudwell, SN16 9ER. Full Planning permission - Proposal: Remove existing window to the rear of the library room, lower the cill and install French doors **No comment**

2. WC Ref: PL/2024/10881 - Listed building consent to above application **No Comment**

3. WC Ref: PL/2024/1187 - 9 Tuners Lane, Crudwell, SN16 9EN
Householder planning permission Proposal: Single Storey Extension to rear of the property, comprising of living area. **No Comment**

4. WC Ref: PL/2025/00119 - Two Stacks, Crudwell, SN16 9ER
Notification of proposed works to trees in a conservation area. **No Comment**

**CPC/25/017 NHP report
2031 Neighbourhood Plan, Tuners Lane Planning Application**

- The planning application for the Tuners Lane site remains Called In by Councillor Berry as resolved at November 2024 parish council meeting. Re request for a public exhibition, the agents have agreed to hold this in late January providing that the Call in for design issues is withdrawn. The intention is to respond that the Call In will be withdrawn when the exhibition is held.

2038 Neighbourhood Plan Review

Work completed to date is as follows:

- The Crudwell Neighbourhood Plan was “made” (completed and included in Wiltshire Council Local Plan) in May 2021. This gives protection from speculative planning applications for unwanted developments for five years to May 2026. It is therefore imperative that progress follows to proceed to review and “make” the Plan by then, in order that it offer protection from large unwanted speculative developments.
- The Government has recently published a revised version of the National Planning and Policy Framework (NPPF) which sets out a mandatory requirement on Councils in terms of the number of houses to be built. These compulsory targets will inevitably increase the allocation for Wiltshire which will therefore affect the number of houses we are required to build in Crudwell by 2038.
- The current review was designed with flexibility in order that any change in requirement in terms of housing could be accommodated. Professional advice has been taken on the likely impact of the new targets on us in order that we can ensure that the Plan will be acceptable, and it is expected that the number of new homes required in Crudwell will increase from 11 to 39. This is in addition to the 25 homes to be built in Tuners Lane and other existing commitments.
- Fresh discussions have therefore taken place with Neighbourhood Steering Group members and landowners who responded to the call for sites made as part of our 2023 consultation in the light of the likely new housing requirements. The discussions are focussed on demonstrating the suitability and deliverability of housing on these sites which would meet the parish’s requirement for new homes by 2038. It has been determined that two sites could meet the requirement of 39, these are designated as Site A and B, with Site A potentially providing up to 15 homes and Site B providing 25 homes.
- The Steering Group have suggested that these proposals should be publicised in the context of the new housing requirements indicating the risks incumbent if the plan fails to be made, a highly likely scenario of speculative applications for large unwanted developments (likely to be given approval re Wiltshire’s somewhat dire land supply position). It is intended to publish this with What’s On In Crudwell Publication together with an opportunity to comment on the draft proposals.
- Work on the other areas of policy continues, these new policy areas include proposed Protected Green Spaces, the green network and hedgerow, Business Park, Business Development and an additional Parking Facilities Policy to ease congestion at the Primary School. Active discussions continue with Wiltshire Council Highways to determine the feasibility of the Glebe Field school parking scheme.
- Resources required to develop our required new Crudwell Design Code have been secured and that work has commenced on scoping this, a site visit to Crudwell by the Consultants is planned for next week. Agreement has been received that the required Strategic Environmental Assessment will be developed and directly funded by Locality at no cost to the Parish Council.

CPC/25/018 Community Report

Flooding Emergency

The following statement was given at the January 14th 2025 parish council meeting:-

Following the December 2024 Parish Council meeting where 12 residents attended to share experiences and concerns from the unprecedented rainfall and village flooding on 24/11/25 the parish council noted serious flooding took place in the following areas:-

Chedglow, Chelwort, Rommel Lane, Goosey Corner, Tetbury Lane, The Street and, Tuners Lane, Crudwell School and surrounding area.

The parish council agreed:-

- To review our Emergency (flood) plan in the light of the emergency, and
- Cllr. Berry agreed to expedite alleviation activities through Wiltshire Council, to ensure that the drainage team took action to clear gullies drains and ditches within their jurisdiction.

Following the emergency, Ben Preece (resident) liaised with affected residents and a community volunteer flooding response group (FLAG) was formed to provide:-

- A focus and voice for community
- To share knowledge about flood prevention, and works to ensure waterways are kept clear. The group is currently made up of residents whose homes and property are at high risk from flooding or have previously flooded.
- The parish council reviewed and contributed to an interim report from the group and anticipate receiving a final version which we will share with Council Members and the nominated Flood Warden.

The Emergency Plan will be reviewed in the light of the event to try and ensure that the necessary facilities and information will be available to hand for future flooding incidents. In this respect we are;

- Reviewing the purchase of a quantity of gel sacks for distribution in strategic locations in the village, looking to the FLAG group to advise on placing these in suitable locations.
- Ensuring flood warning road signs available in the village stored at locations where they can be quickly sited for traffic warning and calming.
- Liaising with our Street Leaders to ensure that they are fully informed of emergency plans in order to be able to assist residents when needed.
- Reviewing the communications strategy to ensure that advice and pointers to sources of help are available on our website, and in emergency via the parish council Facebook page and through our My-Crudwell email lists.
- Communicating with our farming community to stress the need to keep gullies and culverts clear and ditches clear where appropriate.
- Continuing to liaise with Wiltshire Council to ensure that the drainage team prioritise maintenance of gullies, ditches and culverts within their jurisdiction ,also to advise on how traffic can be better managed in liaison with the Police.
- Continue to manage the Parish Council's riparian responsibilities.

What's On In Crudwell (WOIC) report

On 26th November 2024, the January WOIC journal was published online (My-Crudwell website) and mailed out to the mailing list of 308 recipients (68% opened). The team distributed 430 printed copies of the journal.

The WOIC team met 13th January 2025, the following progress was noted

- Parish Council remittance advices were sent by to advertisers. Paid donations received to a total income of £452.50 to date (time of minutes publishing). Further advertisers have committed to paying to a total of up to £1100.
- Those residents who have confirmed that they are content with an electronic version have now been removed from the printed circulation lists.
- It is recommended the Parish Council should continue to fund the printing of WOIC for the number needed for distribution.
- The printing costs, offset by advertising donations, can be reported to the Council via the routine financial reports.
- It is recommended that a contingency fund of £350 is included in the 25-26 budget.

CPC/25/019 Parish Matters

Missing road sign – Tetbury Lane to be ordered by Clerk from Lloyds Bank debit card.

Broken fencing opposite Potting Shed and broken low level fencing to the opposite side of Green – Cllr Gilchrist will request a quote from R Wilson.

Parish Council meetings 2025 – it was agreed to explore alternative days to Tuesdays and to accommodate this there may be a change of venue required. Clerk will update with further information.

The meeting was closed at 9.20 p.m.