

Crudwell Parish Council

Minutes for the Parish Council meeting held at Crudwell School Monday 11th April 2016 at 7.00 pm

Present:

Cllr C Berry, Cllr T Fraser, Cllr R Wilson, Cllr P Gilchrist L Dent (Clerk)

Election of Chairman

Cllr Berry was elected as Chairman to this meeting, proposed by RW and carried by all.

1. Public Participation – Mr Dunkley

Mr Dunkley was in attendance to advise the Council of his role as Neighbourhood Watch Area Co-Ordinator to the area of Crudwell. It has taken considerable time, effort and research to establish and take on this role due to changes in how Neighbourhood Watch is changing and evolving, and he was taken by all present for his assistance. Cllr Berry to contact the Neighbourhood Watch representatives from Minety and Ashton Keynes who may be of assistance and will forward a map of the local area.

Cllr Berry to action

Mr Dunkley left the meeting 7.20 p.m.

2. Apologies for Absence accepted by the Council - None

3. Declaration of Interest – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct None

4. Minutes

The Minutes of Crudwell Parish Council meeting held on Tuesday 1st March 2016 was approved by Chairman and Cllrs as record of previous Parish Council meeting and was signed.

5. Correspondence received

Grant Dunkley	2/3/16	NHW
Conrad at Broadbean	3/3/16	Hosting
Phil Daniels	5/3/16	APM
ICUK	6/3/16	Hosting charges
Andrea Wilkins	6/3 /16	Planning
Ollie Phipps	7/3/16	Following last week's Area Board Meeting: The new Highways officer, whilst Matt Perrott has stepped up to Engineer, is Rebecca Busby. Rebecca.busby@wiltshire.gov.uk
07789 270380 01249 468553 EXT 28553		
Wiltshire Council	7/3/16	CIL
SAAA	9/3 /16	Opt Out
Conrad	9/3/16	Website hosting
Sarah Tyler Auditor	9/3/16	Dates
Planning Wilts Council	14/3/16	Applications
Katie Fiedling	14/3/16	Newsletter*
M Perrin	15/3/16	Emerg Plan
Kate Tate –	15/3 /16	Treeworks
Kate Tate	16/3/16	""
North. Area Planning Committee	9/3	Minutes
Mr Woolley	17/3 /16	Minutes
M Perrin	18/3 /16	Beacon
Mr Dunkley	22/3/16	NHW
Stuart Pollard	23/3/16	Internal Audit
Crudwell Preschool	26/3/16	Asssitance request
Highways Newsletter	31/3/16	Wilts Council

*Clerk to forward the WALC Local Council newsletter to Cllrs.

6. Finance

6.1 Bank account Business instant at 9 March 16 £ 46889.02

Treasurers account at 23 March 16 £ 2765.47

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6.2 Accounts for Payment

	For	Date	Amount
Broadbean Digital	Hosting MyCrudwell	Paid by chq	£75.00
Data Protection	1 year subscription	If agreed - On debit card	£35.00
PATA	3 months Payroll charges	1/04/16	£22.50
ICUK	Website hosting Crudwell-pc.gov	Not due till 17.04.16	£60.00
ICUK	Hosting MyCrudwell.org	11/04/16 – paid Debit Card	£14.40
Clerk	Salary and expenses March 2016	29/03/16	£334.20
		Total	£541.10

6.3 Budget changes - The Clerk had circulated some proposed changes to the budget for next year and all present voted in favour to action these changes. **Clerk to amend**

6.4 Financial risk assessment - The new risk assessment adopted at the previous meeting is to be incorporated into the Crudwell Parish Council Standing Orders and the old document removed.

6.5 Financial questionnaire - The Clerk advised that the Financial Questionnaire from the Internal Auditors which had been discussed at the previous meeting had been updated with the comments made by Councillors and was now finalised. The Chairman signed the document which will form part of this years Internal Audit.

6.6 Code of conduct - Cllr Fraser advised that no further amendments would be required and this document can be incorporated into Crudwell Parish Council Standing Orders. Cllr Fraser will review the gifts/benefits to Councillors section in due course.

6.7 Data protection - The Data Protection Act 1998 requires every data controller who is processing personal information to register with the ICO, unless they are exempt and all Councillors present voted in favour of Crudwell Parish Council registering with the ICO at a cost of £35 per annum. **Clerk to make online application and payment**

6.8 The Clerk advised that further confirmation regarding the opt out for SAAA appointment of internal auditor had been received.

6.9 Audit arrangements

1. Crudwell Parish Council – latest date to submit form to Grant Thornton is 1st July 2016.

2. Governance Statement on Annual Return form Section 1 was detailed by the Chairman and all councillors agreed 'yes' with each statement 1 to 8 and 'not applicable' to statement 9. The Chairman and Clerk made these entries and signed/dated the Annual Return Governance statement for year ending 2016 page 2 of 6.

3. The Clerk proposed 20th June to 15th July as the period of availability of accounts for inspection. It must be for 30 working days and must include the first 10 working days in July. All Councillors were in agreement.

Clerk to post notice on website and noticeboards in due course and advise Grant Thornton

4. Cllr Fraser handed over most recent bank statements and Clerk will now reconcile to year-end and contact Rialtas to get the accounts close down. The internal auditor will be informed the accounts are available for internal audit. **Clerk to action**

5. The internal auditors are aware of our submission date to Grant Thornton.

6. Accounts and Annual Return requires to be approved at Parish Council meeting by 30th June 2016, and the Clerk proposed May Parish Council meeting and this was agreed by Councillors.

6.10 Cllr Stanford advised he had a expense receipt for protective gloves which will be forwarded to the Clerk.

7. Planning

Applications received

1. Application ref: 16/01764/VAR

Application for Variation of Condition

Proposal: Vary condition 2 of Planning Permission 14/1-294/VAR

At: Alvan Blanch Development Co Ltd, Chelworth, Malmesbury, Wiltshire

SN16 9SG Assigned Officer: Lee Burnham

Comments to be received by: 29/03/16 NO COMMENT ISSUED

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2. Land at Pat Yat, Kemble Applic ref: 16/01919/FUL Application for – Full Planning

Proposal: Proposed erection of agric barn and provision of associated access and landscaping

At: Land at Pat Yat, Kemble, GL7 6AY Assigned Officer : Richard Sewell Comments by: 05/04/16

The following comments were issued prior to the meeting:-

The proposed building is somewhat large for the proposed specification. Some confusion - the covering letter having mentioned the 8.9 hectares then says the site of the application site is approx. 1.7 hectares. The drawings (very simple) show photovoltaic panels on part of the roof yet no mention is made of these in the application. The height of 10.6 m is very high. The covering letter states that the bridleway which bisects the site is proposed to be realigned. We believe this requires some kind of public notice if not a formal application. We are not aware of such a notice/application for this.

3. Application Number: 16/02926/LBC

Site Location: Manor Farmhouse Crudwell Lane North to County Boundary Chedglow Wiltshire SN16 9EZ

Mr Charles Hack Applicant: Grid Ref: 394351 193158 7 Apsley Road Clifton Bristol BS8 2SH United Kingdom

Proposal: Proposed New Internal Partition Walls & Doors, Plaster Repairs & Details of New SVP Routes & Extract Vents. Case

Officer: Guy Bentham-Hill Direct Line: 01225 713469 Registration Date: 31/03/2016 Please send your comments by: 28/04/2016

Parish Council to issue 'No Comment'

4. Application Number: 16/02190/TCA

Site Location: The Old Tythe Barn Eastcourt Road Crudwell Wiltshire SN16 9ER

Mr Paul Craddock Applicant: Grid Ref: 395643 192844 132 Slad Road Stroud Gloucestershire GL5 1RE

Proposal: 15% Thin to 1 Laburnum, 2 Hawthorn Trees, 1 Cherry Tree, and Fell 2 Spruce Trees, 1 Crack Willow and 1 Leylandii.

Case Officer: Kate Tate Direct Line: 01249 706670 Registration Date: 15/03/2016 Please send your comments by: 11/04/2016

Parish Council to issue 'No Comment'

5. Application Number: 16/02528/FUL

Site Location: Hayleaze Farm Tetbury Lane Crudwell South East C92 to Goosey Corner and A429 Crudwell Wiltshire SN16 9EY

Mr S Doel Applicant: Grid Ref: 394615 192250 Hayleaze Farm, Tetbury Lane Crudwell South East C9 Crudwell Wiltshire SN16 9EY

Proposal: Replacement of Existing Outbuilding & Building Works to Form Annexe (Resubmission of 15/11943/FUL).

Case Officer: Richard Sewell Direct Line: 01249 706689 Registration Date: 18/03/2016 Please send your comments by:

15/04/2016

Crudwell Parish Council have requested that all elevations (reconstituted Cotswold Stone) are to match the main house.

6. Application Number: 16/02669/TCA

Site Location: Stonecrop Cottage Eastcourt Road Crudwell Wiltshire SN16 9ER

Mr Paul Craddock Applicant: Grid Ref: 395578 192855 132 Slad Road Stroud Gloucestershire GL5 1RE

Proposal: Crown Raise by Removing the Lower 10 Branches, and 5% Crown Reduction to Shape Field Maple Tree.

Case Officer: Kate Tate Direct Line: 01249 706670 Registration Date: 16/03/2016 Please send your comments by: 11/04/2016

Parish Council to issue 'No Comment'

Applications Determined

7. Application Number: 15/10158/OUT Site Location: The Reservoir Pat Yat Kemble GL7 6AY

Grid Ref: 396719 196436

Proposal: Outline Application for the Construction of a Four Bedroom Dwelling with Car Parking Space/Garage Incorporating World War II Atom Shelter for Use as a Secure Weapons Store for a Specialist Operative Type of Work. Case Officer: Sam Croft Direct Line: 01249 706669 Registration Date: 27/10/2015

Decision: Refuse Decision Date: 30/03/2016 Category of Application: Outline Planning

8. Application Number: 16/01259/FUL Site Location: 3 The Butts Crudwell Wiltshire SN16 9HF

Grid Ref: 395089 192556 Proposal: First Floor Extension Case Officer: Kate Backhouse Direct Line: 01249 706684 Registration Date: 15/02/2016 Decision: Approve with Conditions Decision Date: 02/04/2016

9. Application Number: 16/01764/VAR Site Location: Alvan Blanch Development Co Ltd Chelworth Malmesbury Wiltshire SN16 9SG Grid Ref: 397009 194107

Proposal: Vary Condition 2 Of Planning Permission 14/10294/VAR

Case Officer: Lee Burman Direct Line: 01249 706668 Registration Date: 01/03/2016

Decision: Approve with Conditions Decision Date: 07/04/2016

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8. Reports on Continuing Activity

Cllr Stanford reported that the Muck-In village clean-up had been well attended with 23 volunteers and was a successful and enjoyable day. He thanked Cllrs Fraser, Wilson and Gilchrist for their assistance. Clerk has posted 'thanks' on the website and to write to the Scouts to thank them for their support. Cllr Stanford will thank the Mayfield House Hotel for providing the refreshments.

Clerk/Cllr Stanford

9. Items for Decision

9.1 Emergency Plan – A resident had enquired about the existence of the Council's Emergency Plan. It was thought that the creation of an Emergency Plan had been proposed by a former Councillor but had not been actioned so it was decided by Cllrs that a new Crudwell Parish Council Emergency Plan would be created. This would include the Wiltshire Council PEAS adverse weather assistance scheme where the Parish Council has access to rock salt/sandbags which is stored locally.

Cllr Berry to circulate Emergency Plan from Minety for review

9.2 Beacon for Queen – A resident had enquired if the Council will be organising a Beacon for the forthcoming celebrations and it was decided that due to the geographical nature of the landscape the Council will not be progressing this.

9.3 Crudwell Preschool – Correspondence had been received regarding advice for the placement of a new sign for the village Pre-School and as there are Highways and Planning implications it was thought best to direct the Preschool to Wiltshire Council to assist them further and also request they give thought to the need for grass cutting around the sign.

Clerk to advise.

10. Questions and Issues

10.1 Grass cutting – Clerk advised that there had been notification from the Landscape Group that the grass had been cut this month and will advise them of the need for confirmation of attendance.

Clerk to action

10.2 Cllr Fraser advised that the boat (play equipment) in the play area would require replacement soon and that it may be advisable to replace pieces of equipment rather than a total replacement of all items. It was agreed by all present that the Parish Council could involve and consult the local community as to what they would prefer. ***Cllr Fraser to place notices in the play area, Clerk to contact the School Head Teacher/Governors to request assistance from local school children, place notice on website.***

10.3 Cllr Wilson advised has been contacted by Andy Chalmers (MD) of Melcourt, he is concerned about lorries heading to their site at Long Newton directed by sat nav from the A429 along Tetbury Lane.

He enquired if Melcourt might fund signs positioned in Crudwell to prevent this route being taken.

It was concluded that the Parish Council should write to him, thanking him for raising his concerns and explaining that as a Parish Council we are aware of the situation but as a Parish Council we have no authority to prevent lorries using Tetbury Lane. However we will suggest that he contacts Wiltshire Council Highways who may have a solution.

Clerk to draft response

There being no further business the meeting was closed at 8.20 p.m.

Agenda Items for next meeting:- Child protection policy, health and safety policy, adults safeguarding policy