

Crudwell Parish Council

Minutes for the Parish Council meeting held in Crudwell School on Wednesday 5th August 2015 at 7.00 pm

Present:

Cllr C Berry, Cllr J Stanford, Cllr T Fraser, Cllr R Wilson L Dent (Clerk)

In attendance: Mr. Duncan Lamb, resident

Election of Chairman

Cllr Berry was elected as Chairman to this meeting.

1. Public Participation Duncan Lamb – Highway adjacent to Crab Hay House, Eastcourt

Mr Lamb was in attendance to advise of ongoing flooding problems outside of this property which is designated as highway by Wiltshire Council. He has been in discussion with Wiltshire Council regarding flooding but the Council are unable to act as they do not have the funds available. Water course runs through the land and causes erosion to the verges with significant flow of water and encroaching onto properties. Ditches re dug two or three times at a considerable cost and highways have advised Mr Lamb to approach Crudwell Parish Council to secure agreement to take proposal to CATG area transport group. Works include approx. 50m of kerbing along this area including rat hole drainage with storm drainage to take away the bulk of the rain water and tidy up the side of the road/verges and Mr Lamb will be funding the works himself.

Mr Lamb advised:-

- Mr Lamb owns up to the road – it is common for Council to have right of usage for a highway which may not be tarmac or belong to them.
- To define where the kerb is laid by using other points as the average.
- Kerb will be dug out to put in proper draining – to main watercourse.
- Grass kerb will be lowered.
- There will be proper drawings provided.
- Costs £7 – 8K.
- Mr Lamb would like this proposal brought to the next CATG meeting and if they move quickly to start work before winter.
- Not subject to planning.
- If a wall were to be put in would be sufficiently far back from the kerb no higher than 3 ft. possibly with a hedge.
- Land ownership stays the same and will still be highway once done and accepted.
- Works expected to solve the flooding problem.

Mr Lamb left the meeting

2. Apologies for Absence accepted by the Council

No apologies have been received.

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 Thursday 2nd July amended by hand to include Mr Bert Thorne (resident in attendance) and were signed and approved by Chairman as record of previous Parish Council meeting.

5. Correspondence received

The list of correspondence was discussed.

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|------------------------------|--------------------|-----------|---------------------|
| 1. Local highways update | | 6/7/15 | Information request |
| 2. Broadbean digital | Website log in | 8/7/15 | |
| 3. Wilts Council | Log in details | 14/7/15 | |
| 4. Margaret Perrin | Noticeboards | 15/7/15 | |
| 5. Spatial planning | Wilts Council | 16/7/15 | Information request |
| 6. Margaret Perrin | PCM Minutes | 16/7/15 | |
| 7. Angela and James Mitchell | Cowes/bull | 17/7/1 | |
| 8. Christopher Gardner | Advertising | 20/7/2015 | |
| 9. David Kemp Fern House | Kemble development | 21/7/15 | |

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| 10. Sam Salter Website training Clerk to attend | 22/7/15 |
| 11. Confirmation of mandate Lloyds Bank. | 22/7/15 Received 27/7/15 |
| 12. Climbing wall evaluation form | 23/7/15 Passed to N Kelly. |
| 13. Defibrillator code | 27/7/15 From R. Sanderson at Heartbeat Trust |
| 14. Extra kit for defibrillator & PC contact update | 27/7/15 From R. Sanderson at Heartbeat Trust |
| 15. Ridgeway Farm planning notice | 27/7/15 |
| 16. Wilts Council Parish Newsletter | 27/7/15 |
| 17. Margaret Perrin Allotments trees | 27/7/15 & 03/8/15 |
| 18. Internal audit report | 27/7/15 |
| 19. Smaller authorities, req for info | 28/7/15 |
| 20. Chris Lockwood | 27/7/15 Planning query |
| 21. Marie Moore | 27/7/15 Wilts E-green Energies Team |
| 22. Tom Alston, Kemble development meeting | 29/7/15 |
| 23. Ollie Phipps, Community engagement | 29/7/15 |
| 24. Duncan Lamb, Crab Hay House to attend Aug PCM | 30/7/15 |

6. Finance

6.1 The recent changes to the banking mandate was resolved to be accepted by all Cllrs (CB,TF,RW,JS).

6.2 More Cllrs are required as cheque signatories, it was proposed that Cllr Stanford and Cllr Wilson be added and they should make the necessary arrangements with Lloyds Bank. **All Cllrs in agreement (CB,TF,RW,JS).**

6.3 Cllr Fraser queries the location of the asset register file which includes land registry documentation. Cllr Berry and Clerk to check files they hold and advise. **Clerk & Cllr Berry**

6.4 Internal audit report letter was discussed and it was agreed by all Cllrs present (CB,TF,RW,JS) that it would be helpful if more detail was included. Clerk advised there is the offer from the Internal Audit company of a 6 – 9 monthly internal audit within their fees paid and Clerk will advise that the Council will require more detailed reporting from this Internal Audit check.

Clerk to respond

6.5 Risk assessment to computer files and accounting system – Clerk is to attend training to clarify how best the system can work for the Council and to clarify back-up procedures and licence costs for the future. Cllrs requested that email and correspondence is backed-up once per month. Clerk to contact Wiltshire Association of Local Councils to enquire as to their advice on the subject and also research a possible laptop purchased by Parish Council for the Clerks use. **Clerk to research and advise.**

6.6 VAT reclaim is outstanding and will run from November 2015.

Clerk to submit VAT reclaim asap

6.7 Cllr Fraser returned that paid invoices from July to Clerk

6.8 Landscape invoices for April, May and June 2015 were approved (CB,TF,RW,JS) reissued as previously incorrect.

6.9 The Landscape Group invoice for July 2015 is under query due to there being 2 cuts taking place but only invoices for one.

Clerk to query

6.9 Income and expenditure

Receipts - none

Accounts for Payment

	For	Date	Amount
PATA	Payroll service 3 months	30.7.15	18.60
Lisa Dent – Clerk	Salary & expenses April 2015	05.05.15	103.66
Lisa Dent – Clerk	Salary & expenses May 2015	04.06.15	392.67
Lisa Dent – Clerk	Salary & expenses June 2015	02.07.15	576.53
K Wilson & Sons	Works to repair gate	27.07.15	103.63

In was proposed and agreed that the above invoices should be paid and all Cllrs were in agreement (CB,TF,RW,JS).

6.10 Clerks invoice for July 2015 for £409.90 was agreed for payment (CB,TF,RW,JS) and will be including with the payroll in August.

6.11 Clerk requested that Clerks monthly salary and expenses be emailed to Cllrs after month end for approval so that the payroll deadline of 5th of month can be achieved. Clerk will then present the authorised invoice at the following Parish Council meeting for payment.

6.12 Proposal for Clerks training at Rialtas (software package provider) was agreed by all Cllrs (CB,TF,RW,JS) to ensure the accounts package it used to its full capabilities. Clerk advised it will produce a quarterly financial statement with spend against budget for end of September. (June quarterly financial statement was produced on a spreadsheet due to the bank mandate not being in place to access bank statements.)

7. Planning

7.1 For approval

Application ref: 15/06175/FUL and 15/06522/LBC

Full planning, alterations & extensions at Manor Farmhouse, Crudwell Lane North to County Boundary, Chedglow, Wilts SN16 9EZ
Comments previously forwarded by Clerk

Application ref: 15/05914/FUL

Full planning, new office window at First Floor Level, 11 Kemble Business Park, Crudwell, Malmesbury, Wilts SN16 9SH

Comments by 7 August 2015 – Cllrs advised No Comment

Application Ref: 15/06602/TCA Application for Work to Trees in a Cons Area

Proposal:- 30% Crown Reduction to Silver Birch Tree **At:** 1 Gooselands, Crudwell, Wiltshire, SN16 9DD

Assigned Officer: Kate Tate

Comments forwarded by Clerk

Application Number: 15/07459/FUL **Site Location:** Pat Yat Kemble Glos GL7 6AY

Applicant: Mr Ritchings **Grid Ref:** 396643 196323 **Direct Line:** 01249 706669

Proposal: Proposed First Floor Pitch Roof Extension (Retrospective) **Case Officer:** Sam Croft

Registration Date: 30/07/2015

Comments by 27th August 2015 – Cllrs advised delegate to Officer

7.2 Refusal

Application Number: 15/04647/FUL **Grid Ref:** 395247 192617

Site Location: The Coach House Town Farm Crudwell Wiltshire SN16 9ER

Proposal: Change of use of land from agricultural to a mixed use of agricultural and equestrian. Erection of a new stable block.

Closure of existing domestic access and formation of new track served off existing

agricultural access. Erection of two storey extension to dwelling. **Case Officer:** Alex Smith

Direct Line: 01249 706672 **Registration Date:** 27/05/2015 **Decision:** Refuse **Decision Date:** 20/07/2015

7.3 Ridgeway development – 5th August 2015 planning meeting

Cllr Berry advised that Ridgeway Farm had received planning permission for 10 units. As part of the planning approval developers have agreed to provide a path across land by development so that it is possible to walk from The Dawneys to Village Hall without needing to walk on the road. It was agreed this was a positive improvement for the village. As part of the planning approval Crudwell Parish Council will receive SIL (formerly Section 106) monies which will total in the region of £15,000. Cllr Berry advised that there has been a process of local land owners being approached (SHLAR – development control) to ask if they have any land which may be developable although this has not been the case in Crudwell.

7.4 Kemble development meeting with Parish Councils – dates from 25th to 28th August required. Cllrs advised Clerk to request an evening meeting on Tuesday 25th August.

8. Reports on Continuing Activity

8.1 Cllr Berry (for Wiltshire Council) advised he has been elected as Chair of Health Select Committee and cuts to core budgets will be stretching resources in the future and so driving more community led engagement initiatives. Police and Crime commission elections will be taking place next year.

Within the Area Board, Ollie Phipps has taken over role of Community Engagement Manager for the Malmesbury Community Area. Community Youth Officer is now Xina Hart. They have requested to attend the next Crudwell Parish Council to discuss their roles, future plans and how they can work with the Parish Council. **Clerk to offer invitation to attend Sept PCM & advise date**

9. Items for Decision

9.1 Spatial Planning email – request for information received. Clerk to contact previous members of the Neighbourhood Plan Group which is currently in abeyance to see if they could offer their views.

Clerk to contact - Cllr Berry can advise email addresses

10. Questions and Issues

10.1 No further contact received from the local group of residents requesting a metro count.

10.2 Councillors have been advertising the need for more Councillors to the Parish Council by word of mouth.

Clerk to advertise the need for more Councillors on Crudwell Parish Council website.

10.3 It was confirmed by the Clerk that Dropbox, Crudwell Parish Council email addresses and the Crudwell Parish Council website have been readdressed so are now under the management of Crudwell Parish Council.. Clerk is to undertake training in managing the Crudwell Parish Council website.

10.4 Cllr Wilson confirmed he is requesting the Village Hall as a venue for future Crudwell Parish Council meetings.

10.5 Cllr Fraser provided paperwork for regular operational checks to the defibrillator to be retained by Clerk. Cllr Fraser advised that a 'ready kit' is required to be held in the defibrillator cabinet. This is currently on order from Ray Sanderson who will put in cabinet when received. Cllr Fraser advised he would include an inventory of equipment within the cabinet in the near future

10.6 Cllr Fraser provided inspection reports on the children's play area to be retained by Clerk. It was reported that X4 swing seats have cracks and replacements will be £50 each inclusive of VAT and that an area of tarmac is cracked and will required repairing. Kit to repair the area would cost in the region of £50 - £100 for the Parish Council to affect its own repair. It was unanimously agreed by all Cllrs present (CB,TF,RW,JS) to order these items and effect the replacement of swings and repair of tarmac as soon as possible.

Clerk to enquire whether a local grant would be applicable for these items.

10.7 Transparency Code evaluation information for smaller Parish Councils received and has been responded to by the Clerk.

Clerk to copy to Councillors list of roles and responsibilities from Standing Orders

10.8 Allotment tree which requires cutting back is currently being dealt with. Cllrs Fraser and Wilson advised of a tree on the eastside of the village (between gate and garage) which will require removal.

Clerk to source documentation

10.9 All Cllrs present (CB,TF,RW,JS) voted to support resident Duncan Lamb in his application to CATG to alleviate flooding on the curtilage to his property.

Clerk to inform Wiltshire Councils CATG of Crudwell Parish Councils support

There being no further business the meeting was closed at 8.50 p.m.