

Crudwell Parish Council

Minutes for the Parish Council meeting held at Crudwell Village Hall on Tuesday 2nd February 2016 at 7.00 pm

Present:

Cllr C Berry, Cllr J Stanford, 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 seconded by PG.

1. Public Participation - None

2. Apologies for Absence accepted by the Council - No apologies

3. Declaration of Interest – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct

4. Minutes

The Minutes of Crudwell Parish Council meeting held on Tuesday 5th January was approved by Chairman and Cllrs as record of previous Parish Council meeting, subject to one correction by hand.

5. Correspondence received

27.01.16	Play Inspection Co	Report
27.01.16	Came & Co insurance	Volunteers cover
22.01.16	CPRE Best Kept Village	Awards
22.01.16	Wilts Council	Area Board Minutes 13.01
19.01.16	Wilts Planning	Tuners Lane planning application – comments reqd
13.01.16	Wilts Council	Bus services consultation
12.01.16	Antonia Walls	Glebe Farm
12.01.16	Broadbean digital	Website hosting
12.01.16	Margaret Perrin	Allotments
08.01.16	Mr Alex Watson	Details of Feb PCM meeting
07.01.16	S Pollard	Internal Audit Services quote
07.01.16	Lee Matthews	Scouts
06.01.16	HMRC	PAYE
06.01.16	R Woolley	Minutes request

6. Finance

Bank account Business instant	at 09.12.15	£ 48883.02
Treasurers account	at 16.12.15	£ 2163.05

Receipts - None

Accounts for Payment

	For	Date	Amount
Rialtas accounts	Software support	20.01.16	£133.20
Crudwell Village Hall	Hire of hall	01.06.16	£54.00
Lisa Dent	Clerk Dec 2015	28.01.16	£228.21
Lisa Dent	Clerk Jan 2016	28.01.16	£314.56
The Play Inspection Company*	Annual Playground Insp	tba	£180.00
			£969.97

* awaiting invoice, may wish to prepare cheque

6.1 Generic letter received from HMRC regarding PAYE which although is not applicable to the PC as Clerks salary is below the threshold, this would be managed, if applicable, by the payroll company. Clerk to contact to advise of incorrect contact details.

Clerk to respond



3.3 It was proposed that Auditing Solutions Ltd of Chippenham be appointed as our Internal Auditor for our audit this year 2015 – 2016, proposed by TF and all Cllrs in favour.

Clerk to advise Lightatouch (last years Internal Auditors) and Auditing Solution:

3.4 Clerk to send around financial information prepared for Quarterly Financial Statement for discussion as to what format is required.

Clerk to forward to Cllrs

3.5 The financial information which is required to be posted on the Parish Council website regarding 'transparency' to be discussed at a future meeting.

Clerk to diary

3.6 Letter confirming addition of JS as signatory to bank mandate received.

3.7 Precept Forms for 2016 – 2017 have been sent by recorded post.

3.8 Allotments – invoicing is due 1st March 2016. Will need to make payments, last year's £5 payment and this years £5 to Sandra Browning at West Crudwell Farm.

3.9 It was requested that a pictorial/plan layout of the plots at the allotments be sought if available.

Clerk to contact M Perrin.

3.10 Rialtas accounts software installed on new laptop.

3.11 Rialtas have offered to do the end of year accounts closedown for free, possible saving of £87.00.

3.12 Clerk to review VAT reclaim which is outstanding.

Clerk to review

7. Planning

Applications received

Application Ref: 16/00569/TCA

Application for Work to Trees in a Cons Area **Proposal:-** 20% Reduction to Purple Plum

At: 12 The Ridgeway, Crudwell, Malmesbury, Wiltshire, SN16 9YH **Assigned Officer:** Kate Tate

Comments to be received by: 15 February 2016

Parish Council to issue 'no comment'

Application Number: 16/00320/FUL

Site Location: Kemble Enterprise Park A429 the Firs North to County Boundary Kemble Wiltshire GL7 6BQ

Applicant: Kemble Business Park Estates Ltd **Grid Ref:** 396468 195978 c/o Agent

Proposal: New B8 (Storage & Distribution) and B1 (Office) Space Including Provision of New Vehicular Access and Associated Parking and Landscaping Works. (Resubmission of 14/08417/FUL)

Case Officer: Lee Burman **Direct Line:** 01249 706668 **Registration Date:** 15/01/2016

Please send your comments by: 18/02/2016

Parish Council to issue: "The Parish Council welcome the proposed improvement to the access to the airfield, but question the practicality of the design ie: is the roundabout large enough for lorries to negotiate especially south bound

Concerned about the size and scale of the proposed distribution centre (it's not a warehouse) in relation surrounding buildings. No reasonable trade-off for the proposed increase in employment from a building of this size.

Insufficient details of materials used, 'baskets filled with Cotswold stone or similar' no colour stated for the whole roof only for the offices.

The speed and traffic flow survey is seven years out of date, December 08.

It appears that trees have already been felled adjacent to the entrance.

The PC object to the application due to the size of the building."

Application 15/11478/OUT - Proposed 3 bedroom dwelling at 27 Tuners Lane

Comments submitted 27.01.16 – no 'hard copy' plans received.

The drawings are really only showing the location without detail as they are for outline only at this stage. One letter from another resident on the estate makes reference to a covenant placed when the estate was built in 1950, preventing such planning.

1. There appears to be no mention of demolishing what appears to be (viewed on Google maps) an existing garage.
2. The other letter from a Tetbury resident mentioned the house built a few years ago in someone's garden, thereby setting a precedent
3. Was a precedent set when the dwelling was built in the garden that joins Tuners Lane? (Looking at Google maps we can identify 4 possibly 5 other gardens on the estate that could accommodate another dwelling.)
4. The applicant has ticked the box saying that says the proposal would not lead to an increased risk of flooding elsewhere, we would have to disagree with that as all storm/surface water from that area runs into the Swill Brook. It would be worse if point 3 happened.

Planning applications determined

Application Number: 15/09940/FUL **Site Location:** Chelworth Farm House Chelworth Malmesbury Wiltshire SN16 9SF **Grid Ref:** 397065 194190

Proposal: Proposed Rear and Side Extension, Bay windows, Pool and Pool House / Outbuildings.

Case Officer: Alex Smith **Direct Line:** 01249 706672 **Registration Date:** 25/11/2015

Decision: Approve with Conditions **Decision Date:** 19/01/2016

8. Reports on Continuing Activity

8.1 Cllr Wilson advised by had effected a repair to the waste bin in the play area by raising the base and he had made and installed a guard to the electric power supply to the Christmas tree and he would not be seeking reimbursement as he had used recycled materials. Cllr Wilson was thanked for his assistance.

8.2 Village 'Muck In' date has been set for 2nd April 2016. Cllr Stanford will complete a risk assessment to ensure we are operating in accordance with our insurance policy. **Clerk to inform Scouts and Crudwell newsletter to advertise the event.**

8.3 Fun in the Sun sports activity days during the school holidays have been released and will be 4 Wednesdays during July and August. All Cllrs in favour of registering for this year.

Clerk to liaise with Wilts Council and make reservation with Village Hall for wet weather contingency/use of toilets.

9. Items for Decision

9.1 The MyCrudwell website and Parish Council website was discussed. Hosting charges are now due for MyCrudwell which was being hosted free of charge by Broadbean Digital who had set-up our websites. They had offered to host MyCrudwell for £75 p.a. and ICUK who host the Parish Council website would charge £60 p.a. with £10 VAT reclaimable. It was proposed that we use ICUK to host the MyCrudwell website and it was noted that there will be some transfer costs by Broadbean and this would be in the region of £40 - £80. All Cllrs voted in favour of using ICUK. **Clerk to advise Broadbean of this decision**

9.2 Cllr Wilson advised that he had been in dialogue with Mr Butcher who owns an alternative Crudwell website address about him offering assistance to the Parish Council websites. *(Following his volunteering his services)* 

9.3 Data will be sought from Google Analytics regarding the traffic through the MyCrudwell website and it is to be discussed at a later meeting. **Clerk to distribute Google Analytics info and diary**

9.4 Marking the Queens Birthday 2016 – Minety Parish Council had enquired if we would be involved in this and it was decided by Cllrs that we can facilitate assistance if we are approached.


9.5 Play Area report had been received and Cllrs advised that we will note all advice from the report and actions will be taken to minimise risks.

9.6 Best Kept Village competition correspondence has been received and after reviewing this the Councillors present decided we would not be proceeding.

10. Questions and Issues

10.1 Clerk will be added to Dropbox over the next month.

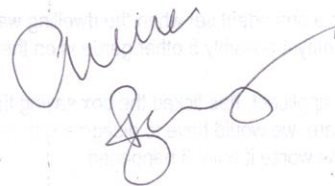
10.2 Cllr Fraser handed over the most recent play area inspections and defibrillator reports.

10.3 Information is being sought from Wiltshire Council regarding the dates of Councillors joining and leaving Crudwell PC. 

Cllr Fraser offered to review back copies of Crudwell Parish News to ascertain whether there are Cllr vacancies posted.
Clerk to contact Veronica at Ashton Keynes Council as to the protocol of advertising Councilor vacancies.
Clerk to forward information to Wiltshire Council.

There being no further business the meeting was closed at 8.24 p.m.
Next Parish Council meeting – Crudwell Village Hall Tuesday 1st March 2016.

7/3/16

A handwritten signature in dark ink, appearing to be 'Amin', written over a faint, illegible background of text.