

CRUDWELL PARISH COUNCIL

Tuesday 4th Feb 2020 Crudwell Village Hall At 7.00 p.m.

Present: Cllr P Gilchrist (Chair), Cllr T Fraser (Vice Chair), Cllr A Stewart, Cllr R Lambley, Cllr S Grainger Cllr Stanford Cllr G Lawes. Ward Councillor C Berry (Wiltshire Council)
One member of the public. Clerks: Lisa Dent and Kate Crook

Public Speaking

Correspondence had been received from a resident who informed the Parish Council that they believed there was a breach of planning conditions at a local property.

The resident who owns the property had been contacted by the Parish Council and was in attendance and advised that with the information he had received he believed the property was being used appropriately and there was no breach. There have been various staff at the planning department dealing with historical planning applications, notices, enforcement and appeals to this property.

Crudwell Parish Council will make contact with Wiltshire Council planning department to request clarification of what the planning officers deem the correct usage.

To draft and send an email requesting clarification

Cllr Gilchrist/Clerk

Meeting commenced 7.11 p.m.

1. **Apologies for absence** – The Chairman opened the meeting, welcomed all present and apologies were received and accepted for Cllr Credicott

2. **Declarations of Interest in items on the Agenda** - To receive declarations of interest in items laid out in this agenda in accordance with the Parish Council Code of Conduct - None

3. To confirm the Minutes of the Council Meeting held on Tues 7th January 2020

To approve the Minutes as a proper record

Proposed by AS Seconded by SG and all present in favour

Clerk to file and upload on parish council website

4. **Matters Arising from previous meeting minutes** – will be covered on this agenda.

Gigaclear works to Crudwell area

SG reported he had been advised 29% of the work (installation of 'pots' and cabling) has been completed, we await further information and Cllr Grainger will follow up. Cllr Lawes advised Giga Clear has recently completed infrastructure works to other areas.

5. Appointment of Clerk/RFO – Kate Crook

Clerk – Appointment of Clerk

RL
03/03/2020

Crudwell parish Council welcomed Clerk/RFO Kate Crook who Councillors Lambley and Credicott had interviewed last week. Lisa Dent will propose a schedule of handover. It was proposed by PG and seconded by RL and all present in favour that Kate Crook is appointed as Crudwell Parish Clerk and RFO. It was agreed Lisa and Kate will do the Financial Audit together.

1. A letter of appointment, contract and clarification of pay scale etc will follow

Clerk/Councillors

6. **Finance – to include** (1) Current bank balances 29th Jan 20 Treasurer's A/c £13,877.47 Business Instant £16,941.77

(2) Accounts for payment

Company Name/Payee	For	Chq No	Total
Vision	NHP Consultancy	001344	£1269.12
Crudwell Village Hall	Hire Village hall till March 20	001345	£42.58
Play Inspection Company	Inspection 2020	001346	£180.00

Chairman

.....P Gilchrist

PATA	Payroll company	001347	£38.65
L Dent	Clerk January 2020	001350	£273.20
HMRC/PAYE	For Jan 2020	001349	£12.00
It was proposed by SG Seconded by AS and all present in favour that the above accounts are approved/paid.			Clerk to send payments.

(3) Quarterly financial statement

The Statement and bank statements had been circulated prior to the meeting and it was proposed by TF and seconded by GL that the Oct to Dec 2019 Quarterly financial statement was approved/accepted by Crudwell Parish Council.

(4) Neighbourhood Plan Costs Estimation to Completion

RL has been working through the estimates and quotations. The main expense is the planning consultant Vision Planning. Having received £17,000 in grant funding it was thought there would not be additional grant funding we could apply for.

Quotations approved at Nov 2018 meeting form basis of the budget and this will be refined and circulated.

Current budget forecast to completion is in the region of an amount of between £10 and £12K and a further contingency reserve.

End of project projected spend about £35,000 with a cost to council of approx. 50% of this. With the end of year closing bank balances predicted, Councillors were comfortable Crudwell Parish Council can meet the financial obligations re payment to complete this project.

7. Planning

1. **Application No: 19/11167/CLE** Location: Crew House, T Junc North Of Hankerton To Junction Eastcourt, SN16 9HN **Proposal: Certificate of lawfulness application** for conversion of existing double garage to home office/gym. An application for a lawful development certificate for an existing use has been received for the above proposal. Evidence to either support or refute these grounds, in writing by 04 February 2020

Crudwell Parish Council agreed to issue **NO COMMENT.** (Clerk to enter online)

2. **Application Ref: 20/00907/TCA** Application for Work to Trees in a Cons Area Comments recd by 24 Feb 2020
Proposal:- 30% Crown Reduction to Silver Birch At:1 Gooselands, Crudwell, Wiltshire, SN16 9DD

Crudwell Parish Council agreed to issue **NO COMMENT.** (Clerk to enter online)

3. **Reported possible breach of planning conditions** - see Public Speaking

8. Wiltshire Council report – Cllr Berry

Budget has been approved and Wilts Council have re-set the strategic planning allocations which went through Cabinet and will go to full council.


4% council tax increase, some budget cuts. Parish steward has been seconded to filling potholes at the moment.

Recent Local Flooding

Cllr Berry advised several properties in Hankerton had been flooded and Cllr Stanford gave a verbal report re 2 properties affected in Eastcourt, near Crudwell. The field may have been a contributing factor with poor drainage leading to water run-off.

JS to put in writing a report on Eastcourt flooding which PG will raise at the next Flood Working Group meetings which will be Minuted.	JS./PG
JS to list properties which flooded - to join the list of other Flooded properties	JS/PG
PG has drafted the Parish Council Emergency Plan which details the Village Hall as the 'hub' in the event of an emergency. To write to Village Hall Committee to propose a sand bin (by recycling bins) and storage for sandbags.	PG
PEAS emergency equipment request will come through in Summer and we need to be aware of the flooding encountered to date and if additional equipment would assist residents.	All to note

Chairman


P Gilchrist
03.03.2020

P214

It was thought one of the new Ridgeway properties near the field may have been affected by flood water and it was noted the ditch by The Dawneys was at a high-water level during the recent wet weather.

9. Neighbourhood Planning Group

Crudwell Neighbourhood Plan PC report, February 2020

Further to the responses regarding our requirements the developers agents presented to the Steering Group on the 20th January at 7:30PM (The Ridge for Tetbury Lane) and on the 24th January at 5:00PM (McCloughclin for Tuners Lane.) Councillors were invited to both these meetings which were hosted by Councillor Lawes, councillors Stewart and Grainger also attended in addition to Councillors Credicott and Lambley.

Part of the presentations included hearing what they have to say about the highways work. This is particularly the case for Ridgeway Farm, because the report favours Tuners Lane. The Ridge reiterated that they proposed to provide a (1.2m wide) footpath from the development to the A429 given a full allocation of 25 dwellings. The Tuners Lane team confirmed that the required highway works could be included in their plans. The latter team we're predictably less advanced in their plans but keen to work with the SG on fleshing out their proposals and plans.

GL Left 20.01

Then, for both sites, we also needed to hear what the developers said about their ability to deliver housing with all the requirements we're suggesting, including the green technologies, design, housing mix and traffic calming measures in addition to assistance with village infrastructure requirements including the school and the proposed village community hub.

The main sessions with the developers in January provided the Steering Group with an opportunity to test the developers' responses to these points so that it has the information it needs to decide whether to retain the Tuners Lane allocation or to allocate Ridgeway Farm instead, or a mix of the two.

A full Steering Group meeting will be held in the 18th February to make the final decision re site allocation to provide the 20-25 homes required for the Reg 16 consultation. The recommended approach will then be reported back to the Parish Council.

The Reg 16 consultation will follow on in the spring, with the referendum in the late summer/autumn following the independent inspectors report.


10. Parish Matters

1. **Parish Steward** – it was noted the Steward is undertaking pot holing repair duties. (We have logged the sign at Eastcourt (bent/rusted) and this may be completed by Spring.
2. **Water level – flood water monitoring.** Information had been received from a resident on an app-based system which uses a float switch to alert rising water levels. The pro's and cons of a system like this were discussed at length and it was noted there is such a system in Oaksey. It was agreed that this type of system is not something that Crudwell Parish Council will use but it had been timely to review the measures in place that are accessible to residents. It was agreed to signpost residents to subscribe to the Environment Agency alerts which are a useful resource.
3. **Playground Inspection Report 2020** received, printed copy of report was given to AS and will re agenda for next meeting in March 2020.
4. **Register of Electors** – It was confirmed that the Parish Council would like to require a copy – Clerk to email completed form to request this.
5. **CAT G Survey** – Clerk to print out and bring to the next meeting in March 2020 for completion.

11. Closing Comments

11.1 Crudwell Trust/Poors Money – Registered Charity No 204301

Chairman


.....P Gilchrist
03.03.2020 P3/14

TF advised there has been an issue with access to banking and account information. The former Clerk to the charity who retained this information is no longer in post. TF has contacted the bank to request a new access is set-up. This has moved forward to a point where named representation is required.

Crudwell Parish Council is supportive of this small, local charity (the last audited assets were just over £3,000) and understands there is an urgent need to re-establish financial access.

All present were in favour that the Parish Council support TF and PG as representatives of the Poores Money Charity and that TF is nominated to continue bank liaison and re-establish access to accounts and bank statements.

11.2 Cotswold Airport Liaison meeting – this will be held on 12th Feb 2020 at 10.00 am and TF will attend on behalf of Crudwell Parish Council.

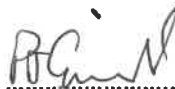
11.3 There has been an informal request to the Parish Council for subscription fees for the NHP Steering Group and The Hub to be paid by Crudwell Parish Council. It was thought to be £12 per annum each. Should these organisations which the Parish Council to consider this they would need to write/email to formally request this.

There being no further business the Chairman declared the meeting closed at 8.30 pm

Items for Next Meeting:-

Financial Risk Assessment, Cat G Survey, Playground Inspection Report, NHP budget review, K Crook contract/letter of appointment and clarification of pay scale, appoint internal auditor and review last years audit reports.

Chairman


.....P Gilchrist
03.03.2020

P4/14