

## Crudwell Parish Council

Minutes for the Parish Council meeting held in Crudwell School on Thursday 4<sup>th</sup> June 2015 at 7.00 pm

### Present:

Cllr C Berry, Cllr M Whelan, Cllr J Stanford, Cllr T Fraser L Dent (Clerk)

In attendance: Mr Roger Wilson (prospective Councillor), Lynn Hamilton Eddy X 2 (residents), Margaret Perrin (resident), Annie Smith (Crudwell Village Hall)

### Election of Chairman

Cllr Berry was elected as Chairman to this meeting.

### 1. Public Participation

a. Lyn Hamilton-Eddy from Sunnyside was in attendance to discuss the planting of a tree in the locality of her property. 2 emails had been received by councillors on her request and reasons to having the tree removed. Councillors were able to report that the correct procedures have been followed with regard to permissions and licence and that the species of tree had been chosen carefully to be an ornamental miniature cherry tree which would grow no more than 12 feet. The Councillors resolved (MW/CB) to have the tree removed and replanted but it would not be possible until the growing season is over, which would be October/November 2015.

**Action – Clerk to diary removal of tree to be discussed at September 2015 PCM**

b. Margaret Perrin as in attendance to report on Tetbury Advertiser and their offer to Crudwell News of limited space in their publication. Previously organising the local volunteers who had delivered the Crudwell News, Margaret advised the volunteers would not be continuing to offer this service to the Tetbury Advertiser. Also, the involvement of Crudwell Parish News with the Tetbury Advertiser would be at a future cost of £400 per month. All councillors present agreed that the cost was not affordable or sustainable for the limited space available to Crudwell Parish News. Margaret will inform those concerned.

### 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

MP - Planning Barn House (consultee on application, no vote)

MP - Planning Coach House (neighbour)

### 4. Minutes to previous Parish Council meeting Tuesday 5<sup>th</sup> May 2015 for approval.

councillors present signed to accept the Minutes as record of previous Parish Council meeting.

**Margaret Perrin left the meeting.**

### 5. Correspondence Received

PEAS emergency winter weather support service – MW to co-ordinate.

MP James Gray – details of local surgeries

Roger Wilson – Local resident Roger Wilson had emailed the Clerk and was in attendance to seek co-option as a Councillor.

### 5.b. Co-option of new Councillor

The Council resolved to co-opt Roger Wilson as Parish Councillor (proposed CB; seconded TF).

### 6. Finance

#### 6.1 Income

Name	For	Date	Amount
Crudwell Parish News	Balance of account	27/04/15	£1638.73

#### 6.2 Accounts for Payment

Name	For	Date	Amount
Prangle & Carey	Installation of signs	29/05/15	240.00

Proposed by CB that the above invoice is paid, all Councillors agreed unanimously. Payment will be via bank transfer.

6.3 Internal Audit of accounts 2014 – 2015 will take place at 0930 on Friday 26<sup>th</sup> June at the Clerks home address.

6.4 Audit by Grant Thornton will take place on 29<sup>th</sup> June 2015.

6.5 The Annual Governance Statement from the Annual Return was approved and all councillors were in agreement.

6.6 CB proposed accounts for Annual Return year ending 2014- 2015 were approved and all councillors were in agreement.

6.7 Transfer of website, email addresses and Dropbox account payment from former Chairman to be arranged.

**Action: Clerk to identify amounts and how often they occur to Cllrs**

6.8 Clerk advised the Standing Orders and Risk assessment will be reviewed during the Audit and require updating.

**Clerk to check the information is on Drop Box, all Cllrs to review**

6.9 All Cllrs unanimously agreed financial payments and receipts to be Minuted as per Standing Orders

**Clerk to use this format in future**

6.10 Ownership and associated payments for Dropbox account, website and email hosting to be transferred from former councillor to Crudwell Parish Council.

**Clerk to source further details**

6.11 Clerk Payroll service is being outsourced. Quotes received for £15/month but one company has been identified as working with Parish Councils at a rate of £6.60 per month with £10 set up fee. All councillors agreed Clerk can action this service.

**Action: Clerk to set up external payroll system**

**Lynn Hamilton Eddy left the meeting**

## 7.0 Planning

### Applications for consideration:-

7.1

15/04647/FUL	The Coach House, Town Farm, Crudwell, Wilts SN16 9ER	Comments by 24/06/15
	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 a new track served off existing agricultural access. Erection of 2 storey extension to dwelling.	

Cllrs unanimously agreed Crudwell Parish Council will support this application subject to clarification of the following points regarding access and egress proposed in the new configuration.

1. Wider internal driveway, clarification on 'change of use' in this particular area.
2. Clarification on the original boundary line (omission of stone barn from north east corner).
3. As the entry onto/into the site will be by the existing field gate way, confirmation required that the plan presented shows the accurate position of the entrance into the field (perception being that the existing entrance is very close to the corner of the field. Any alternative would mean demolishing part of the wall and cutting into the bank).

7.2

	Barn House, Crudwell, Wilts, SN6 9ER	
14/10619/FUL	New window to existing elevation. Wooden casements with leaded panes to match existing windows	

Cllrs unanimously agreed Crudwell Parish Council will offer 'no comment' to this application (MW did not vote)

7.3

	Crab Hay House (application under S116 Highways Act 1980)	
	Application for an Order authorising stopping up of highway.	

Cllrs unanimously agreed Crudwell Parish Council will offer 'no comment' to this application.

7.4

Tree works	Work to trees in a conservation area	
15/05454/TCA	Fell 1 holly tree - Rock Villa, The Street, Crudwell, SN16 9ET Comment to be received by 29/6/15	No comment
15/05276/TCA	Fell 2X sycamore trees - 4 Church Cottages, Crudwell, SN16 9ER Comment to be received by 29/6/15	No comment

7.5 Wiltshire Area Board issue no 4021. Request from Malmesbury Area Board to Crudwell Parish Council as to whether the council is in support of a pavements and footpath and are willing to contribute 25% of costs. Cllrs agreed they are currently unable to support this possible future development.

**Action Clerk to advise**

#### 8. Reports on Continuing activity

Wiltshire Council	Cllr Berry	No update
Crudwell CE Primary School	Sarah Lindsay	No update
Crudwell Village Hall	Annie Smith	

- Volunteer partials required for the 24-hour bike event between 0200 and 0400.
- Bottom car park has been resurfaced. Cllr Fraser advised there is a 'step' in levels that may hinder access. Annie will assess this area for ease of access.
- Financial support from Parish Council is sought to contribute towards the cost of car park works, currently a deficit of £834. Parish Council will review when car park/access is resolved.

#### 9. Items for decision

9.1 Cllr Fraser requested a budget of £500 be authorised to engage contractor/s to undertake remedial works in the playground area (proposed CB, seconded RW). Cllr Berry has a contact in Minety area that could assist if required. In future, there may be items in this area which could be added to Muck-In list.

**For clarification, payment will be made on production of invoices/receipts**

9.2 Responsibility of the hedge area was queried, Annie Smith offered to check.

**Annie Smith left the meeting**

#### 10. Questions & Issues

- 10.1 Cllr Fraser advised he will liaise with the Landscape Company to look at the area by garage which is unpassable on foot.
- 10.2 Cllr Fraser enquired if the defibrillator has been commissioned and it was confirmed that it was and that a training session for local residents would take place 1030 Saturday 25<sup>th</sup> July at the Village Hall including details of the first responder scheme. It was agreed that the Parish Council would pay for hire of hall.
- 10.3 Cllr Fraser enquired if the Clerk had been offered training for the new accounts software.

**Clerk will seek training if necessary.**

- 10.4 Cllr Fraser enquired if a quarterly financial statement would be available for the end of June/next meeting.
- 10.5 Cllr Fraser requested he be responsible for electronic banking.

**Clerk advised this should be possible but will be in the format that the accounts software produces**

**Clerk to advise Margaret Perrin and request a handover of any relevant details**

- 10.6 Cllr Fraser enquired as to the status of the mycrudwell website and whether local resident Sam is able to continue to monitor and update this.

**Clerk to contact**

- 10.7 Cllr Fraser enquired as to the status/progress of the Neighbourhood Plan and requested the Parish Council offer their assistance.

**Clerk to contact**

- 10.8 Enquiries to be made as to whether the Village Hall is available for future Parish Council meeting, on Mondays.

**Clerk to contact**

**There being no further business the meeting closed at 9.15 p.m.**

#### Addendum: Added 12.6.15

##### 9.1 Items for decision. Budget authorised for works to following areas:-

- A tree fallen across the PA fence.
- The hedge needs significantly cutting back.
- The Wetpour safety area needs attention.
- A retaining plank needs refixing.
- To relocate the Pedestrian Gate.

*Cherry* *ES*