

CRUDWELL PARISH COUNCIL

Tuesday 1st November 2016 Crudwell Village Hall At 7.00 p.m.

J
J. STANFORD

6.12.16.

**Present: Cllr C Berry, Cllr T Fraser, Cllr R Wilson, Cllr P Gilchrist, Cllr J Stanford
L Dent (Clerk)**

1. **Public Participation** – None.

2. **Election of a Chairman**

It was resolved to elect Councillor Berry as Chairman of the meeting, proposed by JS and seconded by PG, and all Councillors present in favour.

3. **Apologies for Absence** – None.

3. **Declaration of Interest** – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct – Cllr Berry will not comment on planning applications due to membership of the Wiltshire Council Planning Committee.

4. **Minutes from previous meeting October 2016**

It was resolved that the Minutes from the previous meeting held on Weds 12th October 2016 were approved by the Chairman and Councillors as a true record and was signed.

Please note the September 2016 meeting was not held due to councillors being unavailable.

5. **Correspondence Received**

Letters

05.10.16 Wilts Council - Bridleway (see 5.1)
27.09.16 Wilts Council - Bridleway Diversion (see 5.2)
27.10.16 SAAA Opt Out – (see 5.3)

5.1 The above correspondence dated 5th October 2016 from Wiltshire Council Definitive Map and Highway Records Team relates to additional Bridleway in Crudwell. Enclosures: Definitive map and modification order re Wildlife and Countryside Act (no action required).

5.2 The above correspondence dated 20th October 2016 from Wiltshire Council Definitive Map and Highway Records Team relates to proposed diversion of Crudwell Bridleway 26. Enclosures: order and public notice re the Highways Act (no action required).

5.3 SAAA (Smaller Authorities Audit Appointments) covering letter and form received to be completed by Crudwell Parish Council and returned by 30 Jan 2017 to detail: Minute reference of Crudwell Parish Council's decision to opt-out; confirmation of Chairman of Audit Panel Committee; confirmation of external audit firm appointed; meeting minute from audit pane; confirmation of clerk and parish council details.

6. **Finance**

6.1 Bank account Business instant at 09.09.16 £ 50,901.79
Treasurers account at 30.09.16 £ 10,306.21

6.2 **Income – Sept/Oct 2016**

Name	For	Date	£ Amount
HMRC	VAT refund 07.02.16 to 31.08.16	19.10.16	269.59
Mr Roberts	Allotment rent 2016-2017	19.10.16	5.00
	Total		274.59

6.3 **Accounts for Payment & Chqs for signature**

	For	£ Amount	Chq No
Clerk L Dent	Oct 2016	282.32	001174
	Total	£282.32	

It was proposed by Chairman that the above accounts were approved for payment and all councillors were in favour.

6.4 VAT Reclaim from 07.02.16 to 31.08.16 £269.59 has been received

6.5 Conclusion of Audit 2015-2016 – Conclusion notice has been filed and posted on Parish Council website.

It was resolved that Crudwell Parish Council has acknowledged the conclusion of audit.

6.6 NALC financial regulations – Draft previously circulated for review and comment.

It was proposed by Chairman and seconded by Cllr Fraser that the new regulations be adopted by Crudwell Parish Council and all councillors present were in favour.

6.7 QFS (Quarterly Financial Statement) from 30th June to 30th September 2016 detailing bank reconciliation was accepted by Council and signed.

6.8 It was proposed and agreed by Councillors that from January 2017, bookings for the Parish Council meeting at Crudwell Village Hall could be reduced to 2 hours (rather than 3). **Clerk to advise Crudwell Village Hall Treasurer.**

6.9 It was proposed by Chairman seconded by Cllr Wilson and all present were in favour that Crudwell Parish Council revert to an Excel spreadsheet based accounts system. This was resolved after considering costs, ease of use, style and layout of reporting and risk assessing that only the Clerk is trained to use the Rialtas software.

Clerk to advise Rialtas of decision

6.10 SAAA Opt Out arrangements. The clerk advised further clarification is required of the arrangements the Council is required to make in appointing an audit panel and external auditor and this should be available for the December meeting when it is necessary to complete the forms (see 5.3).

Clerk to see further clarification of SAAA opt out arrangements.

6.11 It was proposed by Cllr Fraser that it would be beneficial to reappoint Auditing Solutions as our internal auditor for the financial period 2016 – 2017 and that we could benefit from their assistance and advice as we proceed towards the new Opt Out arrangements.

All councillors were in favour of Clerk seeking further information.

Clerk to contact Auditing Solutions.

7. Planning

7.1 Applications received - TREEWORKS

Application Ref: 16/10002/TCA **Application for** Work to Trees in a Cons Area

Proposal:- 2.5 Metre Crown Reduction and 15% Thin to Flowering Cherry and Bramley Apple Tree, Fell 1 Apple Tree, and 3 Metre Crown Reduction, Removal of 2 Limbs and 15% Thin to 2 Apple Trees.

At: Bramley House, Tuners Lane, Crudwell, Malmesbury, Wiltshire, SN16 9EH

Assigned Officer: Kate Tate

Direct Line: 01249 706670

Comments to be received by: 14/11/16

Crudwell Parish Council issued NO COMMENT

Application Number: 16/10002/TCA

Site Location: Bramley House Tuners Lane Crudwell Malmesbury Wiltshire SN16 9EH

Applicant: Dr Jupp **Grid Ref:** 395200 192816

Applicant Address: Bramley House, Tuners Lane Crudwell Malmesbury Wiltshire SN16 9EH

Proposal: 2.5 Metre Crown Reduction and 15% Thin to Flowering Cherry and Bramley Apple Tree, Fell 1 Apple Tree, and 3 Metre Crown Reduction, Removal of 2 Limbs and 15% Thin to 2 Apple Trees.

Case Officer: Kate Tate **Direct Line:** 01249 706670

Registration Date: 20/10/2016

Please send your comments by: 14/11/2016

Crudwell Parish Council issued NO COMMENT

7.2 Applications received – PLANNING

Application Number: 16/09458/FUL

Site Location: Meadowbank Crudwell Malmesbury Wiltshire SN16 9EU

Applicant: Mr Craig King **Grid Ref:** 394897 192034
Applicant Address: Meadowbank Crudwell Malmesbury SN16 9EU
Proposal: Conversion of bungalow to 2 storey house
Case Officer: Sam Croft **Direct Line:** 01249 706669
Registration Date: 25/10/2016 **Please send your comments by:** 22/11/2016
Crudwell Parish Council issued OBJECTION

Application Number: 16/09797/REM
Site Location: Land at Ridgeway Farm Tetbury Lane Crudwell Wiltshire SN16 9HB
Applicant: Edenstone Homes **Grid Ref:** 394920 192765
Applicant Address: c/o Agent
Proposal: Reserved matters in relation to appearance, landscape, layout and scale (15/03136/OUT Outline Planning Application For Erection Of 10 Dwellings, Associated Parking, Public Open Space, Landscaping & Associated Works)
Case Officer: Mathew Pearson **Direct Line:** 01225 718013
Registration Date: 24/10/2016 **Please send your comments by:** 24/11/2016
Councillors requested the Clerk revert to Officer to request a deferment till week 2 December in order to review the application. Clerk to request documentation of flooding/drainage/sewerage to this development.

Application Number: 16/10308/FUL
Site Location: The Rectory Hotel Eastcourt Road Crudwell Malmesbury Wiltshire SN16 9EP
Applicant: Alex Payne **Grid Ref:** 395577 192936
Applicant Address: The Rectory Hotel Eastcourt Road Crudwell Malmesbury Wiltshire SN16 9EP
Proposal: Replacement Conservatory, Kitchen Extension, Internal Alterations and Alterations to Cottage Outbuilding. **Case Officer:** Kate Backhouse
Direct Line: 01249 706684 **Registration Date:** 28/10/2016 **Please send your comments by:** 01/12/2016
Crudwell Parish Council issued NO COMMENT

7.3 Application received - LISTED BUILDING CONSENT

Application Number: 16/10559/LBC
Site Location: The Rectory Hotel Eastcourt Road Crudwell Malmesbury Wiltshire SN16 9EP
Applicant: Alex Payne
Grid Ref: 395577 192936
Applicant Address: The Rectory Hotel Eastcourt Road Crudwell Malmesbury Wiltshire SN16 9EP
Proposal: Replacement Conservatory, Kitchen Extension, Internal Alterations and Alterations to Cottage Outbuilding.
Case Officer: Kate Backhouse **Direct Line:** 01249 706684
Registration Date: 28/10/2016 **Please send your comments by:** 01/12/2016
Crudwell Parish Council issued NO COMMENT

Clerk to inform Planning Dept of Parish Council comments

7.2 Applications determined

Application Number: 16/04230/FUL
Site Location: Oatridge Farm Eastcourt Malmesbury SN16 9HR **Grid Ref:** 397684 192818
Proposal: Demolition of Open Barns and Cow Byre and Erection of New Stables & Agricultural Barn.
Case Officer: Kate Backhouse **Direct Line:** 01249 706684
Registration Date: 17/05/2016
Decision: Approve with Conditions **Decision Date:** 24/10/2016
Category of Application: Full Planning

Application Number: 16/08623/FUL
Site Location: 3 Swan Close The Street Crudwell SN16 9DE
Grid Ref: 395099 192410 **Proposal:** Construction of an attached timber framed garden room
Case Officer: Eleanor Slack **Direct Line:** 01249 706659
Registration Date: 21/09/2016

Decision: Approve with Conditions **Decision Date:** 24/10/2016

LISTED BUILDING CONSENT

Application Number: 16/04656/LBC

Site Location: Oatridge Farm Eastcourt Malmesbury SN16 9HR

Grid Ref: 397684 192818

Proposal: Demolition of Open Barns and Cow Byre and Erection of New Stables & Agricultural Barn.

Case Officer: Kate Backhouse **Direct Line:** 01249 706684

Registration Date: 17/05/2016

Decision: Approve with Conditions **Decision Date:** 24/10/2016

Category of Application: Listed Building Consent

Application Number: 16/07302/LBC

Site Location: The Potting Shed Crudwell Malmesbury Wiltshire SN16 9EW

Grid Ref: 395443 192885 **Proposal:** Retention of Service Hatch between Kitchen and Restaurant.

Case Officer: Caroline Ridgwell **Direct Line:** 01249 706639 **Registration Date:** 24/08/2016

Decision: Approve with Conditions **Decision Date:** 20/10/2016

8. Reports on Continuing Activity

8.1 Fresh Air Fitness replacement part. Clerk confirmed this has not been received and Cllr Fraser will contact the company concerned. **Cllr Fraser**

8.2 Parish Steward – Clerk requested confirmation from Councillors that details of the scheme could be published in Crudwell What's On leaflet, and residents could inform the Clerk of items suitable for the Steward (e.g. obstructed signage) **Clerk to draft for What's On**

8.3 Damaged electrical cabinet/area PO Green. It was acknowledged this has been a recurring item for many months. After consideration of risk assessment, health and safety issues, availability of builders, timescale and pricing the Chairman proposed that Cllr Stanford instruct Lee Bateman (builder who has quoted £700). Seconded by Cllr Wilson and all present in favour.

Clerk to contact insurance company to confirm arrangements to submit an insurance claim for the damage. **Clerk**

9. Items for decision

9.1 Village Hall – Offer of a Parish Councillor representative. Clerk has drafted an approach to the Village Hall Committee and Councillors present agreed it would be worthwhile forge a working relationship for the future.

Clerk to forward

10. Questions and issues

10.1 Replacement of play equipment

It was agreed by all present that finish and colour of the new piece of equipment is an important factor and to narrow the vast amount of choice in style and colour options, to request timber plus one colour throughout. Three options of different equipment can then be presented to display at the school to consult with residents and children. It was acknowledged that there will be costs in the dismantling and removal of the old equipment. **Cllr Fraser to progress**

11. Items for Next Agenda –

Damaged electrical cabinet

Village Hall response

Insurance claim

Parish Steward review

Fresh air fitness part

SAAA form etc.

Audit solutions

Precept, Budget 2016 – 2017 incl reviewing Ear Marked Reserves