

Crudwell Parish Council

Minutes for the Parish Council meeting held at Crudwell Village Hall on Tuesday 3rd December 2015 at 7.15 pm

Present:

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

In attendance: Mrs A Smith

Election of Chairman

Cllr Berry was elected as Chairman to this meeting, proposed by TF/RW and JS.

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

As a neighbour to the property, Cllr Berry would refrain from involvement/comment on Planning Application 15/09940/FUL, Chelworth Farm House.

4. Minutes

The Minutes of Crudwell Parish Council meeting held on Wednesday 5th August 2015 was approved by Chairman and Cllrs as record of previous Parish Council meeting.

5. Correspondence received

09.10.15	Planning applications	Wiltshire Council	
11.10.15	Removal of tree	Lynn Hamilton-Eddy	
13.10.15	Sam Salter	Website	
13.10.15	Ollie Phipps	Wiltshire Council	Mobile shop
13.10.15	Duncan Lamb	Flooding issue	Crab Hay House
13.10.15	Jenna Tomblin	Church contact	for newsletter
14.10.15	Margaret Perrin	Defibrillator items	
15.10.15	Devolution of assets etc	Wilts Council	
19.10.15	Sam Salter	Website	
19.10.15	Arthur Witchell	Savills/Smiths Gore	Swillbrook Land Strip
21.10.15	Gerald Barton	Landscapes Group	Invoice errors
22.10.15	Angela Lundie	""	""
23.10.15	Precept	Wilts Council	
26.10.15	Ollie Phipps	SIDS handover	
27.10.15	Minutes of Area Board	Wilts Council	
29.10.15	Emma Painter	Wilts Council	Freight limits
02.11.15	Margaret Perrin	PPG Minutes	
02.11.15	Katie Fielding	Code of Conduct	

6. Finance

Bank account Business instant at 09 Oct 15 £ 48,878.93

Treasurers account at 27 Oct 15 £ 4,184.01

(This Treasurers account figure is an update from the amount posted on working agenda which showed 15 Oct 15 £ 4,700.01)

Receipts - None

Accounts for Payment

	For	Date	Amount	
Landscape Group	July – services grass cutting	31.07.15	£266.21	*TF advised is correct
Landscape Group	August– services grass cutting	28.08.15	£188.76	* to be revised with correct amount £133.10
Clerk	October		tbc	
PATA payroll services	July – Sept	05/10/15	£13.20	

6.1 The Landscape Group July invoice and the PATA payroll invoice were approved for payment

6.2 Cllr Stanford is progressing the signatory mandate with Lloyds bank.

6.3 Cllr Fraser signed the quarterly financial statement/bank reconciliation and all Cllrs approved the accounts.

6.4 The continuing problems with the Landscape Group invoicing were discussed and the Clerk is in dialogue to request a system mutually beneficial to both parties.

6.5 The Crudwell Village Hall request for grant monies towards to purchase of new curtains was discussed and the Chairman proposed £500 be made available from the Parish Council. This proposal was seconded by Cllr Stanford and the Chairman proposed his deciding vote was carried. Mrs Smith thanked the Parish Council.

It was noted that Cllr Fraser advised that Parish Council funds are currently being earmarked for replacement of play equipment and the Parish Council has not budgeted for this grant funding.

6.6 The technical support charges for the Rialtas accounts package was discussed (the amount of £113.50 per annum) and it was noted that the end of year Annual Return consolidation of accounts via telephone/online can be undertaken at a cost of around £30.00.
Cllr Berry will make contact with Rialtas to propose a reduction in costs.

6.7 Cllr Fraser advised that the Precept/Budget for 2016/2017 would need to be discussed at the next meeting.

Clerk to agenda for December 2015 meeting and prepare paperwork.

6.8 Recent payments for approval which had been authorised via email whilst some Councillors were unable to attend the recent meetings were circulated and all Cllrs reviewed and accepted these amounts.

Date of Chq	Chq No	Paid to	Amount incl VAT	Coded
05/08/15	001128	PATA	18.60	Payroll/Clerks salary
14/09/15	001129	L Dent	644.51	Clerks salary
10/09/15	001130	Crudwell Village Hall	72.00	Hire of Hall
10/09/15	001131	Landscape Group	266.21	Grass Cutting Sept 2015
	001132	VOID		
10/10/15	001133	Rialtas	204.00	Training
10/10/15	001134	Grant Thornton	240.00	Audit Fees
10/10/15	001135	L Dent	310.99	Clerks Salary

7. Planning

Planning applications received

Application Number: 15/10079/FUL

Application Number: 15/10165/LBC **LISTED BUILDING CONSENT**

Site Location: 4 Church Cottages Eastcourt Road Crudwell Wiltshire SN16 9ER

Applicant: Ms Jean Haden 4 Church Cottages, Eastcourt Road Crudwell Wiltshire SN16 9ER **Proposal:** Proposed Garage Conversion to Garden Room, Internal alterations & Replacement Front Door

Case Officer: Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 12/10/2015

DELEGATE TO OFFICER

Application Number: 15/10194/FUL

Application Number: 15/10323/LBC **LISTED BUILDING CONSENT**

Site Location: Manor Farmhouse Chedglow Malmesbury Wiltshire SN16 9EZ **Applicant:** Mr Charles Hack

7 Apsley Road Clifton Bristol BS8 2SH **Proposal:** Alterations & Extensions (Revision to 15/06175/FUL)

Case Officer: Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 16/10/2015

DELEGATE TO OFFICER

Application Number: 15/09784/FUL

Application Number: 15/09903/LBC **LISTED BUILDING CONSENT**

Site Location: East Barn Crudwell Lane North to County Boundary Chedglow Wiltshire SN16 9EZ

Applicant: Mr & Mrs Garrison-Williams **Grid Ref:** 394362 193175

Proposal: Alterations & Extension to Existing Outbuilding to Provide Garage Accommodation with Outbuilding to be Used for the Purposes Ancillary to East Barn **(Renewal of Previous Approvals)**

Case Officer: Kate Backhouse **Direct Line:** 01249 706684 **Registration Date:** 07/10/2015

DELEGATE TO OFFICER

As a neighbour to the property, Cllr Berry would refrain from involvement/comment on Planning Application 15/09940/FUL, Chelworth Farm House

Application Number: 15/09940/FUL

Site Location: Chelworth Farm House Chelworth Malmesbury Wiltshire SN16 9SF **Applicant:** Mr O Meakin Chelworth Farm House, Chelworth Malmesbury Wiltshire SN16 9SF **Proposal:** Proposed Rear and Side Extension, Bay windows, Pool and Pool House / Outbuilding. Change of Use of Part of Paddock for Pool House.

Case Officer: Alex Smith **Direct Line:** 01249 706672 **Registration Date:** 08/10/2015

NO OBJECTION

6. Application Number: 15/10158/OUT

Site Location: The Reservoir Pat Yat Kemble GL7 6AY **Applicant:** Mrs F Macload Hearts & Mind Productions Ltd Crab Villa Gabb Lane Apperley Gloucester GL19 4DL

Proposal: Outline Application for the Construction of a Four Bedroom Dwelling with Car Parking Space/Garage Incorporating World War II Atom Shelter for Use as a Secure Weapons Store for a Specialist Operative Type of Work.

Case Officer: Sam Croft **Direct Line:** 01249 706669 **Registration Date:** 27/10/2015 **Application Number:** 15/10608/FUL

OBJECT - with the reasons that it is a new countryside dwelling which is outside core strategy and the application negates a building of historic value.

7.1 Request for freight limit restrictions was discussed regarding Tetbury Lane. Wiltshire Council is seeking confirmation whether Crudwell Parish Council supports a freight management request which will then be split by community area and referred to the relevant Area Board CATG to select their top two priority requests using the Freight Assessment and Prioritisation Mechanism. All Cllrs voted in support of the request.

Clerk to inform Emma Painter at Wiltshire Council of the decision to support by 13 Nov 2015

7.2 Land at Swillbrook. Correspondence received from Savills at Cirencester Park Office concerning the strip of land next to Swillbrook. Councillors reported the fencing of this area is acceptable and that this upkeep will not alter the current ownership and responsibility of this land which lies with the client.

Clerk to draft response for Cllrs approval

8. Reports on Continuing Activity

No reports were made.

9. Items for Decision

9.1 Ollie Phipps is progressing a mobile community shop service and has requested a representative from the Parish Council and Cllr Berry has volunteered for this role.

Clerk to inform Ollie Phipps at Wiltshire Council

9.2 It was decided that roles and responsibilities to specific Councillors would not be appropriate with only four serving Parish Councillors.

9.3 Clerk advised no information received yet regarding application from WALC/Transparency fund for a laptop. It was agreed by all Councillors to review this at the next Council meeting and if necessary proceed and make the purchase.

Clerk to agenda for December 2015 Parish Council Meeting

9.4 Section 137 (spend on items not specifically identified) the following details were confirmed for Crudwell:-

836 electorate @ £7.36 = £6,152.96.

9.5 Code of Conduct:

9.5.1 Clerk had in her possession a copy of the June 2012 Code of Conduct (from Wiltshire Council) of which it is believed was adopted by Crudwell Parish Council in June 2012. Cllr Fraser retained this document.

9.5.2 It was agreed by all Councillors present that Crudwell Parish Council should adopt NALC's template Code of Conduct.

For the avoidance of doubt this document is as follows:-

NALC's template Code of Conduct for Parish Councils (final version) Legal Briefing L09-12

Original date of issue 29-6-12, updated 9-6-12.

Cllr Fraser to incorporate this document into Crudwell Parish Council Standing Orders

10. Questions and Issues

10.1 Clerk advised she is in contact with Crudwell School to request a list of items relating to the defibrillator they hold, such as replacement pads.

Clerk to progress so an inventory of items can be made

10.2 Cllr Berry advised there will be a Metro Count installed in Crudwell in the near future and will update when further information is available.

10.3 Cllr Fraser advised he has been in contact with 2 electricians regarding the installation of lights to the Christmas tree but has been unable to obtain quotes. Cllr Stanford will liaise with Cllr Fraser to assist on this matter and knows of local electricians who can assist.

Cllr Fraser and Cllr Stanford to progress the supply/installation of electricity to Christmas tree

10.4 Cllr Fraser will arrange the return of Christmas lights for the tree.

10.5 It was advised that the Crudwell Parish newsletter will require X450 A4 copies for the village.

Clerk to progress content and advise Councillors

10.6 Clerk advised she has been in contact with Matt Lloyd from BT for an update on rollout dates for Faster Broadband.

10.7 Clerk advised an application has been made to the Community Fund of GreenSquare housing association for grant funding of £250 for assist with the replacement of the 4 X swing seats and tarmac patching which is required.

10.8 Cllr Berry reported that resident Duncan Lamb is progressing his flooding issue with CATG/Highways at Wiltshire Council.

10.9 Cllr Fraser returned the completed Register of Interests for the clerk to enter on Wiltshire Council website.

10.10 Community Action days/Swillbrook water course – Cllr Stanford will be managing the volunteer days and overseeing the maintenance of this area.

Clerk to contact Matt Perrott for Parish Steward duties/dates/times

10.11 Clerk to contact Broadbean Digital (website provider for Crudwell Parish Council) to confirm there is no issue with computer viruses, which we can then offer as an assurance to residents.

There being no further business the meeting was closed.

Next Parish Council meeting – Crudwell Village Hall Tuesday 1st December 2015