

CRUDWELL PARISH COUNCIL

Notice of Meeting Monday 11th April 2016 Crudwell School Staffroom At 7.00 p.m.

Email: parish.clerk@crudwell-pc.gov.uk

Parish Clerk: Lisa Dent

Telephone: 07971 200570

To: Members of the Council

Notice of Meeting and Summons to Attend

1. Public Participation
2. Election of a Chairman
3. Apologies for Absence
3. Declaration of Interest
4. Minutes from previous meeting
5. Correspondence Received

Grant Dunkley	2/3	NHW
Conrad at Broadbean	3/3	Hosting
Phil Daniels	5/3	APM
ICUK	6/3	Hosting charges
Andrea Wilkins	6/3	Planning
Ollie Phipps	7/3	The new Highways officer is Rebecca Busby.
Rebecca.busby@wiltshire.gov.uk	07789 270380	01249 468553 EXT 28553
Wiltshire Council	7/3	CIL
SAAA	9/3	Opt Out
Conrad	9/3	Website hosting
Sarah Tyler Auditor	9/3	Dates
Planning Wilts Council	14/3	Applications
Katie Fiedling	14/3	Newsletter
M Perrin	15/3	Emerg Plan
Kate Tate –	15/3	Treeworks
Kate Tate	16/3	""
Northern Area Planning Committee	9/3	Minutes
Mr Woolley	17/3	Minutes
M Perrin	18/3	Beacon
Mr Dunkley	22/3	NHW
Stuart Pollard	23/3	Internal Audit
CrudwellPreschool	26/3	Grant funding

6. Finance

6.1 Bank account Business instant	at	9 March 16	£ 46889.02
Treasurers account	at	23 March 16	£ 2765.47

6.2 Receipts –

Accounts for Payment

	For	Date	Amount
Broadbean Digital	Hosting MyCrudwell	Paid chq	£75.00
Data Protection	1 year subscription	On debit card	£35.00
PATA	Payroll charges	1/04/16	£22.50
ICUK	Website hosting Crudwell-pc.gov	Not due till 17.04.16	£60.00
ICUK	Hosting MyCrudwell.org	11/04/16 – paid DC	£14.40
Clerk	March 2016	29/03/16	£334.20

		Total	£541.10
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6.3 Budget changes

6.4 Financial risk assessment

6.5 Financial questionnaire signed by chairman

6.6 Code of conduct – complete TF

6.7 Data protection adopt and card for payment

6.8 Opt out reconfirmed for SAAA appointment pf internal auditor

6.9 Dates for audit

- Our date to submit form to Grant Thornton is 1st July 2016.

- Governance statement needs to be approved before the first day of the inspection period and before the actual accounts are approved by council. This meeting??

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		*Yes* means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE

 dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

- Propose 20th June to 15th July to post the availability of accounts for inspection. It must be for 30 working days and must include the first 10 working days in July.

Rialtas - the accounts close down shortly after 31st March, then I will inform the internal auditor that they are available for internal audit.

- The internal auditors are aware of our submission date to Grant Thornton.
- Accounts and annual return to be approved at Parish Council meeting by 30th June 2016.
Propose May Parish Council meeting.

7. Planning applications received

Application ref: 16/01764/VAR
Application for Variation of Condition
Proposal: Vary condition 2 of Planning Permission 14/1-294/VAR
At: Alvan Blanch Development Co Ltd, Chelworth, Malmesbury, Wiltshire
SN16 9SG Assigned Officer: Lee Burnham

Comments to be received by: 29/03/16	NO COMMENT ISSUED
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Land at Pat Yat, Kemble Applic ref: 16/01919/FUL Application for – Full Planning
Proposal: Proposed erection of agric barn and provision of associated access and landscaping
At: Land at Pat Yat, Kemble, GL7 6AY Assigned Officer : Richard Sewell Comments by: 05/04/16

The following comments were issued:-

The proposed building is somewhat large for the proposed specification. Some confusion - the covering letter having mentioned the 8.9 hectares then says the site of the application site is approx. 1.7 hectares. The drawings (very simple) show photovoltaic panels on part of the roof yet no mention is made of these in the application. The height of 10.6 m is very high. The covering letter states that the bridleway which bisects the site is proposed to be realigned. We believe this requires some kind of public notice if not a formal application. We are not aware of such a notice/application for this.

Application Number: 16/02926/LBC

Site Location: Manor Farmhouse Crudwell Lane North to County Boundary Chedglow Wiltshire SN16 9EZ
Mr Charles Hack Applicant: Grid Ref: 394351 193158 7 Apsley Road Clifton Bristol BS8 2SH United Kingdom
Proposal: Proposed New Internal Partition Walls & Doors, Plaster Repairs & Details of New SVP Routes & Extract Vents. Case Officer: Guy Bentham-Hill Direct Line: 01225 713469 Registration Date: 31/03/2016 Please send your comments by: 28/04/2016

Application Number: 16/02190/TCA

Site Location: The Old Tythe Barn Eastcourt Road Crudwell Wiltshire SN16 9ER
Mr Paul Craddock Applicant: Grid Ref: 395643 192844 132 Slad Road Stroud Gloucestershire GL5 1RE
Proposal: 15% Thin to 1 Laburnum, 2 Hawthorn Trees, 1 Cherry Tree, and Fell 2 Spruce Trees, 1 Crack Willow and 1 Leylandii. Case Officer: Kate Tate Direct Line: 01249 706670 Registration Date: 15/03/2016 Please send your comments by: 11/04/2016

Application Number: 16/02528/FUL

Site Location: Hayleaze Farm Tetbury Lane Crudwell South East C92 to Goosey Corner and A429 Crudwell Wiltshire SN16 9EY
Mr S Doel Applicant: Grid Ref: 394615 192250 Hayleaze Farm, Tetbury Lane Crudwell South East C9 Crudwell Wiltshire SN16 9EY United Kingdom
Proposal: Replacement of Existing Outbuilding & Building Works to Form Annexe (Resubmission of 15/11943/FUL). Case Officer: Richard Sewell Direct Line: 01249 706689 Registration Date: 18/03/2016 Please send your comments by: 15/04/2016

Application Number: 16/02606/TPO

Site Location: The Old Tythe Barn Eastcourt Road Crudwell Wiltshire SN16 9ER

Mr Paul Craddock Applicant: Grid Ref: 395643 192844 132 Slad Road Stroud Gloucestershire GL5 1RE

Proposal: 2.5 Metre Crown Reduction to 2 Lime Trees

Case Officer: Lisa Price Direct Line: 01249 706636 Registration Date: 15/03/2016 Please send your comments by: 11/04/2016

Application Number: 16/02669/TCA

Site Location: Stonecrop Cottage Eastcourt Road Crudwell Wiltshire SN16 9ER

Mr Paul Craddock Applicant: Grid Ref: 395578 192855 132 Slad Road Stroud Gloucestershire GL5 1RE

Proposal: Crown Raise by Removing the Lower 10 Branches, and 5% Crown Reduction to Shape Field Malple Tree.

Case Officer: Kate Tate Direct Line: 01249 706670 Registration Date: 16/03/2016 Please send your comments by: 11/04/2016

Applications Determined

Application Number: 15/10158/OUT Site Location: The Reservoir Pat Yat Kemble GL7 6AY

Grid Ref: 396719 196436

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

Decision: Refuse Decision Date: 30/03/2016 Category of Application: Outline Planning

Application Number: 16/01259/FUL Site Location: 3 The Butts Crudwell Wiltshire SN16 9HF

Grid Ref: 395089 192556

Proposal: First Floor Extension

Case Officer: Kate Backhouse Direct Line: 01249 706684 Registration Date: 15/02/2016

Decision: Approve with Conditions Decision Date: 02/04/2016

Application Number: 16/01764/VAR Site Location: Alvan Blanch Development Co Ltd Chelworth Malmesbury Wiltshire SN16 9SG Grid Ref: 397009 194107

Proposal: Vary Condition 2 Of Planning Permission 14/10294/VAR

Case Officer: Lee Burman Direct Line: 01249 706668 Registration Date: 01/03/2016

Decision: Approve with Conditions Decision Date: 07/04/2016

8. Reports on Continuing Activity - Where available.

- Muck In review

9. Items for decision

Emergency plan

Beacon for queen

Preschool request for funds

10. Questions and issues

- Requests for info

11. Items for Next Agenda