

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on 13th May 2025 at 7.00pm.

Present: Cllrs R Hamilton-Lambley(Chair), P Gilchriest (Vice Chair), N Doel, S Butcher
Also present: Lisa Dent (Parish Clerk), 4 members of the public

Those councillors present (elected unopposed) signed the Acceptance of Term of Office forms which were countersigned by Clerk/RFO.

CPC/25/067 Election of Chair

Following nomination and voting, Cllr Hamilton-Lambley was elected as Chair, term of office one year.

CPC/25/068 Appointment of Vice Chair

Following nomination and voting, Cllr Gilchriest was appointed as Vice Chair, term of office one year.

CPC/25/069 To note 6 councillors elected uncontested to Crudwell Parish Council and three vacancies available for co-option

The results of the Election were noted.

CPC/25/070 Apologies and absence to record

Apologies received and accepted for Cllr Warner and Cllr Hughes.

CPC/25/071 Public Speaking

None requested, defer to later in the meeting for those present.

CPC/25/072 Declarations of Interest on items on the agenda

Cllr Doel declared an interested in Planning. See CPC/25/087

CPC/25/073 To agree roles and responsibilities 2025-26

These were agreed as per Appendix 1.

CPC/25/074 To readopt policies and procedural documents and note these will now be readopted each year and the Annual Meeting.

| | |
|-----------------------------------------|-------------------------------|
| Scheme of Delegation to clerk | Safeguarding policy |
| Retention of documents archiving policy | Publication Scheme |
| Privacy and GDPR | Health & Safety |
| Financial / Risk Assessment | Equality and Diversity Policy |
| Disciplinary and Grievance Policy | Data Breach Policy |
| Complaints Policy | Code of Conduct |

The policies and procedural document were readopted.

CPC/25/075 Insurance renewal – to review and agree policy and renewal quote for 25-26 from Zurich Insurance

It was agreed to accept the renewal and quote.

CPC/25/076 The order of business was agree to be varied by all present.

Councillor C Berry (Wiltshire Council) joined the meeting 19.15

Allotments - Members of the public were invited to speak concerning the condition of Crudwell allotments which has deteriorated, with 5 plots becoming available in

Feb/March this year (two have since been let). It was agreed that 1. Clerk will contact Zurich insurance to request costing for public liability insurance 2. Subscribing to the Allotment Society is considered, therefore allowing access to current legislation and good practice as well as template documents. Weedkilling to certain areas may be considered once advice is taken from Allotment Society.

3 members of the public left the meeting at 19.28

Cllr Gilchriest joined the meeting

Roles and responsibilities were reconfirmed with Cllr Gilchriest present.

CPC/25/077 To note resignation of clerk/rfo (three months notice given)

The written resignation was noted by the council and that 3 months notice has been given as of today.

CPC/25/078 To agree terms of reference and membership for personnel committee

The terms of reference was agreed. Membership of the committee was agreed as Cllrs Hamilton-Lambley, Doel, Gilchriest and Butcher. The committee will convene a meeting to agree rate of pay scale, contracted hours and advertising of the position. Clerk advised that minutes will be required to be taken of the meeting for transparency. Paid advertisement to be arranged with What's On in Crudwell.

CPC/25/079 Approval of Minutes from March 2025 parish council meeting

The minutes were approved and signed as a correct record.

It was noted a volunteer from FLAG has requested to house/retain a flood sign.

CPC/25/080 To note matters arising and determine next steps

Clerk will enquire with Cllr Hughes if he requires any assistance with use of councillor email address.

It was noted The Emergency Plan will be ready for re-adoption shortly after recent updates (agenda next meeting).

Eastcourt Defibrillator have requested purchase of consumables, the costing has been listed for approval.

CPC/25/081 Items for inclusion (at Chairs discretion-no decisions)

None required

CPC/25/082 To review LHFIF Highways Improvement request from resident concerning safety of children walking to school

It was agreed to forward this request to LHFIF for their consideration as to what is achievable and appropriate for this location. Headteacher and School governors aware aware, clerk will inform that the matter has been sent on to Wiltshire Council LHFIF.

CPC/25/083 Flooding

1. Additional gel sacks – To be discussed with FLAG (Cllr Butcher to liaise) and agenda for next meeting..
2. Update on visit from Wiltshire Council drainage engineer D Everett. Clerk to clarify when this would be.
3. To consider quote for purchase of depth gauge – It was agreed to purchase the depth gauge with numerals, clerk will order and Cllr Doel will install.
4. Swillbrook : It was agreed the council will not be progressing the hand weed clearance, it will explore mud removal by mechanical machinery. This may be followed by with weedkilling, in which case approval from Environment Agency will be necessary.
5. To agree response to X2 landowners emails received. The responses were agreed and the clerk will submit on behalf of the council.

6. To consider is Flood Action Group representative can attend Wiltshire Council Flood Working Group. This was agreed, clerk will communicate this.
7. To adopt Flood Warden description – To be revisited at next meeting, Cllr Butcher will discuss this with FLAG.

CPC/25/084 To note bank statements

| | |
|---------------------------------------------------------------|------------|
| 13 th May 2025 – Community Account | £5197.70 |
| 13 th May 2025 – Commercial Instant Access Account | £28,105.45 |

First tranche of precept funding has been received from Wiltshire Council in April 2025.

CPC/25/085 To receive and note bank reconciliations for March and April 2025

The reconciliations were noted.

CPC/25/086 To note CIL monies £1124.73 received March 2023 allocated to feasibility works for Crudwell School parking

Clerk has received approval from Wiltshire Council CIL department for this. One payment to be debited from this amount £ 950.00 Brunel Surveys. Clerk advised there is no budget line for expenditure relating to feasibility works for Crudwell School parking and that the council should refer to the budget and reserves for any future expenses.

Clerk has requested that a quote for redesign of website is obtained from Broadbean as there are limited funds in the budget for this.

CPC/25/087 Payments

To ratify payments made

See appendix 2. Payments made in March and April were ratified by the Council and payments for approval at this meeting were resolved for payment. Authorised schedule was initialled immediately below the last item by the Chair and two councillors were appointed for online authorisation (Cllrs Doel and Butcher).

CPC/25/088 Audit Year End 2025

Awaiting receipt of the internal audit report, this item was deferred and an Extraordinary meeting will be convened.

CPC/25/089 Planning

Cllr Doel declared an Interest and left the meeting.

App ref: PL/2025/03425 Proposal: Full planning permission. Change of use from agricultural space to B8 commercial storage incl siting of shipping containers
Address: Hayleaze Farm, Crudwell, Malmesbury, SN16 9EY Comment by: 26/05/25
The council resolved NO COMMENT, clerk will enter online.

Cllr Doel rejoined the meeting.

CPC/25/090 Neighbourhood Planning report

2031 Neighbourhood Plan Allocation; Tuners Lane

An exhibition of the final designs/ layout for the Tuners Lane site will was held by the site promoters at the Village Hall - 27th March from 4:00 till 7:00 pm. Site agents representatives were present to answer questions. 34 residents attended the event. On 28th March Councillor Berry rescinded the Parish Council's call in (agreed by the Parish Council) and the Planning Application remains under consideration by Wiltshire Council.

2038 Neighbourhood Plan Review

- 11 residents have responded to our Neighbourhood Plan bulletin (outlining our proposed NP approach to the impact of the new Government housing targets which require 39 additional homes in Crudwell by 2038). All comments will be responded to individually; the primary issues are summarised below:

- Ensuring good engineering to mitigate flood risk is at the heart of any new development, consideration of using development funding for flood preventative measures.
 - Traffic calming and/or or extended footpath access in Tetbury Lane.
 - Provision of market affordable smaller houses rather than large executive homes to encourage young families thus keeping the village and school vibrant and growing rather than stagnating.
 - Consideration of high-tech small over 50's units to encourage downsizing.
 - Consideration of alternative sites (NB; only two deliverable sites were offered in the call for sites)
 - Ensuring that local infrastructure needs (eg local schools, doctors' surgeries and dentists can cope with the increased population demands.
 - Offers of additional sites for future developments within the scope of the plan were made.
- Detailed plans of the sites which may potentially be subject to Neighbourhood Plan policies have been submitted to Wiltshire Council for Strategic Environmental Assessment (SEA) screening . The sites include Carpenters Yard (15), land behind Chapel Way (25), a further potential site (39) the two business parks at Kemble and the Northern Glebelands by the school. If SEA screening is required, this will be carried out by Aecom under the Locality call off contract at no cost to the Parish Council.
 - Further to the PC's agreement a topographic survey of norther Glebelands and the adjacent A429 carried out by Brunel Surveys. Wiltshire Council Highways requested this work to help establish the site viability for additional school parking. The survey has been submitted to Wiltshire Council for review and subject to this a further detailed plan for the site will be delivered by Gillian Pakeman Technical Designs.
 - A presentation of the proposed themes/contents of the draft Crudwell Design Code attended by the Aecom Architect took place at the Village Hall 22nd of April. The draft document is now available on our website with an online comment form a which is open until the 18th of May, it is recommended that all councillors review the document.
 - Regulation 14, with all policies and draft documentation in the Plan will take place later this year and is now subject to the SEA Screening and assessment which is now a critical dependency.
 - The Neighbourhood Plan remains within allocated budget.

CPC/25/091 Parish Matters

SIDS

Cllr Gilchirest has a solar panel and connectors and will test this for suitability. The quote which Cllr Butcher has obtained may be revisited.

Additional inspections for playground equipment and Fresh Air Fitness

Clerk will contact Playground Inspection company to see if there is an inspection scheduled and this item will be on the agenda for the next meeting.

Annual Meeting of the Parish

This will take place on 24th May 2025 at the Village Hall. Clerk will arrange invitations for community groups.

Meeting was closed at 8.55 p.m.

APPENDIX 1



CRUDWELL
PARISH COUNCIL

2025 – 2026

| Name | Responsibilities |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillor Roy-Hamilton Lambley | Neighbourhood Planning Officer Financial Support Officer Community Support Officer Cotswold Airport Liaison |
| Councillor Peter Gilchrist | Representative to Malmesbury Area Board meeting Weekly Playground inspections Parochial Officer Chedglow Parish Emergency Plan Co-Ordinator Solar Farm link councillor Lord Lucas Trust link councillor |
| Councillor Neil Doel | Grass cutting contract manager SIDS device Village Hall defibrillator |
| Councillor Ian Warner | Planning Officer Website/s |
| Councillor Stephen Butcher | Transport and Highways Flood Action Group link councillor LHFIG representative Footpaths and Rights of Way Officer Parish Steward liaison councillor Planning Officer Website/s |
| Councillor Olly Hughes | Risk Management Officer Crudwell Trust link representative |

APPENDIX 2

| Payments | | | | | |
|----------------------------------|-------------------------------------------|------------------|-----------|---------|------------------|
| To be ratified – paid 8/4/25 | | | | | |
| Payee | For | Inv no | Net £ | VAT £ | Total £ |
| Phillip B Ward | Silt clearance | 2666 | £1,055.00 | £211.00 | £1,266.00 |
| Countrywide | Grass cutting | 624762 | £134.42 | £26.88 | £161.30 |
| ICO | Annual subscription | ZA181726 | £52.50 | | 52.50 |
| Clerk | March 25 salary & holiday pay Sept to Mar | | £682.88 | | £682.88 |
| HMRC | March 2025 | | £170.20 | | £170.20 |
| Kelly | Allotment refund | ALLOTMENT REFUND | £5.00 | | £5.00 |
| WALC | Annual local councils subscription | 0473 | £402.17 | £80.43 | £482.60 |
| Vision | Professional fees | 0719 | £660.00 | £132.00 | £792.00 |
| To be ratified – paid 02/5/25 | | | | | |
| Broadbean | IT support and transfers | 2503-20 | £625.00 | £125.00 | £750.00 |
| Crudwell Village Hall | Room Hire | | £30.00 | | £30.00 |
| Pakeman | Survey | | £695.00 | | £695.00 |
| Pakeman | Survey | | £330.00 | | £330.00 |
| To ratify debit card pments made | For | Inv no | Net £ | VAT £ | Total £ |
| 27/3/25 What's On | Newsletter printing April edition | | £134.16 | | 134.16 |
| 15/4/25 Lloyds | Bank charges | | £5.25 | | £5.25 |
| 22/4/25 ICUK | Hosting | | 90.00 | 18.00 | 108.00 |
| 06/05/25 | Newsletter printing May edition | | 134.16 | | 134.16 |
| 22/04/25 | CIX | | £90.00 | £18.00 | £108.00 |
| Total payments above | | | | | £5,907.05 |

| Payments to be made 13/05/25 | | | | | |
|-----------------------------------------------------|--------------------|-------------------|---------|---------|-----------------|
| 13/05/25 | Defib Warehouse | Pay on debit card | £110.00 | £22.00 | £132.00 |
| 13/05/25 | Countrywide | 624762 | £134.42 | £26.88 | £161.30 |
| 13/05/25 | Clerk April 2025 | Salary | £306.40 | | £306.40 |
| 13/05/25 | R Hamilton-Lambley | | £58.90 | | £58.90 |
| 13/05/25 | Brunel Surveys Ltd | 19901 | £950.00 | £190.00 | £1140.00 |
| 13/05/25 | HMRC | | £66.60 | | £66.60 |
| 13/05/25 | Zurich Insurance | | £601.10 | | £601.10 |
| Total payments to be resolved at April 2025 meeting | | | | | £2466.30 |