

# CRUDWELL PARISH COUNCIL

LOCAL GOVERNMENT ACT 1972

ANNUAL MEETING OF THE PARISH COUNCIL FOLLOWED BY MAY 2025 PARISH COUNCIL MEETING

You are summoned to attend the Crudwell Parish Council meeting on

13<sup>th</sup> May 2025 in Crudwell School Hall at 7.00 pm

<http://www.crudwell-pc.gov.uk> Lisa Dent – Crudwell Parish Clerk [parish.clerk@crudwell-pc.gov.uk](mailto:parish.clerk@crudwell-pc.gov.uk)

*Lisa Dent* 06.05.25

## **A G E N D A - ANNUAL MEETING OF THE PARISH COUNCIL and MAY 2025 PARISH COUNCIL MEETING**

### **Annual Meeting of the Parish Council**

(Acceptance of Office to be signed by councillors elected uncontested).

1. Election of Chair – To receive nominations. Chair to be elected following vote.
2. Election of Vice Chair – To receive nominations. Vice Chair to be appointed following vote.
3. To note 6 Councillors elected uncontested to Crudwell Parish Council and three vacancies are available for co-option.
4. Apologies and absence to record
5. Public speaking

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The Standing Orders of Crudwell Parish Council allow for 10 minutes of Public Speaking

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6. Declarations of Interests on items on the agenda
7. To agree Roles and Responsibilities 2025-2026
8. To re-adopt the following policies and procedural documents and note that these will now be readopted at the Annual Meeting
9. Insurance renewal: To review and agree policy and renewal quote (if available) for 25-26 from Zurich Insurance.

### **May 2025 Crudwell Parish Council meeting**

10. To note resignation of clerk/RFO (three months notice given)
11. To agree terms of reference and membership for Personnel Committee
12. Approval of Minutes from March 2025
13. To note matters arising and determine next steps
14. Items for inclusion (at Chairs discretion/no decisions)
15. To review LHFIF request from resident concerning safety of children walking to Crudwell School and agree next steps
16. Flooding
  - (1) Additional gel sacks – review costing, amount held and next steps
  - (2) To note any update on Drainage Engineer D Everett visit to Crudwell
  - (3) To consider quote for purchase of water depth gauge board
  - (4) Swillbrook: a. To agree sum up to £500.00 for hand clearance of The Swillbrook watercourse b. To consider weedkiller spraying to the banks of The Swillbrook and any next steps.
  - (5) To agree response to (X2) landowners re correspondence received.
  - (6) To consider if Flood Action Group representative can attend Wiltshire Council Flood working Group meetings
  - (7) To adopt Flood Warden job description

### **17. Finance, insurance and governance**

1. To note bank statements
2. To receive and note bank reconciliations for March and April 2025
3. Payments to ratify/for authorisation

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

Payments to be made 13/05/25					
13/05/25	Defib Warehouse		£110.00	£22.00	£132.00
13/05/25	Countrywide	624762	£134.42	£26.88	£161.30
13/05/25	Clerk April 2025		£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

## **18. Audit Year End 2025**

1. To resolve – Governance Statement as per AGAR Part 3
2. To receive and note – Internal Audit report from Auditing Solutions
3. To resolve – Accounting Statements
4. To resolve – Year End bank reconciliation
5. To resolve – Variances
6. To resolve – Notice of Rights of Inspection dates

## **19. Planning – resolve comment on applications received**

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

**18.**     Wiltshire Council report

**19.**     Neighbourhood Planning report

**20.**     Community Report

## **21. Parish Matters**

1.     SID solar panel – to review quotation for solar unit and agree to purchase or next steps
2.     Allotments – to review photos of condition of allotments and any next steps
3.     To agree additional playground/equipment safety inspections from Creative Play £295 + VAT and Fresh Air Fitness £605.00 plus VAT
4.     Annual Parish Meeting Sat 24<sup>th</sup> May 2025 12.00 noon to 2.p.m. – agree invites and any other arrangements