

Crudwell Parish Council

Minutes of the **Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on **Tuesday 16th January 2024** at 7.00pm.

Present: Cllrs P Gilchrist (Chair), R Lambley (Vice Chair), N Doel, I Warner G Lawes, S Butcher, Cllrs O Hughes, Cllr C Berry (Wiltshire Council)

Also present: Lisa Dent (Parish Clerk)

CPC/24/001 Chair to open meeting, apologies for absence

Cllr Gilchrist opened the meeting and welcomed all present.
No apologies, all present.

CPC/24/002 Public Speaking

None present.

CPC/24/003 To receive Declarations of Interest in accordance with the Council's Code of Conduct
None.

CPC/24/004 To adopt the minutes of 21/11/23

The minutes were adopted and signed as a correct record.

CPC/24/005 Matters Arising

Solar farm agreement will be progress in the future once the process is further along.
Flood warden induction is in progress.
SIDS solar equipment purchase will be progressed.

CPC/24/006 Items for inclusion not on the agenda – at discretion of the Chair – None

CPC/24/007 To note bank balances

Treasurers account 8th Jan 24 £17,525.70
Business bank 9th Jan 24 £18,269.82

CPC/24/008 To resolve accounts for payment

		Net £	Vat £	Total £
Broadbean	Mailchimp flooding info	70.00	14.00	84.00
Clerk Nov 2023	Salary	362.76		362.76
Wiltshire Council	Stiles	289.00		289.00
HMRC	November 2023	79.80		79.80
ID Verde	Grass cutting*	379.50	75.90	455.40
Vision	NHP	585.60	117.12	702.72
J Cox	Treeworks	600.00	120.00	720.00
McAfee	Laptop/security	109.99		109.99
Crudwell Village Hall	Hire of hall for meetings	60.00		60.00
Microsoft	Annual subscription	49.99	10.00	59.99
		2586.64	337.02	2923.66

* Final payment (2 invoices/1 credit note). Email to be sent and enclosed with payment detailing this is full and final payment of all monies due and no further requests for payment will be accepted.

CPC/24/008 Internet banking/mandate form. To sign/approve forms for Cllrs Butcher and Doel

The forms were signed by two full power signatories and Clerk will forward to Lloyds bank.
Clerk has requested internet banking full power through the Lloyds website and authorisation will be emailed to Cllrs Lambley and Gilchrist.

P. C. Lambley

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CPC/24/009 ID Verde Outstanding Invoices (report LD)

It was agreed that payment of the two invoices/one credit note totalling £ £455.40 will be made. Email to be sent and enclosed with payment detailing this is full and final payment of all monies due and no further requests for payment will be accepted.

CPC/24/010 Budget setting for 2024-2025. To review and resolve precept request to be signed and submitted to Wiltshire Council

3 options of the budget were reviewed. It was agreed by Crudwell Parish Council that a precept of £16,000 will be requested and this is a difference in £ for Band D of £0.45 and a % change on last year for Band D of 1.51%. Clerk and Chair signed the request form which will be forward to Wiltshire Council by clerk.

CPC/24/011 To resolve if CPC wishes to commence a Grant Awarding process and adopt draft policy

It was agreed to recirculate the policy and defer to next meeting.

CPC/24/012 Clerk laptop – request sum to be allocated for another device to be installed with Outlook, or assistance.

Clerk will request assistance from CIX, the website and email provider for Crudwell Parish Council.

CPC/24/013 Planning comments

WC Ref: PL/2023/10084 Address: Boxwood, Tuners Lane, Crudwell, Malmesbury, SN16 9EL Comment by: 18/01/2024 - The following comment was resolved - No comment.

WC Ref: PL/2023/10519 Address: Henstridge House, Tetbury Lane, Crudwell, SN16 9HB Comment by: 10/01/2024 – The following comment was resolved. We have no objection to the application in general, but have concerns over the access stairs to the office space above the new garage block as this appears to create an overlooking issue in relation to the neighbouring property. Moving this external stair to the southern end of the garage block should address this issue.

WC Ref: PL/2023/09595 Address: Land North of Tuners Lane, Crudwell, Malmesbury, SN16 9EN Called in by Cllr Berry

The following comment was resolved: Objection / Crudwell Parish Council supports the proposed site layout and some of the proposed street scenes and objects to the design of some of the proposed dwellings in relation to proposed street scenes B-B and D-D. The site of this application is allocated in the Crudwell Neighbourhood Plan 2019-2026, (made May 2021).

The Tuners Lane site was allocated (to meet Local Plan and local Affordable Housing requirements) partly due to the location of the site which enables the creation of a continuous footway between the site and the A429.

This is noted in the representation from the Highway Department Development Control team, and the Parish Council would expect this improvement to be delivered by the applicant, also detail of the access and roadside improvements required adjacent to the site including the existing lay-by.

It is noted that Policy DD2 of the Crudwell Neighbourhood Plan requires development proposals to have regard to the Crudwell Design Guide and a CLG (Community Liaison Group) was established to review the scheme's design through various iterations of the site layout, and as a result of that collaborative working-the Parish Council supports the submitted site layout.

The Highway Department Development Control team raises concerns about the parking for plots 1-6 being behind these dwellings. There was a keenness to ensure that the view of this row of cottages from Tuners Lane and other areas to the south was not harmed by parked cars, and it is for this reason that parking is proposed to the rear. On that basis, the Parish Council would not want to see this arrangement altered.

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Flooding is a highly significant risk in Crudwell and while we welcome the conditions re betterment proposed by Wiltshire Council's drainage engineers, concern remains that surface water run off both to and from the site is appropriately managed and mitigated, particularly given the challenges of climate change.

In relation to the proposed street scenes, after some alterations and iterations, the Parish Council now supports scenes A-A and C-C, but has concerns about scenes B-B and D-D. It is to these proposed street scenes that the Parish Council objects, as detailed below.

Street Scene B-B

This row of homes will be very prominent in views from a number of public viewpoints, including footpaths CRUD8 and CRUD9, CRUD10 which runs along the site's eastern boundary, and from Tuners Lane itself, so it is important that this street scene is designed well.

The Parish Council believes the design should acknowledge that although this row of homes is part of the Tuners Lane allocation; its location is unusual in that it has substantial open space on two sides – existing open farmland to its east and proposed open space to its south. This provides the opportunity to design a series of buildings that appear to have been located in an open countryside location for some time, perhaps as barn like dwellings in a farmyard style.

The Parish Council has a specific concern about plot 25, and would like, as a minimum, for this to be joined to another larger house.

Street Scene D-D

The Parish Council believes that there is an opportunity for this street scene to be improved to reflect more of an agricultural barn style of dwelling. The inter-relationship between the proposed bungalow (which we understand is a requirement of Wiltshire Council), the parking courtyard to its east, and then row B-B, provides an opportunity for the design of this part of the scheme to reflect a former farmyard area, and this is what has been asked for in discussions with the applicant, and that the Parish Council would now request that Wiltshire Council explores.

Including a bungalow in the street scene inevitably leads to a break in the roof ridgeline, so this idea provides the opportunity for an alternative style of design for this building.

As with plot 25, the Parish Council would like the isolated narrow dwelling on plot 12 to be avoided, probably by combining it with a neighbouring detached dwelling.

Crudwell Parish Council would welcome these changes being made and we request that the applicant should consider these revisions.

Aircraft noise over Crudwell from aeroplanes leaving Bristol airport (consultation)

It was agreed that Crudwell Parish Council would not be taking part in the consultation.

CPC/24/014 .gov email addresses to councillors to comply with audit requirements – next steps

Clerk will progress this once internet banking system is in place.

CPC/24/015 Wiltshire Council report

Financially the council appears to be in a reasonable position. Revenue has been diverted from service provision areas where required. Cllr Berry and Crudwell Parish Council would like extend thanks to residents for the somewhat lacking delivery of universal local services at times. Significant number of SEND statements children require intervention and Wiltshire Council has joined a pilot government programme to mitigate by building more capacity for SEND pupils. Schedule 19 has determined out land supply is 4 years not 5 years. There continues to be an aspiration for people to be able to challenge unidentified housing projects. There is a Wiltshire Council grant for community orchards which may be relevant for Crudwell Village Hall. Cllr Lawes will look into this.

CPC/24/016 NHP Report

Work has recommenced on developing the Neighbourhood Plan Review, which is due to issue the next formal consultation, (Regulation 14) in Spring 2024 and to be "made" or adopted later in that year. The three workstreams are progressing led by Councillors Lambley, Butcher and

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Hughes. Meetings are planned with the applicants which responded to the consultation call for sites during this month.

A recurrent theme in the consultation is traffic and in particular the congestion caused by the primary school pick up and drop off times. The School have requested in the Review consultation that we should seek additional parking facility to ease the problem and assist with safety. It is suggested that the Glebe Field adjacent to the school could accommodate additional parking with a footpath to a new gate in the school perimeter accessed by a new footbridge across the Swillbrook. Initial engagement with Wiltshire Highways with respect to access from the A429 has been helpful and the scheme could possibly be approved subject to a traffic survey, agreement from the Diocese and planning approval. A Neighbourhood Plan policy to allocate the land for parking can be drafted.

It is noted that the newly issued NPPF Paragraph 14 protects Crudwell from speculative development until May 2026 and it is deduced from Paragraph 226 also that the "tilted balance" doesn't now apply in Wiltshire. While this is good news which removes some time pressure, it is recommended to the Council that work in hand on the Review should continue on the current plan in order to ensure that we can continue to actively influence housing development to 2038.

As councillors are aware the [Planning Application](#) for the Tuners Lane Neighbourhood Plan allocated site was published on the 28th November 2023. As the close of consultation was stated as the 28th December. Councillor Berry requested that the application was called in so that the Parish Council could respond following the 16th January 2024 (today's) meeting. A caveated response has been prepared by the Steering Group which states an objection which seeks some detailed design changes and requests that the Tuners Lane footpath improvements required in the NP policy DD1 must be included in the application. The Steering Group recommends that this response should be submitted to Wiltshire Council following today's meeting.

Application for a Locality Grant to support the development of the Crudwell Design Code; required for the Plan Review; has been made and the first stage of the Application has been approved. Work on this will commence when the grant has been received.

CPC/24/017 Community Report

The possibility of improvement works to Crudwell School parking was discussed and how the Glebe Field could be used. This would involve a multi organisational approach involving the vicar/church, land agent, Wiltshire Council highways, Crudwell school and their governors. It is hoped the upcoming Community Infrastructure levy will fund this and Clerk will enquire with CIL department at Wiltshire Council as to whether such a scheme can be used..

It is understood a parishioner has now come forward to recommence the editing and publication of What's on in Crudwell following Heather Kerboul's retirement.

CPC/24/018 Policies/documents to re-adopt

1. Publication Scheme
2. Financial Regulations
3. Risk Assessment (amended)
4. Privacy & GDPR
5. Health & Safety
6. Equality & Diversity
7. Disciplinary & Grievance
8. Data Breach
9. Complaints
10. Retention of Documents
11. Code of Conduct
12. Neighbourhood Plan Privacy Notice
13. Crudwell Emergency/Flood Plan
14. GDPR



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It was agreed to re-adopt the above policies. Standing orders will be scheduled for a future meeting.

CPC/24/018 Parish Matters

Mapping - To note: 2 large maps received to clerk through post and agree next steps. It was noted these maps were sent from Wiltshire Council – the recent areas of flooding are to be marked up on the plans and one copy returned to Wiltshire Council. To be progressed at a future meeting, we may convene a separate meeting to complete this.. There may be some aerial photos which can be sourced.

Metro count – to agree to a. publish results to the public.

It was agreed that we would publish the results of the recent metro count.

Flooding – There is no update on the delivery of flood signs and gel sacks. Cllr Gilchrist will complete the recent request for flooding information from Wiltshire Council and it is hoped this may expedite these items. The new flood warden has been sent induction information from Wiltshire Council and Wessex Water and will be taking a flood warden course. It was agreed the clerk will contact those resident who were provided with flood alleviation measures to enquire if they are still in situ. This information has been requested by Wiltshire Council.

Parish Steward – It was noted the Parish Steward has no capacity to remove waste/materials.

Stiles – Cllr Butcher is following up the footpath near Chelworth with landowner. The land owner is not adverse to a replacement stile/gate and will also look at permissive path to the area.

Treeworks – These are now complete, some ivy on trees to be removed.. Application for the removal of the willow tree has been submitted to Wiltshire Council and will be carried out in August.

Grass cutting – The draft contract/specification has been circulated. It will be amended to show an annual review. It was agreed we will put the request for a new contractor out locally and Clerk will post on Crudwell facebook page.

SIDS Solar panel – this will be progressed by Cllr Gilchrist in due course.

Fencing – Cllr Hughes will contact Mr Wilson to see if he is available to start on these works.

Tetbury Lane signs – Clerk will order these once internet banking is in place.

WOIC contact details – Clerk will send to Cllr Lambley who will enquire if Heather (previous volunteer) will discuss with role resident enquiring.

Volunteer opportunity – D of E volunteer request. Crudwell Parish Council is pleased to support this request and can allocated community volunteering tasks. Clerk will respond.

Website project work – Clerk is available 24thm, 25th and 26th January to meet with the website consultant, Cllr Lambley will set up a meeting online.

Crudwell Parish Council meetings dates:

13th February 2024 / 19th March 2024 / 16th April 2024



There being no further business the Chair declared the meeting closed at 9.05 p.m.

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