

Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 13th January 2026 at 7:00PM

Present: Councillors: R Hamilton-Lambley (Chair), P Gilchrist, C Bullock, O Hughes

Also Present: T Edge (Clerk), Wilts Cllr Berry, J Bromhead (Crudwell flood warden)

CPC/25/193 Chair to open meeting, apologies and absence to record

The meeting was opened and all present welcomed.
Apologies were received from Cllrs S Butcher, I Warner, T Kaner, N Doel.

CPC/25/194 Declarations of Interests on items on the agenda.

There were no declarations of interest.

CPC/25/195 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).

There was no public participation.

CPC/25/196 Note progress on actions from previous meeting and approval of Minutes from Parish Council meeting 25th November 2025

The Minutes of the meeting of 25th November 2025 were unanimously approved by the council and duly signed by the Chair.

CPC/25/197 Items for inclusion (at Chair's discretion/no decisions)

The Chair thanked Cllr Bullock and Cllr Butcher for covering the clerk role until a replacement was appointed. There were no items at the Chair's discretion.

CPC/25/198 Wiltshire Council Report

Cllr Berry reported that Wiltshire Council were continuing the budget setting process. There was disagreement at the last full council meeting over plans to pay a developer to take on Trowbridge car park and knock it down. The issue remains unresolved. There has not been progress on the proposed speed zone extension at the Malmesbury end of the village although it appears the 20mph plan is proceeding but needs community input indicating support or otherwise.

Cllr Berry left the meeting.

CPC/25/199 Flooding and Crudwell Flood Action Group (FLAG)

Crudwell flood warden J Bromhead reported that he had seen some of the documentation produced by FLAG. There is a proposal for a large gully under the A429 to be presented to Wiltshire Council, with the support of Cllr Berry. A drainage engineer conducted a site visit and provided FLAG with maps to mark places that were issues and the engineer and Wiltshire Council Highways engineer would return to discuss with the group. The map has been sent back and a response is pending. **Action:** Cllrs Hamilton- Lambley, Bullock and Butcher to meet with Crudwell Flood Warden, J Bromhead to discuss parish flood planning status and next steps.

Cllr Bullock reported that B Preece from FLAG had done work on historical flood depths of the parish' waterways. The work also looked at historical weather data and concluded that several consecutive days of moderate to heavy rain after consistent wet period caused problems. A resident has been proactive talking to Wessex Water about drain flooding prompting a commitment to send an inspection team to install a monitoring meter near the pumping station. Roz Savage, MP, will be spending time with FLAG to discuss

drainage issues and flood mitigation measures when she visits the parish on 6 February. FLAG have expressed interest in liaising with landowners and farmers directly. **Action:** Cllr Hughes to act as liaison contact between FLAG and landowners/ farmers, agree arrangements with FLAG.

There was discussion about the potential for managing flow and widening the stretch of river across the Church Commissioners land, noting Environmental Agency preferences for an approach promoting a meandering water course.

J Bromhead left the meeting.

CPC/25/200 To note matters arising and determine next steps.

| Person responsible | Action | Notes |
|---|--|--|
| Councillors | Seek remaining volunteers for Solar Fund advisory group – Church, School (governor) and Village Hall representative needed. | Completed: Cllrs Hamilton-Lambley, Cllr Gilchrist & Cllr Kaner (representing school) to participate from Parish Council. |
| Cllr Warner | Overgrown ivy on bus stop – assess remaining work and discuss with landowner at the rear. | Ongoing |
| Cllr Bullock | Additional dog poo bin. Find out if the PC buys a new bin, will WC empty it within the existing contract. PC to then discuss proposed solution with resident who raised the issue. | Ongoing |
| Cllr Butcher | Parish Steward has been asked if road sweeper jetwash could be used on the dirty village gates. Follow up with Becky Chivers, WC. | Ongoing |
| Councillors | To ask the Parish Steward if the Tuners Lane road sign can be reattached. Residents keen to retain old sign, but legs have corroded. Raised with WC, follow up with Becky Chivers. | Ongoing |
| Cllr Butcher & Bullock | Review FLAG maintenance list for outstanding actions and follow up | Completed |
| Cllr Butcher | Investigate flood warden training provision for new volunteers | Ongoing |
| Cllrs Lambley, Warner, Butcher, Gilchrist & Bullock | Meet to review QFS Jul- Sep in detail and make recommendation to PC for sign off. Begin draft budget preparation for new financial yr. | Completed |
| Cllr Bullock | Submit planning comment | Completed |
| Cllr Kaner | Notify Aubergine that we wish to appoint them as the preferred supplier of our new website, to proceed once new clerk is in place. | Completed |
| Cllr Kaner | Discuss email provision with Broadbean and evaluate future options | Retain existing arrangements |
| Cllr Bullock | Write letter to company who disposed of business waste in public bin | Completed – apology received |
| Cllr Doel | Collect gel sacks from Chippenham | Ongoing – reassigned to Cllr Hamilton-Lambley |
| Cllr Bullock | Provide WOIC income information to Cllr Butcher | Completed |
| Cllr Bullock | Feed back to WOIC editor on query raised | Completed |

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| Cllr Bullock | Liaise with VH about meeting room dates for December & January | Completed |
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CPC/25/201 To note bank statements

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| Community account | 31 December 2025 | £1,918.42 |
| Community Business account | 31 December 2025 | £22,700.02 |

Noted

CPC/25/202 To receive and note bank reconciliations for November & December 2025.

The reconciliation of income and expenditure balanced to the bank accounts was noted.

CPC/25/203 Receive and note quarterly financial statement (QFS) for July to September 2025 and allocate councillor to review accounts.

The quarterly financial statements were noted. Councillors raised concerns about the use of spreadsheets and expressed interest in transitioning to accounting software for parish councils to facilitate its financial management and reporting. **Action:** Parish Clerk to investigate options for parish council accounting software and present proposal to parish council for consideration.

CPC/25/205 Payments for authorisation

| Payee | Details | £ Net | £ VAT | £ Total |
|--------------------------------------|--|-----------------|--------------|-----------------|
| Countrywide Inv 664444 | Grounds maintenance Nov 2025 | 134.42 | 26.88 | 161.30 |
| Busy Fingers Printing inv Z281125GS1 | WOIC (December issue) PAID with Debit card | 134.16 | - | 134.16 |
| BroadBean inv 2511-11 | October & November website & email support in Oct & Nov (PC & NHP) | 225.00 | 45.00 | 270.00 |
| PATA Payroll Inv 25/0221/PPS | Payroll services Jul – Sept 25 plus late pymt charge PAID | 59.60 | - | 59.60 |
| Busy Fingers Printing Inv Z181225GS5 | WOIC (January 2026 issue) PAID by card 23/12/25 | 134.16 | - | 134.16 |
| Countrywide Inv 669150 | Grounds maintenance Dec 2025 | 134.42 | 26.88 | 161.30 |
| Crudwell Village Hall | Meeting room hire Jan-Mar 2026 | 40.00 | - | 40.00 |
| PATA Payroll Inv 25/0555/PPS | Payroll services Oct-Dec 2025 | 46.05 | - | 46.05 |
| Parish Clerk | Salary and allowances Dec 2025, Jan 2026 | 545.03 | - | 545.03 |
| HMRC | PAYE, NIC Dec 2025, Jan 2026 | 56.81 | - | 56.81 |
| | | 1,509.65 | 98.76 | 1,608.41 |

Payments have been examined, verified and certified by Cllr Butcher. Two authorisers were appointed. Proposed by Cllr Hughes, Seconded by Cllr Gilchrist and unanimously agreed.

CPC/25/206 Budget setting 2026-27. To resolve precept request to be submitted to Wiltshire Council

Councillors considered the draft budget, reserves allocation and precept request for 2026. **Resolution:** The Parish Council resolved to accept the proposed budget for 2026-27 and to set the precept for 2026-27 at £18,505.00. **Action:** Parish Clerk to submit 2026-27 precept request to Wiltshire Council and post budget on Parish Council website once approved.

CPC/25/207 Planning – resolve comments on applications received

| PC Comment | App. Ref. | Address | Proposal | Closing |
|------------|-------------------------------|------------------------------|--|------------|
| No comment | PL/2025/09758 | Stonecrop Cottage, Crudwell, | Notification of proposed works to trees in a conservation area | 07/01/2026 |

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| | | Malmesbury, SN16 9ER | | Discussed over email |
| No comment | PL/2025/09784 | 27 Tuners Lane, Crudwell, Malmesbury, SN16 9EN | Single storey side extension | 15/01/2026 |
| No comment | PL/2025/09942 | Victory House, Unit 1, Cotswold Business Park, Kemble, Cirencester, GL7 6BQ | Plant and machinery storage area | 04/02/2026 |

CPC/25/208 Planning decisions to note

There were no planning decisions to note.

CPC/25/209 Website replacement – proposed supplier, discussion & approval and email provision options

Councillors noted Cllr Kaner’s recommendation to appoint Aubergine as supplier to provide a new parish council website following the appointment of a new clerk. There was discussion about email provision options and preference was given to retaining existing email arrangements during transition to the new website. A working group was convened comprising Cllrs Kaner (chair), Bullock, Butcher. **Resolution:** The Parish Council resolved to engage Aubergine to deliver the new parish council website in line with their submitted proposal: Year 1: £499.00 plus VAT for set-up and build of website, annual SSL-protected hosting, content transfer and input and access to support, Year 2: £299.00 plus VAT for website platform subscription, ongoing support and training, domain renewal and DNS management. Proposed by Cllr Hamilton-Lambley, seconded by Cllr Hughes, unanimously approved. **Action:** Parish Clerk to liaise with Aubergine to facilitate contracting for website build and kick-off arrangements.

CPC/25/210 Neighbourhood Planning Report

See Appendix

CPC/25/211 Community Report: School Parking progress

Cllr Hamilton-Lambley reported that plans to proceed with upgrading the public footpath and two bridges across the Church Commissioner’s land adjacent to the school were in progress.

CPC/25/212 Parish Matters

- **PC Correspondence** – Roz Savage MP has requested a Parish Council representative to accompany her on her visit to the parish on 6 February 2026. Cllr Hamilton-Lambley will do so. Wiltshire Council notified parish councils that parish stewards were being diverted to focus on pothole repairs throughout the country and their parish visits would be suspended until further notice.
- **PEAS** - Responsibility for arranging collection the Parish Council’s allocation of gel sacks was reallocated to Cllr Hamilton-Lambley.
- **Poors Charity update** – Cllr Gilchrist reported that the charity has completed bank authorisation changes and plans to transfer its funds to Malmesbury Community Trust. Permission is being sought from the Charity Commission to wind up the charity. **Action:** Cllr Gilchrist to raise awareness through WOIC regarding Poors Charity’ pending closure and support available through Malmesbury Community Trust.
- **Aura Solar Farm** – ongoing.
- **Dog waste bins** – addressed in matters arising.
- **Parish Steward** – addressed in matters arising and PC correspondence.
- **LHFIG** – Cllr Butcher to report at next Parish Council meeting.

- **Bus stop update** – addressed in matters arising. Cllr Warner to report at next Parish Council meeting.

ACTION POINTS

| Person responsible | Action | Notes |
|---|--|--|
| Cllr Warner | Overgrown ivy on bus stop – follow up with landowner at the rear. | Carried over from 25 Nov actions |
| Cllr Bullock | Additional dog poo bin. Follow up quote with idverde | Carried over from 25 Nov actions |
| Cllr Butcher | Parish Steward has been asked if road sweeper jetwash could be used on the dirty village gates. Follow up with Becky Chivers, WC. | Carried over from 25 Nov actions |
| Cllr Butcher | To ask the Parish Steward if the Tuners Lane road sign can be reattached. Residents keen to retain old sign, but legs have corroded. Raised with WC, follow up with Beccy Chivers. | Carried over from 25 Nov actions |
| Cllr Butcher | Missing Crudwell sign on Eastcourt Road. Raised with WC, follow up with Beccy Chivers. | |
| Cllr Butcher | Hole in wall on post office green. Raised with WC to clarify ownership and responsibility for repairing. Follow up with Beccy Chivers. | |
| Cllr Butcher | Investigate flood warden training provision for new volunteers. Liaise with Crudwell Flood Warden, James Bromhead regarding Wiltshire training details. | Carried over from 25 Nov actions |
| Cllr Kaner | Notify Aubergine that we wish to contract them as supplier of the Parish Council's new website. Convene PC working group and schedule kick-off meeting with Aubergine. | |
| Cllr Hamilton-Lambley | Check if gel sacks were collected from Chippenham and make arrangements for collection if not. | Reassigned due to Cllr Doel's resignation. |
| Cllr Hamilton-Lambley, Cllr Bullock, Cllr Butcher | Meet with Wiltshire Flood Warden, James Bromhead to discuss parish flood planning status and next steps. | |
| Cllr Hughes | Act as liaison contact between FLAG and landowners/farmers, agree arrangements with FLAG. | |
| Cllr Hamilton-Lambley | Accompany Roz Savage, MP for South Cotswolds, as parish council representative, during parish visit on 6 February. | |
| Cllr Hamilton-Lambley | Follow-up status of discussions on utilisation of Church Commissioners land for school parking. | |
| Cllr Butcher | Progress planning for upgrading of footpath and two bridges at Church Commissioners land. | |
| Cllr Gilchriest | Monitor grass cutting to ensure work carried out when scheduled and as contracted. Liaise with Parish Clerk accordingly when work resumes in April. | |
| Cllr Hughes, Cllr Gilchriest | Check online banking approvals are active and accessible, liaise with Lloyds Bank to rectify if not. | |
| Parish Clerk | Submit 2026-27 precept request to WC and post budget on PC website. | |

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| Parish Clerk | Submit PC representations to WC for planning applications for 27 Tuners Lane, and Victory House, Unit 1, Cotswold Business Park. | |
| Parish Clerk | Investigate options for parish council accounting software and present proposal to parish council for consideration. | |
| Parish Clerk | Liaise with Aubergine to facilitate contracting for website build and kick-off arrangements. | |
| Cllr Gilchrist | Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust. | |

Meeting closed at 21h30.

Signed _____

Roy Hamilton-Lambley, Chair

APPENDIX

Neighbourhood Plan report for PC January 2026

2031 Neighbourhood Plan Allocation; Tuners Lane

The Planning Application for this site which was allocated in the 2021 made Crudwell Neighbourhood Plan remains under consideration by Wiltshire Council.

2038 Neighbourhood Plan Review

Regulation 14 progress and timescale.

- Work is progressing to a conclusion with the draft Reg 14 submission which includes findings of the brief survey to seek parishioners' opinions. The definitive draft will recommend site allocation for the required 39 houses to meet current Government housing requirements for Crudwell. The sites proposed are:
 - Site A; a development of 25 homes at the north of Chapel Close.
 - Site B; a development of 14 homes on the current Carpenters Yard site.
 - Site C; a development of 40 homes on land to the South of Tetbury Lane between The Butts and the Village playing fields.
- The draft also includes policies on local businesses including Cotswold Airport and Kemble Business Park, Drainage and Flooding, Highway Safety, the Primary School, and the Crudwell Design Code.
- A policies map is required for the Reg 14 document and quotations for completion of this have been received from Jagged Edge Design; £2000 +VAT, and Technical Design; £580 no VAT. We intend to commission Technical Design to produce the Policies map. This sum is included in the estimates for completing the Neighbourhood Plan shown in the QFS.
- The final version of the Strategic Environmental Assessment is due shortly from Aecom which will enable the draft to be finalised ready for NP Steering Group approval and Parish Council approval, which is planned by way of an Extraordinary PC meeting during February. Consultation will begin following approval and commencement of the communications and awareness plan for the statutory period of six weeks.
- A Teams meeting took place on the 2nd of December with myself, Cllr. Kaner and Kate Navarro, a representative of the Diocese of Bristol. Kate reported that the diocese is currently undertaking a review of land and property which includes the Glebefield which we are proposing for an additional parking provision. Kate agreed to give us an initial view of our proposal following her discussions with their Landagent. When the response has been received, we will convene a further meeting with the representatives of the Parish Council, School Governors, Headteacher, Crudwell Church and residents. Until a response has been received it is recommended that completion of the detailed survey required should be postponed. The scheme includes the provision of a new safe pedestrian access to the school playing fields via an upgraded footpath CRUD7 with a new pedestrian bridge over the Swillbrook. This part of the scheme is not dependent upon approval by the Diocese.

Roy F Hamilton-Lambley, Chairman, Neighbourhood Plan Steering Group