

Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 25th November 2025

Present: Councillors: R Hamilton-Lambley (Chair), S Butcher, I Warner, T Kaner, Wilts Cllr Berry, C Bullock

CPC/25/174 Chair to open meeting, apologies and absence to record

The meeting was opened and all present welcomed.

Apologies received from Cllr Doel, Cllr Gilchrist, Cllr Hughes

CPC/25/175 Declarations of Interests on items on the agenda.

Cllr Butcher declared interest as a resident and near neighbour in The Grove, item 10 planning application PL/20025/08878.

CPC/25/176 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).

- A member of the public asked for an update on discussions between the Parish Council and the landowner whose fields border the "Butts" stream, immediately upstream from The Butts. Cllr Butcher explained that Parish Council (PC) members and Crudwell FLAG met with Danny Everett from Wiltshire Council (WC) in July, after which FLAG has produced marked maps highlighting concerns and suggested actions that have been sent to WC. Mr Everett and Becky Chivers (Wilts Highways) are expected to visit to review options.
- Member of the public questioned why the field prone to flooding and with poor access via Tetbury Lane was considered for development, suggesting that the southern field with better access from Kingsmeadow would be more suitable. Cllr Lambley confirmed that the landowner had proposed the particular field for 40 homes to be considered under the Neighbourhood Plan, which seeks sites for up to 39 homes as required by Wiltshire Council. The plan is currently evaluating all three proposed sites and will recommend the most sustainable and feasible option(s), with a formal consultation expected in early 2026.

The member of the public then left the meeting.

CPC/25/177 Approval of Minutes

The Minutes of the meeting of 28th October 2025 were approved by the council with a small error amended and duly signed by the Chair.

Proposed by Cllr Warner, seconded by Cllr Kaner and unanimously agreed.

CPC/25/178 Items for inclusion (at Chair's discretion/no decisions)

No items at the Chair's discretion.

CPC/25/179 To note matters arising and determine next steps.

Person responsible	Action	Outcome
Clerk	Submit planning comments from October meeting	completed
Clerk and Cllr Butcher	Ascertain full comparative state of candidate website providers	Cllr Kaner took this on, comparative quotes agenda item 12
Cllr Gilchrist or FLAG	Flood Group meeting 19 Nov – Cllr Gilchrist to try and attend	Cllr Gilchrist unable to attend, message passed to FLAG. Cllr Berry did attend.

Councillors	Seek volunteers for Solar Fund advisory group – Church and Village Hall representative needed. Call out via website/FB/WOIC required	Representatives on the group so far: Cllr Kaner, Cllr Gilchrist. Invitations to nominate a person sent to Village Hall, School Governing Body and the Church (names to be confirmed)
Clerk	Upload last two editions of WOIC onto MyCrudwell	Completed
Cllr Gilchrist	Overgrown ivy on the bus shelter – gather a group to clear	Parish Steward has cleared some. Cllr Warner will assess work involved to complete and discuss with landowner behind.
Councillors	Research options for further dog poo bin installation (by Eastcourt Road end of footpath along the Swillbrook)	Cllr Bullock to 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.
Cllr Lambley	Arrange further school parking meeting	Meeting arranged and took place on 19 November
Cllr Gilchrist	Parish Steward has been asked if road sweeper jetwash could be used on the dirty village gates.	Cllr Butcher to follow up with Becky Chivers, WC.
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	Cllr Butcher raised with WC, but case closed referring to the Parish Council. Cllr Berry advised Cllr Butcher to raise with Becky Chivers, WC.
Cllr Butcher	Asked Becky at Highways for what action is due on overhanging hedges. Any update/response received?	Reported via MyWilts, WC have written to occupier of the property, hedge trimming has been undertaken. Cllr Butcher has asked the resident who raised the issue if they are satisfied with the result.

CPC/25/180 Clerk's resignation, transitional arrangements and recruitment

The Clerk has resigned due to personal reasons. Transitional arrangements are in place, sharing the workload between Councillors, with Cllr Bullock dealing with emails and meeting agenda and minutes and Cllr Butcher taking on the financial aspects. The post has been advertised online with WALC, on the PC website, village noticeboards and in What's on in Crudwell. One application received to date. The Staffing Committee (Cllr Lambley, Cllr Butcher, Cllr Doel and Cllr Gilchrist) will meet to review applications and interview.

CPC/25/181 Flooding and Crudwell Flood Action Group (FLAG)

The Cllrs discussed the recent high rainfall event in the village and how the various watercourses had managed the increase water flow. Cllr Warner commented how useful the measure gauge in the Swillbrook had been to monitor water levels over time. Whilst both Swillbrook and Butts Streams levels had risen significantly, Cllrs were not aware of any residential property suffering flooding on this occasion and that the watercourses had flowed well with water levels dropping quickly when the rain ceased. In addition, reference was made to the efforts of a volunteer working party, which had recently undertaken clearance of key gullies at the Goosey Corner end of the village. The proactive maintenance was noted for its contribution to the effective management of surface water during high rainfall periods.

Cllr Bullock raised some points from the Crudwell FLAG.

- FLAG note that some maintenance issues on the master list have not been actioned in reasonable time by landowners. **Action:** Cllr Bullock & Butcher to look at these and follow up
- FLAG is putting together a plan for carving up with Flood warden responsibilities into village areas which they will put to the PC once identified.
- FLAG asks if the PC would be willing to discuss the idea of straightening the Swillbrook (after the road and footbridge into the Glebe Field). The PC suggested that this should be discussed with WC Danny

Everett when he comes to look at the points of concern. This would be something that would probably need to involve the EA, recalling that this had possibly been discussed previously and thought that widening the narrow point might be more advisable rather than straightening.

- FLAG asked if minutes and actions from the PC meetings were available to view by the Public. Cllr Bullock commented that she had checked and confirmed that all of these were available on the Crudwell Parish website.

Cllr Warner asked at what point were the flood signs to be put out and who made the decision to do this. It was felt that this could be agreed with FLAG though important that flood warden(s) knew where the signs were kept. Cllr Doel knows where the signs are kept in the village and in the past has put them up when needed.

Cllr Bullock asked about whether flood training could be access by new volunteer flood wardens. **Action:** Cllr Butcher thought that it would be but will contact the EA about training and inform FLAG.

CPC/25/182 To note bank statements

Community account 25th November 2025 £1,876.08
 Community Business account 25th November 2025 £24,688.71

CPC/25/183 To receive and note bank reconciliation at 31st October 2025

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

CPC/25/184 Receive and note quarterly financial statement (QFS) for July to September 2025 and allocate councillor to review accounts.

Cllr Butcher explained the figures within the QFS. Cllr Kaner requested that this be circulated in advance of the meeting in future, there having not been sufficient time to do this with the Clerk's resignation prior to this meeting. **Action:** A sub-committee (Cllrs Lambley, Warner, Butcher, Gilchrist and Bullock) would meet on 11 December at 14h00 to review the financial statement in detail and make a recommendation for the PC to sign off when all in agreement.

CPC/25/185 Payments for authorisation

Payee	Details	£ Net	£ VAT	£ Total
Countrywide Inv 659245	Grounds maintenance	134.42	26.88	161.30
PKF Littlejohn Inv SB20251082	External audit services – PAID	210.00	42.00	252.00
Vision Planning Inv VISINV-0789	Work from 1/9/2025 – 31/10/2025	1100.00	220.00	1320.00
L Dent (previous clerk)	Final salary	48.13		48.13
HMRC (LD)		12.00		12.00
C White (outgoing clerk)	Final salary	174.06		174.06
		1,678.61	288.88	1,967.49

Payments have been examined, verified and certified by Cllr Butcher. Councillors Lambley and Butcher were appointed to authorise.

Proposed by Cllr Warner, Seconded by Cllr Butcher and Unanimously agreed.

CPC/25/186 Planning – resolve comments on applications received

PC Comment	Applic ref	Address	Proposal	Closing
No comment	PL/2025/08878	15 The Grove, Chelworth, Malmesbury, SN16 9SS	Single storey rear extension with proposed timber cladding to front elevation at first floor, and alterations to window and door arrangement.	10/12/2025

CPC/25/187 Planning decisions to note

Applic ref	Address	Proposal	Decision
PL/2025/07950	CRUDWELL CHURCH OF ENGLAND PRIMARY SCHOOL, CRUDWELL, MALMESBURY, SN16 9ER	Notification of proposed works to trees in a conservation area	No Objection

Noted

CPC/25/188 Wiltshire Council Report

Cllr Berry said that WC were at present considering the budget for the new financial year, currently marginally overspent this financial year. The areas that are particularly stretching the budget are Adult Social Care and SEND. The situation in local government is very challenging currently and they are awaiting the Budget details on 26 November.

CPC/25/189 PC Website replacement

Cllr Kaner summarised the comparison between the favoured providers Parish Council Websites and Aubergine, recommending that Aubergine on paper looked to provide the optimum choice for service and cost as not all material needed to be transferred onto the new site, making them slightly cheaper. The current email provision cost from Broadbean, was also discussed though current costs were not clear. Cllr Kaner proposed that Aubergine be selected as website supplier to construct the new site, seconded by Cllr Lambley and unanimously agreed.

Action: Cllr Kaner to notify Aubergine that Crudwell Parish Council wish to appoint them as the preferred supplier, but progress will pause until a new clerk is appointed to manage the project. Only statutory files need transferring, and both old websites should remain live until all necessary documents are archived.

Additionally, Cllr Kaner will consult with Broadbean on email services and then report back to the PC on future options, including possibly switching to Office 365.

CPC/25/190 Neighbourhood Planning Report – Cllr Roy Lambley

See Appendix

CPC/25/191 Community Report: School Parking progress

Cllr Lambley reported that a positive meeting had been held on 19 November with representatives from the Parish Council, School Governors, Headteacher and Crudwell Church. The Diocese had asked for a more detailed plan of the proposed parking arrangements. A meeting was being arranged between some of the group and the key decision maker in the Diocese shortly as seeking consent from them as the landowner is crucial. Cllr Kaner reported that the school's Governing Body had been updated with progress to date. The school are updating their Travel Plan which will be an important aspect to help progress the project.

CPC/25/192 Parish Matters

- **PC Correspondence** – a letter of complaint from a member of the public had been received about the waste bin in the Village Hall car park having been found too full to use, appearing to be full of business waste that could have been recycled. Examples of the waste packaging with address labels were supplied. The PC agreed to write to the business and inform them of the complaint, requesting that they recycle waste of this type in future through their own provision. **Action:** Cllr Bullock
- **PEAS** - Cllr Bullock noted that the PEAS form was not submitted in time, however, the PC has been allocated 3 boxes of gel sacks, but no additional flood signs. Cllr Doel was liaising with Chippenham to collect these.
- **What's on in Crudwell** – the Editor and Cllr Bullock had met to discuss the likely income and costs of producing the monthly bulletin in 2026 and believe that, if printing costs did not rise steeply and advertisers continued, the publication should continue to break even. However, if income reduced or costs rose and a shortfall occurred, they wished to ask if the PC was willing to cover a shortfall. The alternative being to increase advertising rates in 2026. Cllrs discussed and agreed that they preferred not to increase advertising rates for 2026. A contingency of up to £350 is to continue to be included

in the budget if required. Cllr Butcher sought clarification and details of income, **Action:** Cllr Bullock to provide details to Cllr Butcher & update WOIC Editor of decision.

- **Poors Charity update** – no update was available.
- **Aura Solar Farm** – discussed in matters arising from previous meeting.
- **Dog waste bins** – discussed in matters arising.
- **Parish Steward** – discussed under matters arising. However, noted that the Crudwell village sign on Eastcourt Road entrance to the village is absent. **Action:** Cllr Butcher to raise with WC Becky Chivers
- **LHFIG** – Cllr Butcher confirmed that the date of the next meeting was 27 January 2026. Cllr Kaner said that further to the discussions in the meeting on 19 November, the school had decided not to request a TRO but would like to pursue an additional 20 MPH flashing sign on the Eastcourt Road approach to the village, as well as repositioning of existing flashing school 20 MPH signs, to help slowing traffic sooner on the approaches. Once the School Travel plan is updated, this will enable these requests to be put to the Wiltshire Education Authority.
- **Bus stop update** – discussed under matters arising from previous meeting.

Next meeting on 16 December is to be rescheduled for 13 January 2026 at 19h00. **Action:** Cllr Bullock to liaise with Village Hall and also to cancel 27 January 2026 booking.

ACTION POINTS

Person responsible	Action	Notes
Councillors	Seek remaining volunteers for Solar Fund advisory group – Church, School (governor) and Village Hall representative needed.	
Cllr Warner	Overgrown ivy on bus stop – assess remaining work and discuss with landowner at the rear.	
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.	
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.	
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.	
Cllr Butcher & Bullock	Review FLAG maintenance list for outstanding actions and follow up	
Cllr Butcher	Investigate flood warden training provision for new volunteers	
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.	
Cllr Bullock	Submit planning comment	
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.	

Cllr Kaner	Discuss email provision with Broadbean and evaluate future options	
Cllr Bullock	Write letter to company who disposed of business waste in public bin	
Cllr Doel	Collect gel sacks from Chippenham	
Cllr Bullock	Provide WOIC income information to Cllr Butcher	
Cllr Bullock	Feed back to WOIC editor on query raised	
Cllr Bullock	Liaise with VH about meeting room dates for December & January	

Meeting closed at 21h30.

Signed _____

Roy Hamilton-Lambley, Chair

APPENDIX

Neighbourhood Plan report for PC November 2025

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

Potential site allocation and speed limit consultation

- The brief survey to seek parishioners' opinions on the potential housing sites for allocation in the Plan is now available on our website at:

<https://www.my-crudwell.org/2025/11/neighbourhood-plan-steering-group-informal-consultation>

This is not at this stage a formal consultation but seeks informal views on the proposed housing allocations. We must allocate up to 39 new houses in Crudwell in order to meet the new Government Housing targets and if we do not do this and complete our new Neighbourhood Plan we will be at serious risk of facing much larger unwanted speculative applications from developers given the poor housing supply position of Wiltshire Council. 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.
- We also, as requested by Cllr Berry took the opportunity in the survey to seek views about the possibility of reducing the village's speed limit to 20MPH, with an extension of the limit on the A429 to the South of the village beyond the Muncott junction. These proposals are currently under consideration by the Parish Council in response to Parishioners concerns expressed in previous consultations. The results so far show that respondent residents are marginally in favour of a 20 MPH limit.

- We are pleased to say that response to the survey questionnaire has been encouraging to date with 69 responses at the time of going to press. The survey remains open until the 30th of November 2025, and we will publish a summary of the results in the New Year.
- Consultation with statutory bodies is currently taking place in respect of the Strategic Environmental Assessment required for our proposed site allocations. The bodies contacted include Historic England, Natural England and the Environment Agency. The document which will form an important part of the new Neighbourhood Plan will help inform the selection of our sites for housing.
- A further meeting with the representatives of the Parish Council, School Governors, Headteacher, Crudwell Church and residents took places on the 19th of November. The group has been formed to investigate and take forward potential measures to tackle the congestion and hazards caused by parking at school drop off and pick up times. We are pleased to say that the School and Parish Church have established a dialogue with the landowners of the Glebeland; the Diocese of Bristol. A Teams meeting is proposed in the near future which will outline the steps needed to lease the field. It is hoped that an additional parking facility for the school and parents can be made available in part of the Glebelands field adjacent to the school. 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. Discussions with Wiltshire Council and landowners are now taking place in order to assess the viability and costs of the project. A plan of the site to include the initial 20 parking spaces has been requested by the Diocese and it is proposed that completion of the drafting of a plan of the site by our planning consultant, previously approved should now be authorised by the PC. The costs of this are £700.00 and CIL funds and budget for the scheme are available. It was agreed during the meeting that the plan could be authorised if the outcome of the upcoming discussions with the Diocese's representative was favourable.

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