

Crudwell Parish Council

Minutes of the **Meeting of Crudwell Parish Council Meeting**
Held in Crudwell Village Hall on 18th March 2025 at 7.00pm.

Present: Cllrs R Hamilton-Lambley(Chair), P Gilchriest (Vice Chair), I Warner, N Doel, O Hughes
Also present: Lisa Dent (Parish Clerk), 1 member of the public

CPC/25/041 Welcome and Apologies for absence

The meeting was opened and all present welcomed.
Apologies received from Cllr Butcher.

CPC/25/042 Public Speaking

One member of the public, it was agreed to allow public speaking at Flooding item.

CPC/25/043 Declaration of Interests on Items on the agenda

None

CPC/25/044 Approval of Minutes from 11th February 2025

The minutes were approved as a correct record of the meeting.

CPC/25/045 Flooding

The member of the public requested confirmation of the follow-up to the landowners responsibility letters which have been sent out. Crudwell Parish Council advised 1 month and they will also be considering contacting residents who have watercourses on their property. The template letter used from Wiltshire Council would be the first of 3 separate communications. Cllr Berry will liaise with D Everett of Wiltshire Council during his proposed visit re areas of concern.

The resident queried whether a section of waste land on Tetbury Lane which is covered in brambles can be cleared by a working party. It was confirmed that the land has no official ownership and it also has a dew pond. It is thought that there may be contaminates on the land and therefore caution is advised.

The member of the public left the meeting at 7.17 p.m.

(1) Response to agree - local land owners correspondence riparian responsibilities. It was agreed to respond to the land owner that the letter was a template provided by Wiltshire Council and that we do appreciate efforts made in a proactive approach to mitigate flooding.

(2) Flood signs - storage arrangements to be agreed. It was agreed Cllr Warner will store one sign for use around Pettifers Hotel and Cllr Doel will store the remaining X3. Storage arrangement will be communicated to the flood action group FLAG so they are aware and can access the signs.

(3) Additional gel sacks. Cllr Doel will count the number of gel sacks in storage and this will be reviewed at the next meeting.

(4) To note any update on Drainage Engineer D Everett visit to Crudwell. We await confirmation of the date of visit. **(6) To consider purchase of gauge board.** Quote received from the Flood Action Group, it was agreed an additional quote for a measuring device will be obtained by Cllr Gilchriest for consideration at the next meeting.

Cllr Gilchriest will progress chase contractor re silt removal.
12 items requested by Flood Action Group have been forwarded to Wiltshire Council for action and this will be followed up for progress report.

Clerk will respond to landowner informing the template letters were sent to landowners in general and the council is merely being proactive in issuing a reminder of responsibilities.

Emergency Plan to be updated with Flood Warden J Bromhead's contact details.

CPC/25/046 Community Hub – To consider if Crudwell Parish Council will progress registering as Community Hub (Wiltshire Council initiative)

Cllr Gilchriest reported the review of the historic paperwork was complete. The scheme requires emergency access to the Village Hall on a 24 hour basis, and therefore it was agreed Cllr Gilchriest will attend the upcoming Village Hall AGM to confirm with the Trustees if this is possible.

CPC/25/047 To note Matters Arising and determine next steps

Clerk advised that a new Tetbury Lane road sign has been ordered; letters to land owners re riparian responsibilities has been sent; What's On in Crudwell remittances and payments have been processed to date; letter to Crudwell Church re further information required for grant funding request has been sent; Cllr Doel has a hedge cutter who may be able to assist with residents with overgrown hedges.

CPC/25/048 Items for inclusion (at Chairs discretion/no decisions)

Muck In Village Tidy – date set as 30th March 2025 at 10.00 a.m. to 12.00 noon. Meet at Village Hall. Clerk will advertise.

Allotments – Mr G Lane is now our allotments representative. Invoicing complete. 5 vacant plots, now 2 reserved and paid leaving 3 vacant. Cllr Gilchriest will review the overall condition of the allotments. There has been a request to split an allotment plot, initial thoughts are it is not appropriate but defer to next meeting.

April meeting will be our first parish council meeting at Crudwell School. Indoors Bowls Club have requested councillors attend a brief presentation re the new equipment obtained through an Wiltshire Council Area Board grant at 7 p.m. and therefore the next meeting will commence at 7.15 p.m.

Cllr Gilchriest has requested a pressure wash of the gateway signs from Wiltshire Council.

CPC/25/049 To note bank statements

The following totals were noted.

18/03/25	Community Account	£3,341.59
18/03/25	Commercial	£27,564.48

CPC/25/050 To receive and note bank reconciliations to 28th February 2025

The reconciliation was noted.

CPC/25/051 To note VAT reclaim to 31/1/25 submitted and received

It was noted that the reclaim of £1,169.06 has been received.

CPC/25/052 To receive verbal report from Cllr Warner re review of accounts to Quarter 3

Cllr Warner reported no discrepancies and the accounts were in good order.

CPC/25/053 To resolve accounts for payment

	For	Inv No	Net £	Vat £	Total £
Mr/s Amos	Allotment overpayment		0.25		0.25
Countrywide	Grass cutting	619690	134.42	26.80	161.30
Clerk	Feb 25		447.30		447.30
HMRC	Feb 25		106.60		106.60
Debit card pments	For	Inv no	Net £	VAT £	Total £
What's On	Newsletter printing		134.16	17.03	151.19
DHF Products (Street Signs Direct)	Purchaset Tetbury Lane sign	SSD 18845	82.00	16.40	98.40
Krystal	Domain hosting parish council website	2116193	70.00	14.00	84.00
			£974.73	£74.23	£1048.04

It was confirmed the above payments have been examined, verified and certified by Clerk/RFO

Authorised schedule to be initialled immediately below last item by Chair. Cllrs Hamilton-Lambley and Butcher were appointed to authorise payments.

CPC/25/054 Risk management register to review and readopt

The document was reviewed and readopted by the council. It was noted all statutory policies and procedural documents will be review at the Annual Meeting of the Parish Council and repeated annually.

CPC/25/055 Internal audit – to appoint Internal Auditor

It was agreed to appoint Auditing Solutions to undertake internal audit on Weds 7th May at 09.30.

CPC/25/056 To authorise purchase of new clerks laptop up to £400.00

The council authorised expenditure up to £400.00 for a replacement laptop for use of the clerk.

CPC/25/057 Update on Kemble/Crudwell solar Farm

Public meeting on 27th March at 6 p.m. at Kemble Village Hall – Cllr Gilchriest will attend and update councillors.

CPC/25/058 Wiltshire Council Elections

All information received has been forwarded to councillors.

CPC/25/059 Planning

.Applic no: PL/2023/09595 Address: Land North of Tuners Lane, Crudwell, SN16 9EN
Full planning permission-Erection of 25 residential dwellings and associated works
Extn to 19/3/252.

The following comment was agreed: It was acknowledged that the property developer has worked hard to implement changes to improve the design, appearance and layout of properties. Following a public presentation event by the developer on 27th March at Crudwell Village Hall, Cllr Berry will rescind the Call-In on this application.

Applic no: PL/2025/01200 Address:Chedglow Barn Cottage, Crudwell Lane, Upper Chedglow,SN16 9HA
Householder planning permission-Erection of outbuilding to provide a pool room, sauna and storage-to replace two existing outbuildings
Comment by 20/03/25. *It was agreed to submit No Objection.*

Applic no: PL/2025/01016 Address: The Old Post Office, Tuners Lane, Crudwell, SN16 9EG Householder planning permission-Enlargement of existing single-storey extension, proposed dormer to existing loft conversion, replacement of bay windows to front elevation with internal alterations. Comment by 20/03/254

Comment: Crudwell Parish Council considered the property (being a former Post Office) and its historical retail use and it was agreed there is no concerns or issues with the change of window style to multi paned sash windows.

Applic no: PL/2025/02133 Address: 1 Swan Close, The Street, Crudwell SN16 9DE Notification of proposed works to trees in a conservation area-T1-Crown reduce Lawson Cypress tree by up to 3m in height and 1-1.5m laterally. Crown raise over driveway up to 2 to 2.5 m to clear driveway. Prune clear of footpath but retain lower branches over grass to protect from road noise. Comment by 26/03/25.

It was agreed to submit No Objection.

CPC/25/060 Wiltshire Council report

Wiltshire Council remains financially stable with a small increase Currently entering the Election period. in their budget. Some areas remain such as Special Education Needs provision in schools and costs may considerably increase in this area. School funding will be affected by the low birth rate. Roads and highways issue remain a challenge re upkeep and maintenance, lacking in areas of white lining and cats eyes replacement. Costs of procurement may result in less provision of services.

CPC/26/061 Neighbourhood plan report - 2031 Neighbourhood Plan Allocation; Tuners Lane

An exhibition of the final designs and layout for the Tuners Lane site will be held by the site promoters at the Village Hall on the 27th of March from 4:00 till 7:00 pm. Councillors and all Crudwell parish residents are welcome to attend where representatives of the site agents will be present to answer questions. It is therefore recommended that, as previously agreed, the Planning Application call-in for should be rescinded immediately following the exhibition. Wiltshire Planning Application.

2038 Neighbourhood Plan Review

- Nine residents have so far responded to our Neighbourhood Plan bulletin (re the council's proposed Neighbourhood Planning approach to the impact of the new Government housing targets. This require 39 additional homes in Crudwell by 2038. The comments page remains open until March 30th on <https://www.my-crudwell.org> and has been further advertised in the latest What's On In Crudwell. All comments will be responded to individually and findings summarised at next month's Parish Council meeting.
- Detailed maps and plans of the potential sites have been commissioned which will be included in policies in order that these can be subjected to Strategic Environmental Assessment. The plans required, which have now been delivered by G Pakeman Technical Designs includes Carpenters Yard (15), land behind Chapel Way (25), the two business parks at Kemble and the Northern Glebelands by Crudwell school. Wiltshire Council Spatial Planning provided the technical data needed to complete the maps.
- Wiltshire Council Highways have requested a detailed plan of the of the proposed parking facility and safe school access scheme in the northern Glebelands to confirm viability. The parish council has obtained quotations and it is recommended to G Pakeman Technical designs. It is recommended that the Council should consider funding this from CIL funds.
- Work has now commenced on the required Crudwell Design Code, following a tour of the village by the commissioned AECOM architectural consultants in Feb 25. A presentation of the proposed themes and contents of the design code will be exhibited for review during April 2025. Details will follow shortly..
- Regulation 14, with all policies and draft documentation in the Plan will take place later this year following the SEA Screening and assessment.
- The Neighbourhood Plan remains within allocated budget.

No Community report this month.

CPC/26/062 Broken fencing opposite Potting Shed/broken low level fencing to Green

It was agreed to appoint R Wilson to complete the fencing repairs.

CPC/25/063 To agree date for Annual Meeting of the parish

The date was agreed as 24th May 2025 (Saturday) at Crudwell Village Hall.

CPC/25/064 SID solar panel – update on costings

The quote has been received and this item was deferred to the next meeting.

CPC/25/065 To received LHFIG report from Cllr Butcher

The report was noted.

CPC/25/066 To note – Muck In village tidy will take place on Sat 30th March 2025

Clerk will advertise online.

The meeting was closed at 9.03 p.m.