

Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 28th July 2026 at 7:00PM

Present: Councillors: R Hamilton-Lambley (Chair), P Gilchriest, N Bailey, C Bullock, S Butcher, T Kaner, S. Thomson.

Also Present: T Edge (Clerk), Wilts Cllr C Berry.

CPC/26/075 To receive apologies and record absences.

Apologies were received from Cllr I Warner.

CPC/26/076 To receive declarations of interests.

There were no declarations of interest.

CPC/26/077 To receive public questions and comments

There was no public participation.

CPC/26/078 To approve and sign minutes of the Parish Council meetings held on 26 May 2026, 23 Jun 2026 and 30 Jun 2026.

Resolution: The Parish Council unanimously resolved to approve the meetings of the Parish Council meetings held on 26 May 2026, 23 Jun 2026 and 30 Jun 2026 and the minutes were duly signed by the Chair.

CPC/26/079 To receive updates on the progress of items from previous minutes and outstanding items not requiring further decisions.

Person responsible	Action	Notes
Parish Clerk	Incorporate requested amendments to May PC meeting minutes	Completed
Cllr Hamilton-Lambley	Provide instructions to contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Diocese have changed previous position – now wish to talk separately about car park arrangements (aside from sites). Paused pending agreement of arrangements with Diocese. Cllr Kaner to arrange meeting with Diocese.
Cllr Thomson	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	Landowner has not responded to Cllr Thomson's efforts to contact. Reassigned to Cllr Hamilton-Lambley.
Cllr Hamilton-Lambley	Send draft survey to assess extent of community support for reducing the speed limit to 20mph within Crudwell village to Cllr Berry for feedback.	Roy to incorporate amendments and share with Charlotte to post on MailChimp. Survey posted – completed.

Cllr Butcher	Follow-up resident who made request to amend Chelworth sign to remove reference to business park, asking them to fund the replacement sign.	To be carried over. Signs in place. Completed.
Parish Clerk	Issue invoices and tenancy agreements to allotment holders for 2026	To be carried over.
Cllr Gilchriest	Ask Countrywide to cut grass missed at bank under willow tree.	Site not on approved map – Pete to ask Countrywide to add. Map ready to send to Countrywide.
Parish Clerk	Provide internal auditor with outstanding documentation required for FY 2025/26 internal audit.	Completed.
Cllr Hamilton-Lambley	Write message for upcoming WOIC explaining respective mailing lists and asking subscribers to review their preferences	Completed.
Cllr Gilchriest	Engage Allbuild Building and Landscaping (ABL) Services to undertake open-air gym equipment and playground climbing equipment repairs	Completed.
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue	Repairs scheduled.
Parish Clerk	Arrange VAT reclaim for FY2025-26	To be carried over
Parish Clerk/ Cllr Bullock	Circulate communication to subscribers reminding them of the requirement to obtain permission before posting flyers on Parish Council land and request removal of posted flyers.	Completed.
Cllr Bullock	Circulate accessibility statement for councillors' feedback.	Completed.
Cllr Bullock	Liaise with FLAG to request Emergency Plan revisions, particularly in relation to wardens.	Awaiting response from FLAG – Pete to assume responsibility going forward, ensuring wardens are named for insurance purposes. Cllr Bullock to attend People's Emergency Briefing Event in September to discuss revisions.
Cllr Bullock	Obtain freedom of information policy input and incorporate for PC consideration.	Completed.
Parish Clerk	Clarify Scribe quote for importing FY 2025-26 transactions	To be carried over.
Cllr Butcher	Progress LHFIG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell	Roy, Chuck and Steve had meeting with LHFIG – agreed to have traffic surveys conducted, location of metro counts yet to be agreed.
Parish Clerk	Arrange National Allotment Society (NAS) online portal access for Cllr Thomson	Completed
Cllr Butcher	Clarify feasibility of proposed Speed Indicator Device (SID) solar panel installation location with consideration to nearby sign.	Steve sent photos to supplier and engineer responded that it needs a

		dedicated post as current location is not feasible.
Cllr Butcher	Enter Parish Council's comment in relation to Highways Support Request for Pats Yat and submit to Wiltshire Council	Completed -to go on next LGFIG agenda
Cllr Butcher	Contact landowner to request they clear the blocked footpath near Tuners Lane	Completed - obstruction cleared
Parish Clerk	The Parish Council accepted the recommendations outlined by the internal auditor and directed the Parish Clerk to develop an action plan to implement the recommendations.	To be carried over

CPC/26/080 To receive and approve bank reconciliation for June 2026

Resolution: The Parish Council unanimously resolved to approve the bank reconciliation for June 2026.

CPC/26/081 To approve the following payments

Payee	Invoice No.	Details	£ Net	£ VAT	£ Total
Broadbean Digital	2606-04	Email support Jun 2026	145.00	29.00	174.00
Countrywide Grounds Maintenance Ltd	698165	Grounds maintenance Jun 2026	134.42	26.88	161.30
Crudwell Village Hall	INV-0455	Meeting room hire Q3 2026	77.50	-	77.50
Starboard Systems Ltd	INV-19846	Scribe subscription Jul 2026	33.00	6.60	39.60
Wiltshire Association of Local Councils	WALC-1294	Councillor Fundamentals training – S Thomson	40.00	8.00	48.00
Wiltshire Association of Local Councils	WALC-1296	Councillor Fundamentals training – N Bailey	40.00	8.00	48.00
Auditing Solutions Ltd	A9463	Internal audit 2025-26	300.00	60.00	360.00
Auditing Solutions Ltd	A9464	Internal audit 2025-26 – additional time	225.00	45.00	270.00
Parish Clerk		Salary and allowances Jul 2026	573.11	-	573.11
NEST Pensions		Employer and employee pension contributions Jul 2026	45.50	-	45.50
			1,613.53	183.48	1,797.01

Resolution: The Parish Council unanimously resolved to approve the invoices listed above, with the exception of invoice A9463 to Auditing Solutions Ltd, and authorised Cllrs Bullock and Butcher to authorise the payments.

Resolution: The Parish Council unanimously resolved to refuse payment of invoice A9463 to Auditing Solutions Ltd for additional time claimed in relation to the 2025-26 internal audit on the basis that there is no contractual provision or valid basis to do so.

CPC/26/082 To consider planning applications received

Reference	Address	Proposal	Closing
PL/2026/03799	Chedglow Field Farm, Upper Chedglow, Malmesbury, SN16 9HA	We are seeking a lawful development certificate to prove that works have commenced for the enactment of planning consent reference: PL/2023/01861 - Erection of garage, rerouting of vehicular access and relocation of consented agriculturally tied dwelling, and change of use of agricultural land to residential use as additions to its residential plot.	31/07/2026

Resolution: The Parish Council unanimously resolved to make a representation of no comment in relation to planning application PL/2026/03799.

CPC/26/083 To note planning decisions determined

Reference	Address	Proposal	Decision
PL/2023/03881	The Barn, Oatridge Farm, Eastcourt, Malmesbury, SN16 9HR	Full planning permission - Conversion of redundant barn to residential use to include minor extension, replacements, and alterations.	Approve with Conditions
PL/2023/04024	The Barn, Oatridge Farm, Eastcourt, Malmesbury, SN16 9HR	Listed building consent (Alt/Ext) - Conversion of redundant barn to residential use to include minor extension, replacements, and alterations.	Approve with Conditions
PL/2026/03566	The Paddocks, Murcott, Malmesbury, SN16 9EX	Oak-framed orangery extension and associated works.	Approve with Conditions

The Parish Council noted the above determined planning applications.

CPC/26/084 To note licence application representations submitted

Reference	Address	Proposal	Decision
C/26/00777/PRMA	Land East of Boldridge Farm, Crudwell Lane, Long Newton	New premises licence application - Existence Festival	Object

The Parish Council noted the representation of objection submitted on its behalf before the consultation deadline which closed before this Parish Council meeting, noting that its stance in relation to an earlier application had been maintained and no councillor or parishioner had called for an extra-ordinary meeting to consider the matter.

Resolution: The Parish Council unanimously resolved to appoint Cllr Hamilton-Lambley and Cllr Berry to represent it at the licencing hearing scheduled for 19 August 2026.

CPC/26/085 To review the performance, effectiveness and independence of the internal audit service, and to consider the re-appointment of Auditing Solutions Ltd (ASL) as internal auditor for the 2026-27 financial year.

The Parish Council considered a report from the Responsible Financial Officer indicating that Auditing Solutions Ltd has provided internal audit services to the Parish Council for an extended period of time and the Parish Council was cognisant of the necessity to review internal audit arrangements on a regular basis to maintain independence, objectivity and effective financial oversight.

Resolution: The Parish Council unanimously resolved to terminate its engagement with Auditing Solutions Ltd for the provision of internal audit services and instructed the Parish Clerk to provide the

applicable notice. The Parish Council instructed the Parish Clerk to produce a proposal enabling the engagement of a different internal auditor for the 2026-27 financial year for consideration.

CPC/26/086 To consider suitable mounting to enable the Parish Council's Speed Indicator Device (SID) to be fitted with a solar panel.

The Parish Council considered a report from Cllr Butcher indicating that an engineer from the supplier who had quoted to install a solar panel for the SID at its existing site had provided further information and an engineer that the solar panel would require a separate dedicated post as the current location is not feasible. The Parish Council considered alternative nearby locations and identified the first lamp post entering Crudwell village from the north as a potentially suitable location.

Resolution: The Parish Council unanimously resolved to purchase a mounting bracket for the Parish Council's Speed Indicator Device (SID) to enable installation of the solar panel procured by Cllr Gilchrist. The Parish Council further resolved to relocate the SID to the first lamp post on the A429 entering Crudwell village from the north and trial its connection to the solar panel.

CPC/26/087 To consider action to be taken regarding the wooden structure in the stream between the Butts and Kingsmeadow (behind the Butts play area).

The Parish Council considered a report from Cllr Bullock explaining that the wooden structure at the rear of Kingsmeadow which appears to have been installed as a garden extension is heavily rotted and protrudes onto land owned by the Parish Council. The Parish Council discussed approaches to ascertain a risk assessment of the current situation alongside with recommendations for action.

Resolution: The Parish Council unanimously resolved to arrange inspections of the wooden structure to the rear of Kingsmeadow on Parish Land adjacent to the Butts stream to assess risk and inform further action.

CPC/26/088 To receive a report from Wiltshire Council

Cllr Berry reported that questions had been asked of the Council's leader about a potential conflict of interest involving his interest in a consultancy providing planning services to developers. The National Scheme of Delegation (NSD) of Planning Functions which comes into effect on 31 October 2026 will result in Wiltshire Council losing its ability to call in planning applications to be decided by Committee. Wiltshire Council remains without a Local Plan and has launched a scoping consultation and call for local sites. Uncertainty remains as a result of ongoing speculative planning applications.

CPC/26/089 To receive a report on flood management and Crudwell Flood Action Group (FLAG)

FLAG volunteers have cleared and removed weeds from key streams and ditches in the parish in recent weeks including; the Village Green watercourse in advance of the Strawberry Fayre, and the section in front of the school opposite the Potting Shed, the Swill Brook by the ford on Post Office Green and along parts of Tuners Lane, both sides of Rommel Lane at the Goosey Corner end, the Butts stream next to the Butts play area. In progress is strimming and weed pulling in the Butts watercourse on the east side of the A429 along the grass paddock and Swill brook from the wooden bridge and down towards the school. Residents with a watercourse on their property including along their boundary are encouraged to be prepared for the rainy season and should contact the FLAG if they need any advice or help.

Managing watercourses isn't just about volunteering inside the village, and many farmers and landowners go to much greater effort to take care of watercourses and the natural environment

around us. NGOs, charities, and initiatives that support farmers in our area include FWAG SW, the Cotswold Rivers Trust, Wiltshire Wildlife Trust, and the new Western Forest. These groups listen to farmers and connect them with funding opportunities for nature-based solutions, including Natural Flood Management and Landscape Recovery. Farmers and landowners can contact these groups directly, or contact the FLAG to explore shared community concerns like habitat restoration and flooding.

With the help of the Rivers Trust, FLAG are considering how sustainable drainage can be adopted in a rural parish like ours. For householders, this is often about capturing rainfall not just into water butts but also specially designed planters. For community buildings like the school or village hall, it might be about green roofs, rain gardens, and tree pits. For Wiltshire Council it could and should be about modern approaches to rainfall management alongside our roads and footpaths. FLAG are in the early stages of exploring this, and encourages parishioners to join FLAG if they would like to help pursue funding or pilot a project.

Wiltshire Council's Principal Drainage Engineer recently confirmed that he will return to Crudwell with a colleague to walk around and review drainage issues. The FLAG prepared the list of issues last year and will be showing locations at all ends of the village where kerbside improvements might be made.

FLAG was asked by the Parish Council to propose solutions for the green materials gathered when clearing watercourses, liaising with the landowner where possible. Cllr Hughes offered his help once more with a trailer to take material away and the importance of advance notice and coordination was acknowledged. Cllr Bailey reported that Rivers Trust funds are available for community projects and that the Council would need to be involved.

CPC/26/090 To receive a report on neighbourhood planning

See Appendix 1.

Cllr Thomson left the meeting

CPC/26/091 To receive a community report and update on school parking progress

This item was covered under an earlier agenda item.

CPC/26/092 To note correspondence for councillor information

Resident concern regarding the fire risk caused by long grass on the Glebe field.

Resolution: The Parish Council unanimously resolved to approach the Diocese reiterating regarding the fire risk caused by long grass on the Glebe field.

Resident concern regarding gravel on verges - Cllr Butcher will respond on behalf of the Parish Council.

Wiltshire Council updates regarding the National Scheme of Delegation for planning functions, neighbourhood plan and local plan update (including housing numbers) and revised speed limit guidance – all noted by the Parish Council.

CPC/26/093 To receive reports on parish matters

Local Highway and Footway Improvement Group (LHFIG) – the next meeting is scheduled for November 2026, Chelworth signage has been installed, the Highways Improvement Request for Pat Yat has been submitted and will be considered at the next meeting, dialogue is continuing regarding the 40mph A429 transition zone proposal.

Parish Steward – Kerbs in parts of Crudwell village have been sprayed and arrangements are being made for the sweeper to clean them out.

Parish Emergency Assistance Scheme (PEAS) – gel sacks have been distributed to residents.

Poors Charity dissolution – arrangements for a dissolution meeting are in progress.

Aura Solar Farm – Cllrs Hamilton-Lambley, Gilchriest and Berry attended a meeting and expressed opposition to the proposed grants scheme but were unable to influence change. The scheme will go live from September 2026.

New website – Cllr Bullock presented the website prototype for councillor feedback and provided a report on the status of outstanding documentation required for upload.

Resolution: The Parish Council unanimously resolved to launch the website once compliance content was complete.

CPC/26/094 Exchange of information

Cllr Bullock raised the need for a widespread review of Parish Council policies and allocation of responsibility for reviewing the necessary policies.

Meeting closed: 21:07hrs

Next meeting: 25 August 2026

Person responsible	Action	Notes
Cllr Hamilton-Lambley	Provide instructions to contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Paused pending agreement of arrangements with Diocese.
Cllr Kaner	Arrange meeting with the Diocese to discuss arrangements for upgrading the footpath and two bridges at the Church Commissioners land.	
Cllr Hamilton-Lambley	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	
Parish Clerk	Issue invoices and tenancy agreements to allotment holders for 2026	To be carried over.
Cllr Gilchriest	Send Countrywide revised grass cutting sites map for incorporation into updated works schedule.	
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue	Repairs scheduled.
Parish Clerk	Arrange VAT reclaim for FY2025-26	
Cllr Bullock	Liaise with FLAG to request Emergency Plan revisions, particularly in relation to wardens.	Awaiting response from FLAG – Cllr Gilchriest to assume responsibility going forward, ensuring wardens are named for insurance purposes and minor amendments are made to the flood aspects to update with current position.
Cllr Bullock & Cllr Thomson	Attend People's Emergency Briefing event in September.	
Parish Clerk	Clarify Scribe quote for importing FY 2025-26 transactions	
Cllr Butcher	Progress LHFIFG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell	Traffic surveys to be conducted, location of metro counts yet to be agreed.
Parish Clerk	The Parish Council accepted the recommendations outlined by the internal auditor and directed the Parish Clerk to develop an action plan to implement the recommendations.	
Parish Clerk	Contact Cotswold District Council licencing to confirm attendance by Cllr Hamilton-Lambley and Cllr Berry at Existence Festival licence application hearing on 19 August 2026.	
Parish Clerk	Inform Auditing Solutions Ltd of Parish Council's decision to refuse payment of invoice A9464 for invalid additional time charged for the 2025-26 internal audit.	
Parish Clerk	Submit representation regarding planning application PL/2026/03799	
Parish Clerk	Inform Auditing Solutions Ltd of Parish Council's decision to terminate their engagement to provide internal audit services.	

Cllr Gilchriest/ Cllr Thomson	Purchase a mounting bracket for the Parish Council's Speed Indicator Device (SID) and install the solar panel. Move the SID to the first lamp post on the A429 entering Crudwell village from the north.	
Cllr Hamilton-Lambley/ Cllr Gilchriest	Contact owner of Kingsmeadow to request access to inspect the wooden structure at the rear of their garden.	
Cllr Gilchriest	Contact Philip B Ward Ltd to request inspection of condition on Parish Council land at the rear of Kingsmeadow and provide a quote for removal.	
Cllr Thomson	Inspect the condition of the wooden structure on Parish Council land at the rear of Kingsmeadow and recommendations to the Parish Council.	
Cllr Hamilton-Lambley	Request the Diocese cut the grass in the Glebe field.	
Cllr Butcher	Respond to resident regarding planning permission concerns in relation to gravel on verges at Tuners Lane.	
Cllr Bullock/ Parish Clerk	Populate new website with essential documents to enable launch	
Parish Clerk	Circulate new website work-in-progress link with councillors for feedback	

Appendix 1

Neighbourhood Plan report for PC July 2026

2021 Neighbourhood Plan

News on the development of the Tuners Lane site is awaited from the agent.

2038 Neighbourhood Plan Review

39 new houses must be allocated in Crudwell to meet Government Housing targets. Without a Neighbourhood Plan, we face higher risk of speculative development due to Wiltshire Council's limited housing supply and the withdrawal of the Wiltshire Local Plan.

Regulation 14, Public Consultation

- As reported in June, the public consultation for Crudwell, held from 1st March to 25th May 2026, collected feedback from residents as follows:
 - 349 website visits
 - 73 survey responses (20% response rate)
 - 15 representations from statutory consultees.
- Wiltshire Council's formal representation was received and raised significant issues to be addressed in a meeting taking place on the 3rd of August with Wiltshire Council Planning Officers. These include:
 - A lack of clarity of what the housing requirement in Wiltshire and therefore in Crudwell is given the withdrawal of the Local Plan, we have assumed a residual 39 based on the currently published Government figures.
 - New legal compliance requirements in respect of Local Nature Recovery Strategy
 - Wiltshire policy re affordable housing is at least 40% AH, whereas two of our proposed allocations are offering 50%.
 - A requirement to clarify the number of dwellings permitted on the Carpenters Yard site given that part of the site is within Flood Zone 2. The landowner has been asked to provide a Flood Risk Assessment.
- The draft report from Community First has now been received, while this is extremely comprehensive, further work will be required to address Wiltshire's representation following the 3rd of August meeting to guide the next draft plan (Reg 15) for submission to Wiltshire Council. It will address Stonewood Housing's representation regarding the Tetbury Lane site allocation and the two further proposed housing sites. Public consultation (Reg 16), independent examination, and a referendum are expected in mid 2027.
- Results of the numeric data are shown below:

Summary of Responses

By Survey Section

Please note - percentages have been rounded.

	Yes (Agree)	No (Disagree)
Vision		
The vision statement suffices	92%	8%
Objectives		
The objectives are good enough	93%	7%
Design and Development		
Do you agree that the Crudwell Neighbourhood Plan should allocate land for more than the minimum 11 dwellings if this delivers more affordable housing or self-build housing?	83%	17%
Housing Allocations		
Do you agree that the Crudwell Neighbourhood Plan should allocate land at Ridgeway Farm for residential development?	67%	33%
Do you agree that the Crudwell Neighbourhood Plan should allocate land at Carpenters Yard for residential development?	95%	5%
Local Business		
Do you agree that the Crudwell Neighbourhood Plan should protect the Crudwell part of Cotswold Airport for employment and airport related uses?	97%	3%
Do you agree that the Crudwell Neighbourhood Plan should protect the Kemble Business Park for employment and airport related uses?	94%	6%
Design and the Design Guidance and Codes Policy CD1		
Do you agree that the Crudwell Neighbourhood Plan should include design guidance and design codes?	97%	3%
Environment		
Do you agree with the conclusions of the Local Green Spaces Paper, that important green spaces in the Parish are adequately protected, so there is no need to designate any Local Green Spaces?	82%	18%

Do you agree with the conclusions of the Green Network paper, that hedgerows and trees are adequately protected, so there is no need for a green network policy in the Neighbourhood Plan?	79%	21%
Infrastructure and Transport		
Do you agree that the Neighbourhood Plan should include a policy relating to flooding and drainage?	97%	3%
Do you agree that the Neighbourhood Plan should include a policy relating to the maintenance and enhancement of public rights of way?	94%	6%
Community and Leisure		
Do you agree that the Neighbourhood Plan should include a policy protecting Crudwell Primary School?	97%	3%
Do you agree with the proposal to provide additional school parking south of the primary school, if it can be delivered?	76%	24%

Community Speed Limit Survey Summary of results

The speed watch survey was publicised on the 23rd of June and closed today, the 28th of ~~August~~July. Results are as follows:

- The Survey was published and notified to 302 residents via the Council's mailing lists on
- the 23rd of June 2026
- 97 parishioners completed the survey, a response rate of 32%.
- The results are as follows

Do you think the current speed limits are appropriate?	No they are too high		They are too low		They are appropriate		Not sure	
	50	52%	2	2%	41	42%	3	3%
What speed limit would you prefer for residential areas in Crudwell?	20mph		30mph		40mph		30 in the Street, 20 in the lanes	
	52	54%	41	43%	1	1%	2	2%
Do you think that the↓ current speed limit zone should be extended to the south of Murcott Lane?	Yes		No					
	86	87%	12	13%				
Number of respondents who mentioned lack of enforcement	21	22%						

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