

## Crudwell Parish Council

Minutes of the **Crudwell Parish Council Meeting**  
Held in Crudwell Village Hall on **Tuesday 24<sup>th</sup> October 2023** at 7.00pm.

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**Present:** Cllrs P Gilchrist (Chair), R Lambley (Vice Chair), O Hughes, I Warner, S Butcher, G Lawes

**Also present:** Lisa Dent (Parish Clerk), 2 members of the public

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**CPC/23/162 Chair to open meeting, apologies for absence**

Cllr Gilchrist opened the meeting and welcomed all present.  
Apologies received and accepted for Cllr N Doel.

**CPC/23/163 Public Speaking**

Not requested

**CPC/23/164 To receive Declarations of Interest in accordance with the Council's Code of Conduct**

Cllr G Lawes – see Planning, Wildar House

**CPC/23/165 To adopt the minutes of Tuesday 19<sup>th</sup> September 2023**

The Minutes were adopted and signed as a correct record.

**CPC/23/166 To note matters arising and determine next steps**

All items to be discussed as agenda items.

Cllrs Lawes and Cllr Lambley were thanked for the purchase and set up of the new defibrillator at the Village Hall.

**CPC/23/167 Items for inclusion not on the agenda**

The recent flooding was discussed.

We have received a request for the flood plan from Wiltshire Council and this will be updated and sent. Wiltshire Council have asked for information regarding how the flooding impacted and Cllr Warner will forward photos to the Clerk who will report this. One homeowner had flood water enter the property.

A new resident has come forward as volunteer flood warden – Cllr Gilchrist will make contact. The availability of John McWilliam as flood warden is to be clarified.

The location of the flood equipment is to be confirmed.

Role of Street Leader volunteers during flooding and other emergencies to be clarified.

It was noted that there may be an opportunity to educate home owners regarding the discharge of rain water into sewers.

**CPC/23/168 To note bank account balances**

Treasurers account 24/10/23 £23,511.38  
Business bank 24/10/23 £18,210.08

**CPC/23/169 To resolve accounts for payment**

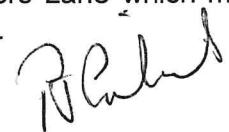
St John Ambulance	New defibrillator unit	£1032.00
Crudwell Village Hall	Hire of hall for Parish Council Meetings X 3	£ 60.00
Clerk	Salary Sept 2023	£348.66
HMRC	PAYE to Sept 2023 salary	£76.60
WOIC	Additional payment	£150.00
PKF Littlejohn	External audit fee	£252.00
	<b>Total</b>	<b>£1919.26</b>

It was agreed that the above payments are authorised.

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- CPC/23/170 To receive external auditor report from PKF Littlejohn and note recommendations**  
 The external auditors report has been received. The following was noted:-  
 On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.
- CPC/23/171 Update if available on internet banking**  
 There are former councillors which need to be removed from internet banking and current councillors that will need to be registered for internet banking. Clerk will make enquiries with Lloyds bank.
- CPC/23/172 Quarterly financial statement and earmark reserves to receive and note**  
 The statement was received and noted and it was agreed to revisit ear marked reserves after payment has made for the upcoming maintenance works payment have been processed.
- CPC/23/173 To note – VAT reclaim has been submitted**  
 It was noted that the reclaim has been submitted and this covers 1<sup>st</sup> March to 30<sup>th</sup> September 2023.
- CPC/23/174 To agree to Lloyds Bank request to go paper free or to request we continue to receive paper statements through postal system**  
 It was agreed we will register to continue to receive paper statement through the postal system.
- CPC/23/175 SIDS quotation to accept/approve**  
 It was agreed the further options of suitable solar panels will be explored as the costing for received at £947.20 including VAT (includes £85.00 carriage) is thought to be excessive.
- CPC/23/176 Clerk laptop replacement**  
 It was noted the laptop is working well and no replacement is necessary.
- CPC/23/177 Planning**  
 PL/2023/08072 – Longridge, Crudwell, Wilts – Treeworks  
 It was resolved - No comment
- PL/2023/08416 – Wildar House, The Ridgway, Crudwell – Single story and front extension  
 Dec of Interest Cllr Lawes was received. It was resolved - No comment
- Cllr Lawes has been made aware of a planning application in Tuners Lane which may be coming through the consultation system. Clerk will review the details.
- CPC/23/178 Wiltshire Council report**  
 Some employment issues currently regarding anti social hours payment to staff.
- Local Plan consultation continues, all are encouraged to comment before the closure date and before proceeding to Regulation 19.
- It was asked if Cllr Berry was aware of a CPRE document which refers to proposed site allocations in 76 larger villages and Market Towns throughout Wiltshire. Cllr Berry is not aware of this and Crudwell Parish Council requests that Cllr Berry look into the information contained in this document.



Wiltshire Council remains in reasonable fiscal condition and is looking towards money saving and pulling back from discretionary services. 21<sup>st</sup> Nov there is an Area Board focusing Highways and how the system operates at Malmesbury Town Hall.

**One member of the public left the meeting**

Special Education Needs provision is being reviewed again by Wiltshire Council. It is not confirmed if the Dyson donation of £6M to Malmesbury School will be supported by Wiltshire Council.

**CPC/23/179 Neighbourhood Plan report**

An initial planning meeting for the topics of employment, environment and highways and transport took place on the 6<sup>th</sup> October 2023.

The workstreams within this part of the Plan Review are taking full account of the recent consultation findings and include the following:

- Business, including Kemble Business Park, Cotswold Airport and local business development, Cllr. Oliver Hughes and Steering Group member Helena Evanson-Goddard are leading this.
- Environment including local green spaces and linear features (Hedgerows and green corridors). Led by Cllr. Stephen Butcher with Steering Group member Claire Buxton.
- Highways and Transport including Highway Safety and School parking. This is led by Cllrs. Stephen Butcher and Oliver Hughes.

The consultation responses regarding the call for sites and possible housing allocation within the Plan Review are being reviewed and there is continuing dialogue with the site promoters. This work is led by Cllrs. Roy Lambley; (Steering Group Chair) and Gary Lawes. We are also in contact with Samantha Blanche’s agent with a view to negotiations in respect of a new footpath to be included in a possible site allocation.

We have received a quotation for the work of producing the required Crudwell Design Code to be developed from the existing 2021 Crudwell design Guide. Funding from Locality is being requested for this work which will be assisted by a Andy von Bradsky; a Government Advisor pro bono to assist him in developing local Design Code guidance.

**Community Liaison Group, (CLG) Tuners Lane Development**

We understand that the Tuners Lane agents have been granted an option extension and are completing the Planning Application which they anticipate will be submitted shortly.

**CPC/23/180 Community report**

The role of Street Leaders in communicating information to residents was discussed, in that in situations of emergency (such as flooding) there would need proper sources (such as the flood warden or parish council) informing Street Leaders of the course of action or instruction to residents.

**CPC/23/181 Parish Matters**

The following procurement items were approved:-



Fencing quotes	Agree to appoint R Wilson	
Melcourt bark chippings quote	Agree and approve	£3215 plus VAT
EJ Davis	Spread bark chippings	£450.00
EJ Davis	Clear path of weeds	£450.00
Tetbury Lane	Agree to purchase X 2 road signs	£187.20 incl VAT plus £23.99 postage

Stiles and footpaths – we are awaiting an invoice from LHFIG for our contribution towards the last kissing gate installed. Progress continues with the landowner of the next stile which has been identified.

Chelworth Right of Way (Obstruction on footpath Crud 3 at Chelworth House) - It was agreed we will make enquiries as to the situation and a possible resolution.

Tree survey – councillors can assist with removing the ivy to the trees on Village Green, Cllr Gilchrist will make contact. We await quotes and further information on the larger works required. Regarding the Glebe tree it was agreed that this is diseased and should be felled. Cllr Lawes will complete a Wiltshire Council planning application form as the tree is in the conservation area. Cllr Warner can assist in identifying the exact tree.

Grounds/grass cutting – it was agreed that Crudwell Parish Council will request quotes from grass cutting contractors following poor service received from ID Verde.

Highways Improvement request – Tetbury Lane. It was agreed the Highways Improvement request should be submitted to LHFIG, Clerk will forward.

To agree weed killing by parish steward – it was agreed this can be beneficial and areas or particular places and be identified for treatment.

Broken wooden barrier at Village Green – this will be attended to by Mr Wilson who will be completing the playground fencing works.

Play Inspection Company – It was agreed that the clerk will inform them of the playground fencing works and request a later inspection in the new year (usually January but would prefer Feb or March). We will also request a Creative Play inspection when works are complete.

Website project work – a meeting will be arranged to look at the content management system.

The meeting was closed at 9.05 p.m.

A handwritten signature in black ink, appearing to be 'P. L. L.', written in a cursive style.