

Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 23rd September 2025

Present: R Hamilton-Lambley (Chair), P Gilchriest (Vice Chair), S Butcher, C Bullock, N Doel
Also present: Caroline White (Clerk)

CPC/25/139 Chair to open meeting, apologies and absence to record

The meeting was opened and all present welcomed.

Apologies received from Cllr Warner, Cllr Hughes and Wilts Cllr Berry

CPC/25/140 Declarations of Interests on items on the agenda.

Cllr Doel declared interest in Item 5 of the planning applications.

CPC/25/141 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).

None

CPC/25/142 Co option of Tim Kaner

Proposed by Cllr Lambley, Seconded by Cllr Gilchriest PG and Unanimously agreed. Cllr Kaner signed the Declaration of Acceptance.

CPC/25/143 Approval of Minutes

The Minutes of the meeting of 28th August 2025 were approved by the council after a minor amendment and duly signed by the Chair.

CPC/25/144 Correspondence

-Precept notice of remittance received from WC

-Countrywide confirmed that we are on a fixed contract until March 2027 with stable prices

-Fire hydrants – RL reported that the fire service reported that there were hydrants in good condition but probably insufficient, according to various maps, so RL is in contact with the agent at Tuners Lane to enquire about provision there and be certain there is sufficient provision throughout.

CPC/25/145 Items for inclusion (at Chair's discretion/no decisions)

-RL mentioned that outside his property, a verge needs to be maintained by PC.

Action: RL to check ownership situation and revisit

-Pettifer House and Pear Tree Cottage: overhanging hedges onto road have been raised as a safety issue.

Action: To be reported on MyWilts, and SB to ask Becky at Highways for what action is due.

CPC/25/146 To note matters arising and determine next steps.

Person responsible	Action	Notes
Clerk	To amend meeting list and re-post on website, meet AS ahead of next meeting at VH to collect key.	Y
Cllr SB	To word PC's view and submit request forms.	Y
Cllr SB	To liaise between FLAG and Flood Warden	Ongoing
Clerk	To ensure information to be put regularly on website.	Ongoing
Clerk	Submit No Comment to PL/2025/06941	Y

Clerk	To identify current allotment holders and draft letter re their upkeep responsibilities. To meet Geoff Lane with ND on site with potential tenant MoP	List retrieved but meeting to be arranged September
Cllrs ND and PG	To put depth gauges up	Y
Cllr Doel	To repair the loose platform on play item	Ongoing; item mentioned in report not identified

CPC/25/147 To note bank statements

Community account	31 st August	£3,154.45
Community Business account	31 st August	£19,153.43

CPC/25/148 To receive and note bank reconciliation at 31st August 2025

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

CPC/25/149 To note the Conclusion of Audit.

Conclusion of Audit from external auditor noted.

CPC/25/150 To plan completion of forecast to March 2026.

Agreed for clerk and Cllrs Warner / Bullock to meet to discuss completion of forecast to March 2026.

CPC/25/151 Payments for authorisation

Payee	Details	£ Net	£ VAT	£ Total
Village Hall	VH hire Sept – Dec	80		80
Broadbean support x 2	Website and email support, clerk handover	180 50	36 10	216 60
Play Inspection Company	Play safety annual report	195	39	234
Crudwell School	Hall hire PC meetings May – Aug	185		185
Vision	August work NHP	572	114.40	686.40
Countrywide	Grass cutting	134.42	26.88	161.30
Busy Fingers Printing	WOIC (paid, debit card)	134.16		134.16
Microsoft	MS365 annual subscription (paid, debit card)	104.99		104.99
Clerk Salary L Dent		414.82		
HMRC L Dent		93.80		
Clerk Salary C White		411.16		
HMRC C White		75.60		
CIX	Web hosting renewal (April) (paid, debit card)	90	18	108
		2,630.95	226.28	1,861.85

Payments have been examined, verified and certified by Clerk/RFO. Councillors Butcher and Lambley were appointed to authorise. Proposed by Cllr Gilchrist, Seconded by Cllr Butcher and Unanimously approved.

CPC/25/152 Planning – resolve comments on applications received

	PC Comment	Applic ref	Address	Proposal	Closing
1	No Comment	PL/2025/06858	Bramley House, Tuners Lane, Crudwell,	Flowering Cherry tree - reduce height and spread by 2.5m and thin and shape - as per works previously carried out 2. Row of 3 Apple trees in vegetable	17/9/2025

			Malmesbury, SN16 9EH	garden - reduce crowns to previous position and thin as required 3. Large Bramley tree in main garden - reduce to previous positions (remove 2.5m) and thin and tidy 4. Rowan tree - planted 10 years ago - reduce height by 1m and thin and tidy Planning Application: PL/2025/06858	
2	No comment	PL/2025/06678	Eastcourt Farm, Malmesbury, SN16 9RZ	106.05kWp Fully Optimised PV System with 30kWh Battery Storage Planning Application: PL/2025/06678	1/10/25
3	No comment	PL/2025/06673	6 THE RIDGEWAY, CRUDWELL, MALMESBURY, SN16 9YH	Notification of proposed works to trees in a conservation area Planning Application: PL/2025/06673	25/9/25
4	No comment	PL/2025/07019	27 TUNERS LANE, CRUDWELL, MALMESBURY, SN16 9EN	Single storey side extension Planning Application: PL/2025/07019	2/10/25
5	No objection subject to the two buildings being tied together in a s106	PL/2025/07256	Hayleaze Farm, Crudwell, Malmesbury, SN16 9EY	Change of use from holiday/bed and breakfast accommodation (Class C1) to independent residential use (Class C3). Planning Application: PL/2025/07256	14/10/25

CPC/25/153 Wiltshire Council report
None

CPC/25/154 To discuss and review new PC website options – Cllr Butcher

Action: Clerk and Cllrs to define service requirements, then send a service agreement proposal to Parish Council Websites and at least one other provider for comparison.

[Cllr Kaner left the meeting]

CPC/25/155 Neighbourhood Planning report – Cllr Lambley

See Appendix

Cllr Gilchrist commented that despite concern about the cost, he concluded that continuing to invest funds and effort in the NHP should hopefully be worth the risk to gain the 25% CIL rate on developments.

CPC/25/156 Community Report:

- Flood Alleviation, progress, FLAG, Flood Warden liaison (Cllrs. Butcher & Bullock)

No further information on group liaison.

Silt removal – ND to use tractor later to scoop up the spoil, to maintain safety of volunteers handling difficult heavy material. Sunday morning session planned for 28th September.

Discussion of brooks that need clearing and previous contact; one landowner had been told by WC not to clear a brook because the debris holds back the water flow.

It was raised that the PEAS form was overdue; agreed that 2 boxes of gel packs and 2 warning road signs would be requested.

Action: SB to ask Danny Everett at WC to take any followup action.

Action: Clerk to submit PEAS return

FLAG to check out current necessity for clearance in various areas.

CPC/25/157 Parish Matters

- Community Governance Review Survey.

Action: Clerk to complete. No. of co opted Cllrs historically not known.

- Playsafety report

Noted; no action required

- Poors Charity (Crudwell Trust)

Cllr Gilchriest reported that this historical fund has around £2000 in it but it's little known, inactive, confused in official name at the Charity Commission, and its managers wish to stop doing so. It was proposed to merge it with the Malmesbury Area Community Trust which is well known and well managed on a means tested basis, therefore aimed at the needy. It was proposed that the Poors Fund is merged under the decision of the PC, which doesn't have the governance to provide grants from the existing Poor Fund. Cllr Gilchriest to take forward.

Proposed by Cllr Gilchriest, Seconded by Cllr Lambley and Unanimously approved.

ACTION POINTS

Person responsible	Action	Notes
Clerk	Submit planning comments	
SB	Ask Becky at Highways for what action is due on overhanging hedges	
Clerk	Define service requirements for Cllr agreement before soliciting companies	
SB	Ask Danny Everett at WC to take any followup action on brook clearance	
FLAG	Assess clearance need	
Clerk	Complete Community Governance Review Survey	

Meeting closed at 2138 p.m.

Signed _____

Roy Lambley Hamilton, Chair

APPENDIX

Neighbourhood Plan report for Crudwell PC September 2025

2031 Neighbourhood Plan Allocation; Tuners Lane

The Planning Application remains under consideration by Wiltshire Council, the status though now appears to state, "Recommendation Made." I have contacted the agents re the concerns about fire hydrant provision for the development.

2038 Neighbourhood Plan Review

- The Crudwell Design Code and Guide which forms part of the Reg 14 document set for inclusion in the new Neighbourhood Plan. A link to the Code, is available on our website.
- Our working group having examined and compared details and draft plans for the three housing sites offered for allocation to decide their potential sustainability, deliverability, and suitability the working group have concluded it is likely that we should propose allocation of a total of 40 homes which will meet our expected requirement to 2038. The full Steering Group will be asked to ratify this proposal, and a draft allocation policy will be prepared for Reg 14 following which we will consult with the community.
- Following our inability to complete the Reg 14 work in our Locality Grant window due to the WC Strategic Environmental Assessment (SEA) decision delay and the withdrawal of Government Locality grant funding we have requested that we retain the unspent 2024/5 residual grant funding of £1700 to help fund Reg 14, there has been no response to this request to date.
- We have now received notification from Wiltshire Council that a Strategic Environmental Assessment will be required for our proposed site allocations. We have therefore requested this from Aecom who performed these for Locality if this service, which was previously offered to us can now be called off the Framework Contact. If this is not the case, then additional funding would be required to develop the SEA.
- A meeting with the representatives of the School Governors, Headteacher and a representative of Crudwell Church is taking place tomorrow (24/09/25) to discuss the response from Wiltshire Council concerning draft proposals to improve access and provide additional parking facilities. The proposals are in response to residents' requests to ease traffic congestion and hazards at school drop off and pick up, and to enable safer pedestrian access to the school.
- Further to the Council's formal commitment to continuing the work of the Steering Group in developing the Plan it would be prudent to discuss a way forward on how this can be accommodated within our existing budgets.

Roy F Hamilton-Lambley, Chairman Neighbourhood Steering Group