

Crudwell Parish Council

Minutes of the Annual Parish Council Meeting of Crudwell Parish Council held in Crudwell Village Hall on 23rd June 2026 at 7:00PM

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

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

CPC/26/043 To receive apologies and record absences.

Apologies were received from Cllrs O Hughes, I Warner and T Kaner.

CPC/26/044 To receive declarations of interests.

There were no declarations of interest.

CPC/26/045 Election of Chair for upcoming year

Resolution: The Parish Council unanimously resolved to re-elect Cllr Hamilton-Lambley as Chair for 2026-27.

CPC/26/046 Election of Vice-Chair for upcoming year

Resolution: The Parish Council unanimously resolved to re-elect Cllr Gilchrist as Chair for 2026-27.

CPC/26/047 To receive public questions and comments

There was no public participation.

CPC/26/048 To co-opt councillor

Councillors considered Nicola Bailey's expression of interest and noted her involvement in other community groups within the parish and background as an accountant and senior finance leader as attributes that would enable a positive contribution as councillor.

Resolution: The Parish Council unanimously resolved to co-opt Nicola Bailey as Councillor and directed the Parish Clerk to facilitate the necessary formalities.

CPC/26/049 To approve and sign minutes of the Parish Council meeting held on 24 March and 26 May 2026

Resolution: The Parish Council resolved to approve the minutes of the Parish Council meeting of 24 March 2026 and the minutes were duly signed.

Resolution: The Parish Council resolved that the draft minutes for the Parish Council meeting of 26 May 2026 be considered for approval at the July Parish Council meeting.

CPC/26/050 To receive updates on the progress of items from previous minutes and outstanding items not requiring further decisions.

There was discussion about the cancellation of the licence (application C/26/00293/PRMA) for the Existence Festival by Cotswold District Council due to the Applicant's failure to implement measures directed at the licensing hearing. A new licence application is expected to be submitted for the event to be held in September.

Person responsible	Action	Notes
Parish Clerk	Incorporate requested amendments to March 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.	The Diocese have changed their previous position and now wish to talk separately about car park arrangements

		separately from sites. Cllr Hamilton-Lambley and Cllr Kaner to meet with the Diocese again to discuss further.
Cllr Thomson	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	Cllr Hamilton-Lambley to suggest dates for a meeting and send introductory email to landowner copying Cllr Thomson.
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.	Cllr Hamilton-Lambley to incorporate speed limit survey amendments and share for distribution
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.
Cllr Thomson	Provide finalised allotment register and agreement templates to Parish Clerk.	Completed – on agenda.
Parish Clerk	Issue invoices and tenancy agreements to allotment holders for 2026	To proceed once agreement approved.
Cllr Gilchriest	Ask Countrywide to cut grass missed at bank under willow tree.	The site is not included in existing scope of works. Cllr Gilchriest to ask Countrywide to add.
Parish Clerk	Provide internal auditor with outstanding documentation required for FY 2025/26 internal audit.	Parish Clerk to review internal auditor's list of queries.
Cllr Warner	Liaise with Cllr Gilchriest to complete conversion of the SID to a solar panel system	On agenda.
Parish Clerk	Agenda an item to approve purchase of solar panels at the June PC meeting.	Completed
Parish Clerk	Liaise with Broadbean to arrange training on Mail Chimp and arrange transition to in-house management.	Completed – Cllr Hamilton-Lambley to write message for upcoming WOIC explaining respective mailing lists and asking subscribers to review their preferences
Cllr Gilchriest	Liaise with David Ash regarding playground repairs	On agenda.
Cllr Butcher & Warner	Liaise to try and resolve the Tuners Lane sign issue	To be carried forward.
Parish Clerk	Arrange VAT reclaim for FY2025-26	To action once 2025-26 accounts are finalised.
Parish Clerk	Complete insurance renewal for 2026-27	Completed.
Parish Clerk	Contact applicant or agent for PL/2026/02695 to clarify circumstances behind plans to reduce two dwellings to one.	Completed – application withdrawn.
Cllr Butcher	Contact Wiltshire and Gloucester Councils' Highways teams requesting repairs to potholes along the 24 hour bike ride route in advance of the event.	Completed.
Cllr Hamilton-Lambley	Prepare a communication asking those wishing to post flyers to seek Parish Council permission in advance and to remove flyers that have been posted, for circulation.	Global email to be sent on Mailchimp and text to be included in next WOIC.
Cllr Gilchriest	Ask Countrywide to cut the grass at the green opposite the school prior to Crudwell Strawberry Fayre 11 – 12 July.	Completed.

Cllr Kaner	Develop accessibility statement for new website	Cllr Bullock to circulate for comments on email.
Cllr Bullock	Liaise with FLAG to request Emergency Plan revisions, particularly in relation to wardens.	Awaiting response from FLAG – Cllr Gilchrist to assume responsibility going forward, ensuring wardens are named for insurance purposes.
Parish Clerk	Arrange website admin training with Aubergine.	Completed – scheduled for July.
Parish Clerk	Share model freedom of information policy with Cllrs Kaner and Bullock for review.	Cllr Bullock to follow up
Parish Clerk	Clarify Scribe quote for importing FY 2025-26 transactions	To be carried forward
Cllr Butcher	Progress LHFIFG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell	Call with Wiltshire Council Highways scheduled for 24 June.
Cllr Bullock	Circulate a schedule of Parish Council meetings for 2026-27 for approval at the June Parish Council meeting.	Completed.

Resolution: The Parish Council unanimously resolved to accept the 2026-27 schedule of Parish Council meetings for 2026-27, meeting on the fourth Tuesday of each month, with no meeting in December and the January meeting taking place on the second Tuesday of the month, and directed that it be posted on the Parish Council website.

CPC/26/051 To appoint councillors responsible for the upcoming year

Resolution: The Parish Council unanimously resolved to assign councillor responsibilities as set out in Appendix 1.

CPC/26/052 To confirm approach for review and approval of documents for 2025-26 AGAR submission

Resolution: The Parish Council unanimously resolved to schedule an extra-ordinary meeting for 27 June 2026 to consider and approve documents for its 2025-26 AGAR submission.

CPC/26/053 To receive and note bank reconciliation for May 2026

The bank reconciliation for May 2026 was noted.

CPC/26/054 To approve the following payments and appoint councillors to authorise:

Payee	Details	£ Net	£ VAT	£ Total
Scribe Inv 18038	Account subscription May 2026 - PAID	33.00	6.60	39.60
Scribe Inv 18839	Account subscription June 2026	33.00	6.60	39.60
The National Allotment Society (NAS)	Annual membership 2026-27	70.00	14.00	84.00
Countrywide Grounds Maintenance Ltd Inv 693416	Grounds maintenance May 2026	134.42	26.88	161.30
Vision Planning VISINV-0849	Neighbourhood Plan Fees May 2026	574.85	114.97	689.82
Parish Clerk	Salary and allowances Jun 2026	488.91	-	488.91
HMRC	PAYE, NIC Jun 2026	35.68	-	35.68
NEST Pensions	Employer and employee pension contributions Jun 2026	45.50	-	45.50
PATA Payroll Inv 25/1241/PPS	Payroll and pension service Apr-Jun 2026	66.30	-	66.30
BF Printing Ltd Inv Z290526GS1	WOIC Newsletter May 2026 PAID by card 15/06/26	134.16	-	134.16
BF Printing Ltd Inv Z150626GS2	WOIC Newsletter Jun 2026	134.16	-	134.16
Broadbean Inv 2605-08	Website and email support May 2026	35.00	7.00	42.00
		1,784.98	176.05	1,961.03

Resolution: The Parish Council resolved to approve the above payments

CPC/26/055 To consider planning applications received:

Reference	Address	Proposal	Stance
PL/2026/03086	Lower Odd Business Park, Crudwell, Malmesbury, SN16 9SN	Full planning permission - Erection of workshop building to support the existing agricultural and land management machinery dealership	No comment

Resolution: The Parish Council resolved to submit representations for the above planning applications according to the stances stated.

CPC/26/056 To note planning decisions determined

Reference	Address	Proposal	Decision
PL/2026/02320	Bramley House, Tuners Lane, Crudwell, Malmesbury, SN16 9EH	Householder planning permission - Proposed single storey extension and alterations to front of property, addition of living room window and addition of small open porch to garage conversion	Approve with Conditions
PL/2026/02695	Proposed Conversion of 2 cottages (Jack & Rabbits) into 1 & extension	Full planning permission - West Crudwell Farm, Rabbits Cottage, Morgans Tynings South To Tuners Lane, Crudwell, SN16 9EF	Withdrawn by Applicant
PL/2026/01295	Lower Odd Business Park, Crudwell, Malmesbury, SN16 9SN	Prior approval Part 14 Class J: Installation or alteration etc of solar equipment on non-domestic premises - PV solar installation	Prior Approval Not Required

The above planning decisions were noted.

CPC/26/057 To consider purchase of solar panel for village Speed Indicator Device (SID)

Concerns were raised that the existing mounting location for the SID would be unsuitable for the installation of a solar panel due to the impact of a nearby sign.

Resolution: The Parish Council unanimously resolved to appoint Traffic Technology Limited to supply a solar panel for SID Gen5 and SID Gen8 (12v 100W) and install at the SID's current location on the A429 in Crudwell for £1,584.00 including VAT, as quoted, pending confirmation of site suitability. The Parish Council directed Cllr Butcher to liaise with the appointed supplier to confirm site suitability for solar panel installation.

CPC/26/058 To consider quotes for repairs to play equipment

Resolution: The Parish Council unanimously resolved to appoint Allbuild Building and Landscaping (ABL) Services to repair outdoor gym equipment at the playpark adjacent to the village hall, straightening foot support and repairing the cracked weld for £300.00 including VAT.

Resolution: The Parish Council unanimously resolved to appoint Allbuild Building and Landscaping (ABL) Services to replace rotten timber and broken ladder climbing parts with half round treated timbers at the playpark adjacent to the village hall for £270.00 including VAT.

CPC/26/059 To approve the new allotments tenancy agreement

Resolution: The Parish Council unanimously resolved to approve and adopt a revised allotments tenancy agreement per the version at Appendix 2 and directed the Parish Clerk to issue plot holders with these agreements and issue corresponding invoices for 2026.

CPC/26/060 To receive a report from Wiltshire Council

Wilts Cllr Berry reported that Uber had received approval to operate in Wiltshire but it was unclear whether this would include Crudwell. The local survey to gauge parishioner views regarding proposals for a 20mph speed limit within Crudwell village is being prepared for launch.

CPC/26/061 To receive a report on flood management and Crudwell Flood Action Group (FLAG)

Cllr Bullock reported that representatives from Crudwell FLAG attended the Stronger South Cotswolds in Cirencester where there were over 100 attendees. They set up a stall and answered questions on their online river depth monitoring. Ben Preece spoke on the Local Legends panel. FLAG was invited to attend a recent meeting of the Friends of Gumstool Brook in Cirencester, who are much larger than Crudwell FLAG, but are also interested in online telemetry. They are also in the Upper Thames catchment, so it could be a route to funding and opportunities. FLAG have started water sampling at three points around the village. This is part of a Rivers Trust initiative to measure health of waterways from Crudwell to Lechlade. Results are [available online](#) for anybody interested. The kits were bought by FLAG members who donated to the charity. B Preece has shared information about a charity that offers traps for mink eradication. Mink is an invasive non-native species. Sightings should be reported online. FLAG can put landowners and residents in touch. FLAG representatives are attending a meeting in South Cerney next month about beavers, which may not be relevant for Crudwell but FLAG are keen to learn more. There's a local group offering to help create new hedgerows. If any farmers are interested in this it's another reason FLAG would like to connect with them. The group has provided input to the Parish Council's gully service work order and nominated 5 drains for jetting by Wiltshire Council with 3 located at the bottom of Tetbury lane. Thames Water have recently installed additional monitoring at the pumping station. FLAG are intending to do some plant removal and de-silting at several locations over the summer with dates yet to be set.

CPC/26/062 To receive a report on neighbourhood planning

See Appendix 3.

CPC/26/063 To receive a community report and update on school parking progress

This was covered earlier in the meeting.

CPC/26/064 To note correspondence for councillor information

There was no correspondence to note for councillor information.

CPC/26/065 To receive reports on parish matters:

Local Highway and Footway Improvement Group (LHFIG) – Signs for Chelworth are included in Wiltshire Council Highways' workplan although a timeframe has not been set. The Parish Council considered a Highways Support Request to reduce the speed limit, improve signage and reduce risk of accidents at Pats Yat, Kemble.

Resolution: The Parish Council resolved to support the Highways Support Request for Pats Yat, Kemble and directed its representative to submit to Wiltshire Council.

Parish Steward: Duties have resumed within the parish following reassignment to support Wiltshire Council's pothole repairs initiative

Poors Charity dissolution – A meeting to discuss the matter is scheduled for 2 July 2026.

Aura Solar Farm – A meeting with Kemble Parish Council is scheduled for 22 July 2026 to discuss arrangements and terms of reference for the grants award group.

New website - This was covered earlier in the meeting.

CPC/26/066 Exchange of information – no decisions can be made on these items. Items requiring a decision will be included as an agenda item at the next meeting.

Councillors discussed a reported obstruction on the public footpath near Tuners Land. The matter is to be raised with the landowner.

Meeting closed: 20:51hrs

Person responsible	Action	Notes
Parish Clerk	Incorporate requested amendments to May PC meeting minutes	
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). Roy and Tim to meet diocese again to discuss. To be carried over.
Cllr Thomson	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	Waiting for dates from Roy. Roy to send introductory email copying Scotty.
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.
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.
Parish Clerk	Issue invoices and tenancy agreements to allotment holders for 2026	
Cllr Gilchriest	Ask Countrywide to cut grass missed at bank under willow tree.	Site not on approved map – Pete to ask Countrywide to add.
Parish Clerk	Provide internal auditor with outstanding documentation required for FY 2025/26 internal audit.	
Cllr Hamilton-Lambley	Write message for upcoming WOIC explaining respective mailing lists and asking subscribers to review their preferences	
Cllr Gilchriest	Engage Allbuild Building and Landscaping (ABL) Services to undertake open-air gym equipment and playground climbing equipment repairs	
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue	
Parish Clerk	Arrange VAT reclaim for FY2025-26	
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.	
Cllr Bullock	Circulate accessibility statement for councillors' feedback.	
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. Aim to circulate policy for consideration at July meeting.
Cllr Bullock	Obtain freedom of information policy input and incorporate for PC consideration.	
Parish Clerk	Clarify Scribe quote for importing FY 2025-26 transactions	

Cllr Butcher	Progress LHFIG discussions regarding a potential 40mph transition zone on the A429 approaching Crudwell	
Parish Clerk	Arrange National Allotment Society (NAS) online portal access for Cllr Thomson	
Cllr Butcher	Clarify feasibility of proposed Speed Indicator Device (SID) solar panel installation location with consideration to nearby sign.	
Cllr Butcher	Enter Parish Council's comment in relation to Highways Support Request for Pats Yat and submit to Wiltshire Council	
Cllr Butcher	Contact landowner to request they clear the blocked footpath near Tuners Lane	
Parish Clerk	Arrange for Cllr Thomson to receive access to the National Allotment Society (NAS) portal	

APPENDIX 1

Councillor Responsibilities 2026-27

Name	Responsibilities
Cllr Roy Hamilton-Lambley	• Chair • Neighbourhood Planning
Cllr Peter Gilchriest	• Vice-Chair • Crudwell Trust link representative • Lord Lucas Trust representative • Malmesbury Area Board liaison • Parish Emergency Plan Coordinator • Parochial Officer Chedglow • Solar Farm representative • Weekly Playground inspections
Cllr Nicola Bailey	• Finance support
Cllr Charlotte Bullock	• Communications support/ WOIC liaison • Flood Action Group (FLAG) liaison • Website/s
Cllr Steve Butcher	• Local Highway and Footway Improvement Group (LHFIG) representative • Footpaths and Rights of Way • Parish Steward liaison • Planning • Transport and Highways
Cllr Olly Hughes	• Risk Management
Cllr Scotty Thomson	• Allotments • Community Support Officer • Grass cutting contract manager
Cllr Ian Warner	• Speed Indicator Device (SID) • Village Hall defibrillator

APPENDIX 2



CRUDWELL PARISH COUNCIL

Address: Crudwell Village Hall, Tetbury Lane, Crudwell, Malmesbury, SN16 9HB

Email: parish.clerk@crudwell-pc.gov.uk

Website: <https://www.crudwell-pc.gov.uk/>

CRUDWELL PARISH COUNCIL ALLOTMENT TENANCY AGREEMENT

This Agreement is made on: [Date]

BETWEEN:

CRUDWELL PARISH COUNCIL

AND:

[Tenant Full Name]

[Address]

1. LETTING AND STATUTORY BASIS

1.1 The Council lets to the Tenant the allotment garden at Tuners Lane, Crudwell, Malmesbury:

Plot Number: [Number]

1.2 This tenancy is governed by:

- The Allotments Acts 1908–1950.
- All regulations made thereunder.
- The Council's Allotment Rules (Schedule 1).

2. TERM

The tenancy shall commence on 01 April 2026 and continue yearly unless terminated in accordance with this Agreement.

3. RENT

3.1 Annual Rent: £[Amount]

3.2 Payable on: [Due Date]

3.3 The Council may review rent with appropriate notice.

4. TENANT OBLIGATIONS

4.1 CULTIVATION

The Tenant must maintain the allotment in a good state of cultivation and fertility.

4.2 USE

The allotment must be used for personal food & flower production only.

4.3 CONDUCT

No nuisance or annoyance shall be caused.

4.4 MAINTENANCE

Boundaries, paths and surrounding areas must be maintained.

5. STRUCTURES

No buildings or structures may be erected without written Council consent.

6. PROHIBITIONS

The Tenant shall not:

- Sublet the plot.
 - Keep livestock or bees without permission.
 - Use barbed wire.
 - Deposit hazardous waste.
 - Sleep overnight on site.
 - Use their plot for commercial purposes.
-

7. FIRES AND ENVIRONMENT

Bonfires must not cause nuisance and must comply with rules.

8. INSPECTION

The Council may inspect the plot at reasonable times.

9. TERMINATION

Tenant: ~To give a minimum of **6 months notice** in writing.

Council:

- 12 months' notice.
- 1 month for breach or non-cultivation.
- Immediate where legally permitted.

10. VACATION

The plot must be cleared and left tidy.

11. LIABILITY

Use of the allotment is at the Tenant's risk.

14. RULES

This tenancy is subject to Schedule 1.

SIGNED

For the Council:

For the Tenant:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

SCHEDULE 1 – ALLOTMENT RULES

CRUDWELL PARISH COUNCIL

1. CULTIVATION

- 1.1 At least 75% of the plot must be cultivated.
- 1.2 Plots must not become overgrown.
- 1.3 Invasive weeds must be controlled.

2. PLOT CONDITION

- 2.1 Plots must be kept tidy.
- 2.2 Composting must be controlled.
- 2.3 Waste must be removed from site.

3. STRUCTURES

- 3.1 One shed and one greenhouse permitted (with consent).
- 3.2 Size guide:

- Shed: 6ft x 4ft

4. WATER

- 4.1 Use responsibly.
- 4.2 Restrictions may apply in dry periods.

5. BONFIRES

- 5.1 Allowed only when safe.
- 5.2 No burning of plastics or hazardous materials.

6. VEHICLES

- 6.1 Only permitted in designated areas.
- 6.2 Do not block access.

7. DOGS

- 7.1 Allowed on leads
- 7.2 Fouling must be removed and disposed of off-site

APPENDIX 3

Neighbourhood Plan report for PC June 2026

2021 Neighbourhood Plan

The Agents have tendered for a developer and had expected to award a contract by mid June. There is no update available to date. The CIL payments and payments are due within 60 days of the commencement of development as follows, between £35,000 to £250,000: 30% within 60 days, 35% within 180 days, 35% within 360 days.

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

- 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 Neighbourhood Planning Officer requested an extension until 9 June, so the Council can have more time to respond. This extension was granted but we have yet to receive the Council's representation. The report on the consultation can not be completed until the response has been received. We are in liaison with the Council's Officers to obtain the report as soon as is possible.
- A further representation has been received from a landowner proposing two additional sites for potential future development, with indicative capacities of approximately 40 and 36 dwellings respectively, as possible reserve sites for inclusion in the Plan. At this stage, the representation should be regarded as a placeholder only. Unlike the two sites proposed for allocation, and the third site that has been rejected, no supporting details or plans have been provided. As a result, the sites are unlikely to be deliverable within the required timescale. We have been advised that the allocation of reserve sites would be inadvisable, as this could give rise to approvals resulting in a level of housing development beyond that which the community considers appropriate or sustainable.
- A report will be produced after receipt of Wiltshire's representation 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.

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