

# Crudwell Parish Council

## Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 24<sup>th</sup> February 2026 at 7:00PM

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**Present:** Councillors: R Hamilton-Lambley (Chair), C Bullock, S Butcher, O Hughes, I Warner.

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

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**CPC/25/219 Chair to open meeting, apologies and absence to record**

The meeting was opened and all present welcomed. Apologies were received from Cllrs P Gilchrist and T Kaner.

**CPC/25/220 Declarations of Interests on items on the agenda.**

There were no declarations of interest.

**CPC/25/221 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).**

There was no public participation.

**CPC/25/222 Councillor co-option**

The Chair invited Scott Thomson to briefly outline why he would like to become a councillor.

**Resolution:** The Parish Council unanimously resolved to co-opt Scott Thomson as councillor.

**CPC/25/223 Councillor vacancy – resignation of Cllr Doel**

Councillors noted the resignation of Cllr Neil Doel and acknowledged his contribution as councillor. There is currently one councillor vacancy.

**CPC/25/224 Approval of Minutes from Parish Council meeting 13<sup>th</sup> January and 12<sup>th</sup> February 2026**

Cllr Bullock proposed amendments to the minutes from the Parish Council meetings of 13th January and 12th February 2026 to be incorporated prior to approval of final minutes.

**Resolution:** The Parish Council resolved to approve the Parish Council meetings of 13th January and 12th February and accept the proposed amendments.

**CPC/25/225 To note matters arising and determine next steps.**

Actions from previous meetings were reviewed and updated as below:

Person responsible	Action	Notes
Cllr Warner	Overgrown ivy on bus stop – follow up with landowner at the rear.	Access has been granted by landowner. Cllr Thomson to facilitate removal.
Cllr Bullock	Additional dog poo bin. Follow up quote with idverde	The quote received was deemed to be unviable and councillors resolved not to proceed. Cllr Bullock to liaise with Cllr Gilchrist to inform resident of Parish Council's decision.

Cllr Butcher	Parish Steward has been asked if road sweeper jetwash could be used on the dirty village gates. Follow up with Becky Chivers, WC.	Closed. Sweeper crew to action once assigned
Cllr Butcher	To ask the Parish Steward if the Tuners Lane road sign can be reattached. Residents keen to retain old sign, but legs have corroded. Raised with WC, follow up with Beccy Chivers.	Closed. Assigned to Wiltshire Council Highways task list.
Cllr Butcher	Missing Crudwell sign on Eastcourt Road. Raised with WC, follow up with Beccy Chivers.	Closed. Assigned to Wiltshire Council Highways task list.
Cllr Butcher	Hole in wall on post office green. Raised with WC to clarify ownership and responsibility for repairing. Follow up with Beccy Chivers.	Wiltshire Council confirmed responsibility for repairs rests with the Parish Council. Cllr Thomson to facilitate repairs.
Cllr Butcher	Investigate flood warden training provision for new volunteers. Liaise with Wiltshire Flood Warden, James Bromhead regarding Wiltshire training details.	Closed. FLAG facilitating through the Swindon & Wiltshire Local Resilience Partnership /Environment Agency online training.
Cllr Kaner	Notify Aubergine that we wish to contract them as supplier of the Parish Council's new website. Convene PC working group and schedule kick-off meeting with Aubergine.	Reassigned to Cllrs Hamilton-Lambley & Butcher to facilitate completion of due diligence and mapping form. Cllr Warner to join working group.
Cllr Hamilton-Lambley	Check if gel sacks were collected from Chippenham and make arrangements for collection if not.	Gel sacks have yet to be collected. Parish Clerk and Cllr Butcher to contact Wiltshire Council and arrange collection.
Cllr Hamilton-Lambley, Cllr Bullock, Cllr Butcher	Meet with Wiltshire Flood Warden, James Bromhead to discuss parish flood planning status and next steps.	Completed.
Cllr Hughes	Act as liaison contact between FLAG and landowners/farmers, agree arrangements with FLAG.	Completed.
Cllr Hamilton-Lambley	Accompany Roz Savage, MP for South Cotswolds, as parish council representative, during parish visit on 6 February.	Completed.
Cllr Hamilton-Lambley	Follow-up status of discussions on utilisation of Church Commissioners land for school parking.	FLAG to contact Roz Savage MP about progressing 2008 EA report about the 2007 flood which discussed potentially slowing Swill Brook upstream of Tuners Lane and/or widening through the glebe field.
Cllr Butcher	Progress planning for upgrading of footpath and two bridges at Church Commissioners land.	Cllr Butcher to contact WC Countryside Access Liaison Officer, Steve Leonard, for advice on materials and approach. Cllr Thomson to contact Tetbury footpaths group for

		information on their approach and contacts.
Cllr Gilchrist	Monitor grass cutting to ensure work carried out when scheduled and as contracted. Liaise with Parish Clerk accordingly when work resumes in April.	Completed.
Cllr Hughes, Cllr Gilchrist	Check online banking approvals are active and accessible, liaise with Lloyds Bank to rectify if not.	Cllr Bullock added as approver.
Parish Clerk	Submit 2026-27 precept request to WC and post budget on PC website.	Completed.
Parish Clerk	Submit PC representations to WC for planning applications for 27 Tuners Lane, and Victory House, Unit 1, Cotswold Business Park.	Completed
Parish Clerk	Investigate options for parish council accounting software and present proposal to parish council for consideration.	On agenda for discussion.
Parish Clerk	Liaise with Aubergine to facilitate contracting for website build and kick-off arrangements.	Completed.
Cllr Gilchrist	Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust.	Carried over to March meeting.

**CPC/25/226 Items for inclusion (at Chair's discretion/no decisions)**

There were no items for inclusion at the Chair's discretion.

**CPC/25/227 Flooding and Crudwell Flood Action Group (FLAG)**

Roz Savage MP will be conducting filming in the parish on 27 February 2026 about the pro-active approach of community groups to tackling issues such as flooding. FLAG has developed a list of proposed goals for their group for 2026. Cllr Bullock and Cllr Butcher to meet with B Preece (FLAG) and J Bromhead (Crudwell Flood Warden) to discuss flood page on website and refining emergency plan. The Parish Council continues to liaise with FLAG and discussions are productive.

**CPC/25/228 To note bank statements**

Community account	31 January 2026	£4,975.53
Community Business account	31 January 2026	£19,711.34

Noted

**CPC/25/229 To receive and note bank reconciliation for January 2026.**

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

**CPC/25/230 Payments for authorisation**

Payee	Details	£ Net	£ VAT	£ Total
Broadbean Inv 2512-06	Website & email support Dec 2025 (roadworks)	85.00	17.00	102.00
Broadbean Inv 2601-09	Managed website hosting 2026-27	150.00	30.00	180.00
Broadbean Inv 2601-20	Website & email support Jan 2026 (NHP, WOIC)	140.00	28.00	168.00
Countrywide Inv 674208	Grounds maintenance Jan 2026	134.42	26.88	161.30
Busy Fingers Printing Inv Z300126GS1	WOIC (February 2026 issue) PAID by card 30/01/2026	134.16	-	134.16
Busy Fingers Printing Inv Z260126GS1	WOIC (February 2026 issue) PAID by card 30/01/2026	134.16	-	134.16
Vision Planning VISINV-0814	Neighbourhood Plan development Nov – Dec 2025	1,100.00	220.00	1.320.00

Technical Illustration Inv 197 TI-2026	Maps and plans for neighbourhood plan Reg 14 consultation	555.00	-	555.00
Parish Clerk	Salary and allowances Feb 2026	423.91	-	423.91
HMRC	PAYE, NIC Feb 2026	111.45	-	111.45
		<b>2,968.10</b>	<b>321.88</b>	<b>3,289.98</b>

**Resolution:** The Parish Council resolved to approve the above payments. Cllrs Bullock and Butcher were appointed to authorise.

**CPC/25/231 Planning – resolve comment on applications received**

Application ref.	Address	Proposal	Decision
<a href="#">PL/2025/09992</a>	11 The Butts, Crudwell, Malmesbury, SN16 9HF	Dormer to Gable Conversion to Front Elevation	No comment
<a href="#">PL/2026/00600</a>	Vine Cottage, Crudwell, Malmesbury, SN16 9ER	Erection of outdoor gazebo	No comment

**CPC/25/232 Planning decisions to note**

Application ref.	Address	Proposal	Decision
<a href="#">PL/2025/09758</a>	Stonecrop Cottage, Crudwell, Malmesbury, SN16 9ER	Notification of proposed works to trees in a conservation area	No objection
<a href="#">PL/2025/05879</a>	Pound Farmhouse, Eastcourt, Malmesbury SN16 9HN	The internal renovation and reorganisation of the farmhouse	Approve
<a href="#">PL/2025/05689</a>	Chedglow Field Farm, Upper Chedglow, Malmesbury, SN16 9HA	Variation of condition 1 (approved plans) on PL/2023/01861 to allow for changes to design and size of garage	Withdrawn by Applicant
<a href="#">PL/2025/09784</a>	27 Tuners Lane, Crudwell, Malmesbury, SN16 9EN	Single storey side extension	Approve with Conditions

The above planning decisions were noted.

**CPC/25/233 Wiltshire Council report**

Wilts Cllr Berry reported that the Council budget had been passed. Council tax is to be increased by the maximum 4.99%. The planned closure of Purton and Lower Compton Household Recycling Centres has been postponed in response to strong concerns raised by residents and a booking system is to be implemented.

**CPC/25/234 Accounting software – proposed supplier, consideration & approval**

Councillors considered proposals by providers to supply accounting software to the Parish Council.

**Resolution:** The Parish Council resolved unanimously to engage Scribe, accepting their proposal of £947 for years 1 and 2 comprising £551 in year 1 for software, support and maintenance, set-up support and transaction import and £396 in year 2 for ongoing support and maintenance.

**CPC/25/235 Clerk pension package**

Parish Clerk left the meeting. Councillor considered options for contributing employer contributions to the clerk's pension.

**Resolution:** The Parish Council resolved unanimously to pay parish clerk employer pension contributions at 5% of total earnings and to enrol in the NEST employer pension scheme through its payroll provider, PATA Payroll, using its payroll and pension service at a fee of £17.10 per month.

Parish Clerk returned to the meeting.

**CPC/25/236 Neighbourhood Planning Report**

See Appendix.

Councillors considered proposals to provide an online survey and report to facilitate the Neighbourhood Plan Regulation 14 consultation.

**Resolution:** The Parish Council resolved unanimously to engage Community First to produce online survey and report, accepting their proposal and fees of £1,240 plus VAT.

**CPC/25/237 Community Report: School Parking progress**

Addressed under matters arising.

**CPC/25/238 Parish Matters**

- **PC Correspondence** – Councillors noted resident concerns regarding fly tipping and plot holder maintenance of allotment. Wiltshire Council communications regarding its Digital Wiltshire initiative, bus infrastructure improvement project and Malmesbury Local Cycling and Walking Infrastructure Plan (LCWIP) public consultation were noted.
- **Replacement website** – addressed in matters arising.
- **Poors Charity update** – addressed in matters arising.
- **Aura Solar Farm** – addressed in matters arising.
- **Dog waste bins** – addressed in matters arising.
- **Parish Steward** – addressed in matters arising and PC correspondence.
- **LHFIG** – Cllr Butcher reported that plans for extension of the 30mph speed limit progressing, awaiting further communications. A quote has been received for the supply and installation of signs at Chelworth with LHFIG considering options to fund the parish council’s standard 30% contribution after concerns were raised about its appropriateness in this instance.
- **Bus stop update** – addressed in matters arising.

**ACTION POINTS**

Person responsible	Action	Notes
Parish Clerk, Cllr Thomson, Cllr Hamilton-Lambley	New councillor onboarding. Notify Wiltshire Council of Cllr Thomson co-option. Complete register of interests. Liaise with Broadbean to set up new councillor email and de-active Cllr Doel’s account.	
Cllr Thomson	Removal of overgrown ivy from bus stop	Access has been granted by landowner.
Cllr Bullock	Follow up quote for additional dog poo bin.	Liaise with Cllr Gilchrist to inform resident of Parish Council’s decision not to proceed.
Cllr Hughes	Convene working group to clean village gates.	Back-up option should sweeper crew not be assigned due to upcoming Parish Stewards reassignment to Highways.
Cllr Thomson	Repair hole in stone wall on Post Office Green. Coordinate contact to facilitate.	
Cllrs Hamilton-Lambley & Butcher	Complete Aubergine’s due diligence and mapping form for replacement website, to enable contracting and kick-off.	Reassigned from Cllr Kaner. Cllr Warner to join working group.

Parish Clerk & Cllr Butcher	Collect gel sacks from Wiltshire Council, Chippenham.	Contact WC and arrange collection.
Cllr Hamilton-Lambley	Follow-up status of discussions on utilisation of Church Commissioners land for school parking.	FLAG to talk with Roz Savage about the EA 2008 Flood report to progress
Cllr Butcher, Cllr Thomson	Progress planning for upgrading of footpath and two bridges at Church Commissioners land.	Cllr Butcher to contact WC Countryside Access Liaison Officer, Steve Leonard, for advice on materials and approach. Cllr Thomson to contact Tetbury footpaths group for information on their approach and contacts.
Cllrs Bullock & Butcher	Meet with B Preece (FLAG) and J Bromhead (Crudwell Flood Warden) to discuss flood page on website and refining emergency plan.	
Parish Clerk	Submit PC representations to WC for planning applications for The Butts and Vine Cottage.	
Cllr Gilchrist	Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust.	Carried over from 13 January actions
Parish Clerk	Engage Scribe to provide parish council accounting software.	
Parish Clerk	Engage PATA to provide pension service for parish clerk employer and employee contributions. Set up NEST employer account.	
Cllr Hamilton-Lambley	Engage Community First to produce online survey and report for Neighbourhood Plan consultation.	

Meeting closed at 21h30.

Next meeting 24 March 2026.

Signed

Roy Hamilton-Lambley, Chair

## **APPENDIX**

### **Neighbourhood Plan report for PC February 2026**

#### **2038 Neighbourhood Plan Review**

##### **Regulation 14 progress and timescale.**

- Work has now been completed and assured on the draft Reg 14 submission; the document pack includes:
  - The Draft Neighbourhood Plan which includes policies for the housing allocations, Local Business, Drainage and Flooding and Highway Safety, also the new Crudwell Design Code and Guide.
  - The Consultation Statement which is a record of all communications undertaken as part of the current review.
  - The Evidence Base document which includes the Strategic Environmental Assessment, working group papers and a paper on proposed Community use of The Glebelands.
  - The Neighbourhood Plan Summary and questionnaire.
- It is planned to start formal consultation on the Neighbourhood Plan on the 1<sup>st</sup> of March for the statutory period of six weeks with consultation ending on the 13<sup>th</sup> of April 2026.
- It is proposed to again engage Community First to host the questionnaire and deliver the comprehensive report required following consultation. The cost of this is quoted as £1240 plus VAT including £840 for the required report as opposed to Vision Planning's estimate of £1100 for the report only. I therefore propose that we commission Community First for this work to be funded from the NP budget for 2026/2027.
- The Communications and Awareness Plan includes:
  - Hosting all Reg 14 documents on our my-Crudwell website
  - Email to all statutory bodies as shown by Wiltshire Council
  - Email to 302 Crudwell residents via our Mailing List
  - A flyer notifying the consultation and inviting comment via the NP Summary and Questionnaire delivered to all households with the March WOIC journal
  - Paper copies of the Summary and Questionnaire available in the Post Office, Farm Shop, the Church, pubs, and hotels
  - A4 posters on all notice boards and selected key points
  - Notification via the Crudwell Street Leaders WhatsApp group
  - Press release to local newspapers
- The report following consultation will include references to all statutory and local parishioners' responses to the Questionnaire together with all comments which will be used to review and revise the Plan if needed.
- The next Stage of the Plan is Reg 15 where the revised Plan is submitted to Wiltshire Council for review and approval.
- Following this, at Reg 16 Wiltshire Council host a further public consultation on the draft Plan before submitting the Plan to an independent Government examiner.
- A public referendum completes the process and if approved by the community the Crudwell Neighbourhood Plan is adopted as part of Wiltshire Council's Local Plan.
- I secured agreement that work should continue on the Plan within the allocated budget at the August 2025 PC meeting and am pleased to report that the Neighbourhood Plan remains within the allocated budget for 2025/2026.