

Crudwell Parish Council

Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 26th May 2026 at 7:00PM

Present: Councillors: R Hamilton-Lambley (Chair), P Gilchriest, C Bullock, S Butcher, O Hughes, T Kaner, S Thomson, I Warner

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

CPC/26/026 Chair to open meeting, apologies and absence to record

The meeting was opened and all present welcomed. There were no apologies or absences.

CPC/26/027 Declarations of Interests on items on the agenda.

There were no declarations of interest.

CPC/26/028 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).

There was no public participation.

CPC/26/029 Approval of Minutes from Parish Council meetings of 24th March 2026 and 28 April 2026

Resolution: The Parish Council resolved that the draft minutes for the Parish Council meeting of 24 March 2026 be amended to focus on key discussion points.

Resolution: The Parish Council resolved to approve the minutes of the Parish Council meeting of 28 April 2026 and the minutes were duly signed.

CPC/26/030 To receive updates on the progress of items from previous minutes and outstanding items not requiring further decisions.

Actions from previous meetings were reviewed and updated as below:

Person responsible	Action	Notes
Cllr Hughes	Convene working group to clean village gates.	Completed.
Cllr Thomson	Repair hole in stone wall on Post Office Green. Coordinate contact to facilitate.	Completed.
Cllr Bullock	Liaise with FLAG about where to position gels sacks and update emergency plan accordingly.	Completed.
Cllr Hamilton-Lambley	Commission contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	A meeting with the Diocese was held on 8 May 2026. The contractor is awaiting commencement instructions.
Cllr Gilchriest	Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust.	Closed.
Cllr Thomson	Investigate change of use of section of allotments to community orchards.	A meeting is to be arranged with the landowner.
Cllr Thomson	Consider promotion of unoccupied allotments through various channels.	Ongoing.

Cllr Hamilton-Lambley	Commission mini survey to assess extent of community support for reducing the speed limit to 20mph within Crudwell village.	Cllr Hamilton-Lambley to send draft survey to Cllr Berry for review before posting.
Cllr Butcher	Contact resident who made request to amend Chelworth sign to remove reference to business park, asking them to fund the replacement sign.	Resident has been contacted; a response has not yet been received.
Cllr Thomson/ Parish Clerk	Liaise with Clerk about plot numbers, dimensions and invoicing of allotmenters.	Cllr Thomson to send finalised register to Parish Clerk.
Parish Clerk	Provide March 2026 meeting minutes for approval & signing.	Completed.
Cllrs Butcher & Bullock	Provide 2026/27 budget and precept information for Cllr Bullock to upload to the PC website	Completed.
Cllr Butcher	Prepare QFS Jan-March 2026 for approval at next meeting.	Completed.
Cllr Gilchriest	Discuss with Countrywide contractor re some cutting sites that have been missed, provide map again.	The bank under the willow tree was not cut – to be followed up with Countrywide
Parish Clerk	When grass cutting contract is up for renewal, discuss combining with Village Hall and Crudwell Primary School to see if economies can be gained.	Completed.
Cllrs Bullock, Butcher & Hamilton-Lambley	Upload and approve bank payments approved at this meeting.	Completed.
Parish Clerk	Submit PC responses to planning applications for: 2 Pear Tree Cottages, Crudwell Court Farm, Bramley House and Lower Odd Business Park	Completed.
Parish Clerk	To notify Auditing Solutions Ltd of their appointment to audit information for FY 2025/26.	Completed – Parish Clerk to collate outstanding documentation.
Cllr Warner	Liaise with Cllr Gilchriest and try and complete conversion of the SID to solar panel system	To be carried forward - item to approve purchase of solar panels to be included on agenda for June PC meeting.
Cllr Hamilton-Lambley	Liaise with Broadbean and Clerk to arrange training on MailChimp	Re-assigned to Parish Clerk
Cllr Berry	Provide contact details for Lee Wells to Cllr Gilchriest	Completed. Pete to liaise with Lee Wells.
Cllr Hamilton-Lambley & Parish Clerk	Information on Wilts Council Gigabit Broadband Voucher Scheme to be made available through WOIC June issue, social media and website	Completed. Parish Clerk to monitor responses.
Cllr Bullock	Book Village Hall for Annual Parish Meeting	Completed.
Clerk/Chair	Promote Wilts Connect bus service to parish residents through June WOIC and website/Facebook page	Completed.
Cllr Bullock	Follow up with Cllr Hughes about liaising with FLAG re introductions with local landowners.	Completed.
Parish Clerk	Zurich Insurance renewal to be on May meeting agenda for discussion and approval	Completed.
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue.	Ongoing.

Resolved: The Parish Council resolved to accept Zurich Insurance's quote to provide insurance to the Parish Council for 2026-27 for £536.00.

CPC/26/031 To approve bank reconciliation for May 2026

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

CPC/26/032 To receive and note quarterly financial statements for Jan-Mar 2026

The quarterly financial statements for Jan-Mar 2026 were noted.

CPC/26/033 To approve the following payments and appoint councillors to authorise:

Payee	Details	£ Net	£ VAT	£ Total
Starboard Systems Limited INV-16271 PAID 06/05/26	Professional services (2026) and Scribe set up fees	398.00	79.60	477.60
Scribe INV-16272 PAID 06/05/26	Scribe Accounts Subscription April 2026	33.00	6.60	£39.60
Zurich Municipal Inv 554999787	Insurance premium renewal for 01/06/2026 – 31/05/2027 -revised quote	536.00	-	536.00 (inc IPT)
Countrywide Grounds Maintenance Ltd Inv 688483	Grounds maintenance April 2026	134.42	26.88	161.30
Vision Planning VISINV-0828 PAID 22/05/2026	Work between 1 Feb and 31 March 2026 (NHP)	825.00	165.00	990.00
Vision Planning VISINV-0839	Work between 1 – 30 April 2026	1100.00	220.00	1320.00
Parish Clerk	Salary & allowances May 2026	489.11	-	489.11
HMRC	PAYE, NIC May 2026	35.48	-	35.48
NEST Pension for Clerk	Employer and employee pension contribution May 2026	45.50	-	45.50
		£3,596.51	£498.08	£4,094.59

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

CPC/26/034 To consider planning applications received:

Reference	Address	Proposal	Stance
PL/2026/02695	West Crudwell Farm, Rabbits Cottage, Morgans Tynings South To Tuners Lane, Crudwell, SN16 9EF	Proposed Conversion of 2 cottages (Jack & Rabbits) into 1 & extension	Object – subject to clarification
PL/2026/03141	Ridgeway House, Tuners Lane, Crudwell, Malmesbury, SN16 9EG	Notification of proposed works to trees in a conservation area. T1 - Acacia is to be removed to ground level. T2 - Walnut is to be removed to ground level. T3 - Cypress hedge is to be removed to ground level. T4 - Sorbus is to be reduced all over by up to 1.8 metres.	No comment

Resolution: The Parish Council resolved to submit representations for the above planning applications according to the stances stated. The Parish Council instructed the Parish Clerk to seek information regarding the circumstances for reducing two dwellings to one in relation to PL/2026/02695.

CPC/26/035 To note planning decisions determined

Reference	Address	Proposal	Decision
PL/2026/01212	Pound Farmhouse, Eastcourt, Malmesbury, SN16 9HN	Variation of Condition 2 (Oak Truss detail) of PL/2025/05854 (Oak Garden Room, Oak Conservatory to replace existing, demolition of modern bin store, and relocation of oil tank)	Approve with Conditions
PL/2026/01490 - Listed building consent (Alt/Ext)	Pound Farmhouse, Eastcourt, Malmesbury, SN16 9HN	Oak Garden Room - Amendment to Truss Details only of the application PL/2025/05925 - Approved 18/12/2025	Approve with conditions
PL/2026/01971	2 Pear Tree Cottages, The Street, Crudwell, Malmesbury, SN16 9ES	Notification of proposed works to trees in a conservation area T1 & T4 Ash - Fell. T2 Eucalyptus - 30% Reduction. T3 Ash - Sympathetic crown lift, secondary branches, 2-3 meters and crown cleaned.	No objection
PL/2023/09595	Land North of Tuners Lane, Crudwell, Malmesbury, SN16 9EN	Erection of 25 residential dwellings and associated works	Approve with conditions

The above planning decisions were noted.

CPC/26/036 To receive a report from Wiltshire Council

Wilts Cllr Berry reported that Wiltshire Council had not challenged the Planning Inspectorate's decision to refuse its Local Plan. He reiterated the importance of Crudwell having a current neighbourhood plan given the current context. Wiltshire Council's proposed 20mph policy is yet to be drafted but would allow local proposals for a 20mph limit on the A350 if high local support was received. The examination process for Lime Down Solar Park's application for a Development Consent Order (DCO) is in progress. Representations are being prepared in response to a proposed anaerobic digester in the area which will transport product to Banbury, raising safety concerns. Wiltshire Council's Highways have been involved in discussions regarding addressing potholes along the route for the upcoming 24-hour bike ride fundraising event.

A councillor asked for clarification on Wiltshire Council's position towards flyers for recent events being posted on the Village Green and not taken down. This land was identified as Parish Council land and within the remit of the Parish Council to address.

Resolution: The Parish Council resolved to instruct Cllr Hamilton-Lambley to 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.

CPC/26/037 To receive a report on flood management and Crudwell Flood Action Group (FLAG)

A FLAG representative attended a North Wiltshire online flood working group and reiterated requests to visit the parish to view watercourses of concern. Representatives are attending an event hosted by the MP for South Cotswolds on 6 June 2026. The group are organising a working party to remove weeds adjacent to the Green which will host the upcoming Strawberry Fayre event. A trailer to remove the green waste will be made available by Cllr Hughes. Nitrate and phosphate sampling for Swillbrook to serve as benchmark against high rainfall periods has been completed.

CPC/26/038 To receive a report on neighbourhood planning

See Appendix 1.

CPC/26/049 To receive a community report and update on school parking progress

The Diocese has separated parking considerations from housing considerations. Discussions regarding parking are not yet in a position to enable progress.

CPC/26/040 To note correspondence for councillor information

- Road Safety Information Seminar on Friday 17 July 2026, to be held at County Hall, Trowbridge.
- Request from Strawberry Fayre organisers for the Parish Council to schedule grass cutting at the Green where the event will be hosted from 11 – 12 July 2026. Cllr Gilchrist will facilitate.
- Resident appreciation for clearance of ivy from the bus shelter

CPC/26/041 To receive reports on parish matters:

Local Highway and Footway Improvement Group (LHFIG) – The Parish Council’s application to extend the 30mph speed limit zone within Crudwell was rejected due to not meeting the relevant criteria. Feedback from LHFIG suggested a 40mph transition zone.

Resolution: The Parish Council resolved to support further investigations into the viability of a 40mph transitional zone on the A429 approaching Crudwell.

Parish Steward – Their next visit is scheduled for 9 June 2026.

Parish Emergency Assistance Scheme (PEAS) – Covered in previous business.

Poors Charity dissolution – Covered in previous business.

Aura Solar Farm – Another joint meeting has been requested with Crudwell and Kemble Parish Councils to agree the rules for distributing funds as grants.

New website – Photos have been received, most essential documents have been sent to Aubergine, revisions to the emergency plan, freedom of information policy and accessibility statement are under development. Cllr Bullock and Kaner are to collaborate on the freedom of information policy and accessibility statement. Cllr Bullock is to liaise with FLAG regarding revised wording for the emergency plan, particularly in relation to wardens. Parish Clerk is to liaise with Aubergine regarding website administrator training dates.

CPC/26/042 Exchange of information

The schedule of Parish Council meetings was discussed with consensus given to retaining the fourth Tuesday of the month with no meeting taking place in December and the timing of the January meeting to be an earlier Tuesday in the month. A schedule of Parish Council meetings for 2026-27 is to be considered for approval at the June Parish Council meeting.

ACTION POINTS

Person responsible	Action	Notes
Parish Clerk	Incorporate requested amendments to April PC meeting minutes	
Cllr Hamilton-Lambley	Provide instructions to contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Follow up to meeting with Diocese on 8 May.
Cllr Thomson	Arrange meeting with landowner to discuss proposed change of use for a section of the allotments to community orchards.	
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 Butcher	Follow-up resident who made request to amend Chelworth sign to remove reference to business park, asking them to fund the replacement sign.	
Cllr Thomson	Provide finalised allotment register and agreement templates to Parish Clerk.	
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.	
Parish Clerk	Provide internal auditor with outstanding documentation required for FY 2025/26 internal audit.	
Cllr Warner	Liaise with Cllr Gilchriest to complete conversion of the SID to a solar panel system	Carried forward from April PC meeting
Parish Clerk	Agenda an item to approve purchase of solar panels at the June PC meeting.	
Parish Clerk	Liaise with Broadbean to arrange training on Mail Chimp and arrange transition to in-house management.	
Cllr Gilchriest	Liaise with Lee Wells	Carried forward from April PC meeting
Cllr Butcher & Warner	Liaise to resolve the Tuners Lane sign issue	Carried forward from April PC meeting
Parish Clerk	Arrange VAT reclaim for FY2025-26	
Parish Clerk	Complete insurance renewal for 2026-27	
Parish Clerk	Make enquiries for PL/2026/02695 to clarify circumstances behind plans to reduce two dwellings to one.	
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.	
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.	
Cllr Gilchriest	Ask Countrywide to cut the grass at the green opposite the school prior to Crudwell Strawberry Fayre on 11–12 July.	
Cllr Kaner	Develop an accessibility statement for the new website	
Cllr Bullock	Liaise with FLAG to request Emergency Plan revisions, particularly in relation to wardens.	
Parish Clerk	Arrange website admin training with Aubergine.	
Parish Clerk	Share model freedom of information policy with Cllrs Kaner and Bullock for review.	
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	
Cllr Bullock	Circulate a schedule of Parish Council meetings for 2026-27 for approval at the June Parish Council meeting.	

Meeting closed at 20:41hrs

Next meeting 23 June 2026.

Signed

Roy Hamilton-Lambley, Chair

APPENDIX 1

Neighbourhood Plan report for PC May 2026

2021 Neighbourhood Plan

The Crudwell Neighbourhood Plan (2021) included Policy DD1, allocating a site on Tuners Lane for 25 homes, including 10 affordable units. Parish Councillors and Steering Group members met with site agents on several occasions to address affordability, layout, and design. The Planning Application was submitted in November 2023 and approved in May 2026. Agents are now tendering for a developer and expect a contract to be awarded by mid-June. I have investigated Wiltshire Council's policy for 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)
 - 14 representations from statutory consultees.
- Wiltshire Council's Neighbourhood Planning Officer has requested an extension until 9 June, so the Council can have more time to respond. We are inclined to grant this extension solely for the Council's response, while considering the rest of the consultation closed.
- A report will be produced after 9 June 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. Public consultation (Reg 16), independent examination, and a referendum are expected in 2027.
- The plan was underspent in 2025/2026 and remains within this year's allocated budget; I will confirm details at the June meeting.

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