

## Crudwell Parish Council

### Minutes of the Meeting of Crudwell Parish Council held in Crudwell Village Hall on 28<sup>th</sup> April 2026 at 7:00PM

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**Present:** Councillors: R Hamilton-Lambley (Chair), C Bullock (Minute taker), S Butcher, P Gilchrist, T Kaner, S. Thomson, I Warner.

Also Present: Wilts Cllr C Berry, S Thomson

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#### **CPC/26/001 Chair to open meeting, apologies and absence to record**

The meeting was opened and all present welcomed. Apologies were received from Cllrs O Hughes. The Chair explained that the Clerk was expected to return to work in a week or so. He thanked Cllr Butcher for monitoring the Clerk inbox and looking after financial matters in the interim.

#### **CPC/26/002 Declarations of Interests on items on the agenda.**

Cllr Kaner and Cllr Thomson declared an interest in one of the planning applications (PL/20026/02091 and PL/2026/02320 respectively).

#### **CPC/26/003 Public speaking (Crudwell Parish Council Standing Orders allows for 10 minutes).**

A member of the public representing the Crudwell Allotment Holders was present, so agenda item 13 was discussed – see CPC/26/004.

#### **CPC/26/004 To set allotment fees for 2026**

Cllr Thomson briefly outlined the proposal that had been circulated with the agenda. Cllr Thomson explained that there are currently 13 usable plots of varying sizes, 8 of which are occupied. The proposal was to significantly raise the annual allotment fees in line with what other parishes are charging (commonly between £25 – 30+ p.a.). Raising the price will enable the funding of a small skip once a year to help clear the increasing amount of rubbish on site. Councillors were in agreement about increasing the rent and discussed whether to charge a flat rate per plot or to charge per metre squared and that a nominated allotmenteer would have a reduced rate for ensuring all the pathways between the allotments are kept clear and mown.

**Resolution:** The Parish Council unanimously resolved to change the 2026 allotment rent to be based on £0.30/m, with the allotments then broken down into three size categories, these being:

Small 30-45m<sup>2</sup> @ £11.70

Medium 46-75m<sup>2</sup> @ £18.38

Large 76-100m<sup>2</sup> @ £28.46

To be reviewed annually, with a nominated Allotmenteer having a reduced rate (20%) to reflect the caretaking role.

**Action:** Cllr Thomson to liaise with Clerk about establishing plot numbers and dimensions and invoicing of allotmentees. Cllr Thomson to continue to explore options for tree planting on flood prone area closest to the Swill Brook. Cllr Thomson to develop plans to promote remaining plots.

Member of the public left the meeting.

#### **CPC/26/005 To approve and sign minutes of the Parish Council meeting held on 24 March 2026.**

Minutes from the previous meeting were not available, so these will be provided for approval and signing at the next meeting.

#### **CPC/26/006 To receive updates on the progress of items from previous minutes and outstanding items not requiring further decisions.**

Actions from the previous meetings were reviewed and updated as below.

Person responsible	Action	Notes
Cllr Hughes	Convene working group to clean village gates	Carried forward from February meeting
Cllr Thomson	Repair hole in stone wall on Post Office Green. Coordinate contact to facilitate.	Carried forward from March
Cllr Bullock, Parish Clerk	Complete Aubergine's site mapping form for replacement website, to enable contracting and kick-off.	Closed. Kick off meeting held 16 April. Aubergine now building site, Cllr Bullock & Clerk working on assembling files to transfer.
Cllr Butcher	Liaise with FLAG about where to position gels sacks and update emergency plan accordingly.	With FLAG to decide & notify the Parish Council
Cllr Hamilton-Lambley	Commission contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Funding approved at earlier Parish Council meeting. On hold until after the meeting with the Diocese on 8 May
Cllr Gilchrist	Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust.	Awaiting meeting before WOIC comms. Ongoing
Parish Clerk	Finalise and submit Parish Council representation in response to Existence Festival licence application <a href="#">C/26/00293/PRMA</a>	Closed. Notice of hearing received from Cotswold District Council 11 May, Cllr Hamilton-Lambley & Cllr Warner to attend.
Parish Clerk	Share references for Specialists in Local Councils internal auditor with councillors and include appointment of internal auditor as agenda item for April Parish Council meeting.	Closed. Internal auditor to be appointed at this meeting
Parish Clerk	Provide Cllr Thompson with current allotment register and documentation. Introduce Cllr Thompson to allotment holder representatives.	Closed.
Cllr Thomson	Investigate change of use of section of allotments to community orchards. Engage with allotment representatives regarding ongoing allotments management.	Ongoing Engagement with allotment representatives re management – closed.
Cllr Berry	To share the Minety Road condition report with Clerk. Clerk to circulate to the PC	Completed
Cllr Hamilton-Lambley	Commission mini survey to assess extent of community support for reducing the speed limit to 20mph within Crudwell village.	Drafted, but ongoing.
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 contacted, awaiting response
Cllr Hamilton-Lambley	Contact Roz Savage MP's office requesting her availability to attend an Annual Parish Meeting in May.	Closed. No availability in May.

**CPC/26/007 To receive and note bank reconciliation for March 2026**

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

Bank Statements noted:

Community account 31 March 2026 £219.73  
 Community Business account 31 March 2026 £17,727.66

It was noted that the 2026/27 budget and precept were not on the Crudwell Parish Council website. **Action: Cllr Butcher to provide to Cllr Bullock to put on the site.**

**CPC/26/008 To approve and note quarterly financial statements for Jan to March 2026**

These had not been available for the meeting. **Action: Cllr Butcher to look at preparing, for approval at the next meeting.**

**CPC/26/009 To approve the following payments and appoint Councillors to authorise**

Payee	Details	£ Net	£ VAT	£ Total
Information Commissioner's Office (ICO) Ref: 002c5de51455	Annual data protection fee 2026/27	52.00	-	52.00
Crudwell Village Hall Inv 0428	Meeting room hire 31 Mar – 23 Jun 2026	110.00	-	110.00
Broadbean Inv 2603-08	Website and email support Mar 2026	310.00	62.00	372.00
Wiltshire Association of Local Councils (WALC) Inv WALC-1054	WALC and NALC subscriptions 2026-27	406.35	81.27	487.62
Countrywide Grounds Maintenance Ltd Inv 683821	Grounds maintenance Mar 2026	134.42	26.88	161.30
Busy Fingers Printing Inv Z270326GS2	WOIC (April 2026 issue) PAID by card 13/04/2026	134.16	-	134.16
Parish Clerk	Salary and allowances Apr 2026	469.22	-	469.22
HMRC	PAYE, NIC Apr 2026	35.48	-	35.48
NEST Pension	Employer and employee pension contributions Apr 2026	90.26	-	90.26
Krystal Hosting Ltd Inv 2471915	Crudwell-pc domain renewal 2026-27	10.00	2.00	12.00
All Things Glass	Replacement glass – noticeboard panel	24.17	4.83	29.00
Busy Fingers Printing Inv Z270426GS1	WOIC (May 2026 issue) PAID by card	134.16	-	134.16
		<b>1910.22</b>	<b>176.98</b>	<b>2087.20</b>

Cllrs discussed Countrywide Grounds work, it was noted that the contractor had failed to mow a couple of requested areas on two occasions (Post Office Green and main road verge by bus stop opposite Wheatsheaf pub. **Action: Cllr Gilchrist to provide map again and discuss with the Contractor.**

Cllr Kaner requested that at the review of the contract that the Parish Council consider coordinating and potentially contracting grass cutting services in collaboration with Crudwell Primary School and the Village Hall, it might be possible to make savings. **Action: Clerk to note request and follow up in February 2027.**

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

**CPC/26/010 To consider planning applications received:**

Declarations of interest: Cllr Kaner noted for Crudwell Court Farm and Cllr Thomson for Bramley House as being on the list of consultees as neighbours.

Application ref.	Address	Proposal	Decision
<a href="#">PL/2006/00353</a>	2 Pear Tree Cottages, The Street, Crudwell, Malmesbury, SN16 9ES	Retrospective change of use of approximately 13m <sup>2</sup> of land within the red line boundary to allow the continued siting and use of a small oak-clad shepherd's hut for residential accommodation by family and friends and for short-term holiday letting.	Objection. Crudwell Parish Council objects to the retrospective change of use of land indicated in the application to allow the use of a small oak-clad shepherd's hut for residential accommodation and short-term holiday letting
<a href="#">PL/2026/02091</a>	Crudwell Court Farm, Crudwell, Malmesbury, SN16 9EW	Prior approval Part 3 Class R: Agricultural buildings to a flexible commercial use – Prior Approval Under Class R for the change of use of an agricultural building to a commercial use (Class E)	No comment
<a href="#">PL/2026/02320</a>	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	No objection provided the proposed plans are in line with the current <a href="#">Crudwell Design Guidance and Codes</a> (July 2025)
<a href="#">PL/2026/01295</a>	Lower Odd Business Park, Crudwell, Malmesbury, SN16 9SN	Prior approval Part 14 Class J: Installation or alteration etc of solar equipment on nondomestic premises - PV solar installation	No comment

**CPC/26/011 Planning decisions to note**

Application ref.	Address	Proposal	Decision
<a href="#">PL/2024/03732</a>	Brooklyn, Crudwell, Malmesbury, SN16 9EW	Full planning permission - Demolition and replacement of a single dwelling and annexe (Class C3) + associated works.	Approve with Conditions
<a href="#">PL/2026/00600</a>	Vine Cottage, Crudwell, Malmesbury, SN16 9ER	Householder planning permission - Erection of outdoor gazebo	Approve with Conditions

The above planning decisions were noted.

**CPC/26/012 To appoint an auditor for FY 2025/26**

With the transition across onto a new financial system alongside a change of clerk, it was proposed to remain with the same auditing company for this year.

**Resolution:** Auditing Solutions Ltd be appointed for the FY2025/26.

**Action:** Clerk to notify Auditing Solutions Ltd.

**CPC/26/013 To confirm completion of clerk's probation period and provision for additional hours to support project work**

A formal review of the Clerk's position as Parish Clerk and RFO had been undertaken with agreement from the Staffing Committee on 7<sup>th</sup> April. The Staffing Committee agreed they were generally very satisfied with how Theo is settling into the role. A discussion had taken place around the need for a few additional hours in order to support implementation and go live of the newly procured Scribe financial system and the new website projects. The Clerk's current contract does facilitate this and also stipulates that he should proceed to the next salary increment on completion of his satisfactory probation review. Cllr Hamilton-Lambley proposed that the Clerk as a one-off be allocated some additional paid hours to complete project work – Financial system/Scribe (up to 7 hours) and new Website tasks (up to 10 hours).

**Resolution:** The Parish Council resolved unanimously to permit these additional paid hours, subject to Clerk providing timesheets to keep track of time.

**CPC/26/014 To consider options for Speed Indicator Device (SID) upgrade to solar panel facility**

Cllr Gilchriest outlined what equipment he had assembled for the project but explained he was short on time currently. Cllr Warner agreed to assist to try and complete the task by the May meeting. However, if not possible, the Parish Council would seek to appoint a contractor to do the task. **Action: Cllr Warner to liaise with Cllr Gilchriest to try and complete the task.**

**CPC/26/015 To consider approach for management of bulk electronic communications and associated subscriptions**

Cllr Hamilton-Lambley explained that the Parish Council currently had a free subscription to Mailchimp which was adequate for the purposes used currently. The issue was that the current clerk is not trained to use it, so Broadbean had been subcontracted each time an email was required to be sent (for Neighbourhood Plan and WOIC emails), which was not sustainable. Clerk had checked with the new website provider, and they do not offer provision of bulk email services or training. Thus, it was proposed that Broadbean be asked to provide the Clerk with training, so that this could be brought in house going forward.

**Resolution:** The Parish Council resolved unanimously to request Broadbean provide MailChimp training for the Clerk. **Action: Cllr Hamilton-Lambley to liaise with contractor and Clerk to arrange**

**CPC/26/016 To consider approach for repairs to climbing slats and associated play equipment**

Some minor repairs are needed. Cllr Berry suggested a contractor used by Minety and Oaksey Parish Councils, David Ashton, who is ROSPA approved, be approached for a quote. **Action: Cllr Berry to send Cllr Gilchriest contact details.**

**CPC/26/017 To consider approach for parish-led engagement of Wiltshire Council's Gigabit Broadband Voucher Scheme (GBVS)**

Councillors discussed the information circulated prior to the meeting.

**Resolution:** Councillors agreed that information about the scheme should be put in the next What's on in Crudwell and on the website so that any interested residents are made aware of the scheme.

**Action:** Entry in WOIC June issue and website – Clerk & Chair.

**CPC/26/018 To confirm arrangements for Annual Parish Meeting 2026 and Annual Parish Council Meeting 2026**

Cllr Hamilton-Lambley proposed the Annual Parish Meeting be held on 23 May in the Village Hall and that the Annual Parish Council meeting for 2026 will be held at the start of the Parish Council meeting on 26 May at 7pm.

**Resolution:** Councillors unanimously agreed to the proposal. **Action: Cllr Bullock to book the Village Hall for 23 May.**

**CPC/26/019 To receive a report from Wiltshire Council**

Wilts Cllr Berry said that he would be attending the Cotswold District Council hearing on the Existence Festival license application on 11 May. He commented that the new bus provision, via Wiltshire Connect appeared to be working well so far alongside the Wiltshire Link Scheme with Community First. It was suggested that the Wiltshire Connect service be publicised by Crudwell Parish Council in WOIC and on the website/social media.

**Action: June WOIC Parish Council article and website post.**

**CPC/26/020 To receive a report on flood management and Crudwell Flood Action Group**

Cllr Bullock gave a brief report from the FLAG having met with Ben Preece. Points to note:

- Volunteers had carried out weed pulling in the Swill Brook between the Tuners Lane ford and the A429 road bridge. Piles of weeds had been tidied into a few heaps and FLAG requested if the Parish Council might be able to arrange for a trailer for the green waste to be removed.
- Flood warden training was given to 6 FLAG members by Chris Manuel from Wiltshire and Swindon Prepared on 21 April. FLAG is keen that they be seen as having flood wardens within the group. FLAG sees there as being three areas in the village: Tuners Lane, Butts Stream and Goosey Corner and will ensure there are volunteers from FLAG in each area. Ben Preece is willing to be the overall point of contact/coordinator.
- Parish Council to consider how many flood wardens they wish to add to public liability insurance. Cllr Gilchrist commented that all volunteers are covered by the Parish Council's public liability insurance whilst carrying out voluntary work on behalf of the Parish Council.
- FLAG has endeavoured to liaise with Cllr Hughes about an introduction to local landowners but has not heard back.  
**Action: Cllr Bullock offered to follow this up with Cllr Hughes.**
- FLAG volunteers Ben Preece and Nicola Bailey hosted a visit from the Cotswold Rivers Trust in April. Looked at different parts of the Swill Brook and discussed several opportunities including funding that may be available for Natural Flood Management. FLAG intend to participate in the new [infant Thames programme](#).
- FLAG has built two websites <https://crudwellflag.org.uk/> and <https://wilts.riverlevels.org.uk> (with experimental depth measuring equipment monitoring river depth of the Swillbrook. Keen to find if any other residents might consider hosting a depth sensor for either the Rommel Lane stream or Butts stream.

Crudwell Parish Councillors were pleased to hear about the ongoing work of FLAG and will make sure the new Crudwell Parish Council website links to these two websites.

**CPC/26/021 To receive a report on the Neighbourhood Plan progress**

See Appendix.

**CPC/26/022 To receive a community report and update on school parking progress**

The Diocese of Bristol have asked for a meeting to discuss the Glebe field parking proposal and the Crudwell Neighbourhood Plan generally. This has been arranged for the 8th of May.

**CPC/26/023 To note correspondence for councillor information**

Cllr Butcher said that the insurance renewal papers from Zurich had been received with a premium renewal substantially higher (£956) than was paid last year. The Council was on a three-year deal, which has come to an end. However, Cllr Butcher was able to get a revised quotation online which was much better value at £536. Details will be provided for approval at the May meeting, in time for renewal on 1 June 2026.

**Action: Clerk to raise agenda item to agree and approve the insurance renewal at the next meeting.**

**CPC/26/024 To receive reports on parish matters**

- **Local Highway and Footway Improvement Group** – Cllr Butcher reported that regarding extending the 30mph speed limit to south of the Murcott Lane to incorporate the Murcott Farm Shop had been declined as “the request did not meet the criteria”.
- **Parish Steward** – still currently not available as working for the Highways department. The Tuners Lane sign was discussed and Cllr Butcher and Warner agreed to coordinate to see if they could resolve. **Action: Cllrs Butcher and Warner**
- **Poors Charity dissolution** – addressed in matters arising.
- **Aura Solar Farm** – Cllr Hamilton-Lambley reported he had asked Ben Preece (FLAG & School Governor) to join the committee from Crudwell. Currently awaiting notification of when bids for funds can commence.
- **Bus stop** – ivy clearance completed.
- **New website** – Cllr Bullock reported following the start-up meeting on 16 April, she was pulling together files for uploading to the new site, working with the Clerk to collate these. She asked for high resolution images of Crudwell village including aerial shots if possible, to be sent to the Parish Clerk for collating to provide to the website developer, even drone footage would be great if available. Training by Aubergine on editing of the website will be provided during May, all that are interested can attend. The Clerk will have control over the level of access of individual users. Cllr Bullock requested that the Parish Council review and approve the various policies at the next meeting, as these need to be uploaded to the new site. Cllr Hamilton-Lambley will look for images.

**CPC/26/025 Exchange of Information**

There was no further exchange of information.

**ACTION POINTS**

Person responsible	Action	Notes
Cllr Hughes	Convene working group to clean village gates.	Carried forward from February meeting
Cllr Thomson	Repair hole in stone wall on Post Office Green. Coordinate contact to facilitate.	Carried forward from March meeting.
Cllr Bullock	Liaise with FLAG about where to position gels sacks and update emergency plan accordingly.	With FLAG to decide & notify the Parish Council
Cllr Hamilton-Lambley	Commission contractor to scope layout for upgrading of footpath and two bridges at Church Commissioners land.	Funding approved at earlier Parish Council meeting. On hold until after the meeting with the Diocese on 8 May
Cllr Gilchrist	Raise awareness through WOIC regarding Poors Charity' pending closure and support available through Malmesbury Community Trust.	Awaiting meeting before WOIC comms. Ongoing
Cllr Thomson	Investigate change of use of section of allotments to community orchards.	ongoing
Cllr Thomson	Consider promotion of unoccupied allotments through various channels.	
Cllr Hamilton-Lambley	Commission mini survey to assess extent of community support for reducing the speed limit to 20mph within Crudwell village.	Drafted, but ongoing.

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 contacted, awaiting response
Cllr Thomson/Clerk	Liaise with Clerk about plot numbers, dimensions and invoicing of allotmenters.	
Parish Clerk	Provide March 2026 meeting minutes for approval & signing.	
Cllrs Butcher & Bullock	Provide 2026/27 budget and precept information for Cllr Bullock to upload to the PC website	
Cllr Butcher	Prepare QFS Jan-March 2026 for approval at next meeting.	
Cllr Gilchrist	Discuss with Countrywide contractor re some cutting sites that have been missed, provide map again.	
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.	
Cllrs Bullock, Butcher & Hamilton-Lambley	Upload and approve bank payments approved at this meeting.	
Parish Clerk	Submit PC responses to planning applications for: 2 Pear Tree Cottages, Crudwell Court Farm, Bramley House and Lower Odd Business Park	
Parish Clerk	To notify Auditing Solutions Ltd of their appointment to audit information for FY 2025/26.	
Cllr Warner	Liaise with Cllr Gilchrist and try and complete conversion of the SID to solar panel system	
Cllr Hamilton-Lambley	Liaise with Broadbean and Clerk to arrange training on MailChimp	
Cllr Berry	Provide contact details of David Ashton to Cllr Gilchrist	
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	
Cllr Bullock	Book Village Hall for Annual Parish Meeting	
Clerk/Chair	Promote Wilts Connect bus service to parish residents through June WOIC and website/Facebook page	
Cllr Bullock	Follow up with Cllr Hughes about liaising with FLAG re introductions with local landowners.	
Parish Clerk	Zurich Insurance renewal to be on May meeting agenda for discussion and approval	
Cllr Butcher & Warner	Liaise to try and resolve the Tuners Lane sign issue	

Meeting closed at 21h35.  
Next meeting 26 May 2026.

Signed:

Roy Hamilton-Lambley, Chair

## **APPENDIX**

### **Neighbourhood Plan and community report for PC April 2026**

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

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

- Following discussions with Wiltshire Council officers the following items have been actioned:
  - A modification statement highlighting the changes to the 2021 Made Plan which is a new requirement in the regulations has been developed and agreed.
  - The consultation has been extended to the 25<sup>th</sup> of May to allow for Easter holidays and May bank holiday periods.
  - Better signposting to the NP documents on our website.
  - Revision of our publicity to notify the community of the consultation end date as follows
  - Hosting all Reg 14 documents on our my-Crudwell website with the required Modification Statement
  - A further Email to all statutory bodies as shown by Wiltshire Council
  - A further Email to 302 Crudwell residents via our Mailing List
  - Paper copies of the Summary and Questionnaire available in the Post Office, Farm Shop, the Church, pubs, and hotels
  - Revised A4 posters on all notice boards and selected key points
  - Notification via the Crudwell Street Leaders WhatsApp group
  - Two drop-in events have taken place at the Village Hall on Tuesday the 31<sup>st</sup> March 4 to 6pm and Saturday the 11<sup>th</sup> of April 12 to 2pm 18 parishioners attended these.
- 13 representations from statutory consultees have been received by email to date, significant issues to date are
  - Stonewood Homes (Tetbury Lane south site potential developers) have asked for a debrief meeting, this is taking place with their representatives and the landowner on the 8<sup>th</sup> of May.
  - The Environment Agency have asked that the Carpenter's Yard proposed site is, as a minimum reduced to avoid development in Flood Zones 2 and 3.
- As agreed at our February meeting, Community First were engaged to host the questionnaire and deliver the comprehensive report required following consultation. The site was live from March the 1<sup>st</sup> and the last report showed that there had been 277 visits with 59 responses, a rate of 21% to date.
- The post consultation report from Community First 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 Inspector.
- The inspector will determine if the changes are significant enough to require a public referendum